



A Christian Church for all People

# Mission of the Month - J-D Ecumenical Food Pantry

The mission of the Dewitt Food Pantry is to provide emergency food to local households whose income is below 185% of the Poverty Income Guidelines established each year. The pantry serves our neighbors who live in the Jamesville-DeWitt School District and local area surrounding DeWitt Community Church. The Dewitt Food Pantry is the result of a collaborative effort by members of the congregations of the Dewitt Community Church, Eastern Hills Bible Church, Holy Cross Church of Dewitt, St. David's Episcopal Church, and the staff of the Springfield Garden Apartments.

DeWitt Food Pantry accepts monetary donations as well as donations of non-perishable food. Specific needs include canned tuna, pasta, rice, pasta sauce, canned vegetables, canned fruit and healthy cereal. Donations may be dropped off on Tuesdays and Thursdays, 10:00 - 1:00 PM, and Third Saturdays, 9:00 AM - 11:00 AM. It is located at 6486 East Seneca Turnpike, Jamesville. To schedule a time to drop off donations out-

side of the pantry's regular hours, call the On-site Coordinator, at (315) 469-5093. How to help: To make a financial gift, please use the contribution envelopes available in the pews and check "Mission of the Month." These will be collected during the Offertory or can be sent to the Church Office.



# Coming to DCC in September: Dave Ramsey's Financial Peace University

We all need a plan for our money. Dave's class will show you how to get rid of debt, manage your money, spend and save wisely, and much more! Anne and Greg Stock will lead the class on Sunday mornings, time TBA depending on participant preference. Each week will cover a different topic:



Week 1- Super Saving- Learn why you should save and how to take 7 Baby Steps towards Financial Peace.

Week 2- Relating with Money- Learn how to work together towards financial goals as spouses or find accountability as a single person.

Week 3- Cash Flow Planning- Learn how to budget effectively.

Week 4- Dumping Debt-Learn how to get out of debt. It's simple, but not easy!

Week 5- Buyer Beware-Learn how marketing influences your buying decisions.

Week 6-The Role of Insurance-Learn how to protect your health, family, and finances.



Week 7- Retirement and College Planning-Learn about the many retirement options and how to plan for college so your child can graduate debt free.

Week 8- Real Estate and Mortgages- Learn how to win when buying or selling your home.

Week 9- The Great Misunderstanding-Learn how generous giving can make a difference and recharge your perspective.

Check out our Come & See on September 18 at 10AM. Have questions? Contact Anne and Greg Stock at anne@jhu.edu.







Connecting people with Christ through community

Helping people grow in faith

Serving God by using our gifts to serve others

# **IN THIS ISSUE**

**Working Together** 

Looking Ahead
From the Senior Minister
News & Notes
Running The Race,

# LOOKING AHEAD

#### WEEKLY IN SEPTEMBER

Please check the Weekly Announcements for any changes to the Church schedule.

#### SUNDAY

#### 9:00 AM

Chapel Service (Miller Commons)

#### 10:00 AM

Adult Bible Study (Rm 42)

#### 11:00 AM

Worship Service (Sanctuary)
Nursery – Ages 0-3 (Rm 45)
Children's Sunday School
(Rooms 46-48)
Youth Worship & Sunday School
(Room 7)

Confirmation Class (Rm 8)

#### MONDAY

#### 9:00 AM

Town of DeWitt Senior Program (Gym, FH Kitchen, Rooms 6, 7, 8, 10)

#### 5:30 PM

Women's Bible Study(Miller Commons) Starts 9/19

### TUESDAY

#### 1:30 PM

Program Staff Meeting (Library)

#### WEDNESDAY

#### 9:00 AM

Bible Study (Rm 42/Parlor)

#### 9:30 AM

Stay & Play (Gym) Starts 9/21

#### THURSDAY

#### 5:30 PM

Youth Worship Rehearsal (Miller Commons)

#### 7:15 PM

Chancel Choir Rehearsal (Choir Room)

#### FRIDAY

#### 9:00 AM

Bulletin Inserts (Library)

#### SATURDAY

#### 5:30 PM

Chapel Service (Miller Commons)

#### Sunday, September 3

•5:30 PM

Communion

#### Sunday, September 4

•8 AM, 10 AM Communion Family In Worship (No Nursery)

