

2012 Annual Report
January 1, 2012- December 31, 2012
Compiled by the Strategic Planning, Review and Evaluation Committee
Approved by Session on September 8, 2013



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
PASTORAL LETTER**

**Each one should use whatever gift he has received to serve others,
faithfully administering God's grace in its various forms.**

— I Peter 4:10

Dear members and friends of First Presbyterian Church,

It is again my privilege to share with you our Annual Report. The report reviews the calendar year 2012 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 each of you. The report also accounts for the faithful stewardship of our resources. I encourage you to utilize this important document as a starting place for conversation with others and to share your hopes for our future vision and mission as a congregation within the Church of Jesus Christ.

This year is perhaps more about seeing than telling. All you need do is simply stand at the entrance of the Great Hall and look all around and above and before you to know that we have been not been idle. Many endeavors that were envisioned or begun when I arrived over five years ago have now come to fruition. On October 14, 2012, this congregation, with many community and greater Church friends and family present, dedicated our new building to the glory of God with joyous celebration and creative energy in every area of church life. Our common stewardship in 2012 saw our personal and mutual commitment to the ministry and mission of the Church grow by 19% in response to an exciting and challenging stewardship invitation shared by our Finance Committee and Stewardship Team. Our Preschool program under the careful guidance of the Preschool Board working with the Session has continued its commitment to high standards of educational development and of service to the children of our community. The Preschool journeyed through a potentially challenging year of transition and now in 2013, is entering into one of its healthiest periods of existence in terms of student enrollment, educational program and leadership, as well as its overall financial health and self-sufficiency within the greater ministry of First Presbyterian Church.

On the occasion of this report I would acknowledge individually with deep gratitude the faithful leadership and dedication of our Building Committee: John Booker II, Rich Huckenbeck, Joyce Lee, Anita Liverman, Bill Sharek, Shirley Sharek, Bob Worsham, and Stan Coats, chairman. Each of these members gave so much of themselves in the past few years because of their love for this congregation and above all their zeal to serve and give glory to God. Additionally, our journey would not have been nearly as smooth without the faithful dedication of the Transition Team under the organizational leadership of Ann Huckenbeck. Key team members in this endeavor were Evans Horne and Debbie Jacobs who provided not only for their physical labor but the leadership foresight that maintained our forward momentum and ensured the way ahead was cleared of potential snags or pitfalls. Above all I celebrate the gifts of time and resources that each of you of every age and circumstance imparted through physical toil in the cold and under a blistering sun as you always came forward to present your very best talents and gifts to see this vision and mission realized.

You shall also love the stranger, for you were strangers in the land of Egypt.

-Deuteronomy 10:19

With these words, we recall that we owe a debt of gratitude to many in our community who have supported us along the way in 2012. I would encourage you to remember with the fervency of a Passover observance the manner in which the congregations of First Christian Church shepherded by the Rev. Beth Burton-Williams and St Paul's Episcopal Church served by the Rev. Jim Melnyk, nurtured us and opened their doors wide to us with warmth and a hospitable welcome when we were in need. I believe hospitality and welcome must continue to be our watchwords as we serve in this community and to those who are faithfully and truly seeking to find a home with God.

Together we have found our grief increased with the loss of those whom we loved during the preceding year. Among our own saints who died in 2012 and have entered the Church Triumphant, I would remember Shirley McNeill, a former church staff member and at one time our Director for Christian Education. Shirley, who throughout her life served as a faithful leader and servant of the Presbyterian Church (U.S.A.). She led a long life of service as a Christian Educator to many congregations in our presbytery and chose to call First Presbyterian Church of Smithfield her home. And though many known to us have departed we also see our numbers increase with many new faces and talents.

Our future lies ahead on the road that unfolds before us. The future, we have discerned through conversation and prayer brings us new challenges in regard to how we will meet the needs of our youth, grow our community outreach and service, and mature in our personal discipleship and learn to share this Good News with one another.

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

Staff Reports

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:

- Organized PYC retreats to Presbytery Retreats and JoCo Mission Project
- Represented staff on Preschool Board
- Led the Preschool Board in the process of new teacher hires and was the contact for the Preschool families this summer.
- Continued leading “Worship Time” with the First Presbyterian Preschool
- Organized the Lay Readers, Time with Children, acolyte and trinity ringer schedules
- Organized and served as Director of Vacation Bible School
- Attended a meeting of community leaders to help plan the JoCo Mission Weekend Project
- Provided monthly worship leadership; preached on four Sundays
- Ordered curriculum and provided training opportunities for Sunday school teachers
- Organized the PYC Youth Advisors for 2012-2013
- Served as resource for the following boards and committees: Session, Board of Deacons, Christian Education, Worship and Fellowship, Evangelism and Outreach, Building, Preschool Board, Communication and Technology
- Coordinated volunteers for Summer Sunday school
- Began implementation of a “Safe Church Policy”
- Establishment of background checks for employees and volunteers
- Expanded our children’s fellowship program and split the age groups: KICKS (Kids in Christ Keeping the Spirit) program for children Kindergarten-2nd Grade and Youth Club for 3rd-5th graders
- Implemented Children’s Church for our 1st-5th graders: Wee Kirk
- Assisted the Building Committee and Transition Team as the congregation prepared for move-in to the new building.
- Participated in the Dedication Service.
- Participated in a funeral service.
- Designed and Implemented a new program; ADVENTures: An Advent Bible School

FUTURE GOALS:

- Establish a Milestones Ministry
- Establish a Youth Advisory Board to enhance and support our Presbyterian Youth Connection
- Continue communication through the eNews and Facebook page

CHURCH FOCUS AREAS

YOUTH: - I work weekly with our Middle School and High School Youth Programs or “Presbyterian Youth Connection”. My main focus is to prepare the youth advisors for success, keep schedules and keep an open communication with the advisors. This year has been successful for our youth programs. Our Middle School Youth consistently has 5-7 youth participating every Sunday and the High School program 6-7 participants. We have seen the most growth in our children’s fellowship programs ministering to 12 or more children at each meeting. The addition of a new Advent program has also proved to be a wonderful offering to our families.

COMMUNITY OUTREACH – Through our youth and children’s fellowship programs we have been able to reach out to our home bound members as well as patients and families of the Hospice House. Personally, the most community outreach I’ve participated in is through our First Presbyterian Preschool. During the summer of 2012, I stepped in to assist

the Preschool Board as it took a new direction to enhance our program and remain competitive in the community. I was able to meet with potential employees, make new teacher and director hires, and help the families adjust to a new space with a new staff. A number of our families have participated in church events this year like, the Easter Egg Hunt, Vacation Bible School, Trunk or Treat and Christmas in a Barn. Having experienced the work I did this summer gave me a new perspective on the true outreach our Preschool continues to be.

COMMUNICATION AND PERSONAL PARTICIPATION – I have become involved with our newly formed Communication and Technology Committee. Through this group we will be looking at all of our current communication and technology avenues and needs. I am the editor and producer of our weekly eNews which currently reaches 105 members and friends of First Presbyterian Church. In addition to the eNews, I also manage our FPC Facebook page where updates, reminders and photos are shared by members and friends. Currently we have 50 followers and I hope to increase this reach in the coming months.

