

# 2010 Annual Report



**First Presbyterian Church**  
500 Park Street  
Charlottesville, Virginia 22902  
(434) 296-7131  
[www.fpchurch.com](http://www.fpchurch.com)

# The Session

Moderator of Session and Interim Pastor, The Rev. Gavin D. Meek  
Associate Pastor, The Rev. Kimberleigh E. Wells  
Clerk of Session and Ex-officio, Lois Baylor

## Class of 2011

Sue Brown  
Bill Burgess  
Ed Davis  
Christine Dean  
Bob Garnett  
Elaine Knight  
Beth O'Donnell

## Class of 2012

Ed Gatewood  
Jim Hubbard  
Bettie Kienast  
Nancy Lutz  
David Maloney  
David Pettit  
Jim Snead

## Class of 2013

Karen Dougald  
Tom Doyle  
Amy Gillespie  
Debbie McPhillips  
Alice Micklem  
Pamela Turner  
Lee Witherow

# The Board of Deacons

## Class of 2011

Sharon Albert  
Margaret Ball  
Nancy Campbell  
Betsy Critzer  
Barbara Herath  
Mark Roberson  
Judy Smith  
Doug Starns  
Ronald Stewart  
Hannah Walker

## Class of 2012

Sally Clarry  
Don Dougald  
Erika Elliott  
Susan Howard-Smith  
Dorman Parrish  
Mark Sackson  
Teller Stalfort  
Shirley Whitt

## Class of 2013

Paula Alberts  
Diane Brownlee  
Pat Doyle  
Richard Myers  
Alex Slawski  
Nancy Tuz  
Courtney Wood

# Church Staff

Congregation  
The Rev. Gavin D. Meek  
The Rev. Kimberleigh E. Wells  
Emma Horn  
Colleen Plitt  
Kathy Freer  
Jeff Bailes  
Elizabeth Norfrey  
Roger Authers  
Will Cooke  
Teri Stipe

Judy Blair  
Susan Lawson  
Rebecca Ewing  
Michael Joyce  
Ronald Yates  
Ryan Whitney  
Lesley Forloines  
Donna Buchanan

*Ministers*  
*Interim Pastor*  
*Associate Pastor*  
*Ministry Intern*  
*Interim Coordinator of Discipleship Ministry*  
*Parish Nurse*  
*Praise Team Director*  
*Interim Choir Director*  
*Interim Organist*  
*Director of Children's and Youth Choirs*  
*Interim Assistant Director of Children's and Youth Choirs*  
*Business Manager*  
*Office Administrator*  
*Music and Administrative Assistant*  
*Facilities Maintenance Manager*  
*Facilities Worker*  
*AV Technician*  
*Nursery Coordinator*  
*Interim Preschool Director*

# 2011 ANNUAL CONGREGATIONAL MEETING

First Presbyterian Church

Charlottesville, Virginia

Sunday, February 27, 2011

11:00 a.m.

Call to Order, Declaration of a Quorum, Purpose of the Meeting, and Prayer

The Rev. Gavin D. Meek, Interim Pastor

Change the Terms of Call for the Associate Pastor

Elder David Pettit

Personnel Committee Chair and Session

**Session recommends that the congregation approve effective April 1, 2011, the Terms of Call of the Associate Pastor, Kimberleigh E. Wells to reflect an increase of two percent (2%) in base compensation and no change in business expenses or allowances.**

	<u>2010</u>	<u>2011</u>
base	\$58,819	\$60,000
benefits	\$18,528	\$18,900
allowances	\$3,850	\$3,850
seca	\$4,500	\$4,590
total	\$85,697	\$87,340

Receive the written 2010 Annual Report

**The Congregation is invited and encouraged to read these reports and bring questions to the authors of the reports, the committees and council, the pastors, or the Session.**

Motion to delegate the reading, correction and approval of minutes to Session.

**The reading, correction, and approval of the minutes of this meeting be delegated to the Session at its Stated Meeting on March 28, 2011.**

Adjournment and Prayer

The Rev. Kimberleigh E. Wells, Associate Pastor

All the following Deacon team and committee reports have their Session approved purposes in their reports. You are encouraged to go into the Member section of our Church Website (click the word *Reference* on the left hand side) to see the specific responsibilities for each team and committee.

## Board of Deacons



**Moderator: Gweneth West**

**Teams, Team Leaders and Team Members:**

**Christian Outreach Implementation**

Litz Van Dyke, team leader  
Don Dougald

### **Fellowship**

**Purpose:** To promote Christian hospitality and facilitate a warm and inclusive atmosphere among all who participate in the life of First Presbyterian Church.

Sharon Albert and Barbara Herath, co-team leaders  
Dorman Parrish

### **Member Care**

**Purpose:** To “equip the saints for the work of ministry” (Ephesians 4:12) by helping all members to exercise their gifts while building relationships with others in our church community.

Susan Howard-Smith  
Mark Sackson  
Bob Wilson

### **New Member**

**Purpose:** To oversee a structured period of discernment for people considering membership at First Presbyterian Church and to provide the education and relational context needed to facilitate their decision-making process and integration into our community of faith.

Doug Starns, team leader  
Nancy Campbell  
Erika Elliott  
Mark Roberson

### **Stephen Ministry**

Karen Kennedy, deacon liaison to Stephen Ministry

### **Visitation/Health**

The Visitation and Health Ministry Team has two purposes. The Visitation Ministry serves church members who are experiencing a life challenge or crisis that may involve joy or sorrow (new birth, recent death, etc.). Health Ministry serves the entire congregation by providing health-related education, community awareness, and health screenings.

Betsy Critzer and Judy Smith, co-team leaders

Margaret Ball (July-December)

Sally Clarry  
Ted Pearson  
Teller Stalfort  
Shirley Whitt

### **Youth Task Force**

Margaret Ball (January-June)

Doug Friesema  
Tyler McPhillips

## **Special Assignments**

**Mission Study Task Force:** Dick Fowler, deacon representative

**Nominating Committee:** Mark Roberson and Litz Van Dyke, deacon representatives

Many at-large members participate regularly in deacon team ministries.

## **Number of Meetings**

The Deacons met 10 times as a full Board (there was no meeting in June, and the December meeting was the joint officer Christmas party).

## **Goals for 2010**

- Reassessment of the caring needs of our church community in order to remain current and vital
- Development of Purpose and Responsibility documents to further strengthen the Diaconate
- Participation in the interim process, providing care to the congregation throughout the journey
- Further development of the ongoing relationship between the Session and the Diaconate
- Collaboration with Session in developing, planning and implementing the Time and Talent survey
- Address the challenges of finding volunteers to host Sunday morning fellowship time

## **Board Accomplishments**

- Assessed the current care needs of our congregation in order to clarify team goals and responsibilities
- Identified areas of overlapping team responsibilities, realigned team purposes, and redefined team boundaries in order to make team ministries distinctive
- Developed team Purpose and Responsibility documents for inclusion in the Church Manual
- Developed a new process for the succession of the Moderator
- Implementation of the Time and Talent Survey as part of the 2010 Stewardship Campaign with appropriate deacons trained to use the system
- Worked collaboratively with Session committees and other ministry groups to share the responsibility of Sunday morning fellowship duties
- Outlined a proposal for the development of a youth apprenticeship program, designed to integrate confirmed youth into active leadership in various ministries and activities (Youth Task Force)
- Each deacon team successfully implemented activities specific to their team's ministry (e.g. church picnics, local outreach events, care for Stephen Ministry care receivers, new member classes which brought in many new members, and ongoing visitation and health ministry for the physical and spiritual well being of our church community).

## **Thank You**

- Sally Clarry, for serving as Secretary in addition to her responsibilities with the Visitation/Health Team
- Teller Stalfort, for continuing her service on the Diaconate even while parenting a toddler and an infant
- Shirley Whitt, for finding appropriate ways to continue her service on the Diaconate while dealing with health challenges
- Barbara Worrell, for her continued leadership of the memorial reception team

- Presbyterian Women, for providing refreshments for New Member receptions
- Stephen Ministers, for their continued care giving
- The Session Committees, for their willingness to each take on responsibility for hosting the Sunday morning fellowship time twice per year
- All the volunteers who help with the many ministries of the Visitation/Health Team, including flower and meal deliveries, cards, home visits, blood pressure screenings, and other support
- All those who gave blood during our 2010 blood drives
- All who support the CROP Walk, Thanksgiving Food Boxes and Christmas Giving Trees
- All those who supported our all-church fellowship events with their assistance and collaboration

### **Suggested Goals for 2011**

- Implementation of those Ministry Goals and Activities that have been assigned to Deacon Teams, with particular focus on expanding member participation in fellowship events and activities
- Implementation of the new Member Care Purpose & Responsibilities, renaming the team to better reflect its function

**Submitted by: Gweneth West, Moderator**

## **Christian Outreach Committee**

**Purpose:** To glorify and celebrate God by empowering individual members and the congregation to minister to those in need beyond the church walls by initiating, communicating, supporting and implementing outreach projects.



**Chairperson:** Christine Dean

**Committee Members:** Don Dougald (deacon), Stuart Fears, Glenn Forloines (12/10), Mary Lou Fowler, Bob Garnett (elder), Gary Greene, Rich Lutz, Colleen Martin (until 6/10), Vernon McMinimy, Kaki Pearson (12/10), Litz VanDyke (deacon).

