

2010 Annual Report
January 1, 2010- December 31, 2010
Compiled by the Strategic Planning, Review and Evaluation Committee
Approved by Session on _____



FIRST PRESBYTERIAN CHURCH
Our Mission Statement

We are a community of covenant people of God in the Reformed Tradition who are empowered by Christ and the Holy Spirit to be faithful through worship, by listening for God to speak; through fellowship and nurture by sharing life's joys and sorrows; through education by teaching, questioning, and growing in Biblical understanding; through service by reaching out to a voice in need; through stewardship by realizing that all we have belongs to God. Our Mission is to live in such a way that all we do and say is for the glory of God.

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FIRST PRESBYTERIAN CHURCH SMITHFIELD
2010 Annual Report

Staff Reports

PASTOR

Dear members and friends of First Presbyterian Church,

It is my privilege to share with you our 2010 Annual Report. The report reviews the recent calendar year 2010 and shares the story of our mission and ministry through the words and labor of the Session, our committees, our Preschool, our special groups, our staff, and by each of you. It accounts for the faithful stewardship of our resources. The report is also a starting place and an opportunity to share conversation and explore our future vision and mission as a congregation within the Church of Jesus Christ.

I extend my thanks and gratitude to the members of the Strategic Planning, Review, and Evaluation (SPRE) committee. SPRE is tasked by the Session to help us look ahead in our mission and ministry as a church. This information gathering body labors to serve the Session through the collection of data and the evaluation of our ministries. The annual report is a snapshot in time of our communal life and serves as a place of rest and reflection as we begin to understand who we are and discern our destination in a new year. The information-gathering by SPRE is shared with the Session and you, the congregation, through the annual report and at the annual meeting as required by the Book of Order Sect. G 7.0302. In 2010 the committee membership included Ann Huckenbeck; chair, Stan Coats, Jimmy Hooks, Tom Howerton, Debbie Jacobs and Nichole Booker.

You will find in these pages the story of our faith and life. Together we have suffered illness, shared and faced our losses, grown in our faith and at times our grief, and celebrated the blessings of God in our midst. In preparation for the expansion of our facilities in 2011, we met the challenge of a successful major building campaign in 2010.

I invite you to reflect joyfully and prayerfully and consider the offerings shared by each of you within these pages and consider again the words of the prophet Isaiah as we look ahead to the future of congregation.

**I am about to do a new thing; now it springs forth, do you not perceive it?
I will make a way in the wilderness and rivers in the desert. –Isaiah 43:19**

The grace and peace of our Lord Jesus Christ be with you all,

Pastor Joe
Transfiguration of the Lord
March 6, 2011

DIRECTOR OF CHRISTIAN EDUCATION

COORDINATOR/CHAIR: Cameron Womack, DCE

RESPONSIBILITIES:

- To work with Session to provide, plan, organize, resource and direct the Christian Education programs for all ages and a ministry for youth
- To train lay leaders for the task of teaching and leading Christian Education in a shared capacity

ACCOMPLISHMENTS:

- Led a discussion of Marcus Borg's book *The Heart of Christianity* with 18 participants
- Attended the Association of Presbyterian Church Educators in Nashville, TN
- Attended a Children's Ministry Forum in Raleigh, NC
- Helped to implement the "Girls Night Out" monthly event
- Organized programs for Wednesday night suppers
- Organized PYC retreats to Presbytery Retreats, and Montreat Youth Conference
- Attended the Montreat Youth Conference as a back-home leader
- Represented staff on Preschool Board
- Began leading "Praise Time" with the First Presbyterian Preschool
- Organized the Lay Readers, Time with Children, acolyte and trinity ringer schedules
- Began a Ministry of Greeting
- Planned and led a Christian Education committee retreat
- Attended a Stephen's Ministry workshop in Raleigh, NC
- Organized and served as Director of Vacation Bible School: *Baobab Tree*
- Attended a meeting of community faith leaders and the Superintendent of Johnston County Schools
- Provided monthly worship leadership; preached on four Sundays
- Recruited Sunday school teachers for 2010-2011, ordered curriculum and provided training opportunities; recruited four new teachers.
- Organized the PYC Youth Advisors for 2010-2011
- Served in a leadership role for our High School youth program
- Served as resource for the following boards and committees: Session, Board of Deacons, Christian Education, Worship and Fellowship, Evangelism and Outreach, Building, Preschool Board
- Organized and led three parenting workshops
- Coordinated volunteers for Summer Sunday school
- Began implementation of a "Safe Church Policy"
- Attended a youth leader seminar with our youth leaders
- Offered support and leadership training for our KICKS (Kids in Christ Keeping the Spirit) program for children Kindergarten-5th Grade

FUTURE GOALS:

- Participate in continuing education events
- Establish a year-long Stewardship program for the congregation
- Research the need for a Stephen's Ministry Program for the congregation
- Recruit and train 2 new youth leaders

Submitted by Cameron Womack, DCE

DIRECTOR OF CHOIRS

COORDINATOR/CHAIR: Camille Boone

MISSION:

- To work with the minister to enhance the worship experience for the congregation of the First Presbyterian Church

RESPONSIBILITIES:

- Direct the Chancel Choir during worship services
- Schedule soloists, duets, or special music to be used during the anthem slot during the summer months
- Plan the music for the Introit and Benediction
- Direct the music program during Vacation Bible School
- Assist in the selection of music for worship services

ACCOMPLISHMENTS:

- Directed and planned selections for the Chancel Choir during worship services
- Scheduled musicians, soloists, duets, and additional special music for the anthem slot during the summer months
- Planned and directed several opportunities for children to participate in the music program during worship services
- Attended the Montreat Worship and Music Conference with the handbell director and two other church members

FUTURE GOALS:

- Continue to work with the choir until a full-time choir director is found. Currently, I am hoping to “job share” this position to have one Sunday a month off.

Submitted by Camille Boone

CHURCH ORGANIST

COORDINATOR/CHAIR: Myra Wallace

MISSION:

- To work with the church staff and choir to provide appropriate music for worship and special programs.

RESPONSIBILITIES:

- Perform the function of church organist and pianist, including providing music during worship services, funerals, weddings, choir rehearsals and special programs.
- Keep organ music organized.
- Make sure the organ is serviced, both by the pipe organ specialist and by the technician for the electronic component of the organ.
- Make sure the chancel is kept at an appropriate temperature year-round so that the pipes will remain in tune.
- To attend Worship and Fellowship Committee meetings.

ACCOMPLISHMENTS:

- Rehearsed the music for anthems, preludes, offertories, solos and small groups conscientiously.
- Attended all worship services with the exception of vacation leave and secured a supply organist for my absence.
- Attended all choir rehearsals and met with soloists during the week and on Saturdays, as necessary.
- Learned new music each month so that preludes, offertories, etc., were frequently changed.
- Played appropriate music during communion.

