

2020 Bulletin of Reports

Part 1

Lutheran Church of the Reformation

published February 25, 2021

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Lutheran Church of the Reformation Mission and Values Statements

Mission:

Embraced by God's love, Lutheran Church of the Reformation gathers, welcomes and nurtures a spiritual community to love and serve the world in Christ's name.

Values:

Justice and Mercy

We share God's mercy, honor human dignity and the common good, and work for a more just, peaceful and vibrant community, nation and world.

Unity in Diversity

We welcome and embrace all of God's children, creating an inviting and safe place in which to celebrate and share the gifts of our similarities and differences.

Spiritual Growth

We inspire and empower people to live as disciples of Jesus Christ. At every step of life's journey, we challenge and support one another as we grow in faith together as individuals and as a community.

Praise and Prayer

We come together in community to praise God by creating a joyful worship experience, revealing the beauty of God's love and the hope of God's word.

Stewardship of God's Gifts

We joyfully give of ourselves, our time and our possessions in thanksgiving for God's abundant gifts and for the care and redemption of God's creation.

Aspirational value:

Invitation and Welcome

We open our doors and hearts, extending our hands to welcome neighbors and strangers, to share the Good News.

God has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God? Micah 6:8

For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body – Jews or Greeks, slaves or free – and we were all made to drink of one Spirit.

1 Corinthians 12:12-13

We have not ceased praying for you and asking that you may be filled with the knowledge of God's will in all spiritual wisdom and understanding, so that you may lead lives worthy of the Lord, fully pleasing to him, as you bear fruit in every good work and as you grow in the knowledge of God. Colossians 1:9-10

Praise the Lord!

Praise God in his sanctuary;

praise him in his mighty firmament!

Praise him for his mighty deeds;

praise him according to his surpassing greatness!

Praise him with trumpet sound;

praise him with lute and harp!

Praise him with tambourine and dance;

praise him with strings and pipe!

Praise him with clanging cymbals;

praise him with loud clashing cymbals!

Let everything that breathes praise the Lord!

Praise the Lord!

Psalm 150

Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.

1 Peter 4:10

But how are they to call on one in whom they have not believed? And how are they to believe in one of whom they have never heard? And how are they to hear without someone to proclaim him? And how are they to proclaim him unless they are sent? As it is written, "How beautiful are the feet of those who bring good news!" Romans 10:14-15



2020 Officer & Council Roster

President	Matthew Fuehrmeyer
Vice President	Bonnie Franklin
Secretary	Karen Carlson
Treasurer	Roger Moffat
Financial Secretary	Suzanne Hazard

Term ending in 2022

Craig Haas
Laura Swanson
Elizabeth Hann

Term ending in 2021

Chari Voss
Andrew Weaver
Molly Higgins
Evan Benoit

Term Ending in 2020

Bryan Anderson
Bonnie Franklin
Matt Fuehrmeyer
Corey Petree
Eleanor Grant

Newly elected at Annual Meeting, November 22, 2020

Term ending in 2023

Ivy Finkenstadt
Emily Andre
Lyndon Smith
Judith Mangubat

Lei Lei Middlebrook (one-year term for under 18)

Worship, Music, and the Arts Committee

by Paul Leavitt

The congregation's rapid and clear response to the pandemic put a rather abrupt end to much that the committee had planned for 2020, but several unplanned activities emerged instead.

The year started with two performances of the Verdi Requiem in the sanctuary with members of the Reformation Choir singing with the Arioso Chorale of the Friday Morning Music Club. It was one of the most well attended concerts we have put together in years, welcoming over 350 audience members for two performances with 120 performers on stage.

The transition from live worship to online worship took some doing, but thanks to computer technology it was possible to pre-record or make videos of the hymns, preludes, and postludes. There was a bit of a learning curve involved to accomplish video editing, but in a relatively short time, we seemed to have mastered some of the basics, at least enough to provide "content" for the service.

We have been graced with the ongoing presence of our choral section leaders throughout the year. They have been a very welcome addition to the service music, leading hymns over the weekly zoom call and Facebook Live services that we have been doing every Sunday. Many thanks to the congregation and to others who continue to financially support the ongoing presence of these talented vocalists as part of our worship services.

The choir continued to meet via a weekly Thursday evening zoom call until zoom fatigue took over. In the fall choir zoom meetings were replaced by a lecture/discussion series on the "Great 18 Choral Preludes by J. S. Bach", given by Paul Leavitt. When the discussion on these great organ works was finished, the group segued into a discussion of the Advent Cantatas and Christmas Oratorio of Bach.