## Monday, September 5

Labor DayOffice Closed

# **Tuesday, September 6**

•9:30 AM

Women's Association Steering Committee Meeting

# Saturday, September 10

•8 AM

Red Cross Blood Drive

# Sunday, September 11

•10 AM

Confirmation Student/Parent Meeting

# **SEPTEMBER**

#### Tuesday, September 13

•12 PM

All Staff Meeting

•2 PM

History Committee Meeting

#### Wednesday, Sept. 14

•6:30 PM

Property Management Committee Meeting

•7 PM

Christian Caring Committee Meeting

### **Thursday, September 15**

•7 PM

LIFT Meeting (Ladies In Fellowship Together)

# Friday, September 16

•8 AM

Women's Assoc. Pie Baking (Big Kitchen/Miller Commons Kitchen)

#### Saturday, September 17

•8 AM

Women's Assoc. Pie Baking (Big Kitchen/Miller Commons Kitchen)

### **Sunday, September 18**

•8 AM

Women's Assoc. Pie Sale

• 12 PM Homecoming (Front Lawn)

# Saturday, September 24

•9 AM

FM-JD Area Bottle Drive (Cemetery Parking Lot)

•9:30 AM

Apple Picking at Beak and Skiff

# **COMING SOON**

## Saturday, October 1

•All Day Confirmation Retreat at Camp Talooli

#### Monday, October 3

•9:30 AM

Women's Association Steering Committee Meeting (Room 42)

#### Wednesday, October 5

•7 PM

Christian Caring Committee Meeting (Library)

### Sunday, October 9

•12:45 PM DCC @ The Samaritan Center

# Monday, October 10

•Columbus Day Office Closed

# Tuesday, October 11

• 2 PM

History Committee Meeting

•3:30 PM

Stephen Ministry Peer Supervision

#### Wednesday, October 12

•6:30 PM

Property Management Committee Meeting

#### Saturday, October 15

•8 AM

Stephen Ministry Workshop

#### **Tuesday, October 18**

•5:30 PM

Finance Committee Meeting

#### **Tuesday, October 25**

•3:30 PM

Stephen Ministry Peer Supervision

# Friday, October 28 to Sunday October 30 Rochester Folk Art Guild Art

# Monday, October 31

Halloween

Sale

### Sunday, November 6

Daylight Savings Time Ends

# Tuesday, November 8

•7 AM - 9 PM Election Day Voting

•6 PM

Spaghetti Dinner



# FROM THE SENIOR MINISTER



I am writing this article just after attending the Global Leadership Summit with 18 of our staff and lay leaders. While the presentations and material were both inspiring and challenging, the best part of the conference was being there with people who are daring to dream about our work together as leaders of DeWitt Community Church.

Most of us know that DeWitt Community Church has been around for 205 years of ministry to the greater Syracuse Area. Most of us know that many, especially mainline churches, are struggling. But it is in this time that God can challenge us to dream new dreams and dare to do ministry in different and creative ways to meet the changing realities around us. Accomplishing this is not an individual effort, but the result of all of us dreaming, daring and deploying the passions and giftedness of our congregation. Being part of the body of Christ (the local Church) is not a spectator sport, but calls for each of us to "get in the game."

In August Bruce Campbell shared the news that he would be retiring as our Choir Director. When Bruce accepted this position

three years ago he let us know that he would only be serving a few years before retiring. Bruce has done such an outstanding job and has become a good friend during this time and I truly will miss having him on the Chancel on Sunday Mornings. Abel Searor will now be moving into that role and thanks to his leadership I do not feel we will miss a beat (pun intended). On Sunday, September 25, Bruce will conduct the choir and we will celebrate his ministry here with us as he officially passes on the baton to Abel.

I am very excited about this new program year that begins on the weekend of September 10 & 11. We are working hard to get people better connected with each other and with the mission that God has for us. While many of us have been in and out during the summer months, I am looking forward to getting back into the rhythm of this new year. I look forward to seeing you in Church!

Rejoicing Always!



Dr. Mark E. Sommers Senior Minister

## **Pedaling With Pastor Mark**

Pictures from 2016 Pedaling with Pastor Mark. Thanks to your generosity, almost \$5,000 has been raised for renovations to the Multi-purpose space next to Miller Commons. This space allows us to have childcare for services and events in the Commons. This year's trip covered just over 500 miles with Pastor Mark pedaling 330 miles.