FUTURE GOALS:

- To attend the Montreat Worship and Music Conference
- To work harmoniously with the new Director of Choirs when one is hired.
- To be given my own line-item budget with which to purchase new organ music so that it doesn't come out of the choir director's choral music budget.

Submitted by Myra Wallace

CHURCH SECRETARY

COORDINATOR/CHAIR: Myra Wallace

MISSION:

- To work with the church staff and church leaders by providing administrative and organizational support

RESPONSIBILITIES:

- Perform the function of church secretary to the pastor, other staff members and committees, including all typing, filing and routine correspondence, maintaining the church calendar, and scheduling the use of the building.
- Secure permanent church records.
- Secure Session minutes on acid free paper.
- Ensure that weekly church attendance report is logged and the pastor is informed of guests who attended
- Purchase all office supplies and monitor maintenance needs of office equipment
- Set deadlines for receipt of information and prepare church bulletins, newsletters, announcements, letters to congregation and other mailings.

ACCOMPLISHMENTS:

- Created bulletins and inserts for Sunday worship, funerals, and special services
- Created new bulletin format on legal-sized paper to save paper and copying expenses
- Created new pew rack inserts in order to save paper and copying expenses
- Served as editor for the monthly newsletter, the ICHTHUS; contact all officers and committee chairs by email each month to remind them of newsletter deadline and to solicit articles
- Complied with new postal guidelines for folding and sealing of newsletters
- Published the Presbyterian Women's handbook
- Provided five copies of minutes and agendas monthly to Clerk of Session
- Helped to complete reports for New Hope Presbytery
- Produced a list of all past and present elders and deacons of our church and their years of service
- Assisted church committees with mailings, labels, and brochures when requested
- Kept the Prayer Chain and appropriate Deacons' ministry group head notified of hospitalizations or illnesses of church members and friends
- Set up for Music for the Lunch Bunch
- Attended and kept minutes of staff meetings
- Maintained a current Members and Friends Directory
- Updated church calendar and lists of duties, birthdays and anniversaries, etc., for each month
- Supplied DVDs, name tags, postcards, duty cards, etc., for Deacons
- Called to remind those responsible for sanctuary flowers each week
- Created an informational insert for Nominations of Church Officers and ballots for their election
- Acknowledged memorials and honorariums to both donors and recipients; gave copy to pastor of honorariums and memorials as they were acknowledged
- Helped to create bulletin boards for hallways and for Sunday school classrooms
- Helped decorate for Vacation Bible School

- Created Visitor Information Brochure
- Created brochure for Building Committee packet
- Created Christmas tree tracker for Samaritan's Purse shoeboxes
- Ordered supplies for kitchen and JOY Connection and, to save delivery costs, most of the time shopped for them myself
- Recorded phone messages in duplicate copy book; kept copy of any messages I received
- Helped clean out columbarium niches before services
- Communicated with funeral home about information for columbarium niches
- Submitted Annual Report
- Typed budget for Presbyterian Women
- Generated letters, labels, envelopes, return envelopes, etc., for Presbyterian Women's Thank Offering
- Completed multiple mailings for Stewardship Committee and Building Committee
- Made voucher copies for any expenditures I made
- Called Property Committee representative about all maintenance problems as they occur at church or the florist building
- Met with the architect and Building Committee regarding needs and wishes for office and storage space in the new building plans
- Helped Cameron Womack and Benny Pope clean out former preschool classroom and create new Sunday school room, including moving all the furniture and supplies from the preschool room to upstairs storage; helped exchange furniture from old Covenant classroom to new one; cleaned out all preschool supplies in old Covenant class and set up new fourth and fifth grade classroom.
- Kept concern board updated
- Formatted, edited, printed and collated the 2010 Advent Devotional Guide.

FUTURE GOALS:

- Create a better system for keeping up with church history
- To make firm deadlines for publications and have permission to stick to them, no matter who is sending in the information. This will prevent my having to reformat the newsletter several times.

Submitted by Myra Wallace

CHURCH TREASURER

COORDINATOR/CHAIR: Beth Osborne

MISSION:

- To maintain an accurate accounting of the church's finances and member contributions.

RESPONSIBILITIES:

- Receive all funds contributed to church and assign to appropriate accounts
- Record all donations to donor's statement of giving
- Prepare quarterly statements in a timely manner
- Prepare letters acknowledging stock gifts
- Gather Sunday service donations, count in safe environment, and make weekly deposits
- Prepare report of memorial/honorarium gifts for church secretary
- Report rental income to Property Committee
- Maintain internal documents of deposits, account interest and transfers to provide current information for Session, independent of CPA report
- Transfer funds, as authorized by Session, to meet expenditures
- Provide information for committees upon request
- Prepare individual report of giving if request by donor
- Participate in annual budget preparation

- Make recommendations for fund allocations at request of Session
- Serve on Session and provide monthly report

ACCOMPLISHMENTS:

- Implemented new accounting software for church
- Facilitated transfer of funds from bank to multiple investment accounts that were opened at Session's request
- Provided support as needed to Disbursing Treasurer
- Assisted in evaluation of voucher/purchase order system
- Prepared special reports required for planning

FUTURE GOALS:

- Continue to serve as resource to building campaign
- Monitor full implementation of new accounting system
- Develop/improve building fund pledge tracking

Submitted by Beth Osborne

HANDBELL DIRECTOR

COORDINATOR/CHAIR: Kathy Rice

MISSION: To work with the music director in the use of handbells to enhance the worship experience for the congregation of First Presbyterian Church.

RESPONSIBILITIES:

- Plan and schedule regular rehearsals for the handbell choir on a weekly basis
- Set up tables and equipment necessary for rehearsals and maintain music folders.
- Prepare the handbell choir to participate in the worship service approximately 5 times during the period from October through May
- Coordinate the purchase of handbell music with the Director of Choirs

ACCOMPLISHMENTS:

- Planned and scheduled regular rehearsals with 14 members of the handbell choir weekly over a nine-month period from October through May.
- Set up tables and equipment necessary for handbell rehearsals, selected music, and kept handbell music folders in order.
- Maintained library of handbell music files.
- Prepared the handbell choir to participate in the worship service approximately 6-7 times during the period from Oct. through May, either leading the music for the entire service or in addition to the music provided by the Chancel Choir and organist.
- Coordinated small handbell ensembles to support the music of the Chancel Choir on 3 occasions, including the Christmas Eve service.
- Purchased handbell music and additional supplies for the handbell choir within the budget allocated and approved by the Director of Choirs.
- Substituted for the Director of Choirs in directing the Chancel choir for the worship service and/or rehearsals on an as-needed basis.
- Attended the Montreat Worship and Music Conference with another handbell member, and the Director of Choirs

FUTURE GOALS:

- Recruit additional handbell ringers to the choir
- Broaden the role of the handbell choir to include not only full length pieces, but bell-trees, hymn introductions, descants, etc. as a means of further enhancing the worship experience for the congregation.