Submitted by Cameron Womack, DCE

DIRECTOR OF MUSIC

COORDINATOR/CHAIR: Dwight Dockery

MISSION:

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

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 Anthem, Introit, and Benediction Response
- Direct or coordinate direction of the music program during Vacation Bible School
- Assist in the selection of hymns and other music for worship services as needed
- Supervise Director of Handbells as needed
- Supervise the Organist as needed

ACCOMPLISHMENTS:

- Directed and planned selections for the Chancel Choir during worship services
- Scheduled instrumentalists, soloists, duets, and additional special music for the anthem slot during the summer months and other times
- Oversaw the adoption of Dorothy Onisko's gift of a Baldwin grand piano for the Fellowship Hall.
- Attended the Montreat Worship and Music Conference
- Assisted with the planning of the new choir room
- Hosted Dr. Andrew Crane, Director of Choral Activities at East Carolina University, to our church for a choir retreat in preparation for the Dedication Service
- Continued to serve on the Children's Music Task Force, analyzing the church's need for additional children's music services
- Maintained the church's music library and made appropriate music purchases as needed
- Wrote, arranged, and transcribed multiple pieces of music for the choir
- Oversaw growth in choir, especially following the move into the new choir room
- Assisted the church in planning the purchase of new hymnals

FUTURE GOALS:

- To continue pushing the chancel choir to new and higher standards of excellence in performance and repertoire. I would love to see more major/extended works for the choir in the future as a means to enhance worship.
- To attend the Montreat Worship and Music Conference
- To continue creating new musical experiences for the choir and the church
- To continue to grow and build the choir

- To help the church become accustomed to the new Presbyterian Hymnal
- To see the Children's Choir Task Force find the appropriate personnel that it can realize its commission

CHURCH FOCUS AREAS

YOUTH: The music department attempts to reach out to youth with the Children's Choir Task Force/Initiative and the handbells' use of children ringing chimes. We can certainly be stronger in this area, but this is a work in progress.

COMMUNITY OUTREACH: The Chancel Choir has become an icon in the Smithfield community, creating discussion about First Presbyterian Church beyond its doors.

COMMUNICATION AND PERSONAL PARTICIPATION: This is a central tenant of the music program. Not only are choir members directly and highly involved with music ministry, but they also create a product that shares with the congregation as a whole, thus involving virtually everyone in the church. It is one of (if not the) most frequently public ministries at the church

Submitted by Dwight Dockery

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.
- Make sure chancel piano is kept in good condition and in tune.
- Attend Worship and Fellowship Committee meetings.
- Make copies of music as needed by the Director of Music.

ACCOMPLISHMENTS:

- Being conscientious about rehearsing the music for anthems, preludes, offertories, solos and small groups.
- Being responsible about attending services each Sunday except when I take vacation leave, and getting a supply organist when I am going to be away.
- Being reliable about attending all choir rehearsals and about meeting soloists during the week or on Saturdays as is necessary.
- Learning new music each month so that preludes, offertories, etc., don't become overdone.
- Playing appropriate music during communion.
- Helping with ordering cover, spider dolly and humidity system for the newly acquired piano.
- Playing for JOY Connection

FUTURE GOALS:

- To attend the Montreat Worship and Music Conference.
- To work harmoniously with the Director of Music and pastor.

CHURCH FOCUS AREAS

YOUTH: I try to play appropriate music on Youth Sunday (if needed) and on Preschool Sunday. I am always willing to help with extra things, like Vacation Bible School and, new this year, Advent Bible School. I attended Music for the

Lunch Bunch when Thomas Howerton performed, and I try to attend any performances by our youth for the Neuse Little Theater and, when invited, at dance recitals.

COMMUNITY OUTREACH: Whenever asked, I play for weddings and funerals at other churches. I also play for our Midweek Lenten Services and try to make my musical selections appropriate for each pastor.

COMMUNICATION AND PERSONAL PARTICIPATION: I make it a point to invite new people to sing in the choir. When needed, I have substituted in the handbell choir. I also gladly helped accompany the handbells during a performance this past year.

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.
- 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 Dedication Sunday bulletin and inserts
- Served as editor for the monthly newsletter, the ICHTHUS
- Prepared cards for the Prayer Shawl Ministry
- Published the Presbyterian Women's handbook
- Helped to complete reports for New Hope Presbytery
- Wrote and submitted information for the Older Adult Ministry Award to New Hope Presbytery
- 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
- Purchased office supplies, as needed
- Called to remind those responsible for sanctuary flowers each week and, in a few cases, ordered flowers for them
- Created an informational insert for Nominations of Church Officers and ballots for their election
- Prepared invoices for expenditures and gave them to Billy Duncan
- Screened calls for minister and DCE
- Copied and filed reports from the Building Committee
- Edited, printed and mailed letters for Building Committee, pastor, and etc.
- Distributed and kept a record of keys for our building
- Kept a record of the use of the church VISA card
- Made a template and printed and installed room names and numbers in our new building
- Kept the pew racks up to date
- Made pew rack inserts for Fellowship Meals as needed

- Ordered memorial cards and supplies as needed
- Ran off rosters and took calls for Pictorial Directory
- Attended part of the ACS training in High Point
- Updated membership files, such as birth and anniversary dates
- Served as a guide for church members on our first Sunday in the new building
- Made Christmas Greenery insert for Presbyterian Women

CHURCH FOCUS AREAS

YOUTH: As a former teacher, I am very interested in helping youth in any way I can. I go out of my way to assist Cub Scouts and Scouts with reservations on the church calendar and with ordering any supplies they need, including all possible acknowledgements of their work, successes, and accomplishments in the ICHTHUS. I do the same for KICKS, Youth Club and PYC. I also make copies of scholarship applications for the Avera Scholarship and Presbyterian Women and New Hope. I have written recommendations for many of our youth for various activities and scholarships. Almost every year I help someone with formatting a resume. I am always available to help the Preschool in any way possible. One of the most fun things I do each year is to show the organ to our preschoolers and let them each have a turn playing it.

I have also hired youth from our church to help me with chores, such as moving furniture at home. From time to time I give a small token of one kind or another to a youth that I see doing something nice for our church.

I make it a point to tell each youth I see doing something constructive that he or she is doing a good job. I take a personal interest in my former students who attend First Presbyterian Church and the new generation of children they bring to us.

COMMUNITY OUTREACH: I serve on the board of the Johnston County Arts Council, which now uses our Community Room for its bi-monthly meetings. I also serve on the board of the Johnston County Heritage Center. We now have committee meetings in our fellowship hall. I have included church members in projects of the Heritage Center. For example, we highlighted the Scouting achievements of Tori Lippitt in our celebration of the One Hundredth Anniversary of Girl Scouts, and I wrote a script which Troy Lester portrayed in the annual Ghost Walk at Riverside Cemetery. Thus, I have contributed in a small measure to our church’s becoming known for its community outreach.