In the late fall, we had the pleasure of hosting the 12-piece Barclay Brass Ensemble for a concert on the labyrinth in front of the church. We were able respect the guidelines of social distancing. The players wore masks and the audience managed to find ample seating space on picnic tables on the front lawn of the church, as well as on the lawn in front of the Folger Library. All in all, the musicians played for over 100 people, including church members as well as walkers, runners and joggers passing by on East Capitol Street. The attendance was helped by unusually warm fall weather with temperatures in the mid-70's. This event helped us to see that further outside events could be planned for the coming season that would allow people to gather in a safe, socially distanced way.

We were also obliged to postpone our participation in the Choral Program at the Amalfi Music and Arts Festival in Italy originally planned for July 2020. Many thanks to Sharon Dibbern for her interfacing with all the members of the tour and the tour planners to make sure that people were issued refunds whenever possible. The festival has been postponed until July of 2022, and we are hopeful to have the same enthusiastic singers on board for this future adventure.

Caring and Fellowship Ministries

By Emma Harrington

The Caring and Fellowship Ministries Committee is involved in many ways in the life of the congregation – providing care, support, and fellowship.

Committee Members: Kim Benoit, Matt Cook, Julie Scofield, Al Swingle, Chari Voss, Rev. Wilker, Emma Harrington (chair)

Listed below are the projects that the committee has been involved in this past year.

Birthday and Easter Cards were sent to homebound members. A note is included in the Easter card. There were also Christmas cards included in the cookie bags that were delivered to homebound members.

Care packages were prepared and mailed to 7 young adults spending the fall and spring semesters away from home.

Meal trains were set up for 5 families over the course of the year.

The church office sends weekly greetings, Sunday bulletin and Sermon and Weekly Word to over 20 senior member households including our 7 homebound members. A number of homebound members are called on a regular basis.

Christmas projects: 30 grocery cards in the amount of \$50 per card were given to members of the Southeast Ministries Community. 31 cookie bags for members were prepared and 13 volunteers and our pastors delivered them. Due to the pandemic, Chari Voss made the cookies and prepared the bags. A special thank you to her.

In-Person Fellowship hours were suspended at the end of February due to the pandemic with Zoom Coffee hour weekly. A special thank you to Nancy Dinse who for so many years coordinated the coffee hours and often hosted them. Nancy left the area to be near family with a socially distant, outside send-off in the Summer.

2020 Spiritual Growth Committee Report

By Meghan Quirk-Herrera

Our committee is driven by Reformation's 'Spiritual Growth' Value which states, *"We inspire and empower people to live as disciples of Jesus Christ. At every step of life's journey, we challenge and support one another as we grow in faith together as individuals and as a community."*

In 2020, our committee welcomed two new members: Jessica Snowden and Ivy Finkenstadt who, along with the additional committee members, Liz Tuckermany, Sarah Guthrie, Evan Benoit (our 2020 and 2021 Council Liaison), Meghan Quirk and Pastor Ben, helped chart the course for this unprecedented year.

The Spiritual Growth committee typically focuses on Sunday School & Nursery support, youth education, adult education, expansion of the small group ethos within our congregational culture, and at-home spiritual growth opportunities. In March with the dissolution of regular church attendance, Pastor Ben, Jessica Snowden & Evan Benoit creatively transformed Sunday School into a weekly virtual touchpoint for families filled with creativity, energy, music & puppets! With the unknown of when we might physically return to the church, the committee voted to continue allocating funds to nursery staff to continue our pledged support of them for the remainder of the year. Confirmation and Youth Group continued to meet, often meeting virtually and sometimes meeting in-person, masked, distanced, and when the weather allowed. Currently, there are 3 students in Confirmation and over 45 students in the combined 'Divine Covenant' Youth Group (DC Youth Group), a collaboration of St. Paul's Lutheran, Augustana Lutheran, and Reformation. Pastor Mike led adult education series including a Bible Basics and Intro into Lutheranism in the fall.

Despite the virtual climate, many small groups, including the Navy Yard Bible Study group and Reformation Reads, embraced the new reality as an opportunity to expand congregational participation. As ever, Pastor Ben creatively provided at-home spiritual growth opportunities for both adults and youth within the congregation through devotionals, prayer bags, and candygrams at Christmas time.

