

# 2009 ANNUAL REPORT



FIRST PRESBYTERIAN CHURCH  
500 PARK STREET  
CHARLOTTESVILLE, VIRGINIA 22902  
(434) 296-7131

WWW.FPCHURCH.COM  
ELDERS OF THE SESSION

CLASS OF 2010

Rod Beckwith  
Bill Carswell  
Kathy Doby  
Terry Forbes  
David Rathburn  
Jocelyn Schauer  
Diane Schmidt

CLASS OF 2011

Tom Barton  
Sue Brown  
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

BOARD OF DEACONS

CLASS OF 2010

Dick Fowler  
Karen Kennedy  
Tyler McPhillips  
Ted Pearson  
Litz Van Dyke  
Gweneth West  
Bob Wilson

CLASS OF 2011

Sharon Albert  
Margaret Ball  
Nancy Campbell  
Betsy Critzer  
Doug Friesema  
Barbara Herath  
Mark Roberson  
Mary Evelyn Rogers  
Judy Smith  
Doug Starns

CLASS OF 2012

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

CHURCH STAFF

The Congregation  
The Rev. Gavin D. Meek  
The Rev. Kimberleigh E. Wells  
Doug Friesema  
Colleen Plitt  
Kathy Freer  
Elizabeth Norfrey  
Roger Authers  
Jeff Bailes  
Will Cooke  
David Norfrey  
Bonnie Reynolds  
Karen Chipman  
Judy Blair  
Susan Lawson  
Rebecca Ewing  
Michael Joyce  
Ronald Yates

*Ministers*  
*Interim Pastor*  
*Associate Pastor*  
*Ministry Intern*  
*Interim Coordinator of Discipleship Ministry*  
*Parish Nurse*  
*Interim Choir Director*  
*Interim Organist*  
*Praise Team Director*  
*Assistant Music Director for Youth and Children*  
*Interim Handbell Choir Director*  
*Preschool Director*  
*Assistant Preschool Director*  
*Business Manager*  
*Office Administrator*  
*Music and Administrative Assistant*  
*Facilities Maintenance Manager*  
*Facilities Worker*

Ryan Whitney  
Lesley Forloines

AV Technician  
Nursery Coordinator

## 2010 ANNUAL CONGREGATIONAL MEETING

First Presbyterian Church  
Charlottesville, Virginia  
Sunday, March 14, 2010  
11:00 a.m.

Call to Order, Declaration of a Quorum, Purpose of the Meeting, and Prayer  
The Rev. Gavin D. Meek, Interim Pastor

Act on Church Incorporation Elder David Pettit and Session  
**Resolutions for adoption by the Congregation of First Presbyterian Church, Charlottesville, Virginia regarding formation of a Church Property Corporation and Transfer of the Real Property and Permanent Funds of the Church to the Corporation**

Act on Congregational Bylaws Elder Jim Hubbard and Session  
**Approve the recommendation from Session concerning Congregational Bylaws**

Change the Terms of Call for the Associate Pastor Elder David Rathburn  
Personnel Committee Chair and Session  
**Session recommends that the congregation approve effective April 1, 2010 the Terms of Call of the Associate Pastor, Kimberleigh E. Wells to reflect an increase of four percent (4%) in base compensation and no change in business expenses or allowances.**

	<u>2009</u>	<u>2010</u>
base	\$56,557	\$58,819
benefits	\$17,816	\$18,528
allowances	\$3,822	\$3,822
seca	\$4,685	\$4,500
total	\$82,880	\$85,669

Receive the written 2009 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 15, 2010.**

Adjournment and Prayer The Rev. Kimberleigh E. Wells, Associate Pastor

## INCORPORATION

**Resolutions** for adoption by the congregation of First Presbyterian Church, Charlottesville, Virginia, regarding formation of a **Church Property Corporation and Transfer of the Real Property and Permanent Funds of the Church to the Corporation**:

WHEREAS, *The Book of Order*, G-70401 directs that if permitted by civil law, each Presbyterian church form a corporation to own its real property and permanent funds under the authority of the Session of the church; and

WHEREAS, the formation of a corporation to own the real property and permanent funds of a church is permitted by civil law in Virginia, as the result of a decision of the Supreme Court of Virginia in 2002 overturning a provision of the Constitution of Virginia which prohibited churches from forming corporations; and

WHEREAS, the Session of First Presbyterian Church, Charlottesville, Virginia ("This Church") has recommended to the Congregation that it approve the formation of a corporation to own the real property and permanent funds of this Church; and

WHEREAS, for these and other good and sufficient reasons, the Congregation of This Church deems it to be in the best interests of This Church to form a corporation to own the real property and permanent funds of This Church.

NOW, THEREFORE, BE IT RESOLVED, that the Session of This Church is authorized and directed to form a non-stock, nonprofit corporation under the laws of the Commonwealth of Virginia, the members of which shall be the active members of This Church from time to time, to own the real property and permanent funds of This Church; and

BE IT FURTHER RESOLVED, that the Trustees of This Church are authorized and directed to convey the real property of This Church to such corporation at the direction of the Session; and

BE IT FURTHER RESOLVED, that the Session of This Church is authorized and directed to transfer the permanent funds of This Church to such corporation for management and distribution in accordance with the Articles of Endowment of This Church, as such may be amended from time to time.

## BYLAWS OF THE CONGREGATION

of

First Presbyterian Church  
Charlottesville, Virginia

### **Article I: Name**

The name of this church shall be the First Presbyterian Church, Charlottesville, Virginia, a congregation of the Presbyterian Church (U.S.A.).

### **Article II: Purpose**

First Presbyterian Church, Charlottesville, Virginia, has been called by God and organized to be obedient to Jesus Christ, serving the cause of Christ in the world and furthering "the Great Ends of the Church" as set out in the *Book of Order* (G-1.0200), Presbyterian Church (U.S.A.).

### **Article III: Governance of the Church**

This church shall be governed in accordance with *The Constitution of the Presbyterian Church (U.S.A.) Part II, Book of Order*. Consistent with the *Book of Order*, these bylaws shall provide specific guidance for this congregation.

#### **Article IV: Meetings of the Congregation**

**1. Annual:** The annual meeting of this congregation shall be held at a place and time designated by the Session— ordinarily within the church building no later than the month of February— and, whenever practical, shall be held contemporaneously with the annual meeting of First Presbyterian Church of Charlottesville, Inc. The purposes of the meeting shall be to (a) receive the Annual Report, the year-end financial statement for the church, and the Session-approved budget for the current year; (b) vote on any changes to the Terms of Call for pastor(s); and (c) transact such other business as may be presented by the Session. The Annual Report shall include reports from the Board of Deacons and all committees, councils, and organizations of the church.

**2. Special Meetings:** Special meetings of this congregation may be called by the Session, by Presbytery, and shall be called by the Session when requested in writing by one fourth of the active members of the congregation. Business to be transacted shall be limited to items specifically listed in the call.

**3. Entitled To Vote:** All members on the active roll of First Presbyterian Church who are present for the meeting may vote.

**4. Parliamentary Authority:** All business meetings of the congregation, the Session and affiliate groups shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*, except in those cases where the *Book of Order* or these bylaws provide otherwise. All meetings shall be opened and closed with prayer. In cases of a tie vote, the moderator shall put the question a second time. If there is a tie vote again, the motion fails.

**5. Notice of Meetings:** Public notice of a meeting shall be given on two successive Sundays by an announcement in the bulletin, bulletin insert, or other written means. The meeting may be convened following the notice given on the second Sunday. If the meeting is related to the calling of a pastor or pastors, the initial public notice shall be given at least ten days in advance, while also including notice on two consecutive Sundays.

**6. Business:** Business to be transacted at meetings of the congregation shall include the following:

- a. matters related to the election of elders and deacons;
- b. matters related to the calling of a pastor or pastors;
- c. matters related to the pastoral relationship, such as changing the call or requesting, consenting to, or declining to consent to dissolution;
- d. matters related to the permissive powers of the congregation, such as the desire to lodge all administrative responsibility in the Session.

**7. Quorum:** A quorum of not less than ten (10) percent of the active membership shall be required for the transaction of business at any annual or special meeting.