**FIRST PRESBYTERIAN CHURCH SMITHFIELD
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CLERK OF SESSION REPORT

COORDINATOR/CHAIR: Debbie Jacobs

MISSION:

- To ensure that an accurate and complete recording of church business is maintained

RESPONSIBILITIES:

- Maintain accurate and complete records of minutes of Session and congregational meetings
- Preserve the rolls and registers of the church
- Maintain relationships and communications within the church and between governing bodies
- Be knowledgeable of the Book of Order
- Serve as a support person to the pastor
- Serve as a communication link with the Session, pastor, church secretary and the congregation
- Serve as an officer of the corporation and as a cosignatory as needed for disbursement of the church's Emergency Discretionary Fund
- Conduct email or phone ballots of issues, when necessary
- Respond to communications when appropriate
- Complete all Presbytery reports, as directed

ACCOMPLISHMENTS:

- Recorded minutes of all stated and called Session meetings
- Recorded minutes of all congregational meetings
- Recorded results of all email and phone ballots
- Convened meeting of appropriate churches within our Presbytery cluster
- Ensured the church's roll, registers, and minutes were maintained according to Presbytery standards. All were accepted without exception.
- Wrote monthly column for ICHTHUS
- Coordinated Avera Southerland Scholarship selection committee, met with the committee to review applications and awarded four \$675.00 scholarships.
- Served as member of Strategic Planning, Review and Evaluation committee

SIGNIFICANT SESSION ACTIONS:

- Approved 2010 church budget
- Approved one infant (Ava Elizabeth Baker) and one adult baptism (John Henry Roberson).
- Recorded deaths of six members (Joyce Fields Barbour, Terry Marlin Smith, William Norvel Walsh, Juanita May Gibson, Helen Brown Capps, and Evelyn Godwin Bryant).
- Approved six new members (Reaffirmation of Faith: Ricky and Sarah Pate; Letter of Transfer: Robert Louis Worsham, Mary Jane Bolin, Rebecca Lynn Peele; Profession of Faith: John Henry Roberson)
- Approved the transfer of two members (David and Shannon Gooding)
- Approved the move of James, Robin, and Walker Malphrus to the inactive roll.
- Elected commissioners to all stated Presbytery meetings and received reports from them
- Approved the following Bible studies and program studies: Handel's Messiah, Vacation Bible School, Book Discussion on *The Hiding Place*, The Five Practices of Fruitful Congregations, The Eight Essential Habits of Christians, and The Heart of Christianity
- Approved parenting workshops conducted by the Director of Christian Education
- Dissolved the Preschool Commission with gratitude for work completed.

- Approved hosting Friendship Sunday at the request of the Evangelism and Outreach committee
- Approved the request to host the Smithfield Area Churches Womens' Group.
- Approved a new trifold printing of the worship bulletin
- Approved the pastor's request to begin a Doctor of Ministry program through Columbia Theological Seminary
- Approved a Prayer Vigil and a Holy Week Pilgrimage during Holy Week
- Approved naming two pastoral aides to assist the pastor, Betsy Olive and Stan Harper
- Approved services of healing and wholeness
- Approved the selection of Stan Harper as our Older Adult Award nominee to Presbytery

GOALS:

- Enter membership profiles into the ACS software to develop a complete, current record of membership
- Continue to provide support to the pastor and staff
- Continue to maintain accurate and complete records of Session business

Submitted by Debbie Jacobs

BOARD OF DEACONS REPORT

COORDINATOR/CHAIR: Dot Ellmore

MISSION: To minister to those who are in need, to the sick, to the friendless, and to any who may be in distress and any other duties as may be delegated by the Session.

RESPONSIBILITIES:

- Provide support for and keep in regular contact with Deacon Care Groups
- Attend monthly deacon meetings providing Care Group updates
- Serve as ushers for worship services
- Assist with special worship services as described in the Deacons' Handbook
- Initiate and/or continue Deacon Notification Tree
- Provide a meal for Confirmation Class
- Send cards to the bereaved
- Attend annual Pastor's Retreat/ Joint Officers Meeting (Elders and Deacons) in January
- Serve as deacon representative (at least one deacon) on each church committee
- Assist with funeral services as needed
- Perform "Duties of Usher" as described in handbook before, during and after church services

ACCOMPLISHMENTS:

- Performed the duties of deacons as set forth in the handbook
- Maintained contact with Care Group members
- Counted worship service attendance for church records
- Collected and reviewed friendship pad sheets and recorded visitors' attendance
- Wrote postcards to visitors
- Notified pastor of visitors attending worship services and/or signing friendship pads
- Collected offering every Sunday
- Visited the sick and bereaved
- Elected officers for service year
- Participated in choosing Care Groups assignments for the service year
- Collected data for church membership profiles
- Voted to update Notification Tree to utilize email before phone calls to speed communication
- Provided meal for the Confirmation Class

- As Head Usher, provided leadership to ensure that all ushering duties are completed; prepared a devotion and opening prayer for monthly meetings; attended Session meetings to represent board, organized ushers for special services
- As Moderator, reviewed the Deacons' handbook with new deacons and provided copies of the care group lists to the Director of Christian Education, church secretary, Clerk of Session, pastoral aides and pastor; moderated monthly meetings, added new members to care groups, initiated the review and update of the handbook for 2011, planned a meeting and meal inviting the deacon elects as guests

GOALS:

- Continue the work of the Deacons as set forth in scripture
- Continue to minister and provide support and care to the congregation, pastor and staff, and those in need

Submitted by Dot Ellmore

**FIRST PRESBYTERIAN CHURCH SMITHFIELD
2010 Annual Report**

MISSION REPORTS

**FIRST PRESBYTERIAN PRESCHOOL
Board of Directors Report**

COORDINATOR/CHAIR: Joy Worsham, Chair

MEMBERS: Courtney Scott-Treasurer
Sandy Perkinson-Vice Chairman and Deacon representative
Tom Howerton-Class of 2010
Debbie Henderson-Class of 2011
Ann Huckenbeck-Class of 2012
Kristin Lassiter-Parent Representative
Cameron Womack-DCE (ex officio)
Melissa Pilkington-Preschool Director (ex officio)

MISSION:

- To provide a creative, fun, and nurturing half day preschool experience where our ideals and values are presented as a way of life and children associate pleasure with learning.