COMMUNICATION AND PERSONAL PARTICIPATION: I have served as secretary of the Worship and Fellowship Committee for years. I am on the Columbarium Committee and provide information to any who ask. I created a packet that gives interested parties all available information concerning the columbarium. I worked on the crane project, contributing over a hundred written prayers, folding cranes, and helping to string them on fishing line. I helped Bob Worsham contact people to water the shrubbery. I do what I can to help my church family and to be a contributing member of this church, not just a church employee.

Submitted by Myra Wallace

CHURCH TREASURER (volunteer)

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 the memorial secretary and church secretary
- 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 requested 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 updates to accounting software
- Provided support as needed to Disbursing Treasurer
- Assisted in evaluation of voucher/purchase order system
- Prepared special reports required for planning
- Developed pledge tracking report(s) at request of Finance committee
- Continued working with Building Committee to improve Building Fund reporting

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 support the music program of First Presbyterian Church through the use of handbells to enhance the worship experience for the congregation.

RESPONSIBILITIES:

- Plan and schedule regular rehearsals for the handbell choir on a weekly basis
- Work with the church custodian to set up tables and equipment necessary for rehearsals and performances.
- Maintain music folders
- Prepare the handbell choir to participate in the worship service at least 5 times during the period from October through May
- Purchase handbell music and equipment as budgeted and with the approval of the Director of Music

ACCOMPLISHMENTS:

- Planned and scheduled regular rehearsals weekly over a nine-month period from Jan. through Dec. with a summer break in June, July, and August. During that period, we welcomed Troy Lester and Patrick Templeton to the group.
- Maintained handbell music library, replaced worn folders and broken risers, and purchased new music.
- Prepared the handbell choir to participate in the worship service approximately 6-7 times during the period from October through May, either leading the music for the entire service or supplementing the music provided by the Chancel Choir and organist.
- Attended the Montreat Worship and Music Conference in June. Focused on strategies for building relationships with other programs in the community, and new repertoire for 3-5 octave choirs.
- Provided music for the dedication of the new building in addition to playing for regular worship services.

FUTURE GOALS:

- Continue to recruit handbell ringers to the choir.
- Continue to broaden the role of the handbell choir to include not only full length pieces, but bell-trees, and hymn support as a means of further enhancing the worship experience for the congregation.
- Continue to seek out opportunities for outreach, to share handbell music as a part of community events.

- Explore the possibility of a ringer's workshop for eastern NC churches in conjunction with Jeffers Handbell outreach staff.

CHURCH FOCUS AREAS

YOUTH: Planning has begun to offer opportunities for children in 3rd grade and up to begin learning to play bells by using the hand chimes. Four young people accompanied the children's music in worship in December, and plans are underway to continue this program in 2013.

COMMUNITY OUTREACH: I have begun conversations with the handbell directors at First Baptist Church to explore ways the two programs can support one another. Possibilities include a regional workshop sponsored through Jeffers Handbell outreach staff, sharing substitutes for rehearsals and performances, etc.

COMMUNICATION AND PERSONAL PARTICIPATION: Our handbell choir communicates frequently through email to ensure that ringers are aware of rehearsal and performance schedules. This year we added two new members and I am continuing to seek out others that might like to learn to play.

Submitted by Kathy Rice

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 to ensure that all church permanent records are complete, accurate and maintained in accordance with PCUSA policy
- 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, Director of Christian Education, 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 items addressed to Session, when necessary
- Respond to communications when appropriate
- Complete all Presbytery reports, as directed and in a timely manner

ACCOMPLISHMENTS:

- Recorded minutes of all stated and called Session meetings
- Recorded minutes of all stated and called congregational meetings
- Recorded results of all email and phone ballots
- Maintained all permanent records for First Presbyterian Church, including records of minutes, new members, deaths, marriages, births, and baptisms.
- Served as representative of Session to present prospective new members to the congregation
- Served as representative of Session to present infants for baptism and new members to the congregation
- Convened meeting of appropriate churches within our Presbytery cluster and served as host/leader of the cluster meeting
- Ensured the church's roll, registers, and minutes were maintained according to Presbytery standards. All were accepted without exception

- Wrote monthly newsletter article for ICHTHUS to communicate the business of Session to the congregation
- Coordinated Avera Southerland Scholarship selection committee; met with the committee to review applications which awarded three scholarships of a total amount of \$1800.00; contacted recipients with award amounts, and sent scholarship checks to the appropriate schools.
- Completed all Presbytery reports on time and correctly
- Prepared Policy Notebook for all officers containing all current policies and procedures at the church

SIGNIFICANT SESSION ACTIONS:

- Approved 2012 church budget and reviewed the pastor's Terms of Call
- Approved four infant (Eason Sloane Roberts, Mason Monroe Hepner, Tinsley Christine Scott, and James Edward Foy, Jr) and one child (Kendall Lee) baptisms
- Recorded deaths of eight members (John Simon Shallcross, Sr., Martha Lynch Wooten, E. P. Cunningham, Jr. George Linden Allen, Norman C. Shepherd, Jr. Dorothy Haynes Chance, Shirley Ann McNeill, and Winifred Rose Shepherd)
- Approved and welcomed ten new members: Reaffirmation of Faith: Chris Roberts, Elizabeth Hayes Craig; Profession of Faith: Timothy Daniel Allen, Madeline Paige Horne, Kendall Lee; Letter of Transfer: Glenn Kay, and Matthew Taylor, Patrick and Jennifer Templeton
- Approved the transfer of membership for Stan Harper (First Baptist, Smithfield) and Carol Stevons (Florida)
- Approved the wedding of Lane Pollard and Sherry Crocker in our sanctuary on August 11, 2012
- Elected commissioners to all stated Presbytery meetings and received reports from them
- Continued media notification of church closings through WRAL and WTVD
- Approved the formation of a Transition Team to facilitate the removal and return of furnishings during the building process
- Approved Bible studies and program studies led by Cameron Womack and the Reverend Joseph L. Hester, Vacation Bible School and Sunday School curriculums
- Continued the use of DialMyCalls.com as a church wide notification system and directed the clerk to continue to serve as administrator
- Established a program called WeeKirk ("little church") for children in Grades 1-5.
- Approved a new Manual of Operations for First Presbyterian Church-Smithfield
- Recognized Jane and Ken Allen for their many years of dedication and work with the church's youth
- Approved recognizing Ann Huckenbeck as our recipient for the New Hope Presbytery Older Adult Ministry award
- Held a Ministry Fair to spotlight the various committees and ministries of the church in conjunction with Rally Day
- Dedicated the new church building in October 2012
- Approved new signage for the outside areas of the church
- Approved the restructuring of the younger youth programs (established KICKS for K-2 and YOUTH CLUB for 3-5)
- Approved contracting with LifeTouch Photography to produce a new church directory
- Approved making the celebration of All Saints' Day an annual event
- Approved setting up a Facebook page (social media) for the church and directed Cameron Womack to administrate postings
- Approved assisting Hospice House with meals, desserts, and pantry items
- Approved recognizing November 11, 2012 as World Orphan Sunday