Looking forward to 2021, the Spiritual Growth Committee is excited to delve into the congregational themes that Pastor Mike has set:

- January/February - Antiracism and Dialogues on Race
- Lent - Spiritual and Congregational Discernment
- Easter - Gender, Sex & Sexuality

The committee will be working on ways to integrate those themes into additional intergenerational spiritual growth opportunities. One of the committee's major priorities for 2021, is to support a positive opportunity for our high schoolers in the summer of 2021 since the Youth Gathering was cancelled in 2020. Additionally, we hope to equip Pastor Ben and the congregation with any support they need for Sunday school logistics once we map out our congregational needs moving forward.

Engagement and Communication

By Pastor Ben Hogue

Reformation's Ministry Area of Engagement and Communication was more important than ever in 2020. We continue to live into Reformation's Value of *Invitation and Welcome: We open our doors and hearts, extending our hands to welcome neighbors and strangers, to share the Good News.* In 2020, the Engagement and Communication committee consisted of Jane Tobler, Matt Cook, Will Anderson, Pete Hillman, and Mike Thompson with Pastor Ben as the Staff Lead and Corey Petree as the Council Liaison.

The biggest project for this committee in 2020 was moving worship online both with our prerecorded worship services, as well as the livestream videos. Pastor Ben produced 25 prerecorded worship services (March-August) and 37 Sunday School videos (March-Dec). Throughout the summer, the livestream setup was purchased and installed and we Engagement and Communication launched Livestream Worship in September, worshipping 'live' on Zoom, Facebook, and YouTube simultaneously. Now that the livestream is up and running, the oversight and operations have been transitioned to the Worship, Music, and Art ministry area with Pastor Mike as the staff lead.

In 2020, the committee continued to focus on four categories: Internal Communication, External Communication, Internal Engagement, External Engagement. This helps us to organize our priorities, ideas, and work.

- Internal Communication – This is how we share information and Good news to the Reformation community
 - Congregational news and information are shared through the Weekly Word publication every Thursday morning.
 - 102 email communications were sent to the subscriber list. Emails included: Weekly Words, worship information, death notices, special announcements, etc.
 - Over the past year, our average open rate was 42% (9% higher than last year, the industry average is 27% for religious organizations) with 439 subscribers (adding over 40 subscribers than last year).
 - During our time of distance, to communicate (and engage) with homebound and senior members of the congregation, weekly mailings were sent out that included a letter from a pastor, printed Weekly Word, Sunday's bulletin, and Sunday's Sermon.
 - The 'Lutheran Church of the Reformation Community' closed/private Facebook Group continues to be a way to share announcements, but also for anyone to share prayer requests, information, questions, etc.
 - The Icon Database continues to evolve, thanks in part to Jenna Jablonski, our former Communication and Database Administrator, and now Angela Small our Administrative Assistant.

- External Communication – This is how we share the Good News and information about Reformation to others the wider public
 - Our Social Media platforms continue to be the major way we communicate to the public.
 - In 2020, our Facebook Audience grew from 410 to 564 followers (+154 followers) and our page likes grew from 397 to 489 (+92 page likes)
 - We continue to be active on Twitter and we launched an Instagram page in March 2020. Both handles are @ReformationDC
 - We put out paid advertising both on Facebook for special worship services (Easter, Christmas in July, Christmas, etc.) as well as in the Hill Rag.
 - Our website has seen a lot more traffic due to the pandemic. Many people visit our website to learn more about us and the ways to access worship. We had over 5,750 unique visitors to our website from all around the world with over 10,500 visits.
 - We look to 2021 to upgrade our website to be more user-friendly for both newcomers and members alike!

- Internal Engagement – This is how we are connecting and engaging with each other as members and regulars at Reformation.
 - We welcomed 11 new adult members (4 children) to the congregation in February and postponed New Member classes until 2021.
 - To respond to online worship, we started virtual Greeters/Worship Assistants for both Facebook and Zoom to engage with worship participants online.
 - We host a weekly Zoom Coffee Hour after worship to keep in touch and stay engaged with one another

- External Engagement – This is how we connect and engage with the wider public outside the walls of Reformation
 - Unfortunately, we could not hold all of our in-person, public events (Festivals, Pride, etc.) in 2020 nor were we able to engage with space use partners.
 - One in-person, public outside event was Blessing of the Beasts, which drew in newcomers to our congregation. We were able to meet neighbors and provide hospitality to all!
 - In September, Pete Hillman and Mike Thompson spearheaded Reformation’s Door Hangers project. Doorhangers were spread all across Capitol Hill and surrounding neighborhoods to promote the launch of our Livestream!