RESPONSIBILITIES:

- To provide management oversight and support of the Preschool and staff as delegated by the Session of First Presbyterian Church
- To develop policy and oversee the operation of the Preschool programs in order to fulfill the mission of the school as a part of First Presbyterian Church
- To approve the employment and salaries of all Preschool personnel and present recommendations to Session for final approval
- To monitor monthly and approve the annual budget and present it to Session for final approval
- To approve the school's curriculum and assure that high standards are maintained
- To review staff evaluations from the Director and make recommendations for salaries and contracts to the Session
- To approve the employment of potential staff members

- To conduct an annual review and evaluation of the Director and make recommendations for salary and contract to the Session
- To act as the liaison between the Preschool and the church to promote cooperation and understanding, especially in the shared use of the church facilities
- To maintain playground and equipment
- To review and approve all fundraisers before presenting them to Session for approval
- To communicate the status and needs of the preschool to the Session through the Elder liaison
- To determine the criteria for establishing scholarships to needy students
- To develop and maintain a long range plan for the continuation of the First Presbyterian Preschool and submit it to Session for Approval on an annual basis

ACCOMPLISHMENTS:

- Developed Letters of Intent for staff
- Developed Contracts for teachers, teacher assistants, and Music teacher
- Provided observation instruments to Director for evaluation of staff
- Hired two new teacher assistants
- Increased tuition to cover salaries
- Consolidated all funds in First Citizen accounts
- Approved registration for March 1 – 15, 2010
- Observed Preschool Sunday on October 10, 2010
- Added Parent Representative, Kristin Lassiter, to fulfill Board requirements
- Eliminated one four year old class due to lack of enrollment

FUTURE GOALS:

- Meet monthly
- Edit contracts to address lack of funds to cover salaries
- Increase enrollment
- Continue to follow responsibilities as written in Policy Manual
- Address fundraising ideas to increase revenue

Submitted by Joy Worsham

**FIRST PRESBYTERIAN PRESCHOOL
Preschool Director's Report**

COORDINATOR/CHAIR: Melissa Pilkington, Director/Teacher

Amy Hendershott	3 Day Teacher Assistant
Jennifer Jackson	3 Day/2Day Teacher
Lynn Johnson-Smith	Music Teacher
Brenda Stewart	3 Day Teacher Assistant
Lori Vendel	5 Day Teacher
Pam Vickery	5 Day Teacher Assistant

MISSION:

- To provide a Preschool where God is recognized as Creator, loving Father, and Savior
- To provide a Preschool environment in which children three to five years of age are encouraged to develop socially, emotionally, spiritually, academically, and physically

RESPONSIBILITIES:

- To provide a Christian environment in which each child feels safe and ready to learn
- To serve the best interests of each child's learning and growth processes
- To involve and support each family

ACCOMPLISHMENTS:

- Held parent/teacher conferences
- Held registration for the 2010-2011 preschool year
- Hosted a Fun Fair, Easter celebrations, Beach Day activities, field trips
- Hosted an Open House for parents and church members
- Conducted end of year and Christmas programs
- Hosted a "Cookies with Santa" program
- Participated in a toy drive to benefit "The Dancing Butterfly Foundation"
- Provided daily lessons and programs to prepare students for entering school
- Provided music classes to students

FUTURE GOALS:

- To continue to prepare children for successful school journeys
- To gain at least enough students to break even with payroll
- To make the time of transition during construction as comfortable as possible for students and teachers

Submitted by Melissa Pilkington

PRAYER SHAWL MINISTRY

COORDINATOR/CHAIR: Camille Boone

MEMBERS: This ministry is open to anyone in the church or community. We have had as many as 24 members attend our meetings. Many members do not attend on a regular basis, but touch base with us at various times.

MISSION:

- To provide an opportunity through knitting and crocheting to share our craft by teaching others and by giving shawls to those in need of feeling God's love surround them through our prayers and shawls.

RESPONSIBILITIES:

- Meeting weekly throughout the year (except for holidays when the church office is closed)
- Encourage interested members to learn our craft and enjoy our times of fellowship

ACCOMPLISHMENTS:

- Provided weekly meetings
- Planned an outing to look for yarns
- Contributed 46 shawls to those in need because of tragedy or poor health

FUTURE GOALS:

- Continue sharing our love for knitting and crocheting with others and providing prayer shawls for those who need this physical symbol of our Christian love

Submitted by Camille Boone

THE JOY CONNECTION

COORDINATOR/CHAIR: Janet Lampe, Ann Ragland, Lucy Watson

MEMBERS: Any church or community member 55 years or older

MISSION:

- To provide an outreach ministry for older adults in the church and community
- To provide a monthly opportunity for food, fun, and fellowship for people aged 55 and older

RESPONSIBILITIES:

- Provide a meal, fellowship and program to attendees monthly
- Plan programs of interest to older adults

ACCOMPLISHMENTS:

- Provided monthly lunches and programs on the first Thursday of each month to an average of 55 attendees
- Invited non-church members from the community
- Included a time for fellowship before and after the program at each meal
- Conferred with the pastor on menus and program ideas
- Recruited church members of all ages to help with meals and programs and decorations
- Invited the First Presbyterian PreSchool children to help with decorations and to participate in a program

FUTURE GOALS:

- Involve more church members in meal and program planning and monthly preparations
- Attract more visitors from the community

Submitted by Lucy Watson

THE PRESBYTERIAN MEN

COORDINATORS/CHAIRS: Ken Allen
Evans Horne

MEMBERS: Any man who is a member of or friend of First Presbyterian Church

MISSION:

- Provide an opportunity for fellowship for the men of the First Presbyterian Church and their friends
- To serve the needs of First Presbyterian Church whenever and however possible
- To donate funds, if and when available, to worthy organizations and causes in the community

RESPONSIBILITIES:

- Provide breakfast and fellowship time the first Saturday of each month except July

ACCOMPLISHMENTS:

- Served breakfast to an average of 8 men each month

- Raised \$2,241.75 at 2010 Ham & Yam Festival
- Donated \$225.00 to First Presbyterian Church general fund.
- Donated \$400.00 to Boy Scout Troop 95
- Donated \$400.00 to Cub Scout Pack 95
- Donated \$1,200.00 to First Presbyterian Preschool scholarship fund
- Assisted setting up and taking down Easter cross
- Provided member to serve on the Nominating Committee

FUTURE GOALS:

- Continue to meet regularly and provide fellowship opportunities to the men of First Presbyterian Church
- To be available as requested to provide service to First Presbyterian Church as opportunities and needs arise
- To donate and disburse funds to worthy organizations or causes in the community
- To provide study and/or educational opportunities as part of the regular monthly breakfast meetings

Submitted by Ken Allen

THE PRESBYTERIAN WOMEN

MODERATOR:

Mary Miller

Vice Moderator- Miriam Lore

Secretary – Bonnie Hooks

Treasurer – Ellen Adams

Historian – Martha Taylor

Mission Communicator – Lee Johnson

Spiritual Nurture Communicators – Mary Miller, Susan Hill, Martha Taylor

Creative Ministries Communicators- Jane Harrell, Judy Johnson

Search Chairman – Lee Johnson

Nursery Coordinator – Ruth Bell

Life Membership Coordinators – Betsy Olive, Jean Worley

Flower Coordinator – Nancy Lee

Bereavement Meals Coordinators – Virginia Williams, Ann Ragland

Special Meals Coordinators – Joyce Lee, Shirley Booker

PALS Moderator – Mary Miller

Circle Leaders – Bernice Johnson, Jean Worley, Lee Johnson, Helen Flint, Sandy Perkinson

MEMBERS: Any female church member

MISSION:

- To nurture our faith through prayer and Bible study
- To support the mission of the church worldwide
- To work for justice and peace
- To build an inclusive, caring community of women that strengthens the Presbyterian Church USA and witnesses to the promise of God's kingdom

RESPONSIBILITIES:

- Provide for three circles that meet monthly from September through May and study Horizons Bible Study

- Provide for opportunities for the women of FPC to nurture their faith through prayer and Bible study

ACCOMPLISHMENTS:

- Served five bereavement meals
- Sent 17 Christmas Care packages to college students
- Coordinated church members to provide weekly flower arrangements and seasonal decorations
- Hosted the Maundy Thursday's covered dish supper
- Provided refreshments for the Christmas in a Barn program
- Provided rosebuds to commemorate infant births to church members
- Coordinate volunteers for toddlers during worship services
- Made donations to the Least Coin, Birthday, and Thank offerings to support Presbyterian missions
- Made donations to Friends of the Seminary, Presbyterian Home, Camp Albemarle, and Barium Springs Home for Children
- Held monthly circle Bible study for 9 months

FUTURE GOALS:

- Increase active membership in the circles
- Continue to support our college students and military members
- Continue to support the families dealing with bereavement
- Continue to support our ministries/missions
- Continue to support our Pastor and Director of Christian Education
- Increase community mission involvement

Submitted by Mary Miller

THE PRESBYTERIAN YOUTH CONNECTION

COORDINATOR/CHAIR: Troy Lester – Moderator
 Thomas Allen – Vice-Moderator
 Stephanie Johnson – Secretary/Treasurer
 Zach Rhodes – Activities Coordinator
 Ken Allen – Sr. High Adult Advisor
 Jane Allen – Middle School Adult Advisor

MEMBERS: Any middle or high school student

MISSION:

- Creating good Christian leaders
- Mission work
- Charities

RESPONSIBILITIES:

- Being respectful
- Participate fully
- Listening to one another
- Being honest

ACCOMPLISHMENTS:

- Played Catch Phrase and served ice cream to veterans through Ashville Youth Ministries
- Attended Montreat Youth Conference

- Attended New Hope Presbytery High School retreat at Camp Don Lee
- Met regularly during the school year
- Provided several potato bake meals to the congregation
- Planned and led Youth Sunday
- Elected PYC officers for the first time

FUTURE GOALS:

- Strengthen our relationship with the Lord and each other
- Invite more members
- Perform more service projects
- Attend Montreat Youth Conference

Submitted by the PYC

**FIRST PRESBYTERIAN CHURCH SMITHFIELD
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COMMITTEE REPORTS

BUILDING COMMITTEE

COORDINATOR/CHAIR: Stan Coats

MEMBERS: John Booker II, Rich Huckenbeck, Joyce Lee, Anita Liverman; Bill Sharek, Shirley Sharek, and Joe Hester, Pastor (ex officio)

MISSION:

- Analyze the church's current facilities to determine what changes are necessary to ensure that we are providing for the facility needs of future generations. In doing so, the committee will be cognizant of the desires of the congregation and will target changes that are necessary to meet the missions of the First Presbyterian Church.

RESPONSIBILITIES:

- To discern the short term and long term facilities needs of the church and make recommendations to meet those needs
- Communicate with the congregation on the progress of the building projects
- To exercise fiduciary responsibility to ensure the best use of the church's assets
- To guide the process of fund raising and building once the needs have been established

ACCOMPLISHMENTS:

- Met with small groups of the church to get their input and talk to them about the project
- Completed a preliminary set of drawings and made a presentation to the congregation
- Established regular communications with the congregation to facilitate information about the progress of any building projects
- Completed a Capital Campaign to fund the building addition. Pledges of \$780,000.00 were received
- Visited churches at least two years old, that had been completed by builders under consideration
- Selected three builders to bid the project

FUTURE GOALS:

- Select a builder for construction
- Work with the Finance Committee to develop a plan to finance the building project
- Present the final plan and financing options to congregation
- Start building of the addition, as approved by the church

Submitted by Stan Coats

CHRISTIAN EDUCATION COMMITTEE

COORDINATOR/CHAIR: Nan Jones

MEMBERS: Daniel Scott, Debbie Jacobs, Ruth Bell, Beth Osborne, John Lampe, Cameron Womack, DCE(ex officio)

MISSION:

- To promote individual and corporate Christian growth
- To teach the Christian story
- To uphold the adoption of the “Commitment to Peacemaking of the PCUSA” which affirms that people of faith engage in peacemaking, not as a peripheral activity, but as an integral part of their congregational life and mission.

RESPONSIBILITIES:

- Recommend to Session appropriate Sunday school teachers and curriculum for all age groups in the congregation
- Oversee the Presbyterian Youth Connection (PYC), including advisor selection and training, curriculum selection, off-campus trip approval
- Recommend to Session appropriate short-term and long-term Bible studies that nurture the congregation’s spiritual growth
- Oversee the annual Vacation Bible School
- Promote retreats, camps, and continuing education events
- Uphold the congregation’s Commitment to Peacemaking
- Oversee the “Kids in Christ Keeping the Spirit” program (KICKS); including leader selection and training and curriculum selection
- Oversee the Infant/Toddler nursery
- Host for Rally Day each September to kick off the church school year
- Organize and maintain the church’s library
- Coordinate adult and children’s programs for the monthly Fellowship Meal

ACCOMPLISHMENTS:

- Coordinated several Monday evening and Wednesday morning Bible studies
- Recommended a Team of Youth Advisors: Ken Allen, and Evans Horne for Senior High; Jane Allen for Middle School
- Held a successful Vacation Bible School
- Selected Sunday school teachers, including new teachers
- Completed Disciple II course
- Continued “Girls Night Out” as an extension of the Young Adult Ministry
- Organized activities for PYC: Participants attended New Hope Presbytery retreats, and attended the Montreat Youth Conference
- Hosted seasonal events: Shrove Tuesday Pancake Supper, Easter Egg Hunt organized by the Covenant Class, Rally Day, Teachers’ Breakfasts