FUTURE GOALS:

- Continue maintaining the membership profiles in the ACS software to maintain a complete, current record of membership, including uploading pictures for members
- 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: Sandy Perkinson

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
- 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
- Attended training on "DialMyCalls" and used that program to inform 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
- Assisted with Communion by indicating those seated who could not take elements at the front
- Visited the sick and bereaved
- Arranged for an usher to escort handicapped and/or aged into the building each Sunday
- Provided tours of the new building during open house and dedication of the new building
- Assisted members with walkers and wheelchairs after they entered the sanctuary
- Implemented methods for members and visitors with prayer concerns to communicate those concerns in a confidential manner
- As Head Usher, provided leadership to ensure that all ushering duties were 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 2013, planned a meeting and meal inviting the deacon elects as guests

FUTURE 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
- Improve attendance at regular monthly meetings

Submitted by Sandy Perkinson

MISSION REPORTS

FIRST PRESBYTERIAN PRESCHOOL Board of Directors Report

COORDINATOR/CHAIR: Joy Worsham, Chair

MEMBERS: Judy Johnson-Vice Chairman and Deacon Representative
Courtney Scott-Treasurer
Ann Huckenbeck-Class of 2012
Benny Pope-Class of 2013
Jennifer Foy-Class of 2014
Cameron Womack-DCE (ex officio)
Jennifer Jackson-Preschool Director (ex officio)
Krista Holyfield-Parent Representative
Hadley Lee-Parent Representative
Jennifer Templeton-Parent Representative

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:

- Provide management oversight and support of the Preschool and staff as delegated by the Session of First Presbyterian Church
- 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
- Approve the employment and salaries of all Preschool personnel and present recommendations to Session for final approval
- Monitor monthly and approve the annual budget and present it to Session for final approval
- Approve the school's curriculum and assure that high standards are maintained
- Review staff evaluations from the Director
- Approve the employment of potential staff members
- Conduct an annual review and evaluation of the Director
- Act as the liaison between the Preschool and the church to promote cooperation and understanding, especially in the shared use of the church facilities
- Maintain playground and equipment
- Review and approve all fundraisers before presenting them to Session for approval
- Communicate the status and needs of the preschool to the Session through the Elder liaison
- Determine the criteria for establishing scholarships to needy students
- 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:

- Continued the use of Letters of Intent for staff
- Continued the use of contracts for teachers and teacher assistants
- Approved FunShine Express curriculum for 2012 – 2013 (Buttercups for age 2 and Fireflies for ages 3 and 4)
- Updated Policy Manual
- Updated Preschool Parent Handbook
- Conducted two half day staff development sessions for curriculum and facility usage
- Supported positive behavior initiative called "Fill Your Buckle"
- Provided observation instruments to Director for evaluation of staff
- Worked with the Transition Team to close the Preschool at St. Paul's Episcopal Church and relocate back to First Presbyterian Church

- Increased staff to Director/Lead teacher, three lead classroom teachers, and three teacher assistants due to enrollment projection and resignation
- Supported Preschool staff during an Open House
- Approved registration for March 1-15, 2012
- Observed Preschool Sunday on October 8, 2012
- Welcomed parent representatives to the Board to meet board requirements
- Held “Cookies with Santa”, Chick-Fil-A Spirit Night, Belk Days and Fun Fair fundraisers for 2012-13

CHURCH FOCUS AREAS

YOUTH: The Preschool's programs build support for each student as they become future leaders in the community.

COMMUNITY OUTREACH: The Preschool provides programs for the larger Smithfield community competitive with other preschools within the county.

COMMUNICATION AND PERSONAL PARTICIPATION: The Preschool has started using social media such as Facebook to inform the church community and the community at large of events and Preschool activities. The Preschool has the ability to use Dial My Calls to inform parents and staff of events and activities.

Submitted by Joy Worsham

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

COORDINATOR/CHAIR: Jennifer Jackson, Director/Teacher

Current Staff:

Armida Jones	5 Day Teacher
Clarisse Giddens	3 Day Teacher
Stacy Ferrell	3 Day Teacher
Pam Butler	5 Day Assistant
Jane Allen	3 Day Assistant
Kaitlyn Sproles	2/3 Day Assistant

Former Staff employed in 2012:

Melissa Pilkington,	Director/Teacher
Lori Vendel	5 Day Teacher
Pam Vickery	5 Day Teacher Assistant/Interim Teacher

MISSION:

FPP is a half-day Christian preschool for children ages 2 to 5. Our child-centered and age-appropriate program is designed to meet the needs of the total child by promoting spiritual, academic, physical, emotional, and social growth. Our goal is to provide a creative, fun, and nurturing preschool experience where our ideals and values are presented as a way of life and children associate pleasure with learning.

RESPONSIBILITIES:

- Provide professional direction of the preschool program and coordinate with all appropriate church staff and committees in accordance with the responsibilities and procedures as defined by the Preschool Policy Manual and Parent Handbook.
- Responsible for training staff in all procedures and policies of the preschool.
- Maintain a Christian environment in which each child feels safe and ready to learn
- Communication with parents, preschool board chair, preschool board members, church staff, appropriate church committees as needed and the FPP community
- Responsible for working with the Finance Officer for the collection of tuition and all money relating to preschool as well as all tasks necessary for the financial recordings, reporting and operation of FPP
- Participate in Board of Directors meetings and weekly church staff meetings.
- Responsible for all tasks necessary for the daily operation of each preschool day within the school year

ACCOMPLISHMENTS:

- Continued to work with staff to minimize the impact of our transitional location upon students and our program
- Held registration for the 2012-2013 school year
- Organized 2012 Fun Fair and 2012 Last Day of School Splash Party at SRAC
- Assisted with transition of staff changes during the 2011-2012 school year and at the beginning of the 2012 – 2013 school year
- Conducted 2011 – 2012 End of Year and 2012 Christmas Programs
- Attended weekly church staff meetings when they did not conflict with preschool responsibilities
- Worked with staff and church committees for moving day from St. Paul's Episcopal Church and into our newly renovated space, including the task of recruiting volunteers for our cleaning/move-in day
- Worked to stage the preschool for a successful facility open house for preschool
- Continued working with the Property committee after move to make our facility a safe environment for the children
- Implemented new curriculum, FunShine Express
- Redesigned and implemented organizational systems/routines after move to new space
- Worked with Board and DCE to update Parent Handbook
- Set events and school year calendar for 2012 – 2013 school year
- Attended and assisted with our staff two-day training workshops for the 2012 – 2013.
- Coordinated successful Belk Charity Sale Fundraiser
- Coordinated school-wide Thanksgiving feast, field trips to Smith's Nursery and to the fire station
- Expanded the use of Facebook as a tool to communicate with parents and the FPP community
- Worked with Billy Duncan in all financial areas of preschool operation
- Increased communication with board director, board members, church staff, finance officer and all appropriate church committee chairs outside of monthly board meetings
- Completed all duties necessary to the successful operations of preschool on a day to day basis and dealing with emergencies (such as plumbing issues and injured bats) as situations dictated

FUTURE GOALS:

- Continue to prepare children for successful school journeys
- Maintain an enrollment that will enable the preschool to sustain financial stability
- Create Directors Operational Manual
- Explore areas of program that need to be augmented and ways to effectively and efficiently prepare our students for kindergarten

CHURCH FOCUS AREAS

YOUTH:

FPP is a mission of the church. We go beyond the job of preparing preschoolers for kindergarten. We minister to parents. We work to provide a loving environment that will help build a foundation for the love of learning for our students.

