



# **ANNUAL REPORT 2008**

**FIRST PRESBYTERIAN CHURCH  
CHARLOTTESVILLE, VIRGINIA**

**APRIL 2009**

**Board of Deacons**

## **(Reflects 2008-2009 Officer Term)**

**Moderator:** Gweneth West

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

#### **Fellowship**

Steve Harris (Team Leader), Dean Hibbs, Carol Krohn, Susan Netemeyer, Sharon Albert, Barbara Herath

Jesus said, "For where two or three are gathered in my name, I am there among them." The Fellowship Team seeks to help members of First Presbyterian Church claim that promise by working to inspire, empower and facilitate opportunities to form personal relationships and celebrate Christian community.

#### **Health Ministry**

Lois Baylor (Team Leader), Jeff Jenkins, Ted Pearson

The Health Ministry Team cares about the health of our congregation and promotes wellness through education, services and prayer.

#### **Member Care**

Dick Fowler (Team Leader), Pam Burke, Bob Wilson, Mary Evelyn Rogers

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**

Boo Greene (Team Leader), Gweneth West, Doug Starns, Mark Roberson, Nancy Campbell

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, Doug Friesema, Margaret Ball

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 that our congregation can participate in 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**

Phyllis Savides (Team Leader), Alice Micklem, Karen Kennedy

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**

Pam Holden (Team Leader), Robin Halsey, Susan Park, Judy Smith, Betsy Critzer

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.

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

**Number Of Meetings:** 10

### **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.
- Using the description of the office of deacon as set forth in the *Book of Order*, each team worked to discern 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 team work sessions, joint meetings with the Session as partners in the interim process, and a series of training sessions designed to empower deacons as caring ministers.
- Teams gathered records of their team's history, processes, procedures, hopes, and dreams in order to compile manuals for next year's deacons.
- Each deacon team successfully implemented activities specific to their team's ministry (e.g. church picnics, new member courses, 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**

- Presley Presley Thach, Phyllis Savides, and Judy Blair, for their help in empowering the new Moderator in her role
- Joe Avent, Denise Stewart, Dick Herath, Elizabeth & Ed Gatewood, Jean Woods, Larry & Carol Jepson for their help with fellowship events
- Jocelyn Kelley and Ashley Schauer for their support in training our current New Member Team, and to Gary Greene, for his teaching of the Presbyterian Polity class
- Presbyterian Women for providing refreshments for New Member receptions
- Emily Goodwin, Larry & Carol Jepson, and Susan Wilson, for their continued support of Member Care.
- Barbara Worrell, for her leadership of the bereavement team
- Barbara Carswell and Stuart Fears, for their participation on the Outreach Implementation Team
- John Meaney, Gwen Hoyle, Ellen Roberson, Diane Brownlee, for their service as Stephen Ministers
- All the volunteers who help with the many ministries of the Visitation Team, including flower and meal deliveries, cards, home visits, and other support

### **Suggested Goals For 2009**

- Continuing the assessment of the caring needs of our church community
- Aligning deacon teams with caring needs
- Facilitating the connection of new members with opportunities for service that match their gifts and interests
- Expanding fellowship opportunities that will provide for community building and play
- Utilizing Stephen Leaders to further train the deacons in providing care both for each other and the church community
- Recognizing that the act of reaching out to others will also result in caring for ourselves
- Developing further a sustainable caring ministry for homebound members and others with special needs

## **Christian Outreach Committee April 13, 2009**

**Mission Statement:** In order to glorify and celebrate God, the Christian Outreach Committee of First Presbyterian Church empowers the congregation to minister to those in need beyond the church walls by initiating, communicating, implementing, and supporting outreach projects.

**The COC Goals** for this past year were:

- to increase participation in mission activities and member awareness of our mission program.
- to effectively implement the planned mission activities and
- to allocate the budgeted outreach funds to missions that we believe will be effective stewards of our funds.

**Budget for 2008:** Christian Outreach distributed its \$121,000 2008 budget as planned and has a lower \$115,525 to distribute for 2009. Generally speaking one of the main criteria we used in deciding which missions to fund is "What is the participation of FPC members in, or support for, this mission?"

### **Accomplishments**

- At our September Sunday school, several people commented about how their lives were changed by their mission experience. As a result of this we started to put more emphasis on trying to make the mission activity more meaningful and to build community among the participants.
- At least one or two articles a month have appeared in *The First Pres* to increase awareness of missions. In January, 20 people brought Joy and Hope to three New Orleans families whose homes were destroyed by Katrina. Before and after parties were held to build community among the participants and their families.
- In June 2008, the Senior High Youth went on a mission to both The Bridge and Southwest Virginia residents. This message from a teen who went on the Mexico mission says it all: "My two past experiences on the mission trip to Reynosa, Mexico, have been essential in the development of my Christian faith. I have grown a great deal personally from the humility that I learned on the trip, but I feel more blessed to possess now a better understanding of the meaning of the international Christian community. In

Reynosa I learned to serve as Jesus did, to fellowship as Jesus did, and to feel the joy and hope of serving God in a community of believers. No experience has helped me more in establishing an understanding of what it means to be a committed servant of Jesus Christ and of the world."

### **2009/2010 Goals**

- Conduct mission programs in such a way as to have the participants say, "This mission experience changed my life."
- Increase the awareness of the FP community of FP's mission programs by utilizing *The First Pres*, Minutes for Mission and other creative methods.
- Intensify efforts to encourage the involvement of more FPC members participating in our current missions.
- Seek out, empower and encourage people to start new missions that will appeal to people not currently interested in missions.
- Be good stewards of the resources for which we are responsible and only fund missions that we believe will be good stewards of the funds that we give them.
- To work with other committees of FPC to stimulate them to include more outreach activities in their programs.
- Nurture those relationships that are built between church members working on mission activities.
- To provide easy entry points for people to participate in mission and then surround them with people who want to serve and who are generous with their time and resources in the hope that they would become more mission oriented.

## **Discipleship Ministries Committee 2008-2009**

**Chair:** Kathy Doby

### **Committee Members**

Staff: Kim Wells & Colleen Plitt

Lois Baylor

Elizabeth Gatewood

Bettie Kienast

Sara Ray (Kirk Night Liaison)

Leslie Forloines (Nursery Liaison)

Sue Brown

Harriet Grosh

Haley Lutz

Elaine Knight

Bob Garnett

Jim Hubbard

Jane McChesney

**Number of Meetings:** 10 meetings (new chair started June 2, 2008); meetings held the first Monday at 6:00 p.m.

**Discipleship Ministry Mission:** *To provide opportunities, resources and leaders to help all to live as faithful disciples of Jesus Christ.*

### **Ministry Goals**

- Create an open, caring learning environment
- Foster the development and maintenance of peer and intergenerational relationships
- Provide Christ-centered educational experiences through a variety of materials, activities, methods and technologies

**Know It → Show It → Grow It →**

### **Accomplishments**

- Dedicated Sunday School hour supporting the spiritual formation for children, youth and adults
- Curriculum that supports parents' role in talking about faith at home (FaithWeaver)
- Worship Readiness Activities: Enhanced worship bags, tips in Bulletin & *The First Pres*
- Nursery Coordinator/Staff Job Descriptions
- Incorporated SPLASH into Nursery Coordinator position
- Preschool review of role
- Variety of Adult SS offerings
- Fall Planning Retreat
- Restructure 5<sup>th</sup>/6<sup>th</sup> & 7<sup>th</sup>/8<sup>th</sup> Grade Sunday School
- College Winter Retreat
- Summer Intergenerational Sunday School

### **Financial Resources/Activity**

Budget: \$61,350      Blaeser Bequest

*We restructured our DMC Budget: Equipping Tools, Children, Youth, College and Adult Specific Ministries*

### **Thank You's**

- **Colleen Plitt** for her amazing attention to detail and making SS happen and run smoothly week to week.
- **Kim Wells** for her encouraging leadership and "authentic" experiences for faith building with our Youth.
- **Sue Brown** for her supporting children's worship experience by creatively filling the Worship Bags
- **Lois Baylor** for her amazing attention to detail as Secretary and work with SPLASH
- **Elizabeth Gatewood** for her work with SPLASH and adding to the Children's Library
- **Elaine Knight** for designing and leading the "planning sessions" looking at what we are doing now and where we are going in each age group
- **Sunday School Teachers** who dedicate themselves to the spiritual formation of our congregation

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

- Redefine, re-envision and implement committee structure & roles (ex. Kirk Night, Confirmation)
- 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
- Focus on leadership training and mentoring
- Find ways people can plug into their passions and use their gifts through opportunities and job descriptions created within Discipleship Ministries
- Implement a Discipleship Ministry Associate Position to focus on Sr. High, Confirmation and College Ministry
- Couple with other committees to share in the life of our "children"
  - Worship & Music (Worship Readiness Class)
  - Outreach (Local Mission Projects)

## **Endowment Committee 2008-2009**

**Committee Members:** Tom Baylor, Ron Critzer, Ed Davis, Amy Gillespie, Mack Halsey, David Maloney (Chairperson), Betsy Swett (through December 2008), and Judy Blair (staff support)

**Number of Meetings:** Five

### **Goals for Year**

- The Endowment Committee administers the First Presbyterian Church's Endowment Fund, including promoting, receiving, investing, and managing the contributions to the Fund.
- The Endowment Fund is designed to seek and receive gifts, bequest, memorials, and other contributions of all types and amounts.
- Income of each of the Endowment's funds is made available to be spent on ministry initiatives as approved by the Session.

### **Accomplishments**

- Among the numerous gifts received during the year, the Endowment Fund received major bequests from the estates of Bob Blaeser and Roger Flint. The gift from Bob Blaeser's estate (\$41,609) was deposited in the newly established Discipleship Ministries Endowment Fund, while Roger Flint's bequest (\$63,891) was deposited in the Mission and Benevolence Endowment Fund.
- The Committee authorized an income distribution totaling \$35,991.63 from the Building, Mission and Benevolence, Choral Masterworks, and Discipleship Ministries Endowment Funds. This income is available to support projects and initiatives that are normally not a part of the church's general operating budget. The income can be spent only for those initiatives that 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 projects and organizations:
  - a. Katrina disaster recovery
  - b. Bridge Ministry body shop
  - c. Forman Christian College scholarships
  - d. Presbyterian Education Board in Pakistan
  - e. Blue Ridge Presbyterian Church building fund
  - f. Greek InterVarsity Christian Fellowship at UVA
  - g. Building Goodness Foundation
  - h. Interest expense on the First Presbyterian Church HVAC loan
  - i. Renovation of the Sanctuary front porch columns

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

- Meet with a representative of the Presbyterian Foundation to gain input on improving the effectiveness of the Endowment Committee and the Endowment Fund in supporting the work of the church. (The Endowment Fund's assets are invested with the Presbyterian Foundation.)
- Raise awareness of the existence and possibilities of the Endowment Fund among church members.

*Submitted by: David Maloney*

## **Evangelism Committee 2008-2009**

**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/s:** Elizabeth Gatewood, Jocelyn Schauer

**Committee Members:** Pat Wood, (Katherine Jenkins 5/08 – 12/08)

**Number of Meetings:** 11

### **Goals for Year**

- Manage advertising and promotion of FPC activities and events
- Supervise Guest Table and Doorstep Visit programs
- Oversee Special Offerings and Special Projects
- Oversee the Radio Ministry
- Update and improve the FPC website
- Apply suggestions from “The Magnetic Church” workshop to FPC
- Strengthen ties between the church and the preschool
- Start an “Alpha” course at FPC
- Do all of the above on a smaller budget (21% decrease from 2007)

### **Accomplishments**

- Managed FPC advertising (Easter, New Fall Schedule and Christmas lawn banners; Easter and Christmas *Daily Progress* ads; print and web ads in *The Charlottesville Guide*, *Yellow Book*, *Embarq Yellow Pages*, *UVa Directory* and *Campus Daily Planner*), with inclusion of FPC Preschool information
- Distributed more than 100 Visitor Bags and staffed the Guest Table on Sundays
- Made more than 65 Doorstep Visits for 2008
- Created and implemented, with the New Member Team, “Cookies for Visitors” for the Contemporary and Traditional Services
- Collected Special Offerings for the year (activity now moved to the Outreach Committee)
- Obtained Session sponsorship (as the “charter organization”) of the new Jackson Via Elementary School Cub Scout Pack (Pack 187)
- Supported, with Worship & Music Committee, the Chris Lee Concert in June 2008
- Helped organize Presbyterian Women’s new Young Mother’s Circle for FPC and preschool mothers, and supported with babysitting costs
- Maintained Radio Ministry (WINA) weekly broadcast of FPC sermons plus 2 new FPC radio ads (run 750 times/year)
- Initiated website updates and improvements including: Memorial Page links for Jeff LeDuc and Carol Schneider; Preschool and Outreach information and links; “Reference” page for important church documents; “Archives” page for older church documents; Staff, Session and Diaconate photos and biographies; publication of *The First Pres*, Bulletins and Session Minutes. Changed access of most of the above from the “members only” to the “public” portion of the Website. Implemented an interactive scheduling calendar. Researched, discussed and applied security and privacy issues
- Promoted name tags wearing by FPC members and especially by officers
- Conducted a church building and grounds signage and appearance audit



- Participated in a Building Usage Task Force with Worship & Music and Property & Maintenance Committees
- Read “Welcome” by Andrew Weeks
- Stayed within our decreased 2008 budget

### **Financial Resources/Activity**

The 2008 budget was for \$9250 -- Visitor Bags (\$250), Doorstep Visits (\$100), Special Projects (\$1500), Advertising (\$4900), Website 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 2008 and 2009, the \$6000 annual radio cost has been financed by a generous donation from church member Susie Morris.

### **Thank You**

- Lois Baylor (proofreading and editing all the web site biographies)
- Judy Blair, Becky Ewing and Susan Lawson (everything)
- Ed Gatewood (bio photographer)
- Sam King (voice of our radio ads)
- Susie Morris (financial support of our Radio Ministry)

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

- Continue FPC advertising, the Radio Ministry
- Updated Visitor Bag materials (“FAQs”, “Worship Information” pamphlets)
- Work on a “Visitor Welcome Plan” that incorporates the new “Cookies for Visitors” program. Consider a “Greeter” training program as part of this.
- Continue working with the preschool. Start working with the Sunday School Teachers in identification of visitors.
- Continue improvement and promotion of the FPC website (adding full committee descriptions with members and appropriate contact information and links; utilizing and expanding the interactive scheduling calendar)
- Conduct church web research (many Alban books available, including Lynne Baab’s Reaching Out in a Networked World)
- Organize “contact information” for FPC (for both members and non-members) for our print materials and website (see “FAQs” above)
- Continue to work with Building Usage Task Force with Worship & Music and Property & Maintenance Committees
- Publish a new Church Directory
- Start an “Alpha” program, in conjunction with Discipleship Ministries (for FPC members initially, with future extension to the surrounding community)
- Get everyone to wear their nametags!

*Submitted by: Jocelyn Schauer & Elizabeth Gatewood*

## **Finance and Administration Committee 2008–2009**

**Committee Members:** Thomas W. Baylor (Chair), Duane Blough, Gayle Fears and Mack Halsey. Judy Blair, FPC Business Manager, serves as staff support to the Committee.

**Number of Meetings:** Eleven formal meetings were held during the period June 1, 2008, through March 31, 2009. In addition, monthly meetings are scheduled for April, May and June, making a total of fourteen formal meetings for the program year.

### **Goals for the Year**

- Develop a budget that meets Session's criteria:
  - a. Balanced
  - b. Ten percent of total income designated for Christian Outreach; and
  - c. Some addition to reserves
- 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 or not 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 expense.

### **Accomplishments for the Year**

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

- Presentation of a budget meeting Session's criteria, achieved in conjunction with efforts by the various committee chairs.
- Improvement of staff efficiency through the acquisition of a new color copier, a new printer for the office, a new phone system and replacement of the computer-system server. Funding for this equipment was provided either by gifts from members of the congregation or from reserves.
- Renegotiation of insurance coverage that took effect July 2008
- Convening a committee that recommended the use of the bequest from the estate of Robert Blaaser.
- Recommendation of acceptance of a distribution from the estate of Roger Flint.
- Preparation of memorandums to both Session and the congregation explaining the terms of the generous gift from the Rathburns

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

- Review the Shelby accounting software to determine whether it can provide more information and efficiency.
- Continue to examine additional reporting procedures that may help the congregation to better understand the church's financial activities.

*Submitted by Thomas W. Baylor*

### **Annual Financial Report from the Finance & Administration Committee**

We ended 2008 with a surplus of \$74,524, even after paying the costs of the supply and interim pastors and increasing the amount spent for Christian Outreach by \$3,000 over the original budget. This increase was possible because we received almost \$30,000 more income than budgeted and Christian Outreach's allocation is ten percent of total income. The surplus partially

resulted from non-pledge offerings significantly higher than budgeted and much higher than in prior years. Additionally, committees reduced their costs below budget and we did not incur all of the anticipated severance costs for Dr. Massey. Note, however, that a major part of the under-budget spending was the result of delaying maintenance projects and many of those projects are included in the 2009 budget.

The Session allocated the surplus as follows: \$10,000 to cover the costs of interim activities expected in 2009 and 2010; \$40,000 for replenishment of emergency and building reserves; and \$24,524 to operating reserves as a cushion for the uncertainties of 2009 income.

The operating budget for 2009 is balanced and many ministry committees have increased funds. Unfortunately, the expected income is less than was received in 2008: 85 pledging units that pledged in 2008 have not pledged for 2009. Of further concern is the effect of the uncertain economic outlook of our nation. While FPC's budget is balanced, only \$7,400 is budgeted for replenishment of reserves and the amount budgeted for Christian Outreach is less than for 2008 by more than \$8,000.

### **Comparison of 2008 and 2009**

	2008 Actual	2009 Budget
<b>Operating Revenue</b>		
Pledges, current year	965,805	898,000
Non-pledge Offerings	140,612	130,000
Other Offerings	<u>24,249</u>	<u>21,250</u>
Total Offerings	<b>1,130,666</b>	<b>1,049,250</b>
Parking Fees	75,390	84,000
Preschool Contribution	14,500	8,000
Other receipts	<u>17,957</u>	<u>14,000</u>
<b>Total Revenue</b>	<b>\$ 1,238,513</b>	<b>\$ 1,155,250</b>
<b>Operating Expenditures</b>		
Personnel & Interim pastors	766,383	700,000
Property & Maintenance	159,703	181,100
Christian Outreach	124,000	115,525
Discipleship Ministries	37,193	45,300
Administration	32,359	37,250
Worship & Music	11,473	22,510
Debt service	14,401	20,600
Evangelism	7,112	9,500
Deacon Ministries	5,859	8,443
Planned Contribution to Reserves	-	7,400
Presbyterian Women	2,053	2,505
Session Projects	1,739	2,500
Stewardship	<u>1,714</u>	<u>2,300</u>
<b>Total Expense</b>	<b>\$ 1,163,989</b>	<b>\$ 1,154,933</b>
<b>Operating Surplus</b>	<b>\$ 74,524</b>	<b>\$ 317</b>

## **Pastoral And Staff Relations Committee June 2008 – May 2009**

**Chairperson:** David Rathburn

**Committee Members:** Jim Snead, Beverly Kocotas, Phyllis Savides, Diane Schmidt, Elaine Knight

**Advisors:** Gavin Meek, Judy Blair

**Meetings:** 6/30/08, 8/11/08, 9/08/08, 10/14/08, 11/10/08, 12/7/08, 2/9/09, 3/22/09

### **Goals for 2008-2009**

- Scheduled performance reviews
- Personnel Budget
- Search for and calling of Interim Pastor
- Address Music Ministry needs

### **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.
- Called Interim Pastor
- Developed job descriptions for Interim Choir Director, Interim Organist and Interim Hand Bell Choir Director. Hired Interim Choir Director.
- Provided support to Preschool on personnel issues
- Addressed personnel budget requests including requests for increased compensation and loans
- Appointed a PSR representative to the Preschool Task Force
- Instituted an employee recognition protocol as well as honoring staff birthdays
- Dismissed two nursery workers and approved new job descriptions
- Facilitated a farewell reception for Temporary Supply Pastor and welcome reception for Interim Pastor and Interim Choir Director
- Submitted personnel budget for 2009

**Financial Resources/Activity:** PSR budget is \$700,000.

**Thank You's:** All staff for supporting transition

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

- Assess interim staffing needs for Discipleship Ministries in conjunction with DM committee
- Improve performance review process
- Review current policies and procedures manual
- Review and update, as appropriate, job descriptions
- Support Interim Pastor activities

*Submitted by the PSR Committee – 4/11/09*

## **Preschool Board April 2009**

**Chair:** Mary Jane Derby

### **Preschool Board Members:**

Class of 2009: Diane Brownlee, Ed Gatewood

Class of 2010: Winn Ballard, Sue Brown, Mary Jane Derby, Becky Hughes, Elizabeth Gatewood, Michelle Katstra

Class of 2011: Leigh Ann Bush, Rosita Gonzalez, Dirk Katstra, David Maloney

Staff: Bonnie Reynolds, Director; Cathy Dalton, Asst. Director

The Preschool Board meets monthly on the second Monday. Our year runs June through May, with no meeting in July.

### **Goals For Year**

- Complete the funding and installation of new playground
- Update Policy Manual
- Make Preschool more visible to Church Community
- Add additional P-K Classroom in order to fund taking on Preschool cleaning expense
- Do fundraiser to help fund budget and new playground

### **Accomplishments**

- Playground was installed
- New Policy Manual will be completed prior to start of our new year
- Making Preschool more visible to Church Community was done by creating bulletin boards depicting Preschool activities, news items in *The First Pres* and in Sunday bulletins
- Equipped, staffed, and had full enrollment for additional Pre-K classroom
- Held a successful first Silent Auction last April and will have the second on April 16, 2009
- Took over expense and overseeing of Preschool cleaning
- Donated \$8,000 to church
- Held a Parents' Workshop on Nutrition led by a Pediatrician
- Started a Mother's Circle for fellowship and study
- Added additional day to Music Program
- Continued to have a waiting list of students and also of teachers

### **Goals for Next Year**

- 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 Asst. Director's and the Director's job descriptions

Please see attached most recent Financial Report for information regarding FPCP's finances.

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.

**Treasurer's Report**  
March, 2009

	<u>Actual</u> <u>March-09</u>	<u>YTD</u> <u>2008-09</u>	<u>YTD</u> <u>2007-08</u>	<u>Annual</u> <u>Budget</u> <u>2008-09</u>	<u>Actual/Budget</u> <u>%</u>
<b>Income</b>					
Registration Fees	765	16,115	15,210	15,725	102.48%
Tuition Fees	36,969	264,877	199,887	275,580	96.12%
Late Fees	-	40	242	-	
Summer Camp Fees	2,950	2,950	2,708	18,750	15.73%
Lunch Bunch Fees	562	25,659	14,419	17,000	150.93%
Earned Interest	-	74	1,141	2,000	3.72%
Donations	-	3,500	-	-	
Fundraising	-	-	1,503	-	0.00%
Other	-	441	-	-	
<b>Total Income</b>	<b>41,246</b>	<b>313,655</b>	<b>235,110</b>	<b>329,055</b>	<b>95.32%</b>
<b>Administrative Expenses</b>					
Salaries - Teachers	19,697	136,972	115,854	192,787	71.05%
Salary - Admin	4,226	37,726	27,704	44,460	84.85%
Substitute Teacher Compensation	685	3,235	1,625	4,500	71.89%
Salaries - Summer School	-	-	-	6,600	0.00%
Salaries - Lunch Bunch	1,375	8,900	5,520	10,150	87.68%
Salaries - Classroom assistant	(160)	(31)	-	-	
Salaries - Child Care	645	1,551	-	-	
Leave Payout	-	-	-	-	0.00%
Continuing Education	705	3,263	3,072	4,000	81.59%
Payroll Taxes	1,988	14,293	11,529	19,144	74.66%
Payroll Taxes - Summer School	-	-	-	505	0.00%
Payroll Taxes - Child Care	49	119	-	-	
Payroll Taxes - Leave Payout	-	-	-	-	0.00%
Workers' Compensation Insurance	-	-	-	1,000	0.00%
Insurance	-	847	-	1,000	84.67%
Office Supplies	85	1,096	2,309	2,000	54.82%
Copying Expense	238	280	78	1,000	28.05%
Advertising - Yellow Pages	-	-	-	-	0.00%
Special Programs/Scholarships/Other	-	-	1,300	2,000	0.00%
Scholarship Transportation	-	-	-	1,000	0.00%
Telephone	50	446	550	900	49.51%
Bank Fees	97	184	-	-	
<b>Total Admin Expenses</b>	<b>29,679</b>	<b>208,881</b>	<b>169,541</b>	<b>291,046</b>	<b>71.77%</b>
<b>Operating Expenses</b>					
Art Supplies	-	1,945	3,863	3,500	55.57%
Cleaning Supplies	-	49	-	100	48.87%
Dues & Subscriptions	100	418	-	150	278.35%
Paper Goods Supplies	105	625	-	500	124.93%
Snack Supplies	75	285	202	320	89.11%
Library Books/Tapes	42	128	244	600	21.40%
Teacher Appreciation	-	2,529	2,116	2,494	101.39%
Parent Association	36	264	217	500	56.87%
Toys	-	921	422	1,500	61.39%
Equipment	-	73	604	1,000	7.35%
Maintenance & Repair	-	-	1,376	200	0.00%
Photos	-	-	-	-	0.00%
Rubber Gloves/First Aid	49	296	126	400	73.89%
Summer Camp Expenses	-	-	-	1,500	0.00%
Teachers' Misc. Expenses	235	2,115	1,857	2,100	100.71%
Class Supplies	822	3,588	1,803	1,500	239.18%
<b>Total Operating Expenses</b>	<b>1,464</b>	<b>13,255</b>	<b>12,830</b>	<b>16,364</b>	<b>81.00%</b>
<b>Other Expenses</b>					
Contribution to Church	-	8,000	8,000	8,000	100.00%
Janitorial Cleaning	1,400	7,000	-	-	
One-time Overhead Contribution	-	3,250	2,000	13,000	25.00%
<b>Total Other Expenses</b>	<b>1,400</b>	<b>18,250</b>	<b>10,000</b>	<b>21,000</b>	<b>86.90%</b>
<b>Total Expenses</b>	<b>32,544</b>	<b>240,386</b>	<b>192,371</b>	<b>328,410</b>	<b>73.20%</b>
<b>Income/(Loss)</b>	<b>8,703</b>	<b>73,269</b>	<b>42,739</b>	<b>645</b>	
<b>Fundraising</b>					
Income					
Current year receipts	3,605	11,733	16,133	10,000	117.33%
Rollover from prior year	-	7,803	-	-	
Expenses	-	12,074	3,587	-	
<b>Total for Fundraising</b>	<b>3,605</b>	<b>7,462</b>	<b>12,546</b>	<b>10,000</b>	
<b>Use of Reserves</b>	<b>-</b>	<b>11,239</b>	<b>-</b>		

*cleaning service*

First Presbyterian Church Pre-School  
Balance Sheet  
as of March 31, 2009

	<u>Mar-09</u>	<u>Mar-08</u>
<b>Assets:</b>		
Checking/Savings Accounts:		
Wachovia Checking	\$81,605.44	\$49,543.06
Operating Reserves	<u>\$11,727.03</u>	<u>\$22,962.49</u>
Total Checking/Savings	\$93,332.47	\$72,505.55
Other Current Assets		
Petty Cash	\$0.00	\$0.00
<b>Total Assets:</b>	<u>\$93,332.47</u>	<u>\$72,505.55</u>
<b>Liabilities and Equity</b>		
Net Operating Revenues & Expenses YTD	\$73,269.97	\$42,638.92
Net Fundraising Revenues & Expenses	\$3,857.34	\$12,701.10
Equity	\$16,205.16	\$10,731.10
<b>Total Liabilities and Equity</b>	<u>\$93,332.47</u>	<u>\$72,505.55</u>



## **Property and Maintenance Committee 2009**

**Responsibilities:** The Property & Maintenance Committee has oversight responsibility for the FPC physical facility and its property, and provides direction to the facility staff. Its budget includes the costs for all utilities, kitchen and cleaning supplies, insurance coverage, 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, David Reynolds, Michael Joyce, Staff – Facilities Manager

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

### **Goals for Year 2008/Accomplishments**

- Health and Safety Inspections conducted without incident
- Painted many staff offices and painted the Chapel entrance
- Arranged for tree trimming, cut grass and mower repair
- Organized tasks for the Good Works youth projects and Church Workdays
- Worked with contractors on HVAC and electrical repairs and maintenance
- Cleaned, organized, recycled, and repaired many of the church spaces
- Said farewell to David Thompson, and adjusted to Facilities Staff changes
- Installed emergency lighting in Narthex and Narthex stairwells
- Repaired the columns at the Sanctuary front entrance
- Painted the Courtyard trim & windows
- Worked with the Preschool in their playground renovation - Thanks Preschool!
- Extensive work on a conditions survey, the input to a multi-year maintenance and improvements plan

### **Suggested Goals for Year 2009**

- The facility staff will continue to maintain the grounds, focusing on lawn mowing, edging, and leaf pickup. Volunteers in the Garden Ministry will maintain the beds, and outside services will be used for any significant tree pruning and snow removal.
- The facility staff will continue to handle routine repairs for which they have the appropriate skill set. Plumbers and electricians will be engaged as needed.
- An HVAC maintenance contract will be established.

### **Special Projects Anticipated in 2009:**

- Shutter repair
- Exterior signage
- Exterior painting
- Interior repair and replacements
- Safety issue repairs
- Professional services for development of maintenance plan

**Thank You's:**

- 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.
- 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!

**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 and Maintenance Committee. It is with God's help and guidance that we do his will and caring for his house!

*Submitted by: Bill Carswell*

## **Session Development Committee 2008-09**

**Committee Composition:** Rod Beckwith, Chair; Christine Dean; Kirk Pilkington; Ralph Stoudt.  
Staff: Rev. Gavin Meek; Rev. Dr. Robert Johnson (June-August 2008)

**Overview**

After several discussions with our Temporary Supply Pastor last summer, the Session Development Committee agreed to postpone any major initiatives until the arrival of our Interim Pastor, including a Session approved church-wide strategy study. This decision was endorsed by the Interim Pastor pending his in-depth review of FPC, to be undertaken during the first several months of his tenure.

**Accomplishments**

- Coordinated assignments of Session Committee Chairs and Elder committee assignments for 2008-2009.
- Obtained Session approval of final version of a Conflict Resolution Policy.
- Provided administrative support in connection with new officer training.
- Provided the Chair and other Elder to serve on the Nominating Committee.
- Provided at least one Commissioner to all Presbytery meetings.
- Served as liaison between Board of Deacons and Session.
- Provided support and counsel to the Interim Pastor.

**Goals for 2009-2010**

To be determined

*Submitted by the Session Development Committee, April 11, 2009*

## **Youth and Children's Music**

- Our Youth and Children's Music program here at First Presbyterian consists of two choirs. Joyful Praise Choir (JP), which is made up of children in grades K-5, met on Wednesday evenings as a part of our weekly Kirk Night activities. Youth Chorus (YC), which is made up of children in grades 6-12, met on Sunday afternoons.
- Both choirs contributed to the 8:55 and 11:15 services throughout the year performing collaboratively and individually a varied repertoire. Choir members with instrumental musical talents were highlighted and featured on several occasions.
- The spiritual focus for JP has been how and why we pray. Each rehearsal is closed with prayer time. We pray in two parts: (1) with thanks for something that has made us happy in the past week and (2) for someone else who may need our special thoughts or help.
- The spiritual focus for YC has been upon the "Body of Christ". We discussed and practiced how to use the talents God has given us to make the world in which we live a better place for everyone. We have also focused upon appreciating the abilities and gifts of others whose talents are different from our own. We put this into practice by adopting Josh Lockett, a young man currently serving our country in the US Navy.
- On the fun/fellowship side of things, YC started the year off with a trip to Busch Gardens. They also took monthly outings. Some of the activities included a trip to the Bridge Ministry, going out to Five Guys, Christian's Pizza, Splendora's and bowling. Both JP and YC members and their families enjoyed a Christmas party at Mr. Cooke's house. They are also looking forward to an end of year celebration at the farm of Jennifer Jones.

Overall it has been a fun, fast year! The children of First Presbyterian Church are a tremendous blessing in my life. One for which I am profoundly grateful.

*Respectfully submitted by Will Cooke, Director of Children's and Youth Music*

## **Interim Pastor's 2008 Annual Report Reverend Gavin D. Meek**

**Goals for Interim Ministry that are Stated in my Contract with the Session** (These are the standard goals of interim ministry.)

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

- Visited with all members of the Session and staff, almost all the Diaconate, several dozen interested members, ten former staff, and more than a few members of the presbytery and Committee on Ministry in preparation for my Initial Interim Pastor's Report. (ongoing)
- Visited and made myself available to staff and members of the congregation who are experiencing any pain, sadness, anger or anxiety about the issues of the past, present, or future. (Fall '08)

- Introduced possible new traditions: honoring 50-year members and remembering those First Pres members who have died. (Fall '08)
- Taught a Kirk Night and Sunday School class, "Presbyterian 101," with emphasis on Presbyterian history, polity, practice and mission, Reformed understanding of the Bible and worship, and Reformed Theology. (Fall '08)

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

- Little work was done on this goal in 2008 besides the learning everyone who visited with me provided and the Stewardship sermons that shared how First Pres makes a significant difference in their lives. (Fall '08)

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

- Assisted the Nominating Committee with training and the spiritual discernment for the selection of officers. (Fall '08)

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

- Little was done on this during 2008, though I did stay in close contact with Carson Rhyne, Executive Presbyter of Presbytery of the James, keeping him informed of my interim work. (ongoing)

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

- Strengthen the staff by providing a positive and affirming work environment. (ongoing)

## **Goals for 2009**

Please keep in mind, some of the items listed below have been completed already, given that this report is for the calendar year, coming four months into this year.

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

- Continue to visit and make 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. (ongoing)
- Address and bring to light any past issues that may hinder forward movement. (ongoing)
- Preach, in partnership with the Associate Pastor, a sermon series on the Lord's Prayer, reminding us of the importance of prayer. (Spring '09)
- Preach, in partnership with the Associate Pastor, a sermon series on the Ten Commandments, connecting us with our Judeo-Christian roots. (Summer '09)
- Preach, in partnership with the Associate Pastor, a sermon series on the Presbyterian Church (U.S.A.) symbol, connecting us with our Reformed/Presbyterian roots. (Summer '09)
- Facilitate several activities assisting First Pres to know more of their history. (Fall '09)
- Teach a class "Presbyterian 101" with emphasis for new member/leadership development, on Presbyterian history, polity, practice and mission, Reformed understanding of the Bible and worship, and Reformed Theology. (Fall, 09)

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

- Recommend to the Session the formation of a Mission Study Task Force and resource 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. (task force formed, Summer '09)

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

- Recommend and work with an Evaluation Task Force to review/improve the organizational structure so that it is less burdensome on the leadership, involves more people, and is more efficient. (Spring '09)
- Train new and existing officer members. (Spring '09)
- Develop a possible Committee Night to improve ministry and increase involvement. (Summer '09)
- Begin the formulation of a Church Manual with broad and extensive input from staff and committees and with final approval of the Session. (Summer '09)
- Facilitate a Session retreat. (Summer '09)

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

- Begin, on occasion, forwarding relevant e-mail about PCUSA activities and providing inserts in the bulletin and/or First Pres. (Spring '09)
- Facilitate and encourage members' involvement in presbytery work and on a presbytery committees. (Summer '09)

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

- Support the staff, creating a positive, productive work environment, and improving communication while building unity. (ongoing)
- Assist the Clerk and Member Care Team of the Deacons in the annual review of the roll of members found in G-5.0502. (ongoing)
- Develop with the Associate Pastor and Coordinator of Discipleship Ministries an educational and fun Annual Congregational Meeting. (Spring '09)
- Formulate and promote Funeral Guidelines with Worship and Music Committee approval, and at the committee's request, revise the Wedding Guidelines. (Spring '09)
- Assist the Pastoral and Staff Relations Committee in the review of all position descriptions and all policies and procedures. (Summer '09)
- Encourage and assist the Session and its committees, as well as the Diaconate and its teams, to consistently evaluate its programs and activities. (Summer '09)

### **Study Leave**

None taken during this time (September - December). During 2009: one week on interim skills and another on Appreciative Inquiry which will help with the mission study.

### **Thank You's**

One of the enjoyable parts of my ministry is working with a capable staff. I want to thank Kim, Colleen, Judy, Susan, Becky, Michael, PD, Bonnie, Elizabeth, Jeff, Roger, Will, David, and Ryan for their hard work, dedication, and support. You and I are blessed with strong, committed leadership and it has been a privilege to minister with the Session and Diaconate. I'm appreciative of the work of the Pastoral and Staff Relations Committee and their support and guidance of me as Head of Staff.

May the First Pres family continue its growth in faith and service as you move forward, using this God-given time productively. May you see this time as a new, exciting chapter in your ongoing journey of faith.

It's an honor to be with you in ministry! I'm enjoying all of you and Charlottesville!

## **Associate Pastor's 2008 Annual Report**

### **Rev. Kimberleigh E. Wells**

#### **2008 Goals & Accomplishments**

##### **Pastoral Leadership**

- Provided pastoral stability and continuity during a difficult season of loss and transition
  - additional preaching and pastoral care responsibilities
  - Moderator *Pro Tem* of Session, April-May 2008
  - Co-Led Officer Training
- 8 baptisms, 9 memorial services/funerals, 6 weddings

##### **Board of Deacons**

- Provided staff support (see Board of Deacon's report for a list of supported activities)
- Met one-on-one with Moderator Gweneth West and every deacon to listen to joys and concerns and to discern future callings to specific caring ministries

##### **Christian Outreach** (staff liaison to this committee until April 2008)

- Provided staff support for the Christian Outreach Committee and the following outreach activities:
- PACEM men's and women's shelters
- 2008 IMPACT Listening Process, Annual Assembly, Rally, Action & Celebration
- Visits from Veeda Javaid, Executive Director of the Presbyterian Education Board of Pakistan

##### **Discipleship Ministries** (staff liaison to this committee after April 2008)

- Provided staff support for the Discipleship Ministries Committee (DMC), the Fall DMC Retreat, Confirmation Class Urban Plunge, and Confirmation Sunday
- Led the following senior high youth ministry activities:
- Monthly Family Fun Nights
- Monthly Service Projects
- Montreat Youth Conference
- Summer Youth Mission Trip to the Bridge Ministry and Southwest Virginia
- Ski Trip
- Weekly Youth Fellowship
- Youth Sunday
- Led 3 weeks of FPC Preschool Chapel
- Taught the young adult Sunday school class until transition in pastoral leadership

##### **Evangelism** (staff liaison to this committee until April 2008)

- Provided staff support for 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

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

- IMPACT Executive Committee & Board, Secretary
- IMPACT Education Research Committee

**Study Leave**

- Princeton Youth Forum
- Building Goodness Foundation Leadership & Emergency Medical Training

**Thank You's**

- To Session and PSR, for faithfully caring for me throughout all of our pastoral staff transitions, and most especially to David Rathburn, for being my faithful "pastor" when I was without a Pastor/Head of Staff
- To Gweneth West for her creative and collaborative leadership of the Board of Deacons, and to all the deacons for welcoming me into their ministries of care here at FPC
- To Deborah Starns and Tom Barton, for their leadership of the Christian Outreach Committee; to Jocelyn Schauer and Elizabeth Gatewood, for their leadership of the Evangelism Committee; and to Adriana Nicholson and Kathy Doby, for their leadership of the Discipleship Ministries Committee
- To Doug Friesema, Joe Avent, Judy Blair, Peter Doby, Jim Whorley, Ashley Schauer, Chris Dean, Jeff Jenkins, Stuart Fears, Don Dougald, Rich Lutz, Annie Lee Pilkington, and Ralph & Barbara Stoudt, for their faithful support of our senior high youth ministries; and to Joe Avent, for his leadership of our young adult ministries
- To all the lay leaders of our outreach ministries and mission trips, who provided even more leadership once I was no longer directly staffing outreach
- To the youth of FPC, for exercising faithful Christian leadership, most especially on Youth Sunday, for which they selected the brave theme of "Change and Community" even in the midst of their grief
- To all in the congregation who have dedicated themselves to the courageous work of healing and growth

**2009 Goals**

- Support Gavin, the staff, and the congregation in the important work related to the interim process
- Support the Discipleship Ministries Committee and the Session in the continued implementation of the Christian Education/Youth Assessment Team Report
- Support and equip the Board of Deacons in its ongoing assessment of the congregation's care needs and in its provision of care for those needs
- Help equip new lay leadership for outreach ministries without current leadership, such as IMPACT
- Provide for the expansion of leadership for senior high youth ministries