**Number of Meetings:** 12

### **Goals for the Year**

- Reorganize COC structure to facilitate smooth operation year to year
- Increase and broaden participation in mission trips, vary locales of relief efforts
- Recruit new committee members and projects for outreach, engaging more (and different) congregation members in developing them (e.g. The Haven)
- Effectively implement and improve current regular mission projects/activities (e.g. 5 cents/meal, support of Presbytery of the James)
- Increase interaction/cooperation with other committees (Discipleship Ministry, Worship and Music, Evangelism, Finance and Administration, Deacon committees) to facilitate both attaining our goals and smooth church functioning

### **Accomplishments**

- New Orleans mission trip w/ 26 adults to assist w/ Katrina recovery/rebuilding
- Brazil mission trip w/ 26 participants for community development/Christian education

- Hosted David Rodriguez from Faith Ministries in Mexico, raised over \$5500 to build homes in impoverished rural area, had 39 registrants for a mission trip that had to be cancelled due to violence in Mexico, but are working to maintain that relationship
- Contributed funds and labor for completion of Habitat for Humanity home in Charlottesville
- Youth mission trip (~12 participants) to the Eastern Shore area, where they worked with Headstart children teaching hygiene and building raised gardens, also worked in Food Bank
- SW Virginia mission trip (8 adults) for home improvement projects for poor in Appalachia, also provided school supplies for 167 children and made \$2000 local food bank contribution
- Started laying the groundwork for resumption of mission trips to Haiti, working in conjunction with BGF and CODEP
- Provided church education about and raised relief funds for both the Haiti earthquake (\$17,700) and Pakistan flood (\$1500) disasters
- Provided support personnel to assist with hosting PACEM at FPC for 2 weeks, provided funds, pillows and blankets for the guests
- Provided organization and hosted starting point for community-wide CROP Walk effort
- Alternative Market raised \$850 to be used for college scholarships for students at PEB's Martinpur school
- Provided Thanksgiving food boxes, turkeys, produce for 70 area families in need
- Christmas Giving Tree provided gifts for 150 recipients from area social service agencies
- Hosted Bryan McFarland to educate the congregation about world hunger as a starting point for increasing awareness of our 5 cents/meal efforts each month
- Helped recruit additional Soup Kitchen volunteers, distributed excess Soup Kitchen funds to four food banks at Annie Lee Pilkington's request
- Disbursed local portion of the four annual special collections our church receives to appropriate recipients/causes
- Provided financial support for PEB schools in Pakistan, are laying the groundwork for future involvement in PEB
- Facilitated disbursing funds from the Jim Knight memorial gifts (\$500 CARS, \$1500 to a Peace Corps library effort in Peru, \$7000+ for CODEP housing in Haiti through FPC missions)
- Continued relationship w/ Greek IV at UVA (financial support and Sunday School presentation)
- Hosted FPC Fellowship Hour quarterly
- Completed reorganization of the committee, added two additional committee members
- Participated in the development of the Stewardship Time and Talent survey, and made rapid use of its result to contact potential participants for future mission

### **Financial Resources/Activity**

- Total budget of \$118,755, all of which was disbursed for mission trips, supplies and outreach projects, also to area service agencies, assistance providers, the FPC Preschool and Presbytery of the James (see budget and gift list in FPC Annual Report for specifics.)
- Approved and facilitated >\$13,000 in endowment grants to IRIS (for eye laser in Africa) and use of New Orleans disaster relief effort funds

### **Thank You**

- Stuart Fears, for again very ably leading the New Orleans mission trip, and the trip participants
- Gary Greene, for his continued dedication in leading the Brazil mission trip, and trip participants
- Kaki Pearson for hosting a gathering for David Rodriguez, and to Colleen and Dave Martin for all their efforts in organizing our Mexico mission trip



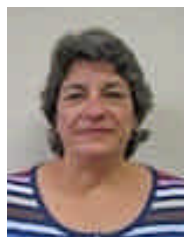
- Rich Lutz, Kim Wells, Sarah VanderZee and Annie Lee Pilkington for providing leadership for our youth with their Eastern Shore mission trip, and to all the youth who participated
- Don Dougald and his six trusty sidekicks for their hard work in SW Virginia
- Annie Lee Pilkington for so capably managing the Soup Kitchen (and for cooking for the D1 SW VA mission) and to all the Soup Kitchen volunteers for their faithful efforts each month
- Bob Garnett, Kim Wells and Jack Stoner, for laying the foundation for FPC to resume mission work in Haiti
- Downing Miller and her warm, welcoming crew of assistants for hosting PACEM
- Steve Rains, Emma Horn and those who helped organize or walked for the 2010 CROP walk
- Dick Fowler and Ken Derby for organizing the FPC work crew for Habitat for Humanity
- Mary Lou Fowler, Dana Henderson, and all who helped them organize the Alternative Market
- Deborah Starns and the FPC youth for organizing, as well as the many who contributed and/or delivered food to 70 needy families at Thanksgiving
- Litz Van Dyke and his helpers for running the Giving Tree program, and to the generous folks at FPC who contributed gifts for 150 underprivileged recipients
- Barbara Herath and her crew for providing a Thanksgiving dinner for the Blue Ridge House
- Elaine Knight for her guidance and grace in directing the use of the Jim Knight memorial funds for the benefit of others
- Pat Wood, for very competently running the four special collections each year
- FPC congregants, for their generous response to requests for disaster assistance (Haiti and Pakistan) and the 5 cents/meal efforts to feed the hungry year round
- Kim Wells, for her guidance and patience
- Judy Blair, for keeping us on track and on time financially
- Susan Lawson and Becky Ewing, for always being gracious and willing to help in myriad ways

### **Suggested Goals for 2011**

- Continue current mission trips, recruit new participants, re-establish FPC mission presence in Haiti, increase participation of FPC in District One mission trip to SW VA
- Effectively implement and improve/expand current regular projects/activities (e.g. Alternative Market, 5 cents/meal offering)
- Explore ideas for projects to provide more local assistance (possibly including energy saving projects)
- Use the Time and Talent Survey regularly to increase participation of and improve diversity of church members participating in COC efforts
- Establish a process for periodically reviewing the organizations we support financially

**Submitted by: Christine Dean**

## **Discipleship Ministry Committee**



**Purpose:** To provide opportunities, resources and leaders to help all learn to live as more faithful disciples of Jesus Christ.

**Chairperson:** Elaine Knight

**Committee Members:** Jane McChesney (secretary until June), Kathy Doby (Children's ministry), Downing Miller (SS shepherd), Amy Gillespie (Confirmation teacher), Susan Berger (SS superintendent & college-age ministry), Staff: Colleen Plitt and Kim Wells, Lesley Forloines (Nursery Liaison)



## **DMC Volunteer Leaders**

Elizabeth Gatewood (Children's Library)

Sandy Bishop— (college-age ministry)

Marie Snead – (Worship bags)

**Meetings:** The committee meets monthly on the 1<sup>st</sup> Monday evening. 11 meetings were held in 2010.

## **Ministry Goals/Responsibilities**

- Fulfill the responsibilities set forth in the General Rules for All Standing Committees and Councils
- Identify and evaluate the changing needs of the congregation with respect to spiritual formation and Christian education
- Provide Christ-centered educational experiences through a variety of activities, materials, methods and technologies
- Plan and coordinate teacher recruitment, training, support and appreciation
  - ❖ Provide and evaluate the equipment, facilities, resources, supplies and teaching materials necessary for programs to operate as intended
  - ❖ Promote discipleship-formation opportunities to the congregation and community through diverse and innovative methods
  - ❖ Approve all Christian education curriculums
  - ❖ Manage the church libraries
- Create and open, caring learning environment
  - ❖ Oversee the Sunday morning nursery and child-care ministry.
  - ❖ Foster the development and maintenance of peer and intergenerational relationships
  - ❖ Encourage and facilitate the development of diverse, ongoing study groups that support and mentor each other and that are welcoming to those who wish to join in pursuit of Bible study, spiritual formation, mutual support and outreach
- Oversee, in consultation with the appropriate committees, the planning and implementation of youth-targeted programs and activities, including fellowship, education and mission
  - ❖ Serve as an advocate for the rights of children and youth as full participants in the life of the church
  - ❖ Guide the confirmation-class program
- Assist and support the Discipleship Ministry staff

## **Accomplishments**

- Completed the ministry intern pilot and became site for ministry interns
  - ❖ Doug Friesema full time intern for 1 year (now in seminary)
  - ❖ Sarah VanderZee, a summer intern from Columbia Seminary
  - ❖ Emma Horn part time from Union Seminary
- Offered parenting class during vacation Bible school and again in fall Sunday school
- Sunday School
  - ❖ Implemented the rotation model for 1<sup>st</sup>-8<sup>th</sup> graders
  - ❖ Initiated an ongoing teacher training and Bible study prior to each rotation
  - ❖ Started a new adult class focused on parenting and family nurture
  - ❖ Continued the educational component to congregational meetings scheduled during SS Hour
  - ❖ Easter egg hunt
  - ❖ Teacher appreciation
  - ❖ Provided Bibles for 3<sup>rd</sup> graders
  - ❖ Summer Sunday school for adults (Food and Faith)
  - ❖ Summer Sunday school for children (piloted rotation model)

- Programming focused on Women
  - ❖ Small group – “Women at the Well” held the 2<sup>nd</sup> Thursday of each month
  - ❖ Began planning for March retreat
- Summer programming
  - ❖ Provided a weeklong family Bible school in the evenings with dinner
  - ❖ Weekly activities for teens
- Worship Readiness Activities: Continued worship bags, tips in Bulletin & *The First Pres*
- Nursery
  - ❖ Continued use of Splash Program for parents of children up to age 2
  - ❖ Hired new nursery worker
  - ❖ Utilized team of volunteers
- Library
  - ❖ Recruited team of volunteers
  - ❖ Sponsored a book exchange
  - ❖ Established an ongoing book exchange via a cart in the fellowship hall
- Youth
  - ❖ Contracted with Youth Ministry Architects consultants to assist in setting a new vision and structure for youth ministry (see report provided on the website)
  - ❖ High School Ministry
    - Continued mission and social events
    - Continued Wild Wednesdays in the summer
    - Montreat
    - Summer mission trip
  - ❖ Mid High Ministry
    - Continued service and social events
- College-age Ministry
  - ❖ 13 students attended the winter Montreat retreat
  - ❖ Sent gift boxes to students
  - ❖ Hosted a back-home social gathering during Christmas

### **Suggested Goals for 2011**

- Create a plan to include
  - ❖ A structure for small group Bible study
  - ❖ Evaluation of the rotational Sunday school model
  - ❖ A variety of education offerings, which include the use of outside resources
    - Financial Peace University
- Create an infrastructure for youth ministry using the YMA report as a guide
- Continue to build home and intergenerational relationships, and continue to equip parents as the number one place spiritual formation takes place and support them in their role
- Partner with other committees to share in the life of our “children”
  - ❖ Worship & Music (Worship Readiness Class)
  - ❖ Outreach (Local Mission Projects)
  - ❖ Fellowship

## Endowment Committee

**Purpose:** To administer the Endowment Fund in accordance with the Articles Establishing the Endowment Fund and the Endowment Committee of the First Presbyterian Church of Charlottesville, Virginia (Articles of Endowment), including promoting, receiving, investing and managing donations to the Fund.