**8. Moderator:** The Pastor shall be the Moderator of all meetings of the congregation.

**9. Secretary:** The Clerk of Session shall be the Secretary of meetings of the congregation.

#### **Article V: Organization**

**1. Session:** The Session is responsible for the mission and government of the church enumerated in the *Book of Order* (G-10.0000). It shall be composed of twenty-one Elders and the installed Pastor and Associate Pastor(s). The Pastor shall serve as Moderator. Elders shall be divided into three classes of seven, serving staggered terms of three years that begin on January 1 or on the date of ordination and/or installation, whichever is later, following each annual class election, ordinarily held in September. Elders may be elected to serve up to one additional year of an unexpired term of office prior to, or following, a regular three-year term for a maximum of four consecutive years of service. No two active members of the same immediate family shall be elected to serve concurrently on the Session. Active members shall not be eligible to serve on the Session while they are paid church staff.

**2. Board of Deacons:** It is the duty of Deacons to minister to those who are in need, to the sick, to the friendless, and to any in distress, as well as to assume such other duties as are delegated and assigned by the Session, to which the Deacons are accountable. The Board of Deacons shall be composed of the pastor(s), in an advisory capacity, and not less than twenty-four members divided into three classes of eight, serving staggered terms of three years that begin on January 1 or on the date of ordination and/or installation, whichever is later, following each annual class election, ordinarily held in September. Deacons may serve consecutive terms, totaling no more than six years. No two active members of the same immediate family shall be elected to serve concurrently on the Board of Deacons.

**3. Attendance of Officers:** Any officer who has a total of three unexcused absences from regularly scheduled meetings within any term year (January through December) shall be deemed to have resigned his or her office on the Session or Board of Deacons.

**4. Church Treasurer:** The Church Treasurer shall be elected annually by the Session and shall be under its authority

**5. Nominating Committee:** The Nominating Committee shall consist of eleven active members, of which no two can be from the same immediate family. At the special officer election meeting, the congregation shall elect seven active members to serve for the ensuing year, none of whom are in active service as an officer of the church or a serving member of the Nominating Committee. The Nominating Committee shall prepare and present this slate of seven to the congregation. Members of the Nominating Committee and their immediate families shall not be considered for nomination. An exception would be allowed for a member of the immediate family of the pastor for the Board of Deacons. Any active member may make additional nominations from the floor.

Two Nominating Committee members shall be active elders designated by Session. Ordinarily they shall serve staggered two-year terms; the elder in his/her second year on the Committee shall serve as moderator and the elder in his/her first year shall serve as vice-moderator.

The Board of Deacons shall designate two active deacons to serve on the Nominating Committee. Ordinarily each will rotate off the Committee after serving for two years, in the same rotational manner as the elders.

The pastor shall be a member of this Committee, serving ex officio and without vote.

**6. Committees, Task Forces, and Other Entities:** The Session shall appoint such committees, task forces, and entities as necessary to carry out their respective responsibilities.

## **Article VI: Elections**

**1. Officers and At-large Members of the Nominating Committee:** Elders, deacons and at-large members of the Nominating Committee shall ordinarily be elected in September at a special congregational meeting from a slate submitted by the Nominating Committee and allowing for nominations from the floor. Election shall be by voice vote unless the rules are suspended by two-thirds of the members present or when there are nominations from the floor. In either case, the election shall be by secret ballot.

**2. Filling Vacancies:** Vacancies on the Session and the Board of Deacons may be filled by election to unexpired terms at special meetings of the congregation, although no election shall be required for this purpose within three months prior to the congregational meeting in September. At-large vacancies on the Nominating Committee will ordinarily be filled unless the Committee has begun to meet for that year's cycle.

**3. Eligibility:** All active members shall be eligible for election to church office, within the guidelines set forth by the *Book of Order* and these bylaws.

## **Article VII: Finances**

- 1. Fiscal Year:** The fiscal year shall be January 1 through December 31.
- 2. Budget:** A budget shall be prepared for each calendar year. No later than January, the Session shall approve a finalized annual budget for church operations and present it, for information only, at the annual meeting of the congregation.
- 3. Terms of Call for Installed Pastor(s):** The Terms of Call for the installed pastor(s) shall be reviewed annually by the Session and changes to the Terms of Call shall be recommended to the congregation at the annual meeting.
- 4. Solicitation of Funds:** No solicitation of funds for special activities or projects of First Presbyterian Church shall be conducted without the express approval of the Session.

## **Article VIII: Amendments**

Except for provisions that are required by the *Book of Order*, these bylaws may be amended, altered, revised or repealed by a two-thirds vote of active members present at any duly called regular or special meeting of the congregation at which a quorum is present, provided the public notice of said meeting includes a copy of the proposed amendment(s).

## **Article IX: Effective Date**

These bylaws shall be effective on March 14, 2010, and shall supersede and repeal all previous bylaws of the congregation.

---

**Rev. Gavin D. Meek**  
**Interim Pastor and Moderator of Session**

---

**Elder Lois W. Baylor**  
**Clerk of Session**



---

## CHURCH RECORD FOR 2009

---

**PIN Number** 22643

**Presbytery Number** 298

---

**Church** First

**Address** 500 Park St

**City/State** Charlottesville, VA 22902

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

**Email Address** info@fpchurch.com

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

---

### Membership

Prior Active Members: 1,368

#### Gains

17 & Under: 13

18 & Over: 11

Certified: 25

Other: 2

**Total Gains:** 51

#### Losses

Certified: 25

Deaths- 21

Other: 31

**Total Losses:** 77

---

**Total Active Members:** 1,342

---

Inactive: 50

Baptized: 365

**Total Adherents:** 1,757

Female Members: 775

---

**Average Attendance:** 369

**Affiliate Members:** 1

---

### Baptisms

Child Baptisms: 9

Adult Baptisms: 4



<b>Officers</b>		<b>Age Distributions of Active Members</b>	
Male Session:	12	25 & Under:	167
Female Session:	9	26 - 45:	203
Male Deacons:	11	46 - 55:	176
Female Deacons:	15	56 - 65:	158
		Over 65:	321
		<b>Total:</b>	1,025

---

#### **People with Disabilities**

Hearing	1
Sight	2
Mobility	3
Other	1

---

#### **Christian Education**

Birth 3:	23	Grade 7:	11
Age 4:	13	Grade 8:	13
Kindergarten:	17	Grade 9:	23
Grade 1:	17	Grade 10:	24
Grade 2:	10	Grade 11:	16
Grade 3:	18	Grade 12:	14
Grade 4:	21	Young Adults:	10
Grade 5:	16	Over 25:	100
Grade 6:	18	Teacher/Officer:	36
<b>Total:</b>	400		

---

<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	1,335	20	26
Other	1	0	0
<b>Totals</b>	1,342	21	26

---

## **Board of Deacons** **(Reflects 2009-2010 Officer Term)**

**Moderator:** Gweneth West

**Vice-Moderator & Ministry Intern:** Doug Friesema

**Secretary:** Sally Clarry

### **Deacon Teams, Leaders, Members & Statements of Purpose:**

#### **Fellowship:**

Sharon Albert (Team Leader), Barbara Herath, Judy Heyde, Dorman Parrish.

- To Promote Christian hospitality and facilitate a warm and inclusive atmosphere among all who worship at First Presbyterian Church.

#### **Member Care:**

Mary Evelyn Rogers (Team Leader), Susan Howard-Smith, Mark Sackson, Bob Wilson

- The mission of the Member Care Team is to comfort, love and support those in times of loss and to reach out to, communicate with, nurture and demonstrate care for church members.

#### **New Members:**

Doug Starns (Team Leader), Nancy Campbell, Erika Elliott, Mark Roberson

- Recognizing that we the people ARE the church, the New Member Team consists of steadfast, loving, and caring people who reach out to witness to visitors, embrace new members, and teach them who we are as disciples of Christ.

#### **Outreach Implementation:**

Litz Van Dyke (Team Leader), Don Dougald

- Working as part of the Session's Christian Outreach Committee, the Deacons' Implementation Team promotes Christian discipleship by planning and implementing local, regional and international mission projects in which our congregation can participate and support. These projects include service activities and trips of various lengths, drives and collections for all kinds of needs throughout the year, Thanksgiving Food Boxes and the Christmas Giving Tree, snacks for low income children, health kits for disaster relief, and suitcases for our winter homeless guests.

#### **Stephen Ministry:**

Karen Kennedy (Team Leader)

- Galatians 6:2 says, "Bear one another's burdens and so fulfill the law of Christ." The Stephen Ministry Team's vision for First Presbyterian Church is to have a vibrant faith community whose members are empowered both to provide and to receive spiritual care. Stephen Ministers help to bear the burdens of others by prayerfully walking or journeying alongside a person who is hurting. Through faithfulness in their own discipleship, Stephen Leaders train Stephen Ministers to provide that spiritual care, and nurture and support Stephen Ministers in their ministries. Stephen Ministers are congregation members who have received at least 50 hours of training in providing emotional and spiritual care. Stephen Ministers walk beside a person who is hurting, meeting with his or her care receiver for about an hour each week, for as long as there is a need.