#### Pastor On-Call

One member of our Pastoral Care Staff will be on call 24/7, 365 days a year to respond to crisis situations or emergencies in our church family.

The emergency phone number is: (315) 303-2308. Please leave a message and your contact information and the pastor on-call will return your call as soon as possible.

# **Communicating with Church Leadership**

The Advisory Committee meets on a regular basis and serves to advise the Senior Minister. All members of the Advisory Committee are members of the Board of Trustees. Input, ideas, suggestions, and comments are always welcome and may be submitted by e-mail to advisory@dewittchurch.org. Those without access to email may place messages in the church's internal mailboxes or mail to Advisory Committee, DeWitt Community Church, 3600 Erie Boulevard East, DeWitt, NY 13214.

In order to ensure the integrity of church communications, we are not able to consider anonymous letters. The pastoral staff is always open to discussion of issues and concerns in a spirit of Christian community and respect.

# **NEWS & NOTES**



# For ALL the Women of DeWitt Community Church: SAVE THE DATE SATURDAY, NOVEMBER 5

9 AM to NOON - Miller Commons Come for a LIFT\* Morning Watch for details in your October Newsletter and Bulletins Child care will be available \*LIFT = Ladies In Fellowship Together Sponsored by DCC Women's Association

#### Women's Association Pie Sale

The Women's Association is taking orders for the second annual pie sale. The ladies will be baking 2 sizes of apple and pumpkin pies to be ready for pickup at Homecoming on September 18. If you'd like to order, bake with us on 9/17 or donate a pie you've baked or ingredients, please see the bulletin inserts until 9/10 or contact Judi Wilson at 345-6442 or judilee53@ hotmail.com (put pie in the subject).



#### Join A Choir This Fall!

The Bible instructs us to make a joyful noise unto the Lord. I can think of no better way to do that than by joining our Chancel Choir and Bell Choir. No experience is necessary.

The Adult Bell choir is open to all ages 13 and up. We rehearse once a week on Thursday at 6pm for an hour and play in the 11am service once a month. Rehearsals begin on Thursday September 8 in the Music Suite under the Sanctuary. This group plays arrangements of familiar hymns as well as original music for handbells. Even if you've never played an instrument the handbells are a perfect way to get started.

The Chancel Choir welcomes singers of all ages, abilities, and voice types. This group rehearses on Thursdays at 7pm for about an hour and sings each Sunday at the 11am service. In addition to an anthem the choir leads the hymns at this service and provides music in special services throughout the year. Like the Bell Choir, no experience is necessary and all are welcome.

It is my privilege to conduct both of these groups this fall. Gloria Trode our new director of Children's Music will assist me with the Bell Choir and our four fantastic section leaders will offer vocal support and leadership in the Chancel Choir. Both groups begin rehearsals on Thursday, September 8th in the Music Suite. The Chancel Choir will begin singing in worship on Sunday the 11th, the Bell Choir will play in October. Please consider volunteering to be part of one or both organizations this year. If you have questions or would like more information please contact me



#### Meals on Wheels of Syracuse

Meals on Wheels of Syracuse delivers an average of 850 nutritious meals a day to our homebound neighbors. Here's how you can help.

Donate money. You can give online at Meals.org or send a check. Any gift is appreciated. \$2.25 will cover the remaining cost of one client's meals for one day. Sponsor the whole day for \$1,000 and have your name on every meal and on our social media. Or anywhere in between.

Volunteer. We need help in the kitchen from 8:00 until 11:30 and we need drivers from 11:00 until 1:00 Monday through Friday. Volunteer every week, every month or every once in a while. Volunteer with a friend and share the experience.

Go to Meals.org and hit the Volunteer or Donate buttons and make a difference today.

Call Mike Nortman, Community Relations Director at Meals on Wheels of Syracuse at **315-478-5948 ext 205** or email at **Community@Meals.org** for more information.

# Meals-on-Wheels! BOTTLE AND CAN DRIVE

Please support the FM-JD Area Meals-on-Wheels Bottle and Can Drive, Saturday, September 24th from 9:00am– 1:00pm. You can use either of our two convenient drop-off locations:

DeWitt Community Church AND SNO-TOP in Manlius



Your support allows us to provide hot, tasty, and nutritious meals to members of our community who might otherwise go hungry.