- Organized a successful program for both adults and children for the monthly Wednesday Night Fellowship Meals

FUTURE GOALS:

- Provide parenting workshops for adults
- PYC: Send youth and adults to Montreat Youth Conferences; Hold a Dinner Theatre to showcase the talent in the congregation; add service projects to the schedule
- Continue to coordinate the programs for adults and children at the monthly Wednesday Night Fellowship Meals
- Offer a Women's weekend retreat

Submitted by Nan Jones

EVANGELISM AND OUTREACH COMMITTEE (last year's)

COORDINATOR/CHAIR: Betsy Olive

MEMBERS: Sunnie Chance, Eve Creech, Dot Ellmore, Tony Liverman, Pam Pope, Cameron Womack, DCE (ex officio), Joe Hester, Pastor (ex officio)

MISSION:

- To witness in word and deed to the saving grace of Jesus Christ
- To provide opportunities for members of the church to articulate their faith
- To invite people into a new life in Christ
- To provide opportunities for evangelism to be learned and practiced by the church
- To promote the following commitment: Bonds of Service; Bridges for connection required by God's commandment that we love one another

RESPONSIBILITIES:

- Welcome people into our church
- Plan, organize, and promote the spreading of the Gospel in the church, community and throughout the world
- Outreach at home and abroad

ACCOMPLISHMENTS:

- Continued the Joy Connection lunches from January through May and resumed in September with an average attendance of 50+ from our congregation and the community
- Initiated Evangelism Sunday, which was well attended. Lunch was served to 149 attendees following the worship service. Personal thank you notes were sent from the committee to visitors
- Hosted a luncheon for the Mission Serve Group, our PYC and the Evangelism and Outreach committee members following worship on the arrival day for the work group. Along with Sharon Baptist church, we provided lunch and snacks for 23 workers and 3 Rescue Mission guests for five days
- Collected 76 shoe boxes for Operation Christmas Child
- Offered DVDs of the worship service to shut-ins and to members/visitors who requested them
- Supported Relay for Life with fundraisers and with participation as a church team at the countywide celebration
- Continued providing support of the church's website
- Promoted the "Yes We Can" food collection for the local food closet monthly

FUTURE GOALS:

- Begin a Stephen Ministry program
- Expand the website to include a service that allows voice, email or text messages to individuals for meetings, updates, follow-up with visitors, etc

- Plan a mission trip, perhaps to the Hinton Center again, and to encourage more participation from the church congregation

Submitted by Betsy Olive

FINANCE COMMITTEE

COORDINATOR/CHAIR: Shirley Sharek

MEMBERS: Crystal Benson (Secretary), Steve Chance, Billy Duncan, Brandy Holzshu, Jimmy Hooks, Tony Liverman, Beth Osborne (Treasurer), Courtney Scott, Bob Worsham, Joe Hester, Pastor (ex officio)

MISSION:

- To exercise fiduciary responsibility regarding church assets to determine short and long term financial needs of the church and how to meet those needs
- To manage the financial assets of the church according to the desires of the congregation

RESPONSIBILITIES:

- Oversight of fund raising, spending, accounting, auditing and investing
- Assemble and recommend a fiscally responsible mission budget to the Session
- Communicate with the congregation on the financial condition and needs of the Church

ACCOMPLISHMENTS:

- Completed an audit of church financial activity for 2009
- Completed implementation of new financial and membership software
- Completed transition of phone & internet services to Time Warner Business Class
- Implemented Remote Deposit for both church and preschool funds
- Established in-house processing of all financial activity
- Established procedures for all financial reporting activities
- Established and maintained prompt monthly reporting of financial results
- Managed a stewardship campaign to meet the current financial needs of the Church
- Assisted Building Committee with Capital Building Campaign
- Worked with Christian Education Committee to recommend a year-round Stewardship Program

FUTURE GOALS:

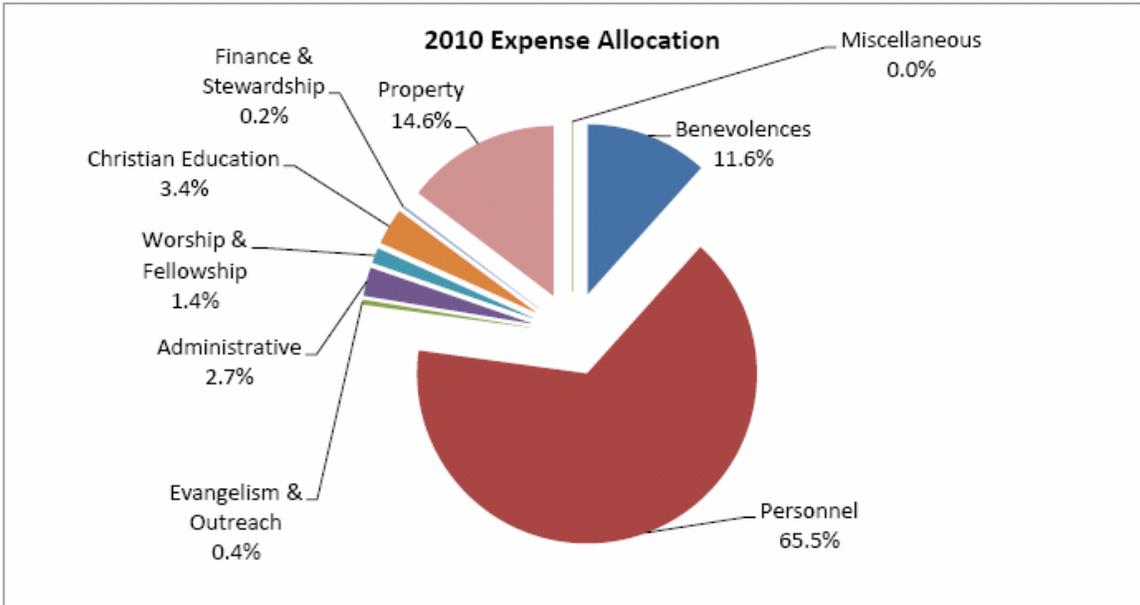
- Continue to increase awareness of financial activity and results
- Complete physical inventory and valuation of church assets
- Continue to improve the processes and reporting of the financial activity of the church
- Work with the Building Committee to secure assets to build for our future needs
- Promote an ongoing stewardship education program