**Visitation & Health Ministry:**

Judy Smith (Team Leader), Sally Clarry, Betsy Critzer, Ted Pearson, Teller Stalfort, Shirley Whitt

- The Visitation Team reaches out to church members who are homebound, ill, or who have undergone a stress factor in their lives. By visiting these members, providing transportation, and delivering meals, flowers, and cards, we encourage them to become disciples who are joyfully engaged in the life of our church body.

**Youth Implementation Task Force:**

Doug Friesema (Team Leader), Margaret Ball, Tyler McPhillips

- A one-year task force to research the care needs of the church's youth and find ways for the Deacons and specific Deacon teams to address them on an on-going basis.

**Special Assignments:**

<b>Evaluation Task Force:</b>	Doug Friesema, Mark Sackson
<b>Mission Study Task Force:</b>	Dick Fowler
<b>Nominating Committee:</b>	Mark Roberson, Litz Van Dyke

**Staff Support:** Kim Wells & Gavin Meek

**Number of Meetings:** Deacon Retreat June, 2009, with 11 Monday evening meetings

**Accomplishments**

- ✓ Moderator Gweneth West and Associate Pastor Kim Wells met one-on-one with every deacon to listen to joys and concerns and to discern future callings to specific caring ministries.
- ✓ As in the previous year, using the description of the office of deacon as set forth in the *Book of Order*, each team worked to further discern and clarify who they needed to be in order to serve the caring needs of the church community. This resulted in the clear statements of purpose listed above.
- ✓ Diaconate meetings involved teamwork sessions, team reports and invitations for team collaboration on various projects, joint meetings with the Session as partners in the interim process. The intention of each session continued to be to empower deacons as caring ministers. An ongoing monthly study of the Ordination Questions has inspired deeper sharing of our individual spiritual journeys and perceptions of what it means to be a Deacon, thus bonding us in community to better serve our church.
- ✓ A Deacon Retreat, held in June, challenged our assumptions with the intention of looking anew at our current church community and its immediate needs. From this 48-hour collaboration we discovered new goals and initiatives as well as renewed commitment to many of our ongoing ministries. This "brainstorming" led to reordering care-giving priorities and the discovery of options for implementation, which have helped to make our teams more current and vital.
- ✓ Building upon each team's history, processes, procedures, hopes, and dreams, which were gathered together in the previous year, we moved forward into the interim process. Guided by the thorough work of the Evaluation Task Force and our representative Deacons, we have begun the formal process of preparing "Purpose and Responsibility" documents for the forthcoming church manual.
- ✓ Each deacon team successfully implemented activities specific to their team's ministry (e.g. church picnics & ice cream socials, new member courses with record breaking

addition of members, stewardship of the rolls, local outreach events, the training of a new class of Stephen Ministers, and ongoing visitation and health ministry for the physical and spiritual well being of our church community).

### **Thank You's**

- Barbara Worrell for her years of powerful leadership of the bereavement team
- Doug Starns for his concept of welcoming visitors and providing a way for the congregation to recognize and identify them by their bag of cookies.
- Presbyterian Women for providing refreshments for New Member receptions
- The Membership Team's "Phone Tree Callers" assisting with the stewardship rolls
- All those who assisted with the Member Roll Review
- Stephen Ministers for their continued care giving
- All the volunteers who help with the many ministries of the Visitation Team, including flower and meal deliveries, cards, home visits and other support
- The new members of the church who have turned right around and joined the New Member Team in support of the new member classes and transitioning new members into the church
- All those who have supported the Fellowship Team on Sunday mornings, especially Dick and Barbara Herath
- All who support the CROP Walk, Thanksgiving Food Boxes and Christmas Giving Trees
- Special thanks for the youth of our church whose continued service to all Deacon ministries and the congregation at large keeps us smiling and laughing

### **Suggested Goals for 2010**

- ❖ Use the results of our Deacon Retreat combined with the development of our "Purpose and Responsibility" documents to further strengthen the Diaconate in the coming year
- ❖ Serve as strong, visionary leaders in the interim process providing support and encouragement for each other and the congregation at large.
- ❖ Continued strengthening of the relationship between the Session and the Diaconate.
- ❖ With the conclusion of our Ordination Questions study, we should develop a parallel opportunity for ongoing spiritual study and sharing.
- ❖ Continuing the assessment of the caring needs of our church community to remain current and vital
- ❖ Facilitating the connection of new members with opportunities for service that match their gifts and interests
- ❖ Utilizing Stephen Leaders to further train the deacons in providing care both for each other and the church community
- ❖ Developing further a sustainable caring ministry for homebound members and others with special needs
- ❖ Working with other groups within the church to expand fellowship opportunities that will provide for community building and play

## Christian Outreach Committee

**Chairperson:** Christine Dean

<b>Committee Members:</b> Margaret Ball (until 6/09)	Tom Barton (until 6/09)
Barbara Carswell	Don Dougald (deacon)
Stuart Fears	Mary Lou Fowler
Doug Friesema (until 6/09)	Bob Garnett (elder, after 6/09)
Gary Greene	Katherine Knight (after 9/09)
Rich Lutz	Colleen Martin (after 9/09)
Vernon McMinimy (after 9/09)	Deborah Starns (until 6/09)
Litz Van Dyke (deacon)	

**Number of Meetings:** 12

### Goals for the Year:

- Conduct mission programs such that they change the lives of participants
- Increase awareness within the church community of FP mission programs by using First Pres, Minute for Mission, Sunday School or Kirk Night presentations
- Intensify efforts to encourage the involvement of more FPC members participating in our current missions

### Accomplishments:

- New Orleans mission trip w/ 20+ adults to assist w/ Katrina recovery/rebuilding
- Brazil mission trip w/ 30+ participants for community development/Christian ed
- Mexico mission trip w/ 26 participants to build homes in impoverished rural area
- Contributed funds and labor, also housed Bike and Build participants, to contribute to completion of Habitat for Humanity homes in Charlottesville
- Youth mission trip (~15 participants) to the Bridge Ministry, followed by home improvement projects done in impoverished area in SW Va
- Formed group of support personnel to assist w/ hosting PACEM at FPC, provided funds
- Organized 42 FPC walkers for community-wide CROP Walk effort
- SW Virginia mission trip (7 adults) for home improvement projects for poor in Appalachia
- Alternative Market raised \$5200. For various causes through alternative holiday event
- 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
- Improved awareness of congregation of financial support and mission projects benefitting both local and international recipients through *First Pres* articles, Minutes for Mission, Kirk Night

### Financial Resources/Activity:

- Total budget of \$115,525, 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 in FPC Annual Report for specifics.)

- Approved and facilitated >\$30,000 in endowment grants to SHE (Pakistan), UVA Greek Intersity, IRIS (for eye laser in Africa), Building Goodness Foundation (Haiti) and New Orleans disaster relief efforts

#### **Thank You's go out to:**

- Stuart Fears, for leading the New Orleans trips with energy and joy
- Gary Greene, for his passion for the Brazil trip, leading year after year so competently
- Colleen and David Martin, for leading the Mexico trip and working hard to improve the mission organization process
- Dick Fowler, for his leadership of FPC's Habitat for Humanity involvement
- Rich Lutz, for Bridge Ministry involvement and chaperoning the youth trip to the Bridge Ministry and SW Virginia w/ good humor and endless patience (and to Nancy Lutz for helping!)
- Downing Miller, for heading up our PACEM effort so warmly and ably, and to the following for being key volunteers: Jim Miller, Presley and Jocelyn Thach, Rich and Nancy Lutz, Jane and Bill McChesney, Bob and Sue Wilson, Courtney Wood, Linda Hitt, Barbara and Dick Herath, Judy Blair, Karen and Dan Parks
- Don Dougald, for pulling off a successful SW Virginia mission trip each year with such grace
- Mary Lou Fowler and Dana Henderson, for putting together a great Alternative Market, and to all the talented church members who contributed the fruits of their efforts for sale
- Deborah Starns and the FPC youth groups, for coordinating the huge Thanksgiving Food project
- Litz Van Dyke and the FPC youth, for getting the Christmas Giving Tree project completed with 150+ gifts going to needy folks, despite the interruption of two feet of snow
- Kim Wells, for always being there to guide us with wisdom and that terrific laugh
- Barbara Carswell for beautifully writing so many *First Pres* articles (often at the last minute!)
- All the committee members, who work together with great energy and good humor
- All those who participated in our outreach efforts in any way in 2009