COMMUNITY OUTREACH:

The Preschool held a Thanksgiving food drive for local food pantry. The Preschool also provides scholarships for families on a need basis.

COMMUNICATION AND PERSONAL PARTICIPATION:

The Preschool expanded the use of our Facebook page and sent monthly newsletters from the director

Submitted by Jennifer Jackson, Preschool Director

KICKS

(Kids in Christ Keeping the Spirit)

COORDINATOR/CHAIR: Ruth Bell – KICKS Adult Advisor from Sept to current
Brandy Holzshu - Youth Club Adult Advisor from Sept to current
Crystal Benson - KICKS Adult Advisor from Jan to Sept

MEMBERS: For KICKS - any students in grades Kindergarten through 2nd Grade. For Youth Club - any students in 3rd Grade to 5th Grade. Current membership involves 12 students - 7 in KICKS and 5 in Youth Club.

MISSION:

- To create responsible Christian youth
- To provide service to elderly church members
- To provide opportunities for giving to those less fortunate
- To create a link with our younger youth to the Adults of First Presbyterian Church

RESPONSIBILITIES:

- Be respectful of adults and peers
- Have fun learning to give instead of receive
- Listen to one another
- Be honest
- Help others

ACCOMPLISHMENTS:

- Started the year as one youth group called KICKS for Kindergarten through 5th grade with Crystal Benson as leader. Kids had fun and bonded as a group of Christian youth with play activities and a focus on mission. The kids collected food for the Food Closet and learned about that mission. The kids collected toys for Harbor House and learned about that special ministry. The kids also brought in candy and goodies to create Easter Baskets for Harbor House children. They even had an outing to Tag-UR-It in Smithfield.
- With the move into the new building and start of the new school year, we decided to create two youth groups - KICKS (for Kindergarten to 2nd grade) and Youth Club (for 3rd to 5th grade) with Ruth Bell and Brandy Holzshu leading respectively.
- For the fall, KICKS and Youth Club are using the same curriculum from Church World Service on “Build a Better World: Water”. With this curriculum the kids are hearing God’s Word and learning about how water is essential in the world and how they can help. They are playing related games and even watching related videos.
- This fall they also participated in the new building dedication Sunday and had lots of fun, games and candy at Trunk or Treat.

CHURCH FOCUS AREAS

YOUTH: KICKS and Youth Club are serving our Kindergarten to 5th grade children

COMMUNITY OUTREACH: This year the kids have learned about and collected donations for the Food Closet and Harbor House.

COMMUNICATION AND PERSONAL PARTICIPATION: Cameron Womack has provided the curriculum for KICKS and Youth Club and has been a wealth of knowledge for games and activities to go with the curriculum.

Submitted by Ruth Bell & Brandy Holzshu

PASTORAL AIDES

MEMBERS: Dot Ellmore and Betsy Olive

MISSION:

- To offer support to all those with special needs or facing crisis.

RESPONSIBILITIES:

- Assist the pastor by visiting the homebound and members who are sick or in care facilities
- Offer comfort and support to members and their families when facing a terminal illness
- Assist the pastor in serving Communion for homebound members and those in hospitals or long-term care facilities

ACCOMPLISHMENTS:

- Made weekly visits to members who were homebound or in long-term care facilities
- Provided transportation for worship and other activities for members who no longer drive
- Assisted the pastor in serving Communion to members in homes and care facilities

FUTURE GOALS:

- Provide a more organized schedule of visits while recognizing the need for flexibility in the absence of the pastor in cases of emergency

Submitted by Betsy Olive

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:

- Meet weekly throughout the year (except for holidays when the church office is closed)
- Encourage anyone in the community that is interested to learn our craft and enjoy our times of fellowship

ACCOMPLISHMENTS:

- Provided weekly meetings
- Participated in delivery of shawls to those in need
- Continued to contribute shawls to those in need because of tragedy or poor health
- Research adding a “pocket prayer shawl” ministry with a card to be distributed to those in need of our concern when prayer shawls have already been given or when we have no prayer shawls available.

CHURCH FOCUS AREAS**YOUTH:**

We have invited youth to participate when there are school holidays and we have provided youth with prayer shawls when we hear of a need.

COMMUNITY OUTREACH:

We have sent shawls to Hospice House when we hear of a need and when we have shawls available. We have visited the Public Library Crafters when they meet monthly to invite them to participate in our ministry.

COMMUNICATION AND PERSONAL PARTICIPATION:

We have spoken at Worship Service to call attention to this ministry and invited participation. We have encouraged worshipers to request and distribute shawls where needed.

Submitted by Camille Boone

THE PRESBYTERIAN YOUTH CONNECTION

THE PRESBYTERIAN YOUTH CONNECTION

COORDINATOR/CHAIR: Alec Vaughn – 2012-2013 Moderator
 Zach Rhodes – Vice-Moderator
 Cooper Horne – Activities Coordinator

Thomas Allen- Secretary/Treasurer
Joseph Hester – Sr. High Adult Advisor
Ken Allen – Sr. High Adult Advisor (2011-2012)
Evans Horne – Sr. High Adult Advisor
Sarah Pate – Middle School Adult Advisor
Abrial Gorman- Middle School Adult Advisor

MEMBERS: Any middle or high school student.

MISSION:

- To create good Christian leaders
- To participate in mission work
- To support community charities

RESPONSIBILITIES:

- Be respectful
- Participate fully
- Listen to one another
- Be honest

ACCOMPLISHMENTS:

- Prepared and served lunch to veterans through Asheville Youth Ministries
- Attended Faith in 3D conference in Orlando, Florida with youth and adults from First Christian Church
- Attended New Hope Presbytery Middle School retreat at Camp Don Lee
- Collected donations for *Souper Bowl Sunday*
- Met regularly during the school year
- Hosted several potato bake meals for the congregation
- Planned and led worship on Youth Sunday (Jane Allen, Coordinator)