#### Homecoming is September 18th

Homecoming at DCC is always a great way to connect with friends after a long summer. Sunday, September 18th following the 11AM service, we invite you to join us on the front lawn for one of the year's best celebrations. There will be fun festivities for the kids, and great food. You can help us prepare for this event by filling out the RSVP form in the bulletin or calling the office at 445-0331 before September 12. We're so excited to hold this joyous event but we need your help. We're looking for dessert donations and volunteers to help with set-up, clean up and everything in-between. Below is the link to the website where you can sign-up to help out! If you have any questions please contact Mary Chirello. We encourage youth to help out too!

http://tinyurl.com/dcc-homecoming Mchirello@dewittchurch.org 315.247.0060

# YOUTH/CHILDREN'S MINISTRY

# YOUTH WORSHIP STARTS SEPTEMBER 11 AT 11AM IN ROOM 7!

## **Youth Group**

Youth group and most youth events will be held on Wednesday nights this year. The first youth group for September will be held at DCC from 6:30-8PM on the 21st. Kids in grades 6-12 are welcome to attend. We'll have a parent and youth information meeting on September 25th at 10 am. Feel free to e-mail Mary Chirello for more details. **Mchirello@dewittchurch.org**.

# **Apple Picking**



Youth and families alike are invited to share an afternoon in fellowship, apple picking at Beak and Skiff orchard. We'll meet at DCC to carpool at 9:30 AM on September 24th and return to church by 12:30PM. If you'd like to attend, please e-mail Mary Chirello by September 20th. **Mchirello@dewittchurch.org**.

# **Confirmation Class Begins September 11**

If your son or daughter will be entering 8th grade in the fall they will be eligible to attend confirmation classes. We have 10 students registered so far, but still have room for more. If your son or daughter will be attending confirmation class please e-mail Mary Chirello, **mchirello@dewittchurch.org** with the following information: Parent name, address and phone number as well as your child's name. Classes will be held in Room 8. Join us for a very important student and parent meeting September 11 at 10 am in Miller Commons

#### **Youth Committee**

We're looking for adults and teens grades 9-12 who are interested in being a part of this years youth committee. If you are interested please contact Mary Chirello via phone or e-mail **315.247.0060 or mchirello@dewittchurch.org**.

# **Swimming With Kay**

Kay Paulsen, Rachel Roney and Laura Enslin swam across Skaneateles Lake on August 29, as fun way to highlight Stephen Ministry at Dewitt Community Church. Kay would like to raise the \$3,000 needed to send two of our Stephen Ministers for Leadership Training sometime in the next year. If you wish to support this cause, you can make your check out to Dewitt Community Church and in the memo line write, "crossing the lake with Kay".



















# **COMPASSION MINISTRY**

#### **Prayer Shawl Ministry**

Do you like to knit or crochet? Consider joining the Prayer Shawl Ministry. You can create shawls for those who are ill or experiencing loss or a square for military to wear in their helmet. For more information contact Nancy Bond, nancybond3@gmail.com for yarn and patterns.

#### **Prayer Request Cards**

Prayer Request Cards are available at various locations in the church. If you have a prayer request you would like to share, please fill out the yellow card and drop it in a communication box or leave it in the office.

#### **Prayer Chain**

The Prayer Chain is group of members who commit to pray consistently for requests that come in the form of an e-mail. If you would like to receive prayer requests or no longer receive them, please alert Kay Paulsen, paulsenk@dewittchurch.org.

#### Help Us Help You

If you live alone and your family is scattered or lives far away, consider giving Kay Paulsen contact information for someone in your family or a close friend we can contact if you are ever in an emergency situation and unable to speak for yourself. You may give her that information by contacting the church office, sending her a note at the church, or by e-mail at: paulsenk@dewittchurch.org.

# Save the Date: Saturday, October 15, 8am to noon Ministering to Those Experiencing Grief: Caring in a Distinctively Christian Way

The national office for Stephen Ministry is offering an educational workshop at DCC Saturday, October 15, 8am to noon. Participants will learn about the grief process—the stages of grief and how to support a grieving person in a distinctively Christian way. Churches within a 75 mile radius of DCC are invited to participate for a nominal fee. Anyone who wishes to attend from DCC may do so free of charge by registering with Judi Wilson or Kay Paulsen. Volunteers are needed in the areas of publicity, registration, directing traffic in the parking lots, a presence in the hallways to direct participants to Miller Commons, food prep and set-up/clean-up. If you are interested in helping and/or attending, contact Kay Paulsen (paulsenk@dewittchurch.org).