#### **Suggested Goals for 2010:**

- 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)

**Submitted by: Christine Dean**

# **Discipleship Ministry Committee**

## **Committee Members**

Staff: Kim Wells & Colleen Plitt

Elaine Knight (Chair)

Jane McChesney (secretary)

Kathy Doby

Missy Witherow

Doug Friesema - senior high

Lesley Forloines (Nursery Liaison)

Elizabeth Gatewood (Children's Library)

Lois Baylor (Library)

Sandy Bishop and Susan Berger – (Post high school ministry)

Sue Brown – (Worship bags)

Haley Lutz and Kaitlyn Parks – (Youth advisors)

**Meetings:** Monthly on the 1<sup>st</sup> Monday evening

## **Discipleship Ministry Purpose:**

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

## **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 an 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**

- Created full time Ministry Intern position
- Hired & mentored Ministry Intern
- Reviewed and provided input into revised committee purpose & responsibilities
- Evaluated Kirk Night Programs and made recommendations to Session for change – (see evaluation report for details)
- Started a new women’s luncheon group - “Women at the Well” – focused on supporting each other in Christian living
- Sunday School
  - Continued 1 Sunday school period with a variety of adult program options
  - Continued use of Faith Weaver curriculum support faith formation at home
  - Intergenerational Sunday School
  - Added educational component to congregational meetings scheduled during SS hour
  - Utilized Resurrection eggs
  - Easter egg hunt
  - Teacher appreciation
  - Provided Bibles for 3<sup>rd</sup> graders
- Summer programming
  - Vacation Bible School with evaluation – plan to move to evening programs with family focus
  - Weekly activities for teens
- Education through the Liturgical Calendar
  - Focused on sharing of ideas, crafts, books for Advent/Christmas
  - Offered Advent daily devotions book
  - Offered Lenten series during Kirk Night
- 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
  - Purchased new equipment for the nursery
  - Provided nursery for Sunday morning, Kirk Night activities and for children of VBS volunteers
- Library
  - Initiated a call for volunteers to create a Library work team
  - Initial consultation with librarian
  - Created a website “wish list”
- Youth
  - 5<sup>th</sup> & 6<sup>th</sup> Grade Ministry
    - Focused on families getting to know each other with regularly scheduled fellowship events



- 7 & 8 Grade Ministry (Mid High)
  - Continued mission and social events
- Confirmation
  - Evaluated and enhanced confirmation program
  - Continued Washington mission trip & Camp Hanover retreat
- High School Ministry
  - Continued mission and social events
  - Continued wild Wednesdays in the summer
  - Montreat
  - Summer mission trip
- Post High School Ministry
  - 13 students attended the winter Montreat retreat
  - Obtained email addresses for college students for First Pres and other communications

### **Suggested Goals for Next Year**

- Provide a proposed structure for small group ministry
- Implement an ongoing ministry intern program
- Create and implement a plan for library enhancements and maintenance
- 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
- Explore Discipleship resources that will help members recognize and utilize their talents/grow as Christian Disciples

**Submitted by Elaine Knight**

## **Endowment Committee**

### **Committee Members**

Tom Baylor, Ron Critzer (2010 chairperson), Ed Davis, Amy Gillespie, Mack Halsey, David Maloney (2009 chairperson), Deborah Starns (advisory member), David Swett (advisory member), and Judy Blair (staff support).

**Number of Meetings:** Five

### **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**

- The Committee authorized an income distribution totaling \$40,057.17 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.
- Expenditures from accumulated income have been used over the past year to support the following organizations and purposes:
  - Katrina disaster recovery
  - Forman Christian College scholarships
  - Presbyterian Education Board Vocational Training Program in Pakistan
  - Blue Ridge Presbyterian Church building fund
  - Greek Intersity Christian Fellowship at UVa
  - Building Goodness Foundation's expansion
  - First Presbyterian Church's HVAC loan interest payments
- To encourage First Presbyterian Church's members to consider a gift to the Fund, the Committee has developed a brochure highlighting some of the projects and organizations supported by expenditures from the Endowment Fund's accumulated income. The brochure is scheduled for distribution in March 2010.
- Approved the Guidelines and Restrictions for the Discipleship Ministry Endowment Fund.

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

- Raise awareness among church members of the existence and possibilities of the Endowment Fund.
- Meet with representatives of Westminster Presbyterian Church's Endowment Committee to exchange ideas.

**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), Cathy Burgess, Elizabeth Gatewood, Steve Harris, Pat Wood

**Number of Meetings:** 12

## **Goals for the Year**

- Manage advertising and promotion of FPC activities and events.
- Develop a marketing plan, with particular focus on interior and exterior church building signage.
- Develop a new "Hospitality Ministry," which will include a new Greeter Ministry as well as the existing Guest Table and Doorstep Visit programs.
- Update and improve the FPC web site.
- 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**

- Managed FPC advertising (Easter, Summer Series, Fall Worship Schedule, Cider on the Lawn and Christmas lawn banners; Easter, (Fall) Welcome to Charlottesville and Christmas Daily Progress ads; print and web ads in The Charlottesville Guide, Yellow Book, Dex Yellow Pages and UVa Directory), with inclusion of FPC Preschool information.
- Participated in a building usage task force.
- Developed a marketing plan.
- Designed and started work, with the Property and Maintenance Committee, on the new corner (Park and Maple Streets) monument sign as well as exterior directional signs, two exterior informational cases (outside the sanctuary) and an interior informational board.
- Redecorated the women's restroom in the Narthex.
- Added visible restroom signs to the Narthex.
- Reorganized and updated all of the existing church bulletin boards.
- Developed a new "Hospitality Ministry," following literature and on-line research (Welcome! by Andrew Weeks, Church Greeters 101 and How to Welcome Church Visitors by Christopher Walker). This new ministry will incorporate Guest Table, Visitor Bag, Cookie Kids and Greeter activities.
- Taught a Sunday School class (Spiritual Journeys Class, 11/29/09) and developed a list of suggestions titled "Welcoming Guests," to help train church members to become Greeters.

- Started staffing Greeters for non-worship, FPC activities, such as concerts (Harps of Gold Concert, Oratorio Society Christmas Concert), memorials (Hospice of the Piedmont Illumination), funerals and other gatherings that non-members might attend.
- Distributed visitor bags (>25 bags from 7/09 to 12/09) and staffed the guest table on Sundays.
- Made approximately 70 doorstep visits for 2009.
- Developed, with the New Member Team, the Cookie Kids Ministry for the Contemporary and Traditional Worship services.
- Collected a congregational “wish list” for the FPC web site, to direct future web contracting and design.
- Developed a “Frequently Asked Questions” sheet for the visitor bags as well as for the web site.
- Promoted name tag wearing by the congregation and added nametags to the friendship pads in the pews.
- Started examining, with the New Member Team and Staff, how we can better contact guests and integrate new members into our church community.
- Started examining, with the Stewardship Committee, how to update and collect member information for our committee from the Time and Talents database.
- Maintained Radio Ministry (WINA 1070AM) weekly broadcast (Sundays, 9:30 am) of FPC sermons plus FPC radio ads (run 750 times per year).
- Continued web site updates and improvements, including the move of more items from the “private” to the “public” sections of the web site, addition of Session Minutes, addition of an “Archives” section, addition of an interactive calendar program, updates to Session, Diaconate and Staff bios, and addition of many church activity - related links.
- Financially helped support childcare for the Presbyterian Women’s Young Mothers’ Circle.
- Studied *Welcome!* by Andrew Weeks and *Reaching Out In a Networked World* by Lynne Baab.
- Stayed within our 2009 budget.

#### **Financial Resources/Activity:**

The 2009 budget was for \$9500 (Visitor Bags \$250, Doorstep Visits \$100, Special Projects \$650, Advertising \$6000, Web Site Maintenance \$2500). The Radio Ministry is a separate item (it is one of the church’s pre-approved fundraising ministries not part of the regular budget). For 2009 and 2010, the \$6000 annual radio cost has been financed by a generous donation from church member Susie Morris.

#### **Thank You:**

Judy Blair, Becky Ewing and Susan Lawson (everything), Murray Hulse (creating our signs), Katherine Jenkins (script writer for our summer radio ad), Sam King (voice and production of our radio ads), Tyler McNeeley (redcoration of the women’s restroom in the Narthex), Susie Morris (financial support of our Radio Ministry), Barbara Worrell (5 years of supplying fresh-baked cookies for the visitor bags), Sheila Tate Youel (advice on the marketing plan).