**Chairperson:** Ron Critzer

**Committee Members:** Tom Baylor, Ed Davis, Amy Gillespie, Mack Halsey, David Maloney, Deborah Starns (advisory member), David Swett (advisory member), and Judy Blair (staff support).

**Number of Meetings:** Four

### Goals/Responsibilities for the Year

- Administer First Presbyterian Church's Endowment Fund, including promoting, receiving, investing, and managing contributions to the Fund
- Seek and receive gifts, bequests, memorials, and other contributions of all types and amounts
- Determine the income of each of the Endowment's funds and obtain Session's approval to make that income available to be spent on ministry initiatives for which the particular fund was established

### Accomplishments

- In 2010, one gift was made to the Endowment Fund
- As of December 31, 2010, the Endowment Fund held assets with a value of \$1,013,080. The table below shows the specific asset value for each of the four components of the Endowment Fund. Keep in mind that these funds cannot be spent; only the earnings from the investments are available for spending.

Building Endowment	\$ 419,638
Mission & Benevolence Endowment	520,724
Choral Masterworks Endowment	19,816
Discipleship Ministry Endowment	52,902
Total	<u>\$1,013,080</u>

- The Committee authorized an income distribution totaling \$44,328.85 from the Building, Mission and Benevolence, Choral Masterworks, and Discipleship Ministry Endowment funds. Distributed income supports projects and initiatives that (a) normally are not a part of the Church's general operating budget and (b) are consistent with the intentions of the Fund's donors, as provided by the Articles of Endowment. In the prior year, the distribution amount was \$40,057
- Expenditures from accumulated income have been used over the past year to support the following organizations and purposes:
  - ❖ Katrina disaster recovery mission trip
  - ❖ Laser purchase by IRIS (International Response to Improve Sight) for an eye clinic in Cameroon, Africa
  - ❖ Greek Intervarsity Christian Fellowship at UVA
  - ❖ First Presbyterian Church's HVAC loan payments.
- To encourage First Presbyterian Church's members to consider a gift to the Fund, the Committee developed a brochure highlighting some of the projects and organizations supported by expenditures from the Endowment Fund's accumulated income. The brochure was distributed in March 2010

- Met with representatives of Westminster Presbyterian Church's Endowment Committee to exchange ideas
- Met with Dale LeCount, Development Officer of the Presbyterian Foundation, to review the performance of funds

### **Suggested Goals for Next Year's Committee**

- Raise awareness among Church members of the existence and possibilities of the Endowment Fund
- Discuss with Gavin Meek new ideas for promoting the Endowment Fund

**Submitted by: Ron Critzer**

## **Evangelism Committee**



**Purpose:** To share the good news of Jesus Christ, calling people to repentance, faith in Jesus Christ, active membership in the church, obedient service to the world

**Chairperson:** Jocelyn Schauer

**Committee Members:** Sue Brown (Elder), Bill Blackford, Cathy Burgess, Elizabeth Gatewood, Steve Harris, Pat Wood

**Number of Meetings:** 12

### **Goals for Year**

- Manage advertising and promotion of FPC activities and events
- Begin work, with Property and Maintenance, on interior and exterior church building signage
- Continue developing a new "Hospitality Ministry," which will include the Greeter Ministry, Cookie Kids, Guest Table and Doorstep Visit programs
- Reevaluate roles of our committee with that of the New Members and Member Care Committees regarding contact and communication with first time and repeat visitors
- Develop an FPC Web Site Task Force
- Investigate other web-based methods of communication and outreach
- Oversee the Radio Ministry
- Oversee special projects related to Evangelism
- Work cooperatively with other committees and groups (Discipleship, Finance and Administration, Preschool, Property and Maintenance, Worship and Music) to achieve and strengthen the above goals

### **Accomplishments**

#### Advertising /Marketing

- Managed FPC advertising (Easter, Mission Study Task Force and Christmas lawn banners; Easter, Welcome to Charlottesville, Thanksgiving and Christmas Daily Progress ads; C'ville Weekly Bites and Sights ads; print and web ads in The Charlottesville Guide, Yellow Book, Dex Yellow Pages and UVa Directory), with inclusion of FPC Preschool information

- Surprised a snowbound church with the arrival of “Join Our Flock” pink plastic flamingos on the front steps, prompting a photo in The Daily Progress
- Joined “Constant Contact,” a listserv management program to update and promote the weekly FPC E-news as well as the weekly Youth Group emails and special events (Music Mission Kiev, Advent)
- Developed a master “Advertising Plan” to help promote church events to the community

#### Bulletin Boards / Signage / Church Building

- Worked on and installed, with the Property and Maintenance Committee, the new corner (Park and Maple Streets) monument sign as well as exterior directional signs
- Continued research and design of two exterior informational cases (outside the sanctuary) and an interior informational board
- Instituted an overall church event poster advertising plan, using trappa frames, to minimize clutter throughout the building, better highlight events, and limit damage to painted surfaces
- Purchased and installed 2 new bulletin boards
- Continued reorganizing and updating all of the existing church bulletin boards
- Cleaned, updated and refurbished the Narthex, particularly the women’s restroom and the coat racks

#### Hospitality Ministry

- Refined our new “Hospitality Ministry,” continuing the Guest Table, Visitor Bag, Cookie Kids and Greeter activities
- Staffed Greeters for non-worship, FPC activities, such as concerts (Kiev Symphony Orchestra Concert, Oratorio Society Concerts), memorials, funerals and other gatherings that non-members might attend
- Distributed 35 visitor bags from January to November, 2010 and staffed the guest table on Sundays
- Made 57 doorstep visits from January to November, 2010.
- Distributed bags of cookies to visitors via the Cookie Kids Ministry during the Contemporary and Traditional Worship Services.
- Worked with the New Member Team, Member Care Committee and Staff, in delineating clearer roles regarding contact of guests and integration of new members into our church community
- Gave a presentation on greeting and welcoming visitors for a special church-wide Sunday School class

#### Radio Ministry

- Maintained the Radio Ministry (WINA 1070AM) weekly broadcast (Sundays, 9:30 am) of FPC sermons plus FPC radio ads (run 750 times per year)
- Wrote two new radio ads (one for summer, one for fall)

#### Church Website

- Developed, with the Finance and Administration Committee, an FPC Web Site Task Force, which is working on future web contracting and design
- Continued web site updates and improvements, not only utilizing the existing FPC website, but promoting spread of FPC presence on social networking sites such as Facebook, with a Youth Group Page and a Praise Team Page

#### Special Events/Other

- Financially helped support childcare for the Presbyterian Women’s Young Mothers’ Circle

- Hosted a Fellowship Hour
- Organized the advertising and greeting for the Kiev Symphony Orchestra Concert
- Encouraged, coordinated, advertised and facilitated comprehensive Advent programming; installed a Christmas tree for the Sanctuary
- Studied biblical text regarding evangelism
- Stayed within our 2010 budget

### **Financial Resources/Activity**

The 2010 budget was for \$7,950 (Hospitality Ministry \$500, Advertising \$6,000, Bulletin Boards \$800, Special Projects \$650). The Radio Ministry was again a separate item (it has, for many years, been a pre-approved fundraising ministry not part of the regular budget). For 2010, the \$6,000 annual radio cost was again financed by a generous donation from church member Susie Morris.

### **Thank You**

Kim Wells, Gavin Meek, Judy Blair, Becky Ewing and Susan Lawson (everything, including all the beautiful work on the new Constant Contact emails), all those who worked on FPC's monument sign (Roger Authers, Don Dougald, Terry Forbes, Steve Harris, Dick Herath, Murray Hulse, Michael Joyce, Bill Lynch of Lynch Roofing), Elias Awad (consulting regarding the FPC web site), Susie Morris (financial support of our Radio Ministry).

### **Suggested Goals for Next Year's Committee**

- Develop an FPC logo (for better "branding" and identification of the unique features of our church for electronic communication, our website, printed materials and advertising.)
- Continue work via the Web Site Task Force in developing a new web site
- Continue FPC advertising and the Radio Ministry, exploring greater use of electronic outreach (? social networking sites, email alerts and promotions) as well as print ads reaching new groups in the Charlottesville community (? advertising in The Hook, C'ville Weekly).
- Continue work on the Greeter training program with specifically identified, trained and scheduled (rotating) Greeters for regular worship services, as well as other events taking place at FPC
- Continue work on welcoming newcomers, particularly in keeping track of the specific contacts for each person (who has gotten a pastoral call, who has gotten a visitor bag, etc.), in a central database that is accessible to committee members (using the Time and Talents database until our updated web site is up and running?).
- Continue working with Property & Maintenance in achieving our signage goals (interior and exterior), outlined in our Marketing Plan, particularly regarding the informational boards outside the Sanctuary
- Help promote the First Presbyterian Community Choir
- Help promote the "Financial Peace" program
- Consider running an "Alpha" program, in conjunction with Discipleship Ministry (for FPC members initially, with future extension to the surrounding community)
- Get everyone to wear their nametags!