Although 2020 was a difficult year, the Engagement and Communication Ministry Area and Committee give God thanks for the good work we were able to do at Reformation and in the community. Of course, we are grateful, too, to the congregation for partnering with us and sharing the Good News of Jesus Christ and the love of God with your neighbors and friends, both here at Reformation and beyond!

Service and Justice Ministries

by Pastor Michael Wilker

ELCA Mission Support

Reformation currently contributes 8% of its member offerings to the Evangelical Lutheran Church in America to support congregations and ministries across the Metro DC Synod, the rest of the ELCA, and the Lutheran World Federation.

Southeast Ministry

SEM provides free education, advocacy, and employment services that empower everyone to succeed in their families, work, and community. It is based in its own remodeled, environmentally sustainable building in Congress Heights and primarily serves adults in Wards 7 & 8. In 2020, it formed a program partnership with Samaritan Ministries to provide classes for Samaritan Ministries' job training programs. During the covid pandemic, teachers met with students only online. 70 students were in the online classes. In addition, 150 individual student-staff meetings were held to support participants with academics, job counseling, and social services. The board named Evita Leonard as the new executive director. She had previously served as associate director and interim director. She grew up in a Lutheran congregation and school in Chicago and is glad to be working in a Lutheran-affiliated ministry. The board also took steps to diversify its membership. The board now includes a student/participant representative, Cheryl Barnes, and a long-time business owner and resident of Congress Heights, Raymond Kibler. Javier Miranda* and Rita Daniels rotated off the board. Other current board members are LaTwyla Mathias (president) Emily Sollie* (vice president), Suzanne Hazzard* (treasurer), Pastor Mike Wilker* (secretary), Christina Givey, Parry Carlson*, and Jeff Hale*. (* denotes Reformation members.)

Food Pantry

In 2020 the Food Pantry distributed approximately \$20,000 in food and gifts cards. Before the pandemic shut the church office, the recipients were greeted and served primarily by the Empower DC interns with support and supervision from Jane Rutherford, director of operations, and Pastor Ben Hogue. During the pandemic, the Food Pantry distributed gifts cards and food grants to Reformation's partners: Langston Terrace Public Housing Residents Council, Little Lights Ministry at Hopkins and Potomac Gardens, Everyone Home DC, Community Connections, and Southeast Ministry. Thanks to Karen Carlson who coordinated the food purchasing and bagging, and to the volunteers who helped bag the groceries in the Parish Hall. The Food Pantry Fund had \$47,275 at the end of 2020. In 2021, Pastor Ben and Karen are working with a group of volunteers to envision this ministry post-pandemic.

Pastors' Discretionary Fund

This fund is set up so the pastors can help members and friends of the congregation who have particular emergency needs. For example, someone may need help paying for travel to get to a funeral, paying medical bill, immigration and citizenship fees, drivers lessons, or help with rent. The Mildred Leecke Taylor Fund provides \$4,000 a year for the discretionary fund. An additional \$10,629 was contributed by parishioners and given away by the pastors to support individuals in need.

Good Neighbors Refugee Resettlement

Reformation began Good Neighbors with seven other congregations in 2016. With our local partner Lutheran Social Services of the National Capital Area and our national partner Lutheran Immigration and Refugee Service, Good Neighbors welcomes and resettles refugees. Since its inception the team has resettled 55 families in Prince George's County—20 of those settled in apartments in 2020. Most of the families resettled are on special immigrant visas (SIVs) because one of their family members assisted us armed service members. In 2020 with a grant from the Koster Foundation, GNCH was able to purchase a van to help move furniture. GNCH continues to support settled these and other refugees with connections to schools, job training and English tutoring. They also help provide gift card and computers to help refugee families and their children get online for classes in the fall. Kathy Tobias serves as the GNCH co-chairperson.

Green Team

Brianna Widener and Dan O'Brien have led our efforts and helped us thank God for creation and life, even as we lament and grieve climate change, pollution, and environmental racism. The Green Team researched composting at Reformation's buildings (put on hold until building use resumes), shared inspirational messages and suggestions for household actions in the Weekly Word, held a three-month Zoom movie festival in the summer, helped craft the September and October Season of Creation worship services, helped host an e-cycling drive at Eastern Market, and participated in the Anacostia Watershed Society river clean-up day. The team also made connections with the Citizens Climate Lobby, Interfaith Power and Light, Lutherans Restoring Creation, and the ELCA advocacy office.