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

- Continue FPC advertising and the Radio Ministry, while looking at more cost-effective ways of reaching the community (rather than using traditional print ads).
- Continue work on our Greeter training program and institution of Greeters at events taking place at FPC.
- Continue work on welcoming newcomers and new members.
- Continue improvement and promotion of the FPC web site (see "FPC Web Site Goals" document for details).
- Continue working with Property & Maintenance in achieving our signage goals (interior and exterior), outlined in our Marketing Plan.
- 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**

**Committee Members:** David Maloney (chair), Tom Baylor, Duane Blough, Gayle Fears, Ed Gatewood and Jim Snead. Mack Halsey also served as a member until rotating off the committee on May 31, 2009. 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 2009, the committee met every month.

**Goals for the Year:**

- Develop a budget for 2010 that meets Session's criteria:
  - a. Balanced
  - b. Ten percent of total revenue designated for Christian Outreach; and
  - c. 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 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.
- Renegotiated insurance coverage that took effect July 2009; increased liability coverage.
- Approved the statement of the committee's purpose and responsibilities.
- Formalized a document that summarizes the procedures for the oversight of church administration expenditures.
- Conducted a 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 funded by the generous gift from the David and Jayne Rathburn.

## **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.
- Renegotiate the terms of the HVAC loan.
- Support the church's plans to incorporate under the laws of the Commonwealth of Virginia.
- 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.

## **Summary of Annual Financial Activities**

As shown in detail on the next page, First Presbyterian Church ended 2009 with a surplus of \$103,802, even after increasing the amount spent for Christian Outreach by \$2,930 over the original budget and increasing the contribution to the building reserves by \$14,201 over the original budget. These increases were possible because we received \$29,397 more revenue than budgeted and Christian Outreach's allocation is ten percent of total revenue and because of Session's desire to maximize benefits available under the terms of David and Jayne Rathburn's very generous building gifts. The 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: \$8,052 for replenishment of emergency reserves and \$95,750 for the operating reserves. The amount transferred to operating reserves is available for use by Session (if so elected) for projects not in the 2010 budget, such as reducing the HVAC loan and paying for building maintenance requirements identified during the recently completed engineering review, costs associated with replacing the damaged organ pipes, new website design costs, interim costs, and search committee costs.

The operating budget for 2010 is balanced and many ministry committees have increased funds. The expected income is slightly more than what was received in 2009; we were encouraged by the positive responses from the campaign for 2010 pledges, particularly in light of the 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 2009 budget versus 2009 actual and 2010 budget

	<u>2009 Budget</u>	<u>2009 Actual</u>	<u>2010 Budget</u>
<b>Operating Revenue</b>			
Pledges	\$ 898,000	\$ 916,188	\$ 940,800
Non-pledge Offerings	130,000	124,706	120,000
Other Offerings	21,250	18,523	18,500
Total Offerings	<b>\$1,049,250</b>	<b>\$1,059,417</b>	<b>\$1,079,300</b>
Parking Fees	84,000	91,133	84,000
Preschool Contribution	8,000	8,000	8,000
Other Receipts	14,000	26,097	16,250
<b>Total Revenue</b>	<b>\$1,155,250</b>	<b>\$1,184,647</b>	<b>\$1,187,550</b>
<b>Operating Expenditures</b>			
Personnel & Interim Pastors	\$701,500	\$657,195	\$720,000
Property & Maintenance	181,100	160,351	168,425
Christian Outreach	115,525	118,455	118,755
Discipleship Ministry	45,300	36,349	32,050
Administration	37,250	31,899	57,150
Worship & Music	21,010	16,979	19,960
Debt Service	20,600	20,246	20,300
Evangelism	9,500	9,047	7,950
Deacon Ministries	8,443	5,734	9,865
Replenishment of Reserves	7,400	21,601	25,000
Presbyterian Women	2,505	2,123	3,175
Session Projects	2,500	486	2,900
Stewardship	<u>2,300</u>	<u>381</u>	<u>2,000</u>
<b>Total Expense</b>	<b>\$1,154,933</b>	<b>\$1,080,845</b>	<b>\$1,187,530</b>
<b>Operating Surplus</b>	<b><u>\$ 317</u></b>	<b><u>\$ 103,802</u></b>	<b><u>\$ 20</u></b>

## Nominating Committee

**Chairperson:** Christine Dean

**Committee Members:**

Rod Beckwith (elder, until 6/09)	Gayle Fears
Amy Gillespie	Linda Hitt
Larry Jepson	Elaine Knight (elder, after 6/09)
Phyllis McMinimy	Sara Ray
Mark Roberson (deacon)	David Schmidt
Litz VanDyke (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 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

### **Accomplishments**

- Effectively used Spiritual Discernment and Selection process to come up with slates of candidates for deacons, elders and Nominating Committee members that fulfills requirements of diversity, pledging and attendance
- Established slate for Class of 2012 deacons: Sally Clarry, Don Dougald, Erika Elliott, Judith Heyde, Susan Howard-Smith, Dorman Parrish, Mark Sackson, Teller Stallfort and Shirley Whitt, with Tyler McPhillips filling a one year term with the Class of 2010 deacons
- Established slate for Class of 2012 elders: Ed Gatewood, Jim Hubbard, Bettie Kienast, Nancy Lutz, David Maloney, David Pettit, and Jim Snead, with Terry Forbes filling a one year term with the Class of 2010 elders
- Established slate for 2010 Nominating Committee at-large members: Joe Avent, Sandy Bishop, Duane Blough, Ann Foster, Elizabeth Gatewood, Jocelyn Kelley and Downing Miller, 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
- Nominate a Pastor Nominating Committee representative of FPC congregation, who will study the findings of the MSTF and use this in their search for a candidate for FPC pastor
- 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)

**Chairperson:** David Rathburn

### **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:** 6/8/09, 7//09, 9/21/09,10/15/09,11/9/09,12/14/09,1/3/10,1/25/10  
Plus multiple electronic communications and actions as required

### **Goals for 2009-2010**

- Scheduled performance reviews
- Personnel Budget for 2010
- Support Preschool Personnel needs and implement church wide practices

### **Accomplishments**

- Completed performance reviews for the following positions: Facilities Manager, two Administrative Assistants, Parish Nurse, AV Technician, Associate Pastor, Business Manager, Interim Discipleship Ministries Coordinator, Facilities Worker, Praise Team Director and Youth Music Director. Also completed a review of the Temporary Choir Director position.
- Developed and implemented Short Term Disability Policy
- Provided support to Preschool on personnel issues
- Managed personnel budget requests
- Continued employee recognition protocol as well as honoring staff birthdays
- Hired a new nursery worker
- Recognized five year anniversary for Associate Pastor Kimberleigh Wells
- Submitted personnel budget for 2010
- Supported Evaluation Task Force work and committee roles/responsibilities
- Supported PD Yates and staff during disability including collaboration with Property Management to cover responsibilities
- Implemented Ministry Intern position
- Provided support and guidance to the Interim Pastor/Head of Staff

**Financial Resources/Activity:** PSR budget is \$720,000.

**Thank You:** All staff and congregation for supporting ongoing Interim period

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

- Assess interim staffing needs for Discipleship Ministries 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 Staff goals and objectives
- Support the work of the Mission Study Task Force
- Support the work of the Pastor Nominating Committee when it is elected.

**Submitted by David Rathburn**

## **Presbyterian Women**

**Moderator:** Sara Ray

**Staff Support:** Rev. Kim Wells

### **Coordinating Team**

Lois Baylor  
Harriet Grosh  
Robin Halsey  
Lynn Hamer

Dana Henderson  
Judy Heyde  
Eleanor Maloney  
Phyllis McMinimy

Susan Morris  
Ginny Paul  
Judy Spangler  
Shirley Whitt

**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 sewing groups
- Interaction with other churches in Area 11 for mission and fellowship
- Increased attendance at Evening Circle
- Recruiting younger women into PW and onto Coordinating Team (CT)

### **Accomplishments**

- Circles participated fully in areas of mission chosen by members
- Handcraft groups sent 24 quilts to the Madeline House and 73 layettes and baby blankets to the Congo and Malawi; 15 prayer shawls distributed to FPC members
- Semiannual Gatherings moved to afternoons, resulting in increased attendance
- Young Mothers' Group, formed to become Young Moms' Circle, actively studying a book on parenting and seeing an increase in attendance
- Church World Service school kits assembled and delivered to POJ
- Younger women successfully recruited to the CT
- Six women attended a Massanetta Gathering and six attended a Montreat Conference
- FPC new-member receptions held with circle participation

### **Financial Resources/Activity**

The 2009 budget of \$2,505 was used for Bible Study books; new-member receptions; local gatherings; PW directory preparation; contributions to PW at the POJ, Synod of the Mid-Atlantic and church-wide levels; support of handcraft groups; and child care for young mothers' group. Funds generated through the sale of fair-trade coffee and other products were used to donate \$500 each to the Presbyterian Children's Home of the Highlands and PW's Palm Project in the Congo.