Submitted by the PYC

COMMITTEE REPORTS

CHRISTIAN EDUCATION COMMITTEE

CHRISTIAN EDUCATION COMMITTEE

COORDINATOR/CHAIR: Jo James

MEMBERS: Ruth Bell, Sue Booker, Shanda Hairr, Debbie Jacobs, Nan Jones, John Lampe, Anita Liverman, Evans Horne-started Sept 1012 , Hank Robertson 2011-resigned Sept 2012 and 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
- Oversee Worship Hour Childcare Nursery
- Promote retreats, camps, and continuing education events
- Uphold the congregation's Commitment to Peacemaking
- Oversee the "Kids in Christ Keeping the Spirit" program (KICKS); and Youth Club including leader selection and training and curriculum selection and off-campus outings
- Oversee the Infant/Toddler nursery
- Host for Rally Day each September to kick off the church school year
- 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 2011-2012, Joe Hester 2012-2013 and Evans Horne, for Senior High; Jane Allen 2011-2012 and Sarah Pate and Abby Gorman 2012-2013 for Middle School
- Held a successful Vacation Bible School
- Selected Sunday school teachers, including new teachers
- Completed Disciple II course
- Organized activities for PYC: Participants attended New Hope Presbytery retreats, and attended the Faith in 3D Youth Conference in Florida
- Hosted seasonal events: Shrove Tuesday Pancake Supper, Easter Egg Hunt organized by the Covenant Class, and Rally Day luncheon
- Organized a successful program for both adults and children for the monthly Wednesday Night Fellowship Meals
- Worked with Transition committee to get Sunday School classrooms relocated during our expansion
- Organized a successful Trunk or Treat for our children, Boy Scouts and our Preschool school
- Organized our first Adventures: Advent Bible Study during Advent

CHURCH FOCUS AREAS

YOUTH:

We will be supportive of all youth programs. We will help provide food, leadership and support.

COMMUNITY OUTREACH:

We will include our Boy Scouts and Preschool groups in any church activities, such as Easter Egg Hunt, Vacation Bible School, Trunk or Treat and Adventures: Advent Bible School.

COMMUNICATION AND PERSONAL PARTICIPATION:

We will use the church bulletin, announcements at church and the Ichthus to communicate with the church family about our activities. We also use the Thursday eNews as a way to communicate with the congregation.

Submitted by Jo James

EVANGELISM AND OUTREACH COMMITTEE

COORDINATOR/CHAIR: Nichole Booker

MEMBERS: Jane Bolin, Tom Barwick, Eve Creech, Dot Ellmore, Tony Liverman, Pam Pope, Hubert Schmidt, Judy Schmidt, 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 share their faith
- To invite people into a new life in Christ
- To provide opportunities for evangelism to be learned and practiced by the church

RESPONSIBILITIES:

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

ACCOMPLISHMENTS:

- JOY Connection resumed in September after a long hiatus due to construction. It was decided that JOY Connection would operate continuously through the summer making it a twelve month program for the first time.
- Continued development of Share-a-Smile ministry which offers digital photo frames with pictures of the congregation to shut-ins
- Participated in JoCo Mission Service Project, an inter-denominational mission project in the county, by serving participants lunch on two days.
- Collected 78 shoeboxes for Operation Christmas Child.
- Supported Relay for Life with fundraisers and with participation as a church team at the countywide celebration
- Promoted and supported the “Yes We Can” food collection for the local Food Closet,
- Generated five church signs and installed them along main arteries into Smithfield.
- Developed and implemented the “Prayer Rock” Ministry. Prayer Rocks are created by children in Sunday School, Grades 3-5, and presented to anyone in the congregation who is grieving, recovering from illness, etc.
- Currently developing processes and procedures for communicating with and ministering to potential new members. Created a visitor handout to be given to visitors prior to worship on Sunday. Deacons are sharing visitor’s names with the committee and the committee is responsible for sending out visitor postcard and making a personal telephone call to the visitor. The next step will be to create a mentor program for returning visitors and those contemplating membership. Also intend on creating an orientation program for new members and those contemplating membership.

CHURCH FOCUS AREAS

YOUTH: Prayer Rock Ministry involves youth in outreach. Participating in JoCo Mission Service Project allows our youth to participate while the committee serves youth from around the county. Operation Christmas Child serves youth around the world.

COMMUNITY OUTREACH: Yes We Can Sunday serves the hungry in our community. JoCo Mission Service Project provided housing maintenance to needy families in Johnston County. New signage will hopefully reach people in the community looking for a church family. Joy Connection is offered to anyone in the community age 55 and older. The program attendance has averaged 40 people per week.

COMMUNICATION AND PERSONAL PARTICIPATION: Participated in church wide Ministry Fair which showcased our ministry and will hopefully increase committee membership and participation. New member program will hopefully improve communication between the church and potential new members.

Submitted by Nichole Booker

FINANCE COMMITTEE

COORDINATOR/CHAIR: Shirley Sharek

MEMBERS: Crystal Benson (Secretary), Steve Chance, Billy Duncan, Brandy Holzshu, David Lee, 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
- To provide stewardship education to 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 2011
- Worked with Building Committee to track, report and reconcile the building project contributions and expenses
- Maintained prompt monthly reporting of financial results
- Managed a stewardship campaign to meet the current financial needs of the Church
- Gained new insights into stewardship from Pastor Joe’s attendance at the Presbyterian Stewardship Conference in Charlotte, NC
- Compiled and submitted for approval a line item budget for 2013
- Expanded financial reporting for Preschool and provided monthly statements to parents
- Participated in Officer Training weekend to educate church officers on financial and stewardship responsibilities

CHURCH FOCUS AREAS

YOUTH: The new stewardship program will help all members, and especially our youth, to understand what stewardship is all about.

COMMUNITY OUTREACH:

The committee coordinated the four special offerings endorsed by the Church: One Great Hour of Sharing, The Pentecost Offering, The Peacemaking Offering, and the Christmas Joy Offering. We participate in these offerings with PC (USA) as part of our obligation as a connectional church. The offerings impact many individuals and groups – locally, nationally, and worldwide.

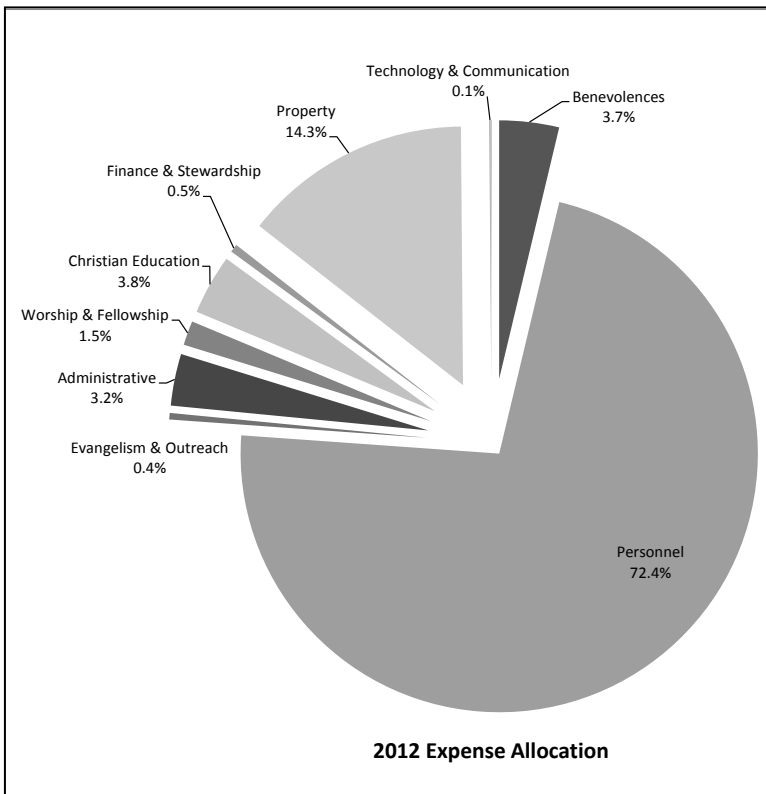
COMMUNICATION AND PERSONAL PARTICIPATION:

The committee formed a Stewardship Team with 6 at-large members of the congregation, rather than members of the Finance Committee. This team worked with a Guest Leader from outside our congregation to provide stewardship education to the congregation through personal testimony, written materials, and group events. We felt the stewardship campaign was well received and provided spiritual growth for both the Stewardship Team and the congregation.