Washington Interfaith Network

WIN is a 35-member organization of Jewish, Muslim, Christian, and humanist congregations and non-profit organizations that uses its relational power for good in DC. WIN member institutions are predominantly African American and include Latino, White and multiracial organizations. In 2020 WIN built its relationships and power to bridge the racial wealth gap and create healthy, safe communities.

In the DC Budget, WIN focused its energy to secure \$133.6 million in additional funds for affordable housing preservation, public housing repairs (like at Langston Terrace, Hopkins, and Potomac Gardens), eviction prevention, and services to people experiencing homelessness. We did that with WIN's allies at the Fair Budget Coalition and the This Way Home Campaign. WIN pushed the Council to reduce the

District's reliance on traditional, militarized policing and put more money toward community violence reduction and school-based mental health services with more than \$3.5 million. WIN and the DC Values Coalition also secured another \$2.5 million for Immigrant Justice Legal Services to help undocumented DC residents get legal advice and representation.

In WIN's Corporate Accountability for Racial Equity (CARE) Campaign, we negotiated with Pepco and secured 100-120 new jobs each year for residents of Wards 5, 7, and 8; agreed to go together to the Council and Mayor to raise prevailing wages for these laborers; secured millions of new dollars for capital investments in minority-owned and -led contractors and subcontractors; and agreed to work together to decide how to redevelop the Pepco land next to the Anacostia River at Benning Road.

In Ward 6, WIN celebrated and worked toward dignified, safe, and affordable housing for all.

- This summer, WIN helped open the Aya, a newly built emergency family residence for 50 families at Delaware and I Streets, SW. This was part of a District-wide WIN campaign to close DC General Shelter and replace it with smaller, humane residences in 7 of the 8 wards.
- In September, WIN leaders blessed the land and the current residents of Reservation 13/Hill East, including residents of the DC Jail and the Harriet Tubman Women's Shelter. The District is beginning the next phase of. WIN negotiated and won commitments from the Deputy Mayor for Planning and Economic Development to make sure the new buildings and grounds are environmentally sustainable and include 1500 units of affordable housing for people making under 60% of the DC region area median income, which is \$75,600 for a family of four.
- In December at Northwest One and Temple Courts (K & North Capitol), WIN broke ground with Mayor Bowser and former residents on a new complex that will include 504 new affordable units (60% of less AMI). All former residents have a right to return to the new homes.
- WIN is also organizing to hold Brookfield Properties, the main developer of the Navy Yard, to keep its commitment to replace the remaining 470 units of housing torn down in 2004 with the demolition of Arthur Cappers and Carrolsburg public housing. They were paid \$34.6 million by the federal government 20 years ago to rebuild these units in exchange and given the right to develop 23-acres at Yards Park.

Other service and justice ministries

- Reformation volunteers and staff also support many other ministries and funds are also distributed to some organizations from the Mildred Leeke Taylor Fund:

- Everyone Home DC, \$2,500 (formerly Capitol Hill Group Ministry; Pastor Ben serves on the Faith Council) and the Homeless Children's Playtime Project, \$1000, both serve families and individuals who are experiencing homelessness.
- Lutheran Volunteer Corps, \$500, provides full-time volunteer service opportunities for young adults in social justice organizations.
- Reconciling Works, \$1,000, and Extraordinary Lutheran Ministries, \$1,000, support the full inclusion of people of all sexual orientations and gender identities in the ministry of the church and society.
- Reformation also continued its anti-racism and solidarity work in 2020. Pastor Ben Hogue attended the Race Forward Conference. Pastor Mike Wilker was appointed to the ELCA Task Force on the Repudiation of the Doctrine of Discovery and hosted a series on Colonization and Decolonization in August.

Global Ministries

Reformation members are involved in international relationships on many levels – in the synod's global mission committee; lifting up global partnerships through travel, study, music, friendship, advocacy, and prayer; and serving in professional capacities in a broad range of international church, nonprofit, governmental, and private organizations.

Please see the www.ReformationDC.org/world for information about how we connect with the global church through the [ELCA](#) and [Lutheran World Federation](#). We also have special, direct connections with churches in [El Salvador](#), [Namibia](#), [Palestine and Israel](#), as well as with [Lutheran World Relief](#).