### **Thank-You to:**

- Phyllis McMinimy for serving as Moderator for the past two years
- PW Nominating Team led by Barbara Worrell
- Sue Brown and Elizabeth Gatewood for their work with Young Mom's Circle
- Circle Leaders: Melanie DeBerardinis, Betty Hubbard, Chris Kennedy, Helen Minor, Shirley Whitt

- Handcraft Group Leaders: Barbara Isaacs, Chris Kennedy, Judy Spangler

#### **Goals for 2010 – 2011**

- Continued attendance increase 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
- Update bylaws

**Submitted by: Sara Ray**

## **Preschool Council**

**Chair:** Diane Schmidt

#### **Preschool Council Members**

Class of 2010: Mary Jane Derby, Elizabeth Gatewood, John Meggs

Class of 2011: Leigh Ann Bush, Dirk Katstra, Diane Brownlee

Class of 2012: Bettie Kienast, Ashley Buford, Melanie DeBerardinis

Staff: Bonnie Reynolds, Director; Karen Chipman, Asst. 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 2009-2010**

- Continue to make Preschool more visible to church community
- Continue to have workshops for parents
- Encourage families of scholarship students to participate in school activities
- Improve signage and security for Preschool
- Improve office facilities to better meet needs
- Facilitate reaching out to non-church affiliated parents and families of Preschool students
- Hold another fundraiser
- Work on a long range plan
- Restructure Director's and the Assistant Director's job descriptions

#### **Accomplishments**

- The Preschool is serving 165 children between the ages 18 months and 5 year and their family by providing an excellent early learning opportunity.
- Included in our family are 8 scholarship children from our community. The scholarship funds are provided to the Preschool through the Christian Outreach Committee. These scholarships assist children that would not otherwise be able to attend any educational opportunities prior to them starting Kindergarten.
- In coordination with the Elizabeth Circle and Christian Outreach, provided scholarship children with Christmas gifts, Thanksgiving food baskets and other critical needs.

- Reorganized the structure of the Preschool Board and renamed it the Preschool Council. Incorporated into the changes were stated classes for member, chair position filled with a currently serving elder, having the Council report directly to the Session rather than a Session committee.
- Strengthened and formalized our relationship to the Personnel Committee (formerly PSR) with regard to employment issues.
- In collaboration with the Finance and Administrations Committee, formalized and updated how our financial contribution to the church is determined.
- Continued to work on the updates to our new comprehensive Policy Manual.
- Created four standing committees of the Council, Parent's, Personnel, Finance and Nominating
- Making Preschool more visible to Church Community was done by creating bulletin boards depicting Preschool activities, news items in *The First Pres* and getting more church members involved with the Preschool activities
- Held a very successful Silent Auction fundraising event in the spring
- Donated \$8,000 to church
- Provided leadership education to our Director
- Implemented changes to the Assistant Directors position to make it a nonteaching position.
- Provided in-house education to our Pre-Kindergarten teachers in creative teaching methods for literacy and math which coordinates with our current curriculum
- Created a lead teacher for the Pre-Kindergarten classes to assist teachers in the implementation of the curriculum.
- Working on updating all job descriptions for the Preschool staff and preparing a formal performance assessment process in coordination with the Personnel Committee (formerly PSR)
- Participated in the Alternative Market by having a book signing and children book store.
- Continued to have a waiting list of students and also of teachers

#### **Goals For 2010 - 2011**

- 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.

Please see fiscal year-end Financial Report for 2008-2009 below.

The Preschool continues to be a Mission of First Presbyterian Church that is highly regarded in the community. Do come and meander the hallways to experience for yourself the joy and energy expressed in the school's surroundings.

The Council would like to thank the Elizabeth Circle for looking after our scholarship children and their families with great care and Christian love. Our thanks also goes out to Sue Brown, Mary Jane Derby, Colleen Plitt, Doug Friesema, Diane Schmidt, Bonnie Reynolds, and Gavin Meek for their service on the Preschool Taskforce.

**Submitted by: Diane Schmidt**

<b>First Presbyterian Church Preschool</b>	
<b>Profit and Loss Statement</b>	
<b>For the year ended June 30, 2009</b>	
	<b>2008-09</b>
	<b>Year End</b>
<b>Income</b>	
Registration Fees	16,860
Tuition Fees	257,156
Late Fees	40
Summer Camp Fees	16,603
Lunch Bunch Fees	26,233
Earned Interest	74
Donations	3,950
Other Income	816
<b>Total Income</b>	<b>320,916</b>
<b>Administrative Expenses:</b>	
Salaries (Teachers) (incl longevity)	195,664
Salary - Admin	49,612
Substitute Teacher Compensation	5,245
Salaries – Summer School	7,963
Salaries - Lunch Bunch	11,900
Salaries - Classroom Assistant	302
Salaries – Childcare	1,743
Continuing Education	4,205
Payroll Taxes	20819
Workers' Compensation Insurance	0
Insurance	1,693
Office Expense	1,604
Copying Expense	294
Special Programs/Scholarship Tuition/Other	503
Telephone	596
Bank Fees	281
<b>Total Admin Expenses</b>	<b>302,424</b>

<b>Operating Expenses</b>	
Cleaning Service	11,200
Art Supplies	1,945
Cleaning Supplies	49
Dues and Subscriptions	418
Paper Goods Supplies	772
Snack Supplies	459
Library Books/Tapes	128
Teacher Appreciation	2,598
Parent Association	284
Toys	921
Equipment	73
Summer Camp Expenses	296
Class Supplies	975
Teacher Miscellaneous Expenses	2,350
Music Program	4,435
<b>Total Operating Expenses</b>	<b>26,903</b>
<b>Other Expenses</b>	
Contribution to Church	8,000
one-time overhead contribution	3,250
<b>Total Other Expenses</b>	<b>11,250</b>
<b>Total Expenses</b>	<b>340,577</b>
<b>Income/(Loss)</b>	<b>(19,661)</b>

## Property Management Committee

The purpose of the Property Management Committee is to provide oversight of FPC physical facilities and property in its use, ensuring the proper 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. Its budget includes the costs for all utilities, kitchen and cleaning supplies, property taxes, maintenance of the church van, upkeep of the grounds, materials and labor costs associated with general building maintenance and repairs, and regular improvements projects. Large projects for capital improvements are managed by the committee and are typically funded through reserves, gifts, or the accumulated income from the Building Endowment Fund.

**Chairperson:** Bill Carswell

### Committee Members

Tom Baber, Bryan Chambers, Dick Herath, Jim Hubbard, David Reynolds, 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 2010**

- Implement new 20-Year Maintenance and Improvement Plan
- Restore watertight integrity of westside office foundation wall
- Install handicapped accessible doors westside office entry
- Develop Master Landscape Plan
- Implement new landscaping plan westside wall
- Launch shutter repair project
- Support Evangelism Committee in completion of comprehensive visitor-friendly interior/exterior signs replacement/installation
- Trim overgrown/unbalanced trees

### **Summary review of 2009**

- Health and Safety Inspections conducted without incident
- Received the Gift of a new commercial kitchen range
- Completed a Facilities Conditions Assessment Engineering Report
- Replaced a water heater and boiler pump seals
- Upgraded several 50 year old electrical panels
- Contracted asbestos abatement and installed strategic plumbing valves
- Worked on cracking pews, made plans to update & replace church signs
- Cut down a dead maple tree & cleared brush
- Installed new carpet in main 1<sup>st</sup> floor hallway
- Made our HVAC controls more user friendly for staff
- Re-keyed the church and started the “Key Person” program
- Worked with 3 scouts on Eagle projects
- Trimmed grass, collected leaves and cared for the grounds

### **Thank Yous**

- 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 & committee energized. Later in the year Bryan Knighton stepped in to temporarily fill in during P.D. Yates absence. Thanks, too, to Judy Blair who provides essential financial and administrative counsel all along our annual journey.
- 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! Members like Nancy Bolton, Pat Barton, Janice Rogers, and Joan Nootbaar made the job easier!
- Kudos to Jayne and David Rathburn for their generous financial support in the planning and launching of the new 20-year Facilities Maintenance and Improvement Plan! Their leadership has inspired others to make special gifts to the Building Reserve Fund.
- Thanks to David Reynolds and his Scout Troop 241 for their tireless work sifting and reviving the Preschool playground gravel. Our Church sponsors Boy Scout Troop 241 which meets at The East Rivanna Fire Department in Keswick.