Submitted by Shirley Sharek

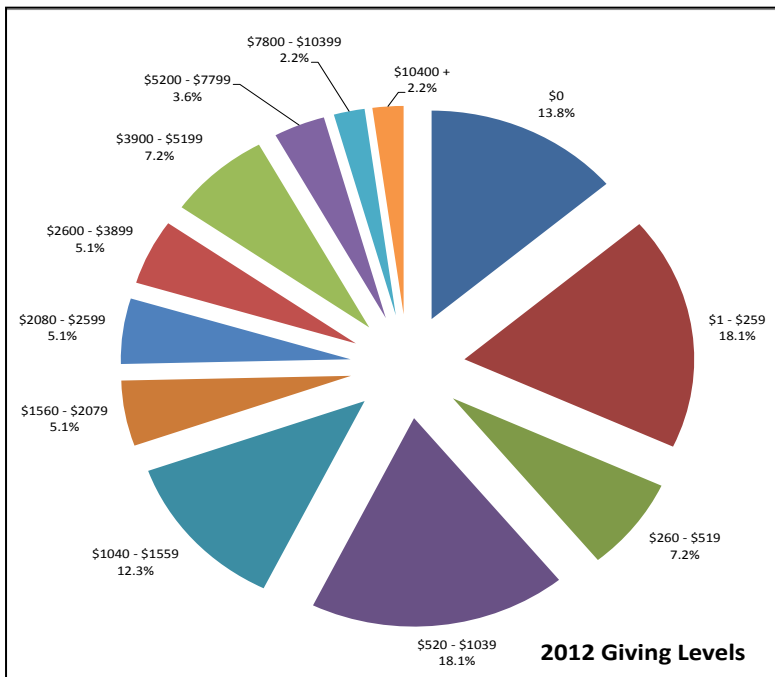
Financial Summary

Summary of 2012 Operating Results		
Revenues		
General Contributions*	294,562	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 \$1481 sales tax refunds.
Expenses		
Benevolences	10,984	Contributions to Presbytery, PC (USA), missionary support, emergency discretionary fund, SAM, Contact Ministries, and Presbyterian Preschool support.
Personnel	213,105	Staff salaries, benefits, professional expenses, payroll taxes, and workman's comp insurance.
Evangelism & Outreach	1,197	JOY Connection, mission trips, local signs.
Administrative	9,539	Bulletins, postage and supplies; accounting and professional fees.
Worship & Fellowship	4,476	Music conferences, communion, kitchen supplies, fellowship meals, choir and hand bell music, athletic teams and piano and organ tuning.
Christian Education	11,049	Leadership education, curriculum, youth conferences, retreats and camps, Vacation Bible School.
Finance & Stewardship	1,505	Meals and administrative.
Property	42,127	Building and grounds maintenance, utilities, custodial supplies, insurance and taxes, telephone and internet and equipment maintenance.
Technology & Communication	267	Web site hosting, computers & networking
Miscellaneous	111	
Total Expenses	294,359	These expenses are reduced by \$6258 in contributions for specific line items.
Net Surplus	202	



Current Assets		
Bank Accounts		
FCB Operating Checking Account	\$	4,597
FCB - Building Account	\$	95,140
FCB - Reserve Account	\$	2,276
Total Bank Accounts		\$ 102,013
Investment Accts-Raymond James		
Mortgage Reserve Fund	\$	110,675
Memorial Fund	\$	28,964
Property Account	\$	49,243
Wilson Compassion Fund	\$	16,512
Evelyn Avera Fund	\$	53,657
Endowment Fund	\$	53,490
RJ Reserve Account	\$	5,900
Total Investment Accts		\$ 318,441
Fixed Assets		
Land	\$	201,310
Building	\$	2,673,690
Furniture & Fixtures	\$	31,847
Sound System	\$	46,565
Music	\$	15,608
Total Fixed Assets		\$ 2,969,019
Total Assets		\$ 3,389,474
Liabilities		
Payroll Taxes	\$	3,693
FCB - Line of Credit	\$	300
Misc. Accrued Liabilities	\$	1,000
Long Term Liabilities		
FCB - Building Note Payable	\$	1,483,819
Total Liabilities		\$ 1,488,812
Fund Balance		\$ 1,900,662

Offerings and Contributions



This chart represents the 2012 general fund giving levels for the congregation of First Presbyterian Church in Smithfield. In addition to the contributions of \$294,562 to the general fund, contributions included:

- \$341,496 – Building Fund
- \$ 7,465 – Emergency Discretionary Fund
- \$ 4,159 – Special Offerings



PERSONNEL COMMITTEE

COORDINATOR/CHAIR: Wayne Dockery

MEMBERS: Camille Boone, Linda Crowder, Greg Knoll, Brent Booker, Tom Roberts, Joe Hester (ex officio). Special thanks to Jim Henderson for his many years of faithful service to this committee as both member and chair. In addition, we added Brent Booker this year and look forward to using his gifts.

MISSION:

- To address the policies, procedures, and practices of the church as they relate to our staff personnel.
- To advocate on behalf of staff for safe and professional working conditions, proper compensation, and opportunities for professional growth.
- To give guidance to the staff on personnel policy.
- To provide an avenue in which employees can present concerns or problems for discussion and resolution.
- To give staff feedback on their performance.

RESPONSIBILITIES:

- Review and recommend position descriptions for all staff
- Review and recommend to Session compensation packages for all staff
- Conduct annual performance reviews for the 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:

- Advised Preschool and DCE in selecting new director and teachers
- Completed annual budget submission
- Completed annual staff reviews
- Continued ongoing work to strengthen our Safe Church policy

CHURCH FOCUS AREAS

YOUTH: The committee worked to ensure that staff retains a focus and developing programs for this area.

COMMUNITY OUTREACH: The committee conducted training for incoming church officers on this committee's work.

COMMUNICATION AND PERSONAL PARTICIPATION: The committee created a slide show explaining the committee's responsibilities to be shown during open house.

Submitted by Wayne Dockery

PROPERTY COMMITTEE

COORDINATOR/CHAIR: Bill Sharek

CURRENT MEMBERS:

Brent Booker, Evans Horne, Lee Johnson, Jayson Naylor, Frank Olive, Ricky Pate, Daniel Scott 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.