**Submitted by: Jocelyn Schauer**

## Finance and Administration Committee

**Purpose:** To oversee all finance and administration activities of the church.

**Chairperson:** David Maloney



**Committee Members:** Tom Baylor, Duane Blough (until September 30), Dick Brownlee, Gayle Fears, Ed Gatewood, Jim Snead, and Presley Thach. Judy Blair, FPC Business Manager, serves as staff support to the Committee.

**Number of Meetings:** The committee meets monthly, generally on the Monday evening of the week preceding the Session meeting. During 2010, the committee met every month.

### Goals for the Year

- Develop a budget for 2011 that meets Session's criteria:
  - ❖ Balanced
  - ❖ Ten percent of total revenue designated for Christian Outreach; and
  - ❖ Planned additions to building reserves of at least \$25,000
- Review the monthly financial statements prepared by the Business Manager and advise Session of any possible problems; recommend specific actions, if appropriate
- Provide understandable financial reports to both Session and the congregation
- Monitor special gifts and recommend to Session whether such gifts should be accepted
- Determine the adequacy of insurance coverage and negotiate premiums
- Work with our bank or other sources to secure appropriate loans at the lowest interest rates
- Consult with the Business Manager to provide proper equipment for the staff
- Recommend to Session an allocation of any excess of operating income over operating expenses

### Accomplishments for the Year

The Committee feels that it has met its goals for the year. Specific accomplishments include:

- Presented a budget meeting Session's criteria, achieved in conjunction with efforts by the various committee chairs.
- Continued our study of the Shelby general ledger (accounting) software system, which resulted in improvements including a new chart of accounts for the preschool and the church's operating budget. The resulting enhancements should produce better controls over the quality of the reports generated by the system and greater efficiency in its use.
- Monitored progress on various capital projects
- Renegotiated the terms of the HVAC loan
- Supported the church's plans to incorporate under the laws of the Commonwealth of Virginia
- Collaborated with the Evangelism Committee in efforts to improve the church's website
- Upgraded computer equipment for three staff members
- Retained the services of Keiter Stephens (outside accounting firm) to review internal accounting controls

### Suggested Goals for Next Year's Committee

- Continue to monitor the enhancements achieved in the use of the Shelby accounting software and the development of the new chart of accounts; look for additional improvements to achieve greater efficiency
- Collaborate with the Evangelism Committee in efforts to improve the church's website
- Continue to examine additional reporting procedures that may help the congregation to better understand the church's financial activities



- Study feasibility of accommodating online contributions to the church by members and others
- Support the work with Keiter Stephens (outside accounting firm) on the 2010 financial review
- Negotiate insurance coverage for July 2011 through June 2014

### **Summary of Annual Financial Activities**

As shown in detail on the next page, First Presbyterian Church ended 2010 with a surplus of \$95,413. This surplus partially resulted because pledge offerings were higher than budgeted. But additionally, committees were excellent stewards of the resources available to them and were able to keep their costs below budget.

The Session allocated the surplus as follows: (1) 10 percent of the surplus (\$9,541) to the Christian Outreach Committee for use during 2011, over and above the 2011 budgeted amount and (2) 90 percent of the surplus (\$85,872) to operating reserves. The amount transferred to operating reserves is available for use by Session (if so elected) for projects or other costs not in the 2011 budget, such as new website design costs, PNC search costs, and possible relocation costs associated with the call of the new senior pastor.

The operating budget for 2011 is balanced and many ministry committees have increased funds. The expected offering income is slightly more than what was received in 2010; we were encouraged by the positive responses from the campaign for 2011 pledges, particularly in light of the continued uncertainty in the nation's economy. In addition, we are pleased that we are able to continue Session's goal of increasing reserves that had been severely depleted in prior years.

**Submitted by David M. Maloney**

### Comparison of 2010 Budget versus 2010 Actual and 2011 Budget

	2010 Budget	2010 Actual	2011 Budget
<b>Operating Revenue</b>			
Pledges, Current Year	\$ 942,300	\$ 957,910	\$ 965,300
Non-Pledge Offerings	122,500	92,179	95,000
Other Offerings	17,000	22,248	17,000
Total Offerings	<b>1,081,800</b>	<b>1,072,337</b>	<b>1,077,300</b>
Parking Fees	84,000	82,633	80,000
Preschool Contribution	8,000	8,000	4,000
Other Receipts	<u>13,750</u>	<u>19,403</u>	<u>16,600</u>
<b>Total Operating Revenue</b>	<b>\$ 1,187,550</b>	<b>\$ 1,182,373</b>	<b>\$ 1,177,900</b>
	2010 Budget	Actual 2010	2011 Budget
<b>Operating Expenditures</b>			
Christian Outreach	\$ 118,755	\$ 118,755	\$ 117,790
Discipleship Ministry	32,050	26,304	32,000
Evangelism	7,950	7,554	8,500
Worship	19,960	16,943	21,000
Stewardship	2,900	1,681	2,700
Property Management	168,425	134,599	145,400
F&A	102,450	94,141	103,400
Personnel	720,000	678,366	735,000
Board of Deacons	9,140	4,503	7,500
Presbyterian Women	3,175	3,175	3,200
Stephen Ministry	725	665	1,000
Session Projects	<u>2,000</u>	<u>274</u>	<u>400</u>
<b>Total Operating Expenditures</b>	<b>\$ 1,187,530</b>	<b>\$ 1,086,960</b>	<b>\$ 1,177,890</b>
<b>Operating Surplus</b>	<u><u>\$ 20</u></u>	<u><u>\$ 95,413</u></u>	<u><u>\$ 10</u></u>

#### Reserve Funds as of Dec. 31, 2010

Operating Reserve	\$ 81,475
Emergency Reserve	100,000
Building Reserve	156,061
Organ Reserve	15,889
Parking Lot Reserve	16,852
Fund for the Future	<u>10,000</u>
<b>Total for Reserve Funds</b>	<b>\$ 380,277</b>

## Nominating Committee



**Purpose:** To nominate persons with exceptional Christian faith, devotion and leadership qualities to serve as officers of the church, in accordance with the *Book of Order*, as well as discerning persons to serve as at-large members of the next Nominating Committee.

**Chairperson:** Christine Dean

**Committee Members:** Joe Avent, Sandy Bishop, Duane Blough, Christine Dean (elder), Ann Foster, Elizabeth Gatewood, Jocelyn Kelley, Elaine Knight (elder), Downing Miller, Mark Roberson (deacon), Litz Van Dyke (deacon)

**Number of Meetings:** 4

### Goals for the Year

- Educate committee members in use of Spiritual Discernment and Selection for considering candidates for deacons and elders
- Establish slates of candidates for Pastor Nominating Committee, deacons and elders that are both diverse and representative of the First Pres congregation, considering gender, life stage, family status, preferred worship style, and church involvement
- Nominate candidates to fill the seven at-large positions on the Nominating Committee for 2010

### Accomplishments

- Effectively used Spiritual Discernment and Selection process to come up with slates of candidates for Pastor Nominating Committee, deacons, elders and Nominating Committee members that fulfills requirements of diversity, pledging and attendance
- Established slate for Pastor Nominating Committee: Sue Brown, Kathy Doby, Terry Forbes, Jim Hubbard, Tyler McPhillips, David Rathburn, Ashley Schauer, Diane Schmidt, Mac Thompson
- Established slate for Class of 2013 deacons: Paula Alberts, Diane Brownlee, Pat Doyle, Richard Myers, Steve Rains, Alex Slawski, Nancy Tuz, Courtney Wood, with Ronald Stewart and Hannah Walker filling one year terms with the Class of 2011 deacons
- Established slate for Class of 2013 elders: Karen Dougald, Tom Doyle, Amy Gillespie, Debbie McPhillips, Alice Micklem, Pam Turner, Lee Witherow, with Bill Burgess filling a one year term with the Class of 2011 elders
- Established slate for 2011 Nominating Committee at-large members: Bill Carswell, Pat Davis, Mary Jane Derby, Cathy Meaney, Carolyn Pettit, Robert Ramsey, Presley Thach, who will all serve one year, non-renewable terms

### Suggested Goals for Next Year's Committee

- Continue using Spiritual Discernment and Selection process for establishing slates of candidates
- Establish a slate of candidates for both deacons and elders that is both diverse and representative of the First Pres congregation, considering gender, life stage, family status, preferred worship style, and church involvement
- Nominate candidates to fill the seven at-large positions on the Nominating Committee for 2010

**Submitted by:** Christine Dean



## **Personnel Committee**

(formerly known as Pastoral and Staff Relations)



**Purpose:** To develop and provide, in close collaboration with the Pastor/Head of Staff, oversight of personnel policies, procedures and practices that will enable First Presbyterian Church to recruit, retain and motivate high caliber employees in a supportive work environment.

**Chairperson:** David Rathburn, through October, and David Pettit, thereafter

**Committee Members:** Robert Nootbaar, Beverly Kocotas, Vernon McMinimy, Nancy Lutz, Dan Parks, and Downing Miller

**Ex-Officio:** Rev. Gavin Meek, Interim Pastor and Head of Staff

**Advisor:** Judy Blair, Business Manager

**Meetings:** 1/3, 1/25, 3/15, 4/19, 5/17, 6/14, 7/19, 9/7, 10/11, 11/10, 12/8  
Plus multiple electronic communications and actions as required

### **Goals for 2010**

- Assess interim staffing needs for Discipleship Ministry in conjunction with Discipleship Ministry Committee
- Improve performance review process
- Review current policies and procedures manual
- Review and update, as appropriate, job descriptions
- Support and give guidance to the Interim Pastor and interim activities
- Support and give guidance to the Preschool as it reviews and develops policies, procedures, job description and compensation upgrades
- Support establishment of work plans for support staff and goals and objectives for program staff
- Support the work of the Mission Study Task Force
- Support the work of the Pastor Nominating Committee when it is elected

### **Accomplishments**

- Continued employee recognition protocol as well as honoring staff birthdays
- Recognized five year anniversary for Business Manager Judy Blair
- Hired a new nursery worker
- Completed performance reviews for all staff
- Developed and implemented Short Term Disability Policy
- Supported PD Yates and staff during PD's disability including collaboration with the Property Management Committee to cover responsibilities
- Provided support to the Preschool Council on personnel issues
- Reviewed and updated, as appropriate, all job descriptions with the input of all staff and the appropriate committee chairs
- Reviewed the development of work plans for support staff and goals and objectives for program staff
- Implemented the part-time Ministry Intern position
- Provided support and guidance to the Interim Pastor/Head of Staff

## Thank You

All staff and congregation for supporting the staff and the committee during the ongoing Interim period; David Rathburn, former chair, and Bev Kocotas, longtime member, both of whom rotated off the committee, having served well for many years.