- Many thanks and appreciation to the 50+ members who helped with our Church Workday on June 6. You got a lot done!
- Michael Cantoni of Troop 75 for his hard work leading a group of people to build a Gazebo for the Church.
- Bill Otis and Bev Kocotas for the help and support given to P.D. Yates during his illness.

### **In Memoriam**

Dr. Jim Knight- He will always be remembered for an exemplary lifetime of service to his church, family, friends and patients.

### **Committee Member Qualifications**

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 care for his house! Join us. We need your help!

**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

### **Committee Members**

Tom Barton, Tom Doyle, Cheri Lewis, Debbie McPhillips, Ellen Roberson, Lee Witherow, Rev. Gavin Meek

**Number of Meetings:** 8 meetings of full committee (including joint officer's dinner meeting led by this Committee); 7 meetings of committee sub-groups.

### **Goals for Year**

- Plan and manage the 2010 pledge drive; bring in an amount pledged greater than in 2009.
- Evaluate and make recommendations for improving the overall process of collecting and using congregational Time and Talent information to identify and involve church members in the varied activities of the church (this goal reflects a new responsibility for this committee, added in mid-2009).
- Promote a greater appreciation among the church membership of the broader meanings of Christian Stewardship;
- Foster increased cooperation between Session committees in working to increase and improve Christian Stewardship among the congregation;
- Send a personal note of thanks to every 2010 pledging unit;
- Operate within the committee's budget.



## **Accomplishments**

- Fall activities for the 2010 pledge drive included more emphasis on self-offering testimonials by church officers and congregational members. A total of six testimonials were given in the September–December period.
- New efforts were made to involve children and young people in church Stewardship activities, e.g. money collection jars were placed in children and teen Sunday School rooms, Rev. Meek spoke on Stewardship at a youth group meeting on November 8, and at least one stewardship-oriented Bible story was used in a childrens' Sunday School class.
- A joint church officer's dinner meeting (October 19, 2009) utilized a PCUSA video, "Why North American Christians Don't Give More", to prompt a discussion of congregational giving habits and an overview of 2010 pledge drive plans. The meeting also included a very moving self-offering testimonial by Lee Witherow and a tabulation of pledges by all attending Diaconate and Session members (100% of church officers pledged).
- Pledge drive activities included newsletter articles, bulletin announcements, emails, stewardship-related sermons, a special bulletin board in Fellowship Hall, and a letter to all congregational members with new 2010 pledge cards. Dedication Sunday (November 8, 2009) featured a special sermon by Rev. Meek, time for reflection with contemplative music, and return of completed pledge cards by church members hand-carrying them to baskets at the front of the Sanctuary.
- The 2010 pledge drive total (as of February 15, 2010) was \$970,160 from 302 pledging units, compared with 2009 results of \$931,785 from 295 units.
- Significant progress was made on the Time and Talent initiative, including interviews with Judy Blair to learn basic operating aspects of the church's Shelby software system and interviews with most committee heads of Session and Diaconate committees to learn about user views of the Shelby system, as well as committee needs. A comprehensive plan for accomplishment of the T&T project was also developed, with a goal of completion in late spring or summer, 2010.
- An emailed thank you was sent in mid-November to the 430+ members on the church's email distribution list, which also served as a subtle reminder to those who had not pledged on Dedication Sunday. A "thank you, thank you" note to 2010 pledgers was included in a late-November Sunday bulletin insert. A printed thank-you note with signatures of all 8 Stewardship Committee members was mailed in January to all congregational members who made a pledge for 2010.

## **Financial Resources/Activity**

Committee expenses were \$1500 vs. \$2,300 budgeted. This includes a \$300 allowance (not yet expended as of mid-February 2010) for purchase of a software package that will allow easier access to the Shelby system database.

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

Increasing the total amount of money raised should be one primary goal for next year; a second should be increasing the time and talent contributions of congregational members.

The Evaluation Task Force (ETF) has added significant new responsibilities to the Stewardship Committee, all in the area of non-monetary Stewardship activities. This year's goals included two new responsibilities, i.e. collection and management, of church member Time and Talent data. In late 2009 the ETF proposed adding 3 additional responsibilities: (1) conducting an

annual activity to promote church service activities, (2) identifying individuals in need of training or spiritual support to carry out church service activities, (3) Assisting the Clerk of Session with an annual review of the church rolls.

If these additional responsibilities are to be successfully accomplished, goal statements and performance metrics for each responsibility statement need to be formulated and agreed upon with the Session and ETF, and committee membership needs re-evaluated.

**Submitted by: Ed Davis**

## **Worship Committee**

**Chairperson/s:** Beth O'Donnell (Terry Forbes January – May)

**Committee Members:** \*Beth O'Donnell, \*Terry Forbes, \*Bettie Kienast, Peter Doby, Nancy Roche, Margaret Smith, Ralph Stoudt, Bob & Susan Wilson, Shirley Whitt, Barbara Worrell and staff – Rev. Gavin Meek, Elizabeth Norfrey, and Jeff Bailes.

**Number of Meetings:** 11

### **Goals for Year**

- 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.
- Assist with the acclamation Elizabeth Norfrey.
- Revise the Wedding Handbook.
- Develop "Guidelines for A Service of Witness to the Resurrection."

### **Accomplishments**

- Presented at Kirk Night a study of worship using the book, "Beyond the Worship Wars."
- Assisted the pastors and worship staff in offering Holy Week services and a Music Celebration Sunday on April 26 all of which were well received.
- Evaluated each special service following it being offered.
- Reviewed favorably the pastors' sermon series on *The Lord's Prayer*, *The Ten Commandments*, and *the Presbyterian Church (U.S.A.) Symbol*.
- 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.
- Received a very nice gift from church members of several Communion plates, cups and pitcher for 8:00 Contemplative Worship Service.

- Negotiated successfully with Casavant Organ concerning the replacement of several warped pipes; installation is to be in the first part of 2010.
- Gave blessing to a new approach of welcoming first time worshippers with children presenting cookies at the beginning of the service.
- Proposed Use of Gift granted to Bell Choir.
- Provided Extended Communion to the homebound on April 5 and October 4.
- Established a Building Use Task Force that reviewed the fees for the use of the facilities.
- Reviewed and revised the Wedding Coordinator Organization and Guidelines; further review is pending.
- Received Session approval for "Guidelines for A Service of Witness to the Resurrection."
- Revised the Wedding Handbook; final completion is pending.
- Oversaw the clean up and organization of the Flower Closet.
- Experimented with some changes to the Contemporary service such as the addition of dramatic skits, the placement of the announcements, etc.
- Reviewed the support for AV Technician; final completion is pending.
- Worked with the Evaluation Task Force on the purpose and responsibilities of the committee as well as the coordination with Property Management concerning the Memorial Garden.
- Purchased a new computer and projection program for the Sanctuary.
- Purchased a sub woofer for the Praise Team.
- 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 Yous**

- Margaret Smith, Ralph Stoudt and Shirley Whitt for their many years of faithful service to the committee: Margaret Smith for being the Usher Coordinator at 11:15; Ralph Stoudt for being the Secretary; Shirley Whitt for being the Sanctuary Team leaders.
- Barbara Worrell who has become the leader of the Sanctuary Team.
- Ralph Stoudt for donating to the Worship Committee a seven volume set of books, The Complete Library of Christian Worship by Robert Webber for the committee and church's use to be kept in the Church Library.
- The members of the Praise Team, Sanctuary, Bell, Youth and Children's Choirs.
- All liturgists, Children's Time leaders, ushers, communion and extended communion servers.
- T.K. Woods and Pat Wood for being Ushers at 8:00; Susan Wilson for being Usher Coordinator at 8:55.
- Our worship staff: Jeff, Elizabeth, David, Will, Roger, and Ryan.
- Our volunteer pianists at 8:00: Roger Authers, Lu Bolen, Pat Davis, Gayle Fears, and Jane Hunt.

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

- 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.