Reformation Property Committee

By Tegan Peterson, Director of Operations

Reformation's Property Committee, along with the director of operations and chaired by Parry Carlson, establishes priorities related to the repair and maintenance of the five buildings on our campus: the Church (1934), St. John's annex (1953), and row houses at 220 (the church office), 222 (apartments for the associate pastor and the community host), and 226 (housing for the senior pastor) East Capitol Street. Members of the Committee offer various skills and diverse perspectives that are helpful in determining how best to approach the multitude of building-related projects that Reformation faces at any given time.

The Property Committee oversees the property aspects of the budget which includes utilities (\$52,000 in the 2020 budget), contract services (HVAC, cleaning, elevator maintenance, and office equipment, budgeted at \$58,096 for 2020), and property maintenance. In 2020, \$43,620 was spent on property maintenance. Alongside the Finance Committee, the Property Committee also oversees our insurance, an annual premium of \$22,600. Please note, these funds do not come from general offerings. Reformation's property maintenance and major improvement costs are paid primarily through special funds.

The Committee establishes the property maintenance budget each year through its "Top Ten" list of priorities. The items in this budget include such everyday things as leaky fixtures in our kitchens and restrooms, paint, various HVAC repairs (valves, sensors and other items identified in our regular preventive maintenance), electrical work, housing repairs, parish hall furniture replacement, etc.

Last year, the Committee met monthly to discuss necessary repairs and oversee the property maintenance budget through an unusual year. Parry Carlson and Emma Harrington volunteered at Reformation nearly every week to complete projects around the buildings. In the fall, the Property Committee put together small groups of volunteers (Parry Carlson, Del Voss, Valerie Platz, and Dale Manty) to walkthrough the properties and identify areas in need of repair/maintenance for 2021. Many repairs and maintenance items were addressed and managed throughout the year.

The Property Committee wishes to highlight and express gratitude to one of our generous partners, Ginkgo Gardens Inc. Ginkgo Gardens donates their time and efforts each month to keep Reformation's grounds beautiful. They also donated time and materials to re-mulch during the winter of 2020, making the front yard look refreshed and lovely. We are extremely grateful for their generosity. They are such a gift and joy to Reformation! To learn more about Ginkgo Gardens, visit their website at <https://www.ginkgogardens.com>.

Director of Operations Report

By Tegan Peterson

Facilities Management

Throughout the year, Tegan, the director of operations, managed numerous repairs and maintenance to the Church, St. John's annex, and row houses at 222 (the church office), 220 (apartments for the associate pastor and the community host), and 226 (housing for the senior pastor). This work included scheduling and overseeing repairs completed by Calvert Controls (HVAC), Bruno Clay Management, Merlino Construction, Ginkgo Gardens, and John Baur Plumbing. Tegan worked alongside the Property Committee to prioritize maintenance items and ensure all the buildings remained in good condition.

Space Use Management

Due to the pandemic, there was a decrease in space use for the majority of 2020. In the fall, two playschool partners returned, and a new playschool began using space in the St. John's building. Reformation also hosted a weekly class taught by the University of South Carolina. All space users were required to follow space use guidelines developed by an ad hoc Space Use Committee. Guidelines included social distancing, mask wearing at all times, and the use of hand sanitizing stations installed by Parry Carlson and Emma Harrington. Other regular space use partners moved their events outdoors or to an online platform. Tegan was in consistent communication with all space users and worked to answer questions, provide updates, and address concerns. Christine Goepfert, Reformation's Community Host, worked with Tegan on the management of space use. Christine set up and arranged reserved spaces, helped with scheduling on the space use calendar, and completed a daily walkthrough of the property to ensure it was secure and nothing was in need of immediate maintenance or repair.

Office Management

Tegan managed all office equipment maintenance and lease agreements, contracts, filing, and reports. In November, Reformation hired an administrative assistant. Tegan and Pastor Ben oversaw the hiring process. Tegan supervises the administrative assistant, Angela Small.

Finance and Stewardship Management

The Finance Committee, Pastor Mike, Pastor Ben, and Tegan met each month to review monthly financial reports. In the fall, the Finance Committee put together a budget for 2021. Weekly, Tegan put together invoices and checks to be processed by Suzanne Hazard, Financial Secretary. Tegan also distributed pay stubs provided by Suzanne each pay period. With the support of Suzanne Hazard, the Finance Committee, and the Council, Tegan applied for the Paycheck Protection Program on behalf of Reformation. Reformation was approved for the loan and was able to use the full amount for staff salaries and benefits. Tegan and Suzanne worked together to submit a loan forgiveness application in December. Tegan learned the application was approved and the loan was forgiven on February 22, 2021.