## Suggested Goals for Next Year's Committee

- Begin the work, as outlined in the Plan, to "Develop a staffing model for the church that supports its specific Ministry Goals most cost effectively" for presentation to Session by the winter of 2011/12 or after the arrival of the new Pastor/Head of Staff.
- Develop a clear understanding of the role, responsibilities and expectation of the Head of Staff
- Continue to review the performance review process for ways to improve.
- Finalize the review of the Personnel Committee's Policies and Procedures Manual.
- Continue support of and guidance to the Interim Pastor as Head of Staff.
- Give support the Preschool Council as it reviews and develops the administrative model staff and continues to review its staffing policies and procedures.
- Support the work of the Pastor Nominating Committee when requested.
- Support the entry and orientation of the new Head of Staff if that occurs in 2011.

Submitted by Elder David Pettit, Chair

## Preschool Council



**Purpose:** The Council shall have the responsibility for the management, support, and direction of the preschool on behalf of the Session in accordance with the Mission Statement.

**Chairperson:** Diane Schmidt until August, and Alice Micklem, thereafter



**Committee Members:** Vicki Snead, Diane Brownlee, John Meggs, Diane Schmidt, Matt Ewen, Lisa Coldren, Karen Hathaway, Sarina Meyer, and Catey Anderson

**Staff:** Bonnie Reynolds, Director; Donna Buchanan, Assistant Director

The Council meets monthly on the second Monday of the month. The Preschool operates on a Fiscal year, July 1 to June 30

## Goals for 2010 (Per preceding annual report)

- Continue to make Preschool more visible to church community
- Continue to have workshops for parents
- Continue to create educational opportunities for as many scholarship children as possible
- Encourage families of scholarship students to participate in school activities
- Improve signage and security for Preschool
- Facilitate reaching out to non-church affiliated parents and families of Preschool Students
- Formulate a fundraising strategy that will include annual events as well as larger biannual events
- Begin work on a long-range strategic plan

- Work with Evangelism and Finance & Administration to revamp the Preschool's website to make it more useful and easier to understand

### **Accomplishments**

- The Preschool is serving 163 children between the ages 16 months and 5 years and their families by providing an excellent early learning opportunity
- Included in our family are 9 scholarship children from our community
- Implemented annual employee evaluations for all staff
- Hired a new Assistant Director
- Renovated bathrooms adding new child size toilets and hand sanitizers
- The Virginia Star Quality Initiative was introduced to the council and staff and a continuing assessment process was outlined.
- Continued to work on updating the Policy Manual
- Donated \$8,000 to church
- Participated in Barnes and Noble book sale during a designated time in December that allowed for a percentage of some sales to go towards FPC Pre-School. This was one of multiple fundraisers that our wonderful and active parents did on the pre-school's behalf.
- Participated in Easter food bank drive and most recently collected over 300 books to donate to the Toy Lift
- Professional development training on Literacy was provided by Colleen Spano, a preschool parent who works with the PALS office at UVA
- Coordinated with UVA PREP Child Study Program and participated in their behavioral study known as banking time

### **Goals for 2011**

- Eliminate budget deficits and begin planning to rebuild reserves
- Complete review/assessment of the Virginia Star Quality Initiative and determine whether or not we will participate in the program
- Complete Policy Manual
- Determine timeline for strategic and long range planning process
- Conduct an evaluation of the pre-school's administrative needs and hire a new director

### **Financial Resources/Activity**

The pre-school budget year runs from July 1 to June 30<sup>th</sup>. The fiscal years concluding in June 2009 and June 2010 both ended with deficits. This was in part due to unbudgeted tuition discounts for pre-paid tuition. (See budget at the end of this report.) For the current budget year a vacancy allowance was added to the budget. This contingency has been critical as pre-k enrollment fell short of projections.

### **Thank You**

The council would like to thank the Hathaway family for donating hands-free soap dispensers for the children's bathrooms. The council would also like to thank Trish LeDuc of Ferguson Enterprises for the donation of child toilets for the renovation of a bathroom.

**Submitted by: Alice Micklem**

# FPC Preschool Treasurer's Report for June 2010

Description	Year to date June 2010	Year to date June 2009
<b>Income</b>		
Registration Fees	17,475	16,860
Tuition Fees - Current Yr	257,761	239,520
Late Fees -	60	40 -
Summer Camp Fees	7,904	16,603
Lunch Bunch Fees	19,427	26,233
Donations - Unrestricted	5,976	3,950
Fundraising - Unrestricted	3,805	----
Contributions from FPC	17,470	17,360
Interest Income	- -	74
Misc. Income -	50	816 -
<b>Total Income</b>	<b>329,928</b>	<b>321,456</b>
<b>Administrative Expenses</b>		
Salaries - Admin.	61,152	49,612
Salaries - Teachers	187,859	195,061
Salaries - Summer School	2,708	7,962
Salaries - Lunch Bunch -	11,900	10,150
Salaries - Classroom Ass't	- -	302
Salaries - Child Care -	362	1,743
Substitute Teacher Comp.	5,835	5,245
Continuing Education	4,572	4,205
Payroll taxes	20,570	20,819
WC Insurance -	915	846
Other Insurance	847	847
Office Supplies	2,718	1,604
Copying Expenses -	2,448	294
Special Programs/Scholarship	536	503
Telephone	587	597
Bank Fees	327	281
<b>Total Admin Expenses</b>	<b>300,411</b>	<b>301,820</b>
<b>Operating Expenses</b>		
Art Supplies	4,864	1,945
Cleaning Supplies	663	49
Dues & Subscriptions	969	418
Paper Goods	647	772
Snack Supplies	256	459
Library Resources -	462	128
Teacher Appreciation - -	- -	2,598
Parent Association	- -	284
Toys	1,056	921
Equipment -	725	73
First Aid Supplies -	473	296
Summer Camp Expenses	338	975
Teachers' Misc. Expenses -	2,115	2,350
Class Supplies	2,209	4,436
Music Program -	75	- -
Maintenance & Repair -	435	- -
Fundraising Expenses (375) 1,724 - -		
Janitorial Services	14,000	11,200
<b>Total Operating Expenses</b>	<b>31,011</b>	<b>26,904</b>
<b>Other Expenses</b>		
Contribution to FPC -	8,000	8,000
Overhead Contribution		3,250
<b>Total Other Expenses -</b>	<b>8,000</b>	<b>11,250</b>
<b>Total Expenses</b>	<b>\$339,422</b>	<b>\$ 339,974</b>
<b>Operating Income/Loss</b>	<b>\$ (9,494)</b>	<b>\$ (18,519)</b>



## Property Management Committee

**Purpose:** To provide for the use, maintenance, repair, security and enhancement of church buildings, grounds and equipment, all of which nurture the faith, life, mission and ministry of the members of the church.

**Chairperson:** Bill Carswell

**Committee Members:** Tom Baber, Bryan Chambers, Dick Herath, Jim Hubbard, Michael Hastings, Michael Joyce, Staff – Facilities Manager



**Number of Meetings:** Typically once a month meeting on the first Monday evening of the month. Committee may meet more when demand/work load requires.

### Special Projects Anticipated in 2011

- Implement Landscaping improvements per our 5 year plan
- Prepare Requests for information and proposals for our 5 year Capital Improvement plan
- Continue to work with our Facilities Engineering Report for long range planning
- Investigate/revisit improved measures for handicapped accessibility at door entries
- Launch Sanctuary Shutter repair project and research Shutter/Steeple Paint finishes
- Roofing – roof repairs, flashing, built in gutters, review Sanctuary downspout issues
- Determine needs/review Electrical Preventive Maintenance
- Conduct regular property inspections to promote safety, preventive maintenance, and care

### Summary review of 2010

- Battled snow removal and replaced our broken snow blower
- Health and Safety Inspections conducted without incident
- Emergency Tree work and removal due to storm damage
- Treated the Carriage House for Termites
- Worked with our Facilities Conditions Assessment Engineering Report
- Trimmed grass, collected leaves and cared for the grounds
- Repaired and replaced some of the underground storm water pipes
- Developed and approved a Master Landscape Plan
- Supported Evangelism Committee implementing new signs and a new Park Street Monument sign
- Trimmed overgrown/unbalanced trees
- Worked with the Preschool making bathroom improvements - Thanks Preschool!
- Cleaned high and low, inside and out!

### Thank You

- It is with great thanks to Michael Joyce and P.D. Yates for their tireless work here at our facility. From cleaning to repairing to caring for our members, as well as keeping our volunteers and committee energized
- A special Thanks to the many people who helped and supported P.D. Yates during his medical leave. It is great to have him back on staff. We are thankful to Brian Knighton who came to temporarily fill in during P.D.'s absence.
- Along with staff, it is the great work of our volunteers in the Garden Ministry. Thank you to the many members that maintain the beds, care for our shrubs, and keep our property blooming!
- Many thanks and appreciation to the 50+ members who helped with our church workday in June. You got a lot done!