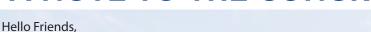
## How can a Stephen Minister help me?

Stephen Ministers are lay persons who have completed 50 hours of training to learn how to come along side someone experiencing difficulty or life change. Those receiving care are contacted at least once a week for pastoral care and all conversations are entirely confidential. If you or someone you love is in need of the care a Stephen Minister can provide, contact Kay Paulsen, paulsenk@dewittchurch.org, 315-200-5650 (cell) or one of our Stephen Leaders, Nancy Bond or Judi Wilson.

# Mature Seekers Save the Date Kick Off Cook-Out

Wednesday, October 19, you are invited to the home of Dr. Mark & Kathlyne Sommers for a cook-out. Watch for more details in the October newsletter.

# A NOTE TO THE CONGREGATION



I hope that you had a wonderful summer (certainly warm and dry). Hopefully we'll remember the heat fondly in February! As we move into autumn and our new program year, it is time to get re-started and re-energized. There are so many wonderful things going on at DCC. It is impossible to list them all but we are impacting and changing lives every day, here and in the community. Yet we have much more to do. I recently met with Mark, Alan and Eric to discuss our priorities and focus moving forward. The core ministries we will focus on this year are serving our current congregation well, offering alternatives to potential new congregants, and serving the community as a whole. In support of this it is agreed that the two top priorities for the 2016-2017 program year are Stewardship and establishing an Alternate Worship Service.

**Stewardship.** Simply stated, we need to increase the level of revenue available to fund our budget. As many of you know the Board of Trustees passed a deficit budget with the provision that we would review the situation again in January 2017 to make sure we were making progress in closing this gap. We cannot continue deficit spending but are firmly opposed to "moving backwards" with our staffing or programs. One method is to increase the giving throughout our entire congregation. We respectfully ask you all to consider increasing your contributions. This request is immediate – not starting with the next stewardship campaign. We are "one for one" through July as giving was ahead of budget projections. THANK YOU! (Eleven more months to go). A small talented focus group is also looking into ways in which we can potentially increase revenue through the use of our building. And we are looking to attract new members who will hopefully be motivated to offer their talents and financial support to our ministry.

Alternate Worship Service. From everything that we understand about the growth of Christian churches it is clear that younger members are looking for alternatives to the traditional service for which we are well known. Please note that we are <u>establishing</u> an alternate- NOT ELIMINATING our current format. In order to reach and involve more of our community we need to look at offering different options. This requires a significant amount of effort to accomplish but we are committed to getting it started. And then getting better and better at it until it is strong and filling a need successfully. More information will be forthcoming but please let us know if you are interested in helping in some way.

A very special thank you goes out to several people who have already been working hard this summer getting us ready to go. Now it is time for all of us to become involved to the best of our abilities and make the 2016-2017 year a resounding success. As always we look forward to your comments and suggestions as we move forward.

Thank you & God Bless,

Rick Hall

# RUNNING THE RACE, WORKING TOGETHER



If you were watching the Olympics in August you may have seen a story of two women runners. American runner Abbey D'Agostino and New Zealand runner Nikki Hamblin were competing in the women's 5,000 meters when the unexpected happened: 20 minutes into the event, the two runners accidentally became entangled on the track and both fell - hard. As Hamblin was dazed and confused from the fall she heard D'Agostino say, "Get up, get up we have to finish this!"

As I watched this race play out on TV, I was amazed at the determination that these two runners displayed to complete the race. Immediately, I thought of Hebrews 12:1:

Therefore, since we are surrounded by such a huge crowd of witnesses to the life of faith, let us strip off every weight that slows us down, especially the sin that so easily trips us up. And let us run with endurance the race God has set before us.

In life, it is very easy to hit a stumble or snag and feel the temptation to give up. However, there's that voice that calls out, "We have to finish this!" Summer is usually a time to slow down, but our staff and lay leaders have been hard at work, behind such a great crowd of witnesses, to plan for the fall.

