

# 2009 Annual Report

October 1, 2008- December 31, 2009

Compiled by the Strategic Planning, Review and Evaluation Committee

Approved by Session on March 1, 2010



## 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**  
**2009 Annual Report**

**Staff Reports**

**PASTOR**

Dear members and friends of First Presbyterian Church,

It is my privilege to share with you our 2009 Annual Report. The report reviews the recent calendar year 2009 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 recently formed 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 gathered by SPRE is shared with the Session and you, the congregation, both through this annual report and at the annual meeting as required by the Book of Order Sect. G 7.0302. In 2009 the committee membership included Ann Huckenbeck, chair; Stan Coats, Jimmy Hooks, Tom Howerton, and Debbie Jacobs.

I invite you to look beyond the black and white print and see this record of 2009 as your story brought to life in the faces and the words and deeds of your fellow members and friends. Together we are the Body of Jesus Christ guided by the Holy Spirit. Together we have faced our losses, shared our faith and at times our grief, and celebrated the blessings of God in our midst. In 2009 we marked a milestone with thirty years of service to the community through our Church Preschool Program. Additionally, through a specially designated gift from the estate of Dorothy Pilch, we were able to bring new sound and video and a wireless connection to the entire church facility that has enabled improvement of worship and technological outreach.

During 2009 we remembered and honored the lives of five people who entered the Church Triumphant. We celebrate their lives as we recall them here:

Neal Welch - Jean Harper - Howard Gupton – David Atkins-Stan Adams

The past year was a significant year of challenge for our nation and world as we witnessed the collapse of many financial institutions. With our families and neighbors, we have been and continue to be affected by these events. I commend to you the faithful vigilance and planning of our Finance Committee and its recommendations to Session throughout the year that enabled the church to do more with less. Their recommendations to Session have enabled us to make significant strides in the efficient management of our finances with the institution of the new ACS software. Having this capability will enable us in 2010 to continue the confidentiality of individual giving, provide the staff and church leadership with a secure, shared membership database, and make information more rapidly available. It remains the continued goal of the

Session to ensure that our financial stability and stewardship is transparent and sound. At any time, if you have a question regarding the budget or financial status, all you have to do is speak with the chair of the Finance Committee or the Church Treasurer or a member of Session who will readily answer or secure the information you seek.

In the fall of 2009 we welcomed Kathy Rice as our new Handbell Director. Camille Boone stepped back from this position while continuing her strong leadership of the music program as Director of Choirs. Together with Cameron Womack, Myra Wallace, Melissa Pilkington, Thad McCrae, and Frances Churchill, the church staff remains dedicated in our respective roles to support and resource and supplement the work of the Session and congregation.

Our youth program continues to grow with the addition of new families and new leadership. They are moving into new spaces as their needs are met within our current facility. Despite increasing costs, the Montreat Youth Conference remains a highlight for our high school students and through the generosity of members and parents, we were able to send one of our largest groups in a decade. In our mission and outreach, we continued our current local ministries and were able to send a joint delegation from First Presbyterian and Oakland Presbyterian Church to Church of the Pilgrim in Washington DC to engage in ministries within an urban setting.

Some of the most significant and influential planning for our future corporate life occurred through the steady work of the Building Committee as they planned and gathered information complemented by the talents of architect Ryan Lockett of Integrated Design and John Bush, financial campaign consultant. The result of their work has culminated in a proposed renovation and expansion of our current facilities; that proposal will be shared with the congregation in early 2010.

Prayerfully and joyfully 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  
February 14, 2010

## 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 Disciple II with 21 participants
- Led Wednesday Morning Bible Study in September; topic: *The Great Ends of the Church*
- Helped to implement the “Girls Night Out” monthly event
- Organized a Young Adult Trip to *A Christmas Carol* in Raleigh
- Organized PYC retreats to Presbytery Retreats, Faith in 3D in Disney World and Montreat Youth Conference
- Attended the Montreat Youth Conference as a back-home leader
- Represented staff on Preschool Board
- Organized the Lay Readers, Time with Children, acolyte and trinity ringer schedules
- Planned and led a Christian Education committee retreat
- Helped organize an Adult Mission Trip to The Pilgrimage in Washington, D.C.
- Organized and served as Director of Vacation Bible School: *Discovery Canyon*
- Participated in the Community Lenten Unity Service
- Provided monthly worship leadership; preached on three Sundays
- Recruited Sunday school teachers for 2009-2010, ordered curriculum and provided training opportunities; recruited three new teachers.
- Organized the PYC Youth Advisors for 2009-2010; recruited 2 new advisors
- Organized childcare, catering and team of volunteers for NHP *Growing Together* education event at Johnston Community College
- Served as resource for the following boards and committees: Session, Board of Deacons, Christian Education, Worship and Fellowship, Evangelism and Outreach, Building
- Organized and led a “Faith and Sexuality” curriculum for the Presbyterian Youth Connection
- Coordinated volunteers for Summer Sunday school
- Organized a “Parent’s Meeting” in August to review policies and plans
- Coordinated and wrote a “Journey of Faith” guide for families
- Coordinated the formation of a “Safe Church Task Force” to write and implement a policy for safeguarding our children and youth.

### FUTURE GOALS:

- Develop a “Ministry of Greeting”
- Organize the community’s involvement in *Bridges of Faith*
- Continue to teach Disciple and Wednesday Morning Bible Study
- Organize more Young Adult fellowship opportunities including family and couples’ events
- Organize and plan retreats for the PYC
- Offer Parenting workshops for families
- Establish and begin implementing a “Safe Church Policy”
- Attend APCE in Nashville in January 2009
- Begin work on Certification
- Organize a Women’s retreat based on interest gathered by the CE Committee

*Submitted by Cameron Womack, DCE*

## **CHOIR DIRECTOR**

**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 handbell choir
- 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
- Directed the handbell choir when they provided all of the music for the worship service- approximately four times during 2009
- Directed music time during Vacation Bible School
- Planned for and directed several opportunities for children to participate in the music program during worship services
- Planned for and directed a “Choir Sunday” where the choir provided the lead for the entire worship service and honored our three oldest choir members. Family members for each of the honorees were invited to attend the special service.
- Attended the Montreat Worship and Music Conference with one choir member and one handbell choir member

### **FUTURE GOALS:**

- Assist in securing a part-time Handbell Director
- Begin a handbell choir for children
- Continue involving children in the musical portion of the worship service

*Submitted by Camille Boone*

## **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
- Served as editor for the monthly newsletter, the ICHTHUS
- Published the Presbyterian Women's handbook
- Provided copies of minutes and agendas monthly to all elders
- 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 audiotapes, name tags, postcards, duty cards, etc., for Deacons
- Called to remind those responsible for sanctuary flowers each week
- Helped purge church rolls
- Created an informational insert for Nominations of Church Officers and ballots for their election
- Acknowledged memorials and honorariums to both donors and recipients
- Helped to create bulletin boards for hallways and for Sunday school classrooms
- Kept concern board updated

**FUTURE GOALS:**

- Get new computer
- Have the same software on all church computers
- Have a dedicated computer and desk; other users will be given their own equipment and space.

*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
- Prepare offering designation sheet for CPA

- 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:**

- Evaluated and helped select new accounting software for church
- Facilitated transfer of funds from bank to multiple investment accounts that were opened at Session's request
- Trained new Disbursing Treasurer
- Assisted in implementation of voucher/purchase order system
- Initiated closure of multiple funds at banks
- Prepared special reports required for planning

**FUTURE GOALS:**

- Continue to serve as resource to building campaign consultant
- Monitor full implementation of new accounting system

*Submitted by Beth Osborne*

**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 and met to review applications and awarded three \$1000 scholarships.
- Served as member of Strategic Planning, Review and Evaluation committee

### **SIGNIFICANT SESSION ACTIONS:**

- Approved 2009 and 2010 church budgets
- Approved four baptisms (Daniel Chester Scott II, Thomas Royster Howerton III, Aaron Edward Hairr, Michael Buckley Lynch)
- Recorded deaths of four members (Jean Harper, Howard DeWitt Gupton, David Arnold Akins, and Stanford Morgan Adams)
- Approved sixteen new members and one Affiliate member (Profession of Faith: Thomas Allen, Thomas Howerton, Cooper Horne, Stephanie Johnson, Walker Malphrus, Alec Vaughn; Reaffirmation of Faith: Jamie Foy, Tom Roberts, Kerrie Rossi, Wayne Dockery, Diane Dockery, Caitlin Dockery, Jacob Dockery, Daniel Scott; Letter of Transfer: Jane Harrell; Affiliate: Sonia Murdock)
- Approved the transfer of six members (Wayne Currie, Laura Currie, Paul Hess, Zabetta King, Karl Hess, Molly Hess)
- Approved the adoption of the "Seeking to Be Faithful Together" guidelines
- Elected commissioners to all stated Presbytery meetings and received reports from them
- Approved the following Bible studies and program studies: "What Every Church Member Should Know About Poverty", Disciples II, Jonah, "The Great Ends of the Church", Handel's Messiah, and Confessions and Creeds
- Approved a Safe Haven church policy
- Approved the hiring of an architect for a building renovation and expansion project
- Approved the hiring of John Bush to assist with a capital building campaign
- Approved the church's participation in the community "Big Read" program and hosted a community meeting for discussion
- Approved the formation of a Strategic Planning, Review and Evaluation committee
- Approved the purchase of a set of chimes for the Handbell Choir
- Approved a Prayer Vigil and a Holy Week Pilgrimage during Holy Week
- Approved guidelines to maintain network security for the church's infrastructure
- Approved a service of healing and wholeness
- Approved amendments to the church's vacation and sick leave policy for personnel
- Approved the distribution of a "Time and Talent survey"
- Approved the formation of a commission to address concerns with the Preschool and to assist the Board of Directors in formulating a long range plan

- Approved the selection of Sandra Johnson as our Older Adult Award nominee to Presbytery
- Approved the formation of a new ministry, the Prayer Shawl ministry
- Approved the hiring of a part-time handbell director
- Approved a policy manual and employment guidelines for the Preschool
- Approved a policy to ensure consistent formatting and storage of all committee agendas and minutes in hardcopy and electronic form
- Approved the move to in-house bookkeeping with ACS software

**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*

**FIRST PRESBYTERIAN CHURCH SMITHFIELD  
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**MISSION REPORTS**

**FIRST PRESBYTERIAN PRESCHOOL**

**COORDINATOR/CHAIR:** Kelly Coats, Preschool Board of Directors Chair, Melissa Pilkington, Preschool Director (ex officio)

**MEMBERS:** Staff: Sheree Murray (Teacher)  
 Susan Reynolds (Teacher)  
 Lori Vendel (Teacher)  
 Jennifer Jackson (Assistant)  
 Judy Lee (Assistant)  
 Pam Vickery (Assistant)  
 Lynn Johnson-Smith (Music)  
 Board of Directors: Debbie Henderson  
 Tom Howerton  
 Ann Huckenbeck  
 Betsy Olive  
 Courtney Scott  
 Cameron Womack (ex officio)

**MISSION:**

- To provide a half-day Christian preschool for children ages three to five

**RESPONSIBILITIES:**

- To provide a program that is child-centered and age-appropriate and is designed to meet the needs of the total child by promoting spiritual, academic, physical, emotional and social growth
- 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

**ACCOMPLISHMENTS:**

- Provided a preschool experience to 49 students
- Held conferences with parents to review and discuss student progress
- Invited Dr. Kathy Ward to visit and share her experience in Alaska with the students
- Assisted a preschool family with household furnishings and donations following a house fire
- Hosted Fun Fair in April and raised approximately \$3000.00
- Participated in Preschool Sunday and shared in the service and worshipped with church members
- Held Easter egg hunts for children
- Took field trips to Pullen Park, a miniature horse farm, the Smithfield Fire Department, and Wilson's Family Market
- Held Beach Day and end-of-the-year programs to share our many accomplishments with parents and church members
- Presented a slide show to parents and guests of the year's activities
- Held a toy drive to benefit children's hospitals for "The Dancing Butterfly Foundation," a foundation begun in memory of a former preschooler (Lyndsay Brewer) who passed away at age 5 from cancer.

**FUTURE GOALS:**

- Continue to provide a Christian, nurturing preschool program for children ages 3 to 5
- Increase enrollment to maximum capacity
- Continue to offer scholarships to students that need assistance

*Submitted by Melissa Pilkington