- Our Signs would not be possible without the help, insight, and vision of the many individuals that worked directly and diligently providing beautiful signs.
- Thank you to retiring Committee Member David Reynolds for his years of support

### **Committee Member Qualifications**

As a church of over 963 active members, it is hard to believe only a few manage to keep our house of Worship in great shape. If you are able to manage the care for your own home, then you are more than qualified to work on the Property Management Committee. It is with God's help and guidance that we do his will and caring for his house!

**Submitted by: Bill Carswell**

## **Stewardship Committee**



**Purpose:** To identify the abilities, talents, skills and resources of the congregation of First Presbyterian Church and challenge them with the privilege of responsible Christian stewardship of time, talent and treasure, so that the cause of Christ in the world might be furthered.

**Chairperson:** Ed Davis through March, and Cheri Lewis, thereafter



**Committee Members:** Ed Davis, Lee Witherow, Debbie McPhillips, Tom Doyle, John Wehmann, Richard Stairhime and Somer Witherow

**Number of Meetings:** 10 (typically monthly) not including special events hosted by Committee such as Officer Pledge Dinner

### **Goals for 2010 Year**

- Increasing Total Amount of Money Raised in Pledge Campaign - achieved
- Increasing Time & Talent Contributions of Members - achieved
- Collection and Management of Church Member Time & Talent Data - achieved
- Conducting annual activity to promote T&T church involvement – achieved
- Identifying individuals in need of training/spiritual support to carry out church activities- not met
- Assisting Clerk of Session with annual review of the church rolls - not met, but not called upon

### **Accomplishments of 2010 Year**

- We held a full-out Time & Talent Drive, much like the Pledge Drive, asking members to complete and hand in T&T surveys before a deadline in mid-October. This, with the financial pledge drive, created a time for dedicating ourselves to the Church and a "Stewardship Season."
- We came up with a very unifying, energizing Stewardship theme and logo - "Step Into the River" – and used the logo and theme in many ways in both the Time & Talent and Financial drives.
- We added a youth representative to our Committee.
- We used the logo as a marketing tool on all correspondence, on T-Shirts, posters, brochures, emails.

- We made pledging available for the first time every from the First Pres website.
- We reviewed the giving data of non-pledgers and analyzed it.
- We provided educational opportunities for members to learn and reflect on Stewardship through two presentations by David Marotta (at Officer Dinner and Sunday School Hour) on “Everything We Have is God's” and a four-week Sunday School series by Dick and Diane Brownlee on Enough by John Bogle.
- We created marketing brochures outlining the Financial Pledge Drive including plans for 2011 per the Mission Study Task Force findings and distributed with pledge cards.
- We tracked and counted youth pledges, believing that the commitment of our youth is important, no matter the amount.
- We fixed a pledge drive goal not on a financial figure, but on number of pledge units (350 was goal).
- We made Stewardship fun!

### **Financial Resources/Activity**

- We did not expend our budget, mostly because there was a \$1,000 budget line item for software for the new Time & Talent database. Instead, Committee member Tom Doyle created an Access Database application database to do what we needed and he did it gratis.
- Once members of the congregation indicated that they wanted to purchase the promotional Step Into the River t-shirts we had made for the Cider on the Lawn event, we printed more t-shirts and sold 50 more of them. We covered all of our costs to make the original 20 plus the 50, which we sold with only \$130 expended.
- The real fundraising was our Pledge Drive, which was very successful. Dedication Sunday results exceeded 2009 by \$80,000.00. Results as of the end of 2010 indicate that the drive will be the most successful in the last three years, with the average pledge \$400 above 2009.
- Expenditures in several unbudgeted 2010 areas (that will be included in 2011 budget): Public Relations (t-shirt, posters, and brochure); Educational Materials; and Honoraria (\$50 thank you gift certificate to David Marotta, speaker who visited us twice gratis).

### **Thank You**

- God, for being with this under-staffed and relatively inexperienced Committee all the way and showing us that you were with us in many small demonstrations of your presence and guidance.
- Tom Doyle, for donating hours of his professional programming talents to the Church to create the Time and Talent Database application
- Lee Witherow, for calling in a favor with Elizabeth McMartin who designed our Step Into the River “foot” logo that really got everyone energized around our Stewardship theme, and for always being frank and expecting more of our donors
- Debbie McPhillips, for reminding us of the importance of youth involvement in Stewardship
- John Wehmann, for suggesting that our Pledge Drive goals should be in pledge units, not monetary sums
- Richard Stairhime, for agreeing to join our Committee in the middle of marriage preparations
- Ed Davis, for being a cheerleader extraordinaire, and being a stalwart worker and excellent confidante of the new Chair this year
- Gavin Meek, for his enthusiastic involvement and support of our Committee and our Step theme
- Pat Doyle, for being the 9<sup>th</sup> un-official member of our Committee and for her help
- David Marotta, for speaking on Stewardship at our Officer Dinner and then during the Sunday School hour

- Dick and Diane Brownlee, for leading a four-week session on the book “Enough” by Jack Bogle in the Spiritual Journeys class.
- Doug Starns, for a great Self Offering and donning snorkel fins and inviting members to join him in the river
- Sue Brown, for nudging us to include an educational element to Stewardship
- Somer Witherow and Tyler McPhillips, for doing the Time & Talent Guys skit to open the Time & Talent Drive
- Jane Brennan for writing the Time & Talent Guy skit on short notice
- Judy Blair, for updating us on pledge results and ably supporting our Committee’s efforts
- The Finance & Administration Committee for allowing us to sell the t-shirts
- George Barna, for writing an excellent, inspiring book on Stewardship, How to Increase Giving in Your Congregation
- Session and Deaconate members who did thank-you calls to pledgers
- Church members who agreed to do Stewardship Self-Offerings

### **Suggested Goals for Next Year’s Committee**

- Conduct successful pledge drive and increase pledging
- Recruit members to complete more Time & Talent surveys as a means of committing themselves to First Presbyterian
- Train all new Committee Chairs in the T&T Database and make sure members are called and recruited using the Database
- Make Stewardship a year-round activity with, e.g., monthly Stewardship Self Offerings, keeping Stewardship brochures in the pews, and continually soliciting members to complete T&T Surveys
- Conduct a Time & Talent activity, perhaps in conjunction with another committee, to highlight commitment opportunities at First Pres

### **Other Guidelines/Suggestions for 2011**

- Increase number of Committee members to 12; losing 3 of 7 at end of 2010
- Decide on theme in 1<sup>st</sup> quarter of 2011
- Put Stewardship Brochures in the Church Pews all year long (there are some leftover in the church office as this is being prepared. Brochures contain info on what will be happening in 2011 so they are still current and help educate non-pledgers, church visitors who may not have received them.)
- Keep the Officer Dinner: reminds officers that they are mini-shepherds of the church and we ask them to lead, not just pledge, in Stewardship. Get a riveting speaker or other programming for Officer Dinner. Music as they arrive?
- Add address, phone and email fields to Pledge Cards as a way to update Church Member Info; as the Committee followed up with thank-you’s, we discovered much info outdated, numbers disconnected, etc.
- The Committee believes that an updated Church Directory is long overdue and would contribute to people getting familiar with each other and create community.
- One Session member asked if we ever did demographic analysis of who is pledging: age, gender, etc. Investigate what can be done in 1<sup>st</sup> quarter and report to the Committee so the Committee can learn from it.
- Send Stewardship Representative to confirmation class to speak to confirmands about stewardship of their time, talents, and resources
- If we want for people to still turn in pledge cards on Dedication Sunday, create a powerful worship service (had in 2009, but not really in 2010) for that day
- Make pledge drive goal in pledging units and not gross financial goal
- Explore the “Got Give” campaign

- Read George Barna's book (or any other) and have members present discussion on chapters
- Use Mr. Benedum's Codicil in Stewardship T&T and/or Pledge materials

**Submitted by:** Cheri A. Lewis, who ranks this experience high among the most fulfilling in her life.

**Addendum:** The Stewardship Committee would like to add one more thank you, and a big one at that. Cheri took over the reigns of our committee after the 2010 program year was well underway. Her energy, commitment and enthusiasm to the Team's mission and to her consistent efforts to support and motivate individual team members were outstanding. The Stewardship committee in 2010 was fun, as Cheri stated previously in this report. Thanks, Cheri – we'll miss you!

Addendum by **Tom Doyle**, on behalf of the 2011 Stewardship Committee.

## Worship Committee

**Purpose:** To provide for the Christian "worship of the people of God" (G-10.0102d) that "joyfully ascribes all praise and honor, glory and power to the triune God" (W-1.1001) in a way that will offer spiritual meaning, comfort, challenge, hospitality and a sense of community and in keeping with the Reformed Tradition and the *Book of Order* of the Presbyterian Church (U.S.A.).



**Chairperson:** Beth O'Donnell

**Committee Members:** \*Beth O'Donnell, \*Terry Forbes, \*Bettie Kienast, Peter Doby, Miranda Landers, Nancy Roche, Bob & Susan Wilson, Jim Whorley, Barbara Worrell and staff – Rev. Gavin Meek, Elizabeth Norfrey and Jeff Bailes.