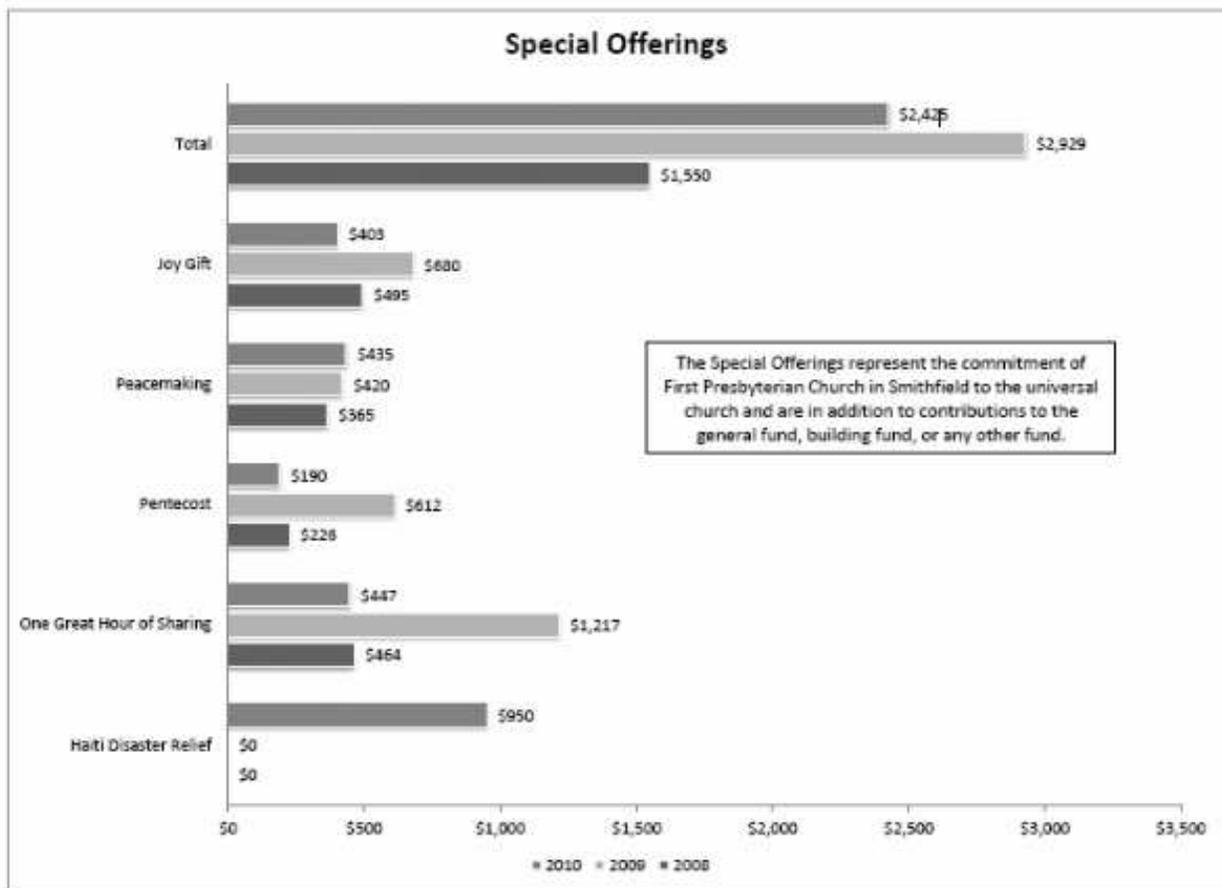
Submitted by Shirley Sharek

Summary of 2010 Operating Results

Summary of 2010 Operating Results		
Revenues		
General Contributions*	271,789.81	General contributions reflect monies pledged and contributed to the general operations of the Church. They do not include monies specified for specific funds or contributions to specific line items. * Includes \$3816.96 tax refunds.
Expenses		
Benevolences	36,239.38	Contributions to Presbytery, PC (USA), missionary support, emergency discretionary fund, SAM, Contact Ministries, and Presbyterian Preschool support.

Personnel	204,198.34	Staff salaries, benefits, professional expenses, payroll taxes, and workman's comp insurance.
Evangelism & Outreach	1,379.73	JOY Connection, web site hosting, mission trips, local newspaper ads.
Administrative	8,386.25	Bulletins, postage and supplies; accounting and professional fees.
Worship & Fellowship	4,421.29	Music conferences, communion, kitchen supplies, fellowship meals, choir and hand bell music, athletic teams and piano and organ tuning.
Christian Education	10,720.77	Leadership education, curriculum, youth conferences, retreats and camps, Vacation Bible School.
Finance & Stewardship	610.05	Meals and administrative.
Property	45,588.01	Building and grounds maintenance, utilities, custodial supplies, insurance and taxes, telephone and internet and equipment maintenance.
Miscellaneous	25.01	
Total Expenses	311,568.83	These expenses are reduced by \$9,708.94 in contributions for specific line items.
Net Deficit	39,779.02	A deficit was anticipated and approved by the Session and the congregation at the time the 2010 budget was presented in order to continue the ministries and missions of the Church. This deficit was covered by funds available in the Church's reserve fund. The deficit did not place the Church in any type of past due or arrearage in its obligations, and all costs associated with ministries, missions, operations and administration have been fully paid by the Church. A balanced budget for 2011 has been presented and approved.





Submitted by Shirley Sharek

PERSONNEL COMMITTEE

COORDINATOR/CHAIR: Greg Knoll

MEMBERS: Bonnie Hooks, Shirley McNeill, Wayne Dockery, Jim Henderson Joe Hester,
Pastor (ex officio)

MISSION:

- To address the policies, procedures, and practices of the church as they relate to personnel.
- To provide an avenue in which employees can present concerns and/or problems for discussion and resolution

RESPONSIBILITIES:

- Recommend position descriptions for all staff
- Review and recommend to Session compensation packages for all staff
- Recommend personnel policies to Session
- Encourage professional growth and development for all staff
- Provide for a review process to assist in work planning
- Act as a support group for the pastor and other members of the staff
- Confer with the Pastor on important issues of concern

ACCOMPLISHMENTS:

- Developed a Draft policy covering employee review, feedback and discipline
- Advertised for a Director of Choirs
- Completed annual staff reviews

FUTURE GOALS:

- Continue to meet regularly to ensure personnel guidelines within the PCUSA are continuously reviewed and updated as required
- To continue to support the pastor and staff of FPC
- Continue to work on a policy covering a process for employee review, feedback and discipline

Submitted by Greg Knoll

PROPERTY COMMITTEE

COORDINATOR/CHAIR: Bill Sharek

MEMBERS: Tommy Boone, Evans Horne, Lee Johnson, Anita Liverman, Frank Olive, Benny Pope, and Ricky Pate and Joe Hester, Pastor (ex officio)

MISSION:

- To ensure that the physical properties of the church and church grounds are maintained and functioning properly and efficiently.