**Submitted by: Beth O'Donnell**

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

### **Standard Goals For Interim Ministry That Are Stated 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 which arose that hindered forward movement.
- ★ Preached, in partnership with the Associate Pastor, the following sermon series: *The Lord's Prayer*, reminding lifting up the importance of prayer; *Ten Commandments*, connecting us with our Judeo-Christian roots; and *Presbyterian Church (U.S.A.) Symbol*, connecting us with our Reformed/Presbyterian roots.
- ★ Facilitated a class with Bob Simpson on the history of First Presbyterian Church.

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

- ★ Assisted the Session in the formation of a Mission Study Task Force and resourced it as it leads the congregation through an extensive envisioning process culminating in the creation of a First Pres Plan (Vision and Mission Statements, and Ministry Goals and Activities) which will be implemented by the Session and used by the Pastor Nominating Committee in writing the Church Information Form and guiding the search for a new Pastor.

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

- ★ Led the Evaluation Task Force formed by the Session, reviewed and recommended improvements to the committee structure that has it more efficient, less burdensome on the leadership, and involving more people.
- ★ Trained new and existing church officers.
- ★ Began the formulation of a Church Manual with broad and extensive input from staff and committees.

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

- ★ Encouraged the Session to host a Presbytery of the James meeting in 2010; that wasn't possible but will be considering hosting in 2011.

#### **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 Member Care Team of the Deacons in the annual review of the roll of members found in G-5.0502 and encouraged and supported their recommendation to transfer this responsibility to the Clerk of Session and its oversight to the Session.
- ★ Developed and conducted, with the Associate Pastor, an educational and fun Annual Congregational Meeting.
- ★ Resourced the Evangelism Committee for the majority of the year, supporting and encouraging them in their responsibilities. Staff support for this committee transferred back to the Associate Pastor in the fall, since the Ministry Intern relieved the AP of some responsibilities.
- ★ Formulated Funeral Guidelines and provided revised Wedding Guidelines that the Worship and Music Committee (now named Worship) approved.
- ★ Encouraged and supported the Stewardship Committee in revising and improving the Time and Talent Survey and assisted them in the development of their successful 2009 stewardship campaign that resulted in more pledges and increased financial support for the church.
- ★ Assisted the Personnel Committee (formerly named Pastoral and Staff Relations) in beginning the review of all position descriptions and all policies and procedures.

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 and no doubt will in the coming year.

**Study Leave:** One week on interim skills and another on Appreciative Inquiry offered by Alban Institute.

#### **Thank Yous**

In addition to fulfilling God's call to be your Interim Pastor, which I believe pleases God, one of the joys is working with so many faithful, capable, hardworking, and fun people. I want to thank Kim, Doug, Judy, Colleen, Susan, Becky, Michael, PD, Bonnie, Elizabeth, Jeff, David, Will, Roger, Ryan, and Bryan for their work and 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. This past year I was grateful to have worked, in some significant ways, with several great committees (Worship, Evangelism, Stewardship) and task forces (Preschool, Evaluation, Mission Study). 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 especially reached out to me in love and with support and words of encouragement, as well as all those who keep me in their daily prayers; I assure you it is a blessing for which I give thanks to God.

## **Goals For 2010**

- ★ Assist the Mission Study Task Force (MSTF) as it facilitates an envisioning process culminating in the creation of an FPC Plan that directs the work of the church, directed by the Session and utilized by the Pastor Nominating Committee in writing the Church Information Form and the ensuing search.
- ★ Assist the Session with the initial implementation of the FPC Plan.
- ★ Assist the Church Historian, with the process of updating the church history.
- ★ Shepherd the process of the congregational approval of bylaws and church incorporation.
- ★ Facilitate a Session Retreat for group building and conversation about the state of the church.
- ★ Develop a Church Manual with broad and extensive input from staff and committees and oversee/promote its use.
- ★ Work with the Associate Pastor in leading a class on pending General Assembly issues.
- ★ With the assistance of the Business Manager, develop and present, to Personnel a new Policies and Procedures Manual
- ★ Assist Stewardship in the development of a year-long emphasis as well as a campaign for 2010.
- ★ Assist the Endowment Committee with promotion of the Endowment.
- ★ Assist in the formation of an event that will focus on member involvement.
- ★ Assist Clerk in the annual review of the roll of members found in G-5.0502.
- ★ Assist the Nominating Committee with the process of discerning, selecting and nominating a Pastor Nominating Committee and a slate for the Session, Diaconate and Nominating Committee.
- ★ Facilitate, with the assistance of the staff and other appropriate persons, the culling of files in the Office and Archives rooms and the depositing of a copy of the Session minutes with the Presbyterian Historical Society.
- ★ Begin to prepare the congregation and staff for a new Pastor and Head of Staff.

May God bless the First Pres family with continued growth in faith and service as you move forward, using this God-given time productively. May you see that it is indeed God's desire that this congregation thrive and may everyone do their part in making it so!

## **Associate Pastor -- Rev. Kimberleigh E. Wells**

### **2009 Accomplishments**

#### **Pastoral Leadership**

- provided ongoing pastoral care, hospital & home visits
- preached monthly
- regularly presided over baptisms, weddings & funerals
- provided assistance and support for ongoing interim process

#### **Board of Deacons**

- provided staff support to the Board of Deacons
- helped organize and facilitate summer retreat

- provided staff support to the Moderator and Vice Moderator as they facilitated the reorganization of deacon ministry teams

#### Christian Outreach

- attended the IMPACT Nehemiah Action along with 50 FPC members in March
- transitioned back as staff support to the Christian Outreach Committee and its activities in June
- helped arrange a visit to FPC from Veeda Javaid, Executive Director of the Presbyterian Education Board of Pakistan, in July

#### Discipleship Ministry

- provided staff support for the Discipleship Ministry Committee and its activities
- led weekly senior high youth group from January to May
- co-led the youth ski trip with the Vermillion family
- organized the summer youth mission trip to the Bridge Ministry & Southwest Virginia
- organized the summer youth trip to the Montreat Youth Conference
- developed the Ministry Intern program and provided supervision to Doug Friesema
- equipped senior high youth to lead 2 worship services on Youth Sunday
- helped equip the confirmation class to lead worship liturgy on Confirmation Sunday
- regularly led the FPC Preschool Chapel

#### Evangelism

- transitioned back as staff support to the Evangelism Committee in June

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

- Public Ministries Board of the Presbytery of the James
- Mission Committee, District One, Presbytery of the James

#### Service to the Charlottesville/Albemarle Faith Community

- IMPACT Clergy Caucus

#### Continuing Education

- Served as Assistant Leader for a Building Goodness Foundation trip to Haiti

#### Thank Yous

- to the congregation for celebrating the 5th-year anniversary of my service at FPC, to all those who wrote cards and gave generously to a financial gift, and to David Rathburn and the Personnel Committee, for organizing the event
- to the Session for their time and dedicated leadership during our interim process
- to Gweneth West for her leadership of the Board of Deacons, and to all the deacons for their creative and collaborative work in reorganizing the deacon teams
- to Doug Friesema, for his courageous exploration of ministry and for his faithful and loving leadership of our senior high youth
- to Chris Dean, for her leadership of the Christian Outreach Committee; to Elaine Knight, for her leadership of the Discipleship Ministry Committee and for her courageous example of personal discipleship this year; and to Jocelyn Schauer, for her leadership of the Evangelism Committee
- to all of our Sunday school teachers and youth leaders, and especially to Ashley Schauer, Amy Gillespie, and Jeff Jenkins for the leadership of the Confirmation Class

- to the Vermillion family, for their leadership of the youth ski trip
- to all the lay leaders of our youth, adult, and intergenerational mission trips, for their extra commitment of time and energy to our church's witness of outreach
- to the Evangelism Committee, for their leadership in making FPC a place of hospitality

## **2010 Goals**

### **Discipleship**

- develop a regular teaching ministry
- further develop the Ministry Intern program, recruit new intern for 2010-2011
- explore the expansion of young adult ministries
- equip the DMC in its goals to (1) explore resources for encouraging intentional discipleship at FPC, (2) facilitate the transition of confirmands into active church membership, (3) facilitate midweek and small group ministries, and (4) further develop the church library

### **Outreach**

- assist the Christian Outreach Committee in its organizational restructuring
- recruit a new IMPACT justice ministry leadership team
- develop consistent policies for mission trip leadership
- systematize process for benevolence grants

### **Deacons**

- facilitate the completion of the organization and definition of deacon ministry teams

### **Evangelism**

- facilitate the Evangelism Committee's equipping of other church groups to develop a culture of hospitality at FPC
- provide staff support to the Evangelism Committee as it helps to develop a new format for our church website