**Number of Meetings:** 11

### Goals for 2010

- Fulfill the purpose of the committee, as approved by Session: To provide for the Christian "worship of the people of God" (G-10.0102d) that "joyfully ascribes all praise and honor, glory and power to the triune God" (W-1.1001) in a way that will offer spiritual meaning, comfort, challenge, hospitality and a sense of community and in keeping with the Reformed Tradition and the Book of Order of the Presbyterian Church (U.S.A.)
- Assist the Pastor as well as the Associate Pastor and worship staff
- Finalize the revisions to the Wedding Handbook and the review of the Wedding Coordinators' positions
- Complete the work of the Building Use Task Force
- Review the different and possible uses of the projection equipment
- Oversee the replacement of the warped pipes by Casavant Organ
- Continue the use of skits at 8:55 worship
- Review the 8:00 Contemplative Worship Service
- Recruit a Communion Preparer at 8:00, as we do at the other services, and an usher coordinator at 11:15

## **Accomplishments**

- Assisted the pastors and worship staff in offering Holy Week and Advent services and other special services throughout the year
- Evaluated each special service following it being offered
- Evaluated and endorsed the personal greeting of the congregation by the pastors before the Traditional service at 11:15 as a method for creating a warm, welcoming, friendly atmosphere in our sanctuary
- Surveyed the 8:00 Contemplative Worship attendees for future evaluation by the committee
- Reviewed and discussed Worship & Sunday School attendance monthly
- Endorsed a Wednesday evening Brahms Requiem class taught by Interim Choir Director, Elizabeth Norfrey
- Reviewed and evaluated the music provided during the four annual blended worship services, ultimately recommending the use of special music and outside guest groups for future blended services
- Reviewed and evaluated the current use of the screens during worship, as well as alternative options for projected images, with a decision to remain at status quo until new information begs further discussion
- Endorsed the use of the rear screen in both the 8:55 Contemporary Service and the 11:15 Traditional Service as an aid to the pastors during worship
- Altered the front row of pews and the modesty rail to allow for multiple arrangements with the goal of maximizing options for special services and musical offerings
- Completed installation of the wire hubs and new sub-woofer for optimal sound during the 8:55 Contemporary Service
- Endorsed Elizabeth Norfrey's proposal to donate a carefully discerned collection of old music from the choir room and also to donate old choir robes to a meet a request in Africa
- Recruited an 11:15 Usher Coordinator to add to the Usher Coordinators already in place for the 8:00 and 8:55 services
- Discussed and supported a coordinated effort by staff to provide an index of Praise Team songs and make CD's available to pastors for song preview and selection
- Obtained written communion preparation guidelines and scheduling information in an effort to support the 11:15 communion preparation team
- Endorsed Elizabeth Norfrey's efforts towards musical outreach at Scottsville Presbyterian Church and other special music opportunities including an all-men's chorus on Father's Day
- Endorsed David Norfrey's efforts in providing periodic "ad hoc" bell choir opportunities to congregation members, including a Father and Son Bell Choir on Father's Day
- Endorsed Jeff Bailes' efforts towards musical outreach at Grace Covenant Church and The Haven
- Endorsed Will Cooke's proposal to build a community youth choir with the goal of both rebuilding FPC's youth choir and offering community outreach opportunities to area youth
- With Session's approval, utilized a music-related fund to purchase an electronic drum kit for the Praise Team with added versatility and ultimate use by all music groups
- Endorsed the use of the Pew Bible Fund to update the bibles in the Sunday School rooms
- Completed revisions to the Wedding Handbook and Wedding Coordinator position descriptions
- Established "Guidelines for A Service of Witness to the Resurrection"
- Oversaw the replacement of the majority of the warped Casavant Organ pipes
- Endorsed and supported Elizabeth Norfrey's coordination of a free concert by Music Mission Kiev, requiring significant congregation involvement with publicity, housing, meals, logistics and hospitality
- Endorsed Elizabeth Norfrey's continuing education time at the Princeton Choral Festival
- Reviewed and evaluated the current and future uses of the Flower Closet

- Endorsed the placement of the Chrismon Tree in the Chancel during Advent, as well as several opportunities for education of the congregation on the significance of the Chrismon Tree
- Hosted a Fellowship Hour in September
- Endorsed Jeff Bailes' efforts to provide opportunities to the congregation to learn new Praise Songs
- Began the process of establishing a Memorial Garden Sub-Committee under the direction of Terry Forbes
- Established a draft of "Dress Guidelines for Worship Leaders" for future discussion and endorsement
- Established a draft of the "Pew Removal Policy" for future discussion and endorsement
- Approved a request to establish a line item in the 2011 Worship Committee budget for Ryan Whitney's use for necessary miscellaneous expenses and supplies
- Approved a request to include funds in the 2011 Worship Committee budget to assist in providing pizza at the rehearsals of the new Charlottesville Community Youth Choir – CCYC
- Endorsed a request by the Community Outreach Committee to place a basket in the Narthex for food staples and carried to the altar on 5 cents a meal Sundays
- In order to comply with new FCC regulations, replaced four lavalier microphones, two handheld microphones and the related base unit in the balcony
- Continued the new tradition of recognizing 50-year members on Reformation Sunday and remembering members who have died in the past year on All Saints' Sunday
- Endorsed the Passing the Peace at the 11:15 service
- Provided Extended Communion to the homebound in April and October
- Handled several letters sent to the committee from church members concerned about some aspect of worship or desiring to share a perspective or opinion on worship

### **Thank You**

- Terry Forbes and Barbara Worrell for their faithful service to the committee: Terry as former Chair and Extended Communion/Communion Coordinator and Barbara as the Sanctuary Team leader
- David Norfrey for his significant contributions to the development of the Adult Bell Choir and "Ad Hoc" Bell Choirs
- The leaders of the Praise Team, Sanctuary, Bell, Youth and Children's Choirs
- The members of these musical groups
- Our pastors: Gavin and Kim
- Our interns Doug, Sarah and Emma
- Our worship staff: Jeff, Elizabeth, David, Will, Terri, Roger and Ryan
- Our support staff: Becky and Susan
- All liturgists, Children's Time leaders, coordinators, ushers, communion and extended communion servers and preparers
- Our volunteer pianists at 8:00: Roger Authers, Lu Bolen, Pat Davis, Gayle Fears, and Jane Hunt
- Barbara Herath for sewing and creating new table covers for the Handbell choir

### **Suggested Goals for Next Year's Committee**

- Oversee the replacement of any additional warped pipes by Casavant Organ
- Establish "Dress Guidelines for Worship Leaders"
- Determine the future of the 8:00 Worship Service
- Continue the use of skits at 8:55 worship
- Evaluate the Youth Choir/Music Program
- Evaluate the Bell Choir Program



- Evaluate the 8:55 Contemporary Service
- Evaluate the 11:15 Traditional Service
- Explore the use of visual arts in Worship
- Establish an annual and monthly routine for the support of Communion Preparers and Servers
- Recruit a Sanctuary Team Leader, an 11:15 Communion Coordinator and an Extended Communion Coordinator
- Strive for a balance between the Managerial vs. Transformational thinking in our meeting setting.

**Submitted by: Beth O'Donnell**



## **Presbyterian Women**

**Purpose:** Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to nurture our faith through prayers and Bible Study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's Kingdom.

**Moderator:** Dana Henderson

**Staff Support:** Rev. Kim Wells

**Coordinating Team (June 2010 – May 2011):** Lois Baylor, Harriet Grosh, Eleanor Maloney, Julie Patterson, Ginny Paul, Sara Ray, Liza Sackson, Judy Spangler, Kathy Warren, Shirley Whitt, Pam Whorley

**Number of Meetings:** 11 meetings held the first Wednesday of the month at 4 p.m.

### **Goals for the Year**

- Continued support of missions church wide
- Strong fellowship in all circles and handcraft groups
- Interaction with other churches in Area 11 for mission and fellowship
- Increased attendance at Evening Circle and Gatherings
- Recruiting younger women into PW and onto Coordinating Team (CT)
- Revitalize the Young Moms' Circle
- Host the PW POJ Spring Gathering in May 2011

### **Accomplishments**

- Circles participated fully in areas of mission chosen by members
- Handcraft groups sent quilts to Madeline House and layettes and baby blankets to the Congo and Malawi; prayer shawls distributed to FPC members
- Semi-annual Gatherings, moved to afternoons, resulted in increased attendance
- Church World Service school kits assembled and delivered to POJ
- Younger women successfully recruited to the CT
- Women attended a Massanetta Gathering and a Montreat Conference
- FPC new-member receptions held with circle participation

- Rosemary Tribble, a well-known author, spoke about her book *From Fear to Freedom*, a survival story of forgiveness and living after a brutal rape

### **Financial Resources/Activity**

- The 2010 budget of \$3,175 was used for Bible Study books and other resources; new-member receptions; local gatherings; participation in nonlocal gatherings; PW directory preparation; contributions to PW at the POJ and Synod of the Mid-Atlantic levels; support of handcraft groups; and child care for young mothers' group.
- Birthday Offerings totaled \$759; Thank Offerings, \$1,249; and Least Coin Offerings, \$202.35. The combined \$2,210.35 was forwarded to PW for mission.
- Distribution to other mission causes of funds generated through the sale of fair-trade coffee and other products has been deferred until it has been determined what the costs will be for the 2011 POJ Spring Gathering in May, hosted by FPC's PW.

### **Thank You**

- Circle Leaders: Kathy Croll, Melanie DeBerardinis, Karen Douglad, Ginny Lindsey, Helen Minor, Barbara Worrell
- Handcraft Group Leaders: Barbara Isaacs, Pam Simpson, Judy Spangler
- Support Group Leader: Chris Kennedy

### **Goals for 2011 – 2012**

- Continued increase of attendance at Gatherings
- Increased attendance at Evening Circle and Young Moms' Circle
- More participation at PW POJ events and Massanetta Gatherings
- Improved communication among CT, circles and handcraft groups
- Continued support of local, national and church-wide missions

**Submitted by: Dana Henderson**



### **Interim Pastor - Reverend Gavin D. Meek**

The interim time has gone well at First Pres. As is always the case, things could have gone better, but we have done well. The state of the church is solid, primarily because it stands in the grace of Jesus Christ.

The future life and vibrancy of First Presbyterian, Charlottesville, Virginia, is directly related to several important factors. With the congregation: depth of and growth in faith; openness to the Spirit and an openness to the ideas and offerings of others; ability to disagree agreeably; passion for learning; being and doing better in your life together; learning to thrive with and in the midst of change and cultural diversity; learning anew about the priesthood of all believers and its direct connection to lifelong learning and growing as well as stewardship offering of time, talent, and treasure; deep relationships through meaningful fellowship; ability to resist "navel gazing" and to look outward as the Gospel of Christ demands. The future life and vibrancy of First Pres is also directly related to the depth of faith and the spiritual, emotional, and relational health of your next pastor; this is why your PNC needs time and your support and prayers to do a good search.