Special notation for the year 2012

First Presbyterian Church approved and commenced the building project during the year 2011 and continued through September 2012. Throughout most of the year, the Property committee worked in direct conjunction with the Building committee and its sub committees as needed for the building project. The project was completed in September 2012 at which time the Property committee's scope and responsibilities became dramatically impacted.

It became necessary for the committee to evaluate all aspects of the committee, including structure, building officer duties, maintenance issues and general responsibilities of normal and routine upkeep.

Due to current 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 "2012 future goals" established will be directly impacted by this building project. The Property committee will work closely with the Building committee to address each the items shown below in future goals.

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
- Maintain the computers and office equipment

- Manage custodian duties
- Oversee building officer duties
- Maintain church property inventory
- During 2012 to continue to work in conjunction with building committee and sub committees as necessary during construction

ACCOMPLISHMENTS:

- Installed new front sign for church
- Installed all new landscaping around church and new addition
- Fixed and repaired columbarium fountain and entrance gates
- Replaced two air conditioner compressors and one fan motor
- Replaced all sanctuary bulbs
- Installed backflow preventer in accordance with State regulations
- Re-installed preschool playground and added new surface and boarders
- Completed a comprehensive review of property insurance coverage.
- Performed preventative maintenance on projector and camera system
- Improved the parking lot area across Church Street. Cleared and graded lot
- Worked closely with Transition committee to pack, move and store and move back in furnishings after construction
- Refinished and repainted a large portion of church furnishings for use in new building
- Coordinated removal, remediation and regulatory compliance requirements for the discovered underground oil tank during construction. This carried over from 2011 into 2012 and required a significant follow-up for refunds of money spent and regulatory compliance with State DENR. Successfully qualified for and received refund from State DENR amounting to approximately \$26,000.
- Replaced spot lights in choir loft area
- Completed annual fire marshal review and all fire extinguishers were renewed.
- Repaired sanctuary heating boiler system by replacement of valves and circulating motor
- Established new key code system for entire church and had number to follow same key code plan and changed all existing locks to match new plan
- Repaired and re-painted front and side doors of church due to the existing doors were in poor condition
- Ran a successful brick redemption program to assist the building committee to help reclaim over 3000 bricks from the old building to be using the new building. This happened over six consecutive weekends and had well over 120 people involved.
- Repaired roof flashings at church bell tower
- Install exterior emergency and security lighting.
- Install security system at church during building project

FUTURE GOALS:

- Restructure committee to be able to handle and manage the increased responsibilities
- Hold a church wide yard sale in order to sell excess property left over from the building project and to vacate the warehouse being loaned to us by John Shallcross
- Establish comprehensive building use policy and guidelines.
- A written and detailed operations manual is necessary to be completed during the 2013 after CO is obtained on new building.
- Repair the bell tower room of the church – deferred from 2013 as a result of an approved BSA Eagle project.
- Resume lighting of bell tower stained glass windows after pre-school material are moved into new building. This is planned to be done as part of the Boy Scout Eagle project

- As related to the new building, during 2013 it will be necessary for the committee to evaluate and implement changes necessary to restructure committee, including staffing and membership structure, building officer duties, maintenance issues and general responsibilities of normal and routine upkeep.

CHURCH FOCUS AREAS

YOUTH: The committee currently has one youth member. Also, many of the youth have been asked to assist in a variety of projects during the transitional and building time. At least one youth will be working with the Property committee to finish the Prayer Room as part of his Eagle project.

COMMUNITY OUTREACH: By assisting the church with expansion and renovations, the Property committee has helped our church to become more available for use among community groups.

COMMUNICATION AND PERSONAL PARTICIPATION: There have been and will continue to be many opportunities for church, mission, and community participants to be involved in. The committee has frequently made reports during worship about the status of ongoing projects and assisted heavily in the Dedication celebration.

Submitted by: Bill Sharek

NOMINATING COMMITTEE

COORDINATOR/CHAIR: Ken Allen and Joy Worsham

MEMBERS: **Benny Pope** (Presbyterian Men), Rich Huckenbeck (Deacon), Shanda Hairr (Presbyterian Women), Ken Allen (Elder), Cooper Horne (Presbyterian Youth), Joy Worsham (Elder), and Reverend Joseph L. Hester (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 2015
- 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: Ruth Bell, Eddie Hairr, and Shirley Sharek and Office of Deacon: Tom Barwick, Brent Booker, Abby Gorman, Troy Lester (one year of unexpired term), and Sarah Pate.
- Presented a slate of officers during a congregational meeting

CHURCH FOCUS AREAS

YOUTH: The committee supports the nomination of young adults that are candidates for church officers

COMMUNITY OUTREACH: By assisting the church with selecting effective officers, the committee is helping to ensure that those officers will continue the outreach ministries embraced by the church.

COMMUNICATION AND PERSONAL PARTICIPATION: All nominees were asked to submit pictures and biographies to share their faith journeys with the congregation prior to election. The bios were printed and included in the church newsletter and as bulletin inserts prior to elections.

Submitted by Ken Allen and Joy Worsham

STRATEGIC PLANNING, REVIEW, AND EVALUATION COMMITTEE

COORDINATOR/CHAIR: Debbie Jacobs

MEMBERS: Nichole Booker, Jimmy Hooks, Nan Jones, Rodney Wilson, 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:

- 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:

- Completed the 2011 Annual Report of the Church
- Compiled, edited and distributed 2011 Annual Report of the Church to church members through print and electronic media and posted on the church's website
- Trained committee chairs on standardization of minutes and agenda format during the officers' retreat
- Reviewed congregational input on their visions for what the expanded church "could" be through focus group meetings
- Continued our own visioning process for future ministries and missions of the church
- Conducted a retreat with Session preceded by a "round table" discussion with Session to share information gathered through demographically selected focus groups
- Submitted monthly articles to the Ichthus on the work of the committee
- Recommended the establishment of a Communication and Technology committee to Session (approved)
- Recommended establishing an Organizational Task Force to evaluate the current committee structure and church organizational structure (approved)

FUTURE GOALS:

- Provide evaluation instruments for 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 Debbie Jacobs

WORSHIP AND FELLOWSHIP COMMITTEE

COORDINATOR/CHAIR: Ken Allen

MEMBERS: Nan Jones, Nancy Lee, Miriam Lore, Sandy Perkinson, Sarah Pate, Birmah Stemler, Dwight Dockery (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

ACCOMPLISHMENTS:

- Made requests to Session for special worship services and other "Acts of Worship": Ash Wednesday service, Noon Lenten services, Maundy Thursday Tenebrae service with communion, Holy Week Pilgrimage and Prayer vigil, Good Friday service, All Saints Sunday service, Service of Healing and Wholeness service, Christmas in a Barn service, Christmas Eve service
- Served seven church-wide fellowship meals; meals were held jointly with First Christian Church of Smithfield in the First Christian Church fellowship hall.
- 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 2012 budget
- Prepared and distributed an Advent Devotional Book with devotions written by church members

FUTURE GOALS:

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