We have said goodbye to our handbell director Pam Spirko, who moved south. Our choir director Bruce Campbell retired from music ministry this summer. We are excited to welcome Gloria Trode onto our staff to work with children's music. Abel Searor will take over the leadership of the choir, and will work with our handbell ministry. Jill Reid, who came on staff in our office in the winter, will now assume the role of office manager. We are thankful for Ellen Butler's work as interim office manager. Peter Hawley came on board in the spring as our Communication Coordinator. Lastly, I'm excited to share that Kristen Seamans is coming on board as Interim Children's Director.

Our staff and leaders continue to run the race faithfully and with endurance. We have some great plans for small groups, Christian education, stewardship, church events, children's ministry, youth ministry, music ministry, and senior adult ministry. I'm honored to work alongside a great staff and ministry leaders. I pray you will join in the work and ministry that is happening in and around our church. Keep on the lookout for exciting plans and opportunities to grow and serve.

As the rest of the pack of runners were running further and further away, DiAgostino helped Hamblin up and encouraged her. Both stayed with one another for most of the race. As both runners finished, Hamblin was interviewed about the event and helping one another and said: "Regardless of the race and the result on the board, it's a moment that you'll never, ever forget for the rest of your life. There's going to be that girl shaking my shoulder, saying, 'Come on, get up."

There are times when challenges present opportunities. I firmly believe that when challenges arise, there is an opportunity for God to do something new and wonderful. God is doing something new and wonderful at DeWitt Community Church. No matter where you are in your journey with God, there is a constant call from the Holy Spirit that says, "Come on, get up!"

We have a race before us but we are not alone. The opportunity is before us to run the race of life and spiritual growth. No matter what challenges are before you, you have the opportunity here at DeWitt Community Church to connect, grow, and serve. I pray you will join us on the marathon of life in order to work together to discover the awesome opportunities God has set before us.

Love and Grace,

Rev. Alan Rudnick

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# **September Worship**

Mission of the Month - J.D. Ecumenical Food Pantry

In Order To Carry, We Must Let Go —Rev. Alan R. Rudnick
Saturday, September 3 5:30 PM Chapel Service/Courtyard\*

8:00 AM Chapel Service/Courtyard\*
10:00 AM Traditional Service/Sanctuary

Communion - All Services

Sunday, September 4

#### **FALL SCHEDULE BEGINS**

Those Who Go Before Us — Rev. Dr. Mark E. Sommers

**Saturday, September 10** 5:30 PM Chapel Service/Miller Commons **Sunday, September 11** 9:00 AM Chapel Service/Miller Commons

11:00 AM Traditional Service/Sanctuary

Mission of The Month - All Services

D\_\_\_\_, D\_\_\_\_ & D\_\_\_\_ — Rev. Dr. Mark E. Sommers

**Saturday, September 17** 5:30 PM Chapel Service/Miller Commons **Sunday, September 18** 9:00 AM Chapel Service/Miller Commons

11:00 AM Traditional Service/Sanctuary

Homecoming Weekend

Spiritual But Not Religious — Rev. Dr. Mark E. Sommers
 Saturday, September 24 5:30 PM Chapel Service/Miller Commons
 Sunday, September 25 9:00 AM Chapel Service/Miller Commons
 11:00 AM Traditional Service/Sanctuary

## **DeWitt Community Church Staff**

Rev. Dr. Mark Sommers Senior Minister

Rev. Alan Rudnick Executive Associate Minister

Rev. William Carlsen Adjunct Associate Minister

Rev. Edwin "Ted" Taylor Senior Minister Emeritus

Dr. Landrum "Hap" Wooten Associate Minister Emeritus

**Dr. Kay Paulsen** Director of Congregational Care

Gloria Trode Children's Music Director

Abel Searor Director of Worship Arts Principal Organist

Nic MacLane Director of Family Worship

Mary Chirello Youth Director & Hospitality Coordinator

Sheana Martin Zombek Children's Ministry Coordinator

**Peter Hawley** Communication Coordinator

Jane Hahn Bookkeeper

Ellen Butler Office Assistant

Jill Reid Office Manager

Mick Thorpe Director of Building Services

Reinaldo Mercado Building Staff

Liam McDonough Building Staff

#### **Newsletter Article Submissions**

Newsletter article submissions can be made by email to newsletter@dewittchurch.org. Please plan ahead as the newsletter deadline is the 15<sup>th</sup> of each month. Thank you.