The following standard goals for interim ministry and found in my contract:

### **1. Coming to Terms with History**

- Continued to visit and made myself available to members of the congregation who are experiencing any pain, sadness, anger or anxiety about the issues of the past, present, or future.
- Addressed, when necessary or helpful, issues from the past that arose which hinder forward movement.
- Preached a series of sermons during the spring that supported the mission study process and, in partnership with the Associate Pastor, a sermon series that bolstered the successful 2010 stewardship campaign.
- Assisted Bob Simpson, our unofficial Church Historian, with appropriately achieving important historical and official documents of First Presbyterian Church.

### **2. Becoming Aware of and/or Discovering the Present Identity and Mission**

- Assisted the Mission Study Task Force (MSTF) as it facilitated a well developed, executed, and well attended Appreciative Inquiry envisioning process that culminated in the creation of an FPC Plan which included Vision and Mission statements and Ministry Goals and Activities that is now directing the ministry of the church and utilized by the PNC in writing the Church Information Form.

### **3. Allowing and Empowering the Changes, Shifts, and Rise of New Leadership**

- Oversaw the process of an electronic Church Manual, with significant help from leaders, committees, and in particular the Business Manager
- Assisted leaders in utilizing the Church Manual
- Assisted with the process of incorporating the church and establishing congregational bylaws
- Trained new church officers
- Planned a Session Retreat for January 2011 in which there will be group building and conversation about the state of the church

### **4. Renewing the Relationship with Presbyterian Church (U.S.A.)**

- Facilitated our officer training to be in conjunction with the other Presbyterian congregations in Charlottesville

### **5. Committing to a Promising, New, and Vibrant Future and Preparing for the Call of a New Pastor/Head of Staff**

- Supported the staff, creating a positive, productive work environment, and improving communication while building unity
- Assisted the Clerk of Session in the annual review of the roll of members required in the *Book of Order*
- Assisted Personnel in reviewing and revising the position descriptions for all staff, with input from the staff and appropriate chairpersons
- Assisted the Nominating Committee with the process of discerning, selecting and nominating a slate of officers as well as a Pastor Nominating Committee (PNC)
- Developed and conducted an educational and fun congregational meeting in which officers and the PNC were elected
- Assisted with the training of the PNC
- Assisted the Stewardship Committee in their development of a successful campaign, not only for financial pledges, but with the Time and Talent portion of the overall campaign.

In addition to the particular work under specific goals, there were numerous sermons, pastoral care visits to homes, hospitals, and nursing homes, pastoral counseling sessions, staff meetings and planning sessions, committee meetings, and administrative actions that I conducted or participated in during the course of the year.

## **Study Leave**

One week on interim skills and another reading, catching up on professional journals I don't always have the time to read.

## **Thank You**

One of the joys is working with so many faithful, capable, hardworking, and fun people. I want to thank Kim, Judy, Colleen, Susan, Becky, Michael, PD, Elizabeth, Jeff, Will, Roger, and Ryan for all their hard work and faithful dedication, as well as their support of me. This church is blessed with strong, committed, and creative leadership; it is a privilege to minister with the Session and Diaconate. I'm especially appreciative of the work of the Personnel Committee in their care of the staff and their support and guidance of me as Head of Staff. I want to thank everyone who has reached out to me in love and with support and words of encouragement, as well as all those who keep me in your daily prayers; I assure you it is a blessing for which I give thanks to God.

## **Goals For 2011**

- Assist the congregation with "living into" its vision and mission, the Session in overseeing the Plan, and the committees and Diaconate and its teams with their respective Ministry Activities
- Develop and present to Personnel, with the assistance of the Business Manager, a new Policies and Procedures Manual
- Assist the Stewardship Committee in the development of a year-long stewardship emphasis
- Assist the Endowment Committee with promotion of the Endowment
- Assist Clerk in the annual review of the Church Rolls
- Assist the Nominating Committee with the process of discerning, selecting and nominating a slate of new officers
- Help prepare the congregation and leadership for a new Pastor and the staff for a new Head of Staff

May God bless the First Pres family with continued growth in faith and service!

## **Associate Pastor – The Rev. Kimberleigh Wells**

### **2010 Accomplishments**

#### **Pastoral Leadership**

- preached monthly, including Christmas Eve
- presided at baptisms, funerals, and weddings as requested
- provided ongoing pastoral care
- Moderator *Pro Tem* of Session at two regularly stated meetings, as well as at several special called meetings (reception of confirmation students, new member class brunches, etc.)



#### **Board of Deacons**

- provided staff support (see Board of Deacon's report for a list of supported activities)
- supported Moderator Gweneth West in the finalization of new Diaconate structure and the approval of new Purpose & Responsibility documents for each deacon team
- met one-on-one with incoming Moderator Doug Starns and every deacon-elect to discern team placement for 2011

### **Christian Outreach**

- provided staff support for the Christian Outreach Committee and its activities
- went on trip to Haiti with Building Goodness Foundation in order to assist with earthquake damage assessment and discern opportunities for FPC involvement

### **Discipleship Ministries**

- provided staff support for the Discipleship Ministries Committee (DMC) and its activities
- provided supervision to our first full-time, yearlong Ministry Intern, Doug Friesema
- consolidated the Ministry Intern program, recruited and supervised two new interns
- led the following senior high youth ministry activities along with the Ministry Intern: Summer Youth Mission Trip to the Eastern Shore, Weekly Sunday Evening Youth Group during the academic year, Summer Wild Wednesdays, Youth Sunday, Coordinated our participation in the Montreat Youth Conference
- co-taught summer Food & Faith adult Sunday school course with the Rev. Sarina Meyer
- led FPC Preschool Chapel and taught confirmation classes when requested
- led the second annual Montreat College Conference trip with Sandy Bishop

### **Evangelism**

- provided staff support for the Evangelism Committee and its activities
- served on the Website Task Force as the staff representative from the Evangelism Committee

### **Service to the Greater PC(USA) Denomination**

- Public Ministries Board of the Presbytery of the James
- Mission Committee, District One, Presbytery of the James
- Vice President, Friends of PEB (Presbyterian Education Board of Pakistan)

### **Thank You**

- to Gavin Meek, for giving me the opportunity to preach on Christmas Eve, and for his faithful collaboration in ministry
- to Gweneth West, for serving as our devoted Moderator of the Board of Deacons for two and a half years; to Sharon Albert and Barbara Herath for co-leading the Fellowship Team; to Mary Evelyn Rogers and Susan Howard-Smith for leading the Member Care Team; to Doug Starns for leading the New Member Team; and to Betsy Critzer and Judy Smith for co-leading the Visitation and Health Ministry Team; and to all the other deacon and at-large members
- to Chris Dean, for her leadership of the Christian Outreach Committee; to Jocelyn Schauer for her leadership of the Evangelism Committee; and to Elaine Knight, for her leadership of the Discipleship Ministry Committee
- to Doug Friesema, Sarah VanderZee, and Emma Horn, for their service as our Ministry Interns
- to Pat and Debbie McPhillips, for serving as chaperones for the Montreat Youth Conference
- to Annie Lee Pilkington and Rich Lutz, for serving as chaperones for the Youth Mission Trip to the Eastern Shore
- to Ashley Schauer, Amy Gillespie, and Michelle Katstra for teaching the Confirmation Class, and to Peter Doby, Jim Whorley, Maggie Vogan, and Emma Horn for teaching the senior high Sunday school class
- to all the lay leaders of our outreach ministries and mission trips, for their dedication to serving those in need beyond the walls of our church, and especially to Dick Fowler and Ken Derby, for a decade of faithfully coordinating our church's ministry with Habitat for Humanity

### **2011 Goals**

- support the Discipleship Ministry Committee and the Session in the continued implementation of the Youth Ministry Architects Report and Session-approved Youth Ministry Renovation Timeline



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## CHURCH RECORD FOR 2010

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**PIN Number** 22643

**Presbytery Number** 298

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**Church** First

**Address** 500 Park St

**City/State** Charlottesville, VA 22902 4740

**Church Phone** 434 296-7131      **Fax** 434 296-0751

**Email Address** info@fpchurch.com

**Internet Web Site** www.fpchurch.com

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### Membership

Prior Active Members: 1,342

#### Gains

17 & Under: 13

18 & Over: 18

Certified: 16

Other: 0

**Total Gains:** 47

#### Losses

Certified: 30

Deaths- 21

Other: 322

**Total Losses:** 373

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**Total Active Members:** 1,016

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Inactive: 267

Baptized: 372

**Total Adherents:** 1,655

Female Members: 587

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**Average Attendance:** 350

**Affiliate Members:**

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### Baptisms

Child Baptisms: 8

Adult Baptisms: 1

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<b>Officers</b>		<b>Age Distributions of Active Members</b>	
Male Session:	12	25 & Under:	135
Female Session:	9	26 - 45:	173
Male Deacons:	10	46 - 55:	169
Female Deacons:	14	56 - 65:	143
		Over 65:	334
		<b>Total:</b>	954

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#### **People with Disabilities**

Hearing	1
Sight	2
Mobility	2
Other	1

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#### **Christian Education**

Birth 3:	37	Grade 7:	19
Age 4:	12	Grade 8:	11
Kindergarten:	9	Grade 9:	13
Grade 1:	11	Grade 10:	22
Grade 2:	16	Grade 11:	21
Grade 3:	10	Grade 12:	17
Grade 4:	17	Young Adults:	0
Grade 5:	21	Over 25:	90
Grade 6:	15	Teacher/Officer:	40
<b>Total:</b>	381		

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<b>Racial Ethnic Breakdown</b>	<b>Membership</b>	<b>Elders</b>	<b>Deacons</b>
Asian	5	1	0
Black	1	0	0
Hispanic	0	0	0
Native American	0	0	0
White	1,010	20	24
Other	0	0	0
<b>Totals</b>	1,016	21	24

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