RESPONSIBILITIES:

- Provide oversight for building maintenance
- Provide utilities maintenance and costs
- Manage special use of buildings requests
- Ensure that appropriate insurance coverage is maintained
- Assist members with Columbarium requests
- Manage rental properties
- Maintain the computers and office equipment
- Manage custodian duties
- Oversee building officer duties
- Maintain church property inventory

ACCOMPLISHMENTS:

- Replaced two air conditioner compressors
- Replaced one heat exchange unit
- Replaced all sanctuary bulbs
- Installed all new lighting fixtures in parlor area
- Completed an overall storage area clean up including all attics, upstairs storage closets, supply rooms and classrooms. Also included clean up of kitchen area and closets. 18 participants
- Repaired and replaced stain glass window in office door.
- Held an outside preschool grounds/landscaping cleanup day. 14 participants.
- Installed new metal halide lamps in outside parking area lamps.
- Repaired / rebuilt outside trash enclosures

- Completed a comprehensive review of property insurance coverage.
- Installed locking cabinets in upstairs for sound and video system control desk
- Performed preventative maintenance on projector and camera system.

FUTURE GOALS:

Due to current planned building project, most all building improvements and/or renovations have been tabled until the building project's construction phase and timeline have been defined. All of the "2009 and 2010 future goals" established will be directly impacted by this building project. The property committee will work closely with building committee to address each these items below.

- Make restroom facilities handicapped accessible
- Repair the bell tower of the church
- Seal the external doors to reduce heating and cooling costs
- Improve the parking lot area across Church Street
- Install emergency lighting at the front of the sanctuary
- Install exterior emergency and security lighting.
- Replace damaged ceiling tiles throughout the classrooms and educational wing.

Submitted by Bill Sharek

NOMINATING COMMITTEE

COORDINATOR/CHAIR: Greg Knoll

MEMBERS: Greg Knoll (Elder), John Booker (Elder), Nan Jones (Deacon), Gene Miller(Presbyterian Men), Courtney Scott (Presbyterian Women), Stephanie Johnson (Presbyterian Youth), and Joe Hester, Pastor (ex officio)

MISSION:

- To provide a slate of prospective officers to the congregation

RESPONSIBILITIES:

- Compile a committee that reflects the demographics of the congregation
- Solicit potential nominees from the congregation
- Compile a slate of officers for the Class of 2013
- Contact prospective nominees to ensure their willingness to serve
- Submit a slate of officers to Session for approval

ACCOMPLISHMENTS:

- Established a committee with members representing the Session, Board of Deacons, Presbyterian Men and Women, and youth
- Solicited potential nominees from the congregation
- Compiled a slate of potential nominees and contacted each about serving
- Submitted a slate of officers and secured Session approval for the following: Office of Elder: Wayne Dockery, David Lee, Jo James and Office of Deacon: Tom Roberts, Pam Pope, Cindy Smith, Ricky Pate.
- Submitted Nominee for Deacon Class of 2011 to fill unexpired term: Tony Lester
- Submitted nominee for Deacon Class of 2012 to fill unexpired term: Brent Booker
- Presented a slate of officers during a congregational meeting on November 28, 2010

FUTURE GOALS:

- Ensure that the nomination and election of church officers follows the requirements as set forth in the Book of Order

Submitted by Greg Knoll

STRATEGIC PLANNING, REVIEW, AND EVALUATION COMMITTEE

COORDINATOR/CHAIR: Ann Huckenbeck

MEMBERS: Stan Coats, Jimmy Hooks, Tom Howerton, Ann Huckenbeck (Chair), Debbie Jacobs and Pastor Joe Hester, ex officio

MISSION: To serve as an advisory task force to the Session for planning, review and evaluation of mission and ministries of First Presbyterian Church.

RESPONSIBILITIES:

- To develop strategies to address concerns or problems that could benefit from the committee's research, review or data collection as requested by Session. Session will make final recommendations for any implementation.

ACCOMPLISHMENTS:

- Systemized production of the Annual Report of the Church
- Compiled, edited and distributed 2009 Annual Report of the Church
- Standardized format for recording and archiving church committees' agendas and minutes
- Reviewed congregational input on their visions for what the expanded church "could" be
- Began our own visioning process for future ministries and missions of the church

FUTURE GOALS:

- Examine technology infrastructure of the church
- Evaluate all programs offered by the church
- Continue visioning process for future missions of the church
- Continue producing the Annual Report of the Church

Submitted by Ann Huckenbeck

WORSHIP AND FELLOWSHIP COMMITTEE

COORDINATOR/CHAIR: Ken Allen

MEMBERS: Sunnie Chance, Debbie Jacobs, Nan Jones, Nancy Lee, Miriam Lore, Sandy Perkinson, Birmah Stemler, Camille Boone (ex officio), Joe Hester, Pastor (ex officio), Myra Wallace (ex officio), and Cameron Womack (ex officio).

MISSION:

- To plan activities to provide the congregation with opportunities to worship, play and grow together in faith

RESPONSIBILITIES:

- Assist with Sunday morning and special worship services
- Prepare the elements for communion
- Oversee the church vocal and handbell choirs
- Coordinate acolyte and trinity ringer schedule and training
- Ensure the maintenance of the organ, pianos, handbells, and other instruments owned by the church
- Rotate and maintain the care of the paraments, candles, and other articles used in worship
- Ensure that seasonal decorations in the church are within the guidelines approved by Session
- Maintain a Wedding Guild to assist couples planning to marry
- Coordinate the church-wide Fellowship meals, Sunday morning Fellowship refreshments, and other meals as directed by Session
- Coordinate the formation of Fellowship groups
- Oversee the Presbyterian Men, Presbyterian Women and the older adult (JOY) ministries
- Coordinate attendees to the Music and Worship conference
- Coordinate Christmas caroling
- Oversee the church athletic teams
- Coordinate the church's "Christmas in a Barn" program
- Coordinate the summer "Music for the Lunch Bunch" program with the Johnston County Arts Council

ACCOMPLISHMENTS:

- Made requests to Session for special worship services and other "Acts of Worship": Ash Wednesday service, Good Friday service, Noon Lenten services, Maundy Thursday Communion service, Holy Week Pilgrimage and Prayer vigil, All Saints Sunday service, Service of Healing and Wholeness service, Theological Education Sunday, Christmas in a Barn service
- Provided refreshments each Sunday morning during Fellowship time
- Served nine church-wide fellowship meals
- Concurred with the Presbyterian Women to have a harvest display in the sanctuary during the month of November, the Chrismon tree, wreaths and other appropriate decorations during the Advent season
- Coordinated the erection and draping of the lawn and sanctuary crosses during Lent and Easter
- Recommended two offerings: the One Great Hour of Sharing and the Joy Gift
- Prepared and presented to Finance a 2010 budget
- Developed a tri-fold style bulletin for Sunday Worship to allow more information to be included weekly
- Prepared and distributed an Advent Devotional Book with devotions written by church members

FUTURE GOALS:

- Meet monthly to continue to fulfill the obligations directed by Session

Submitted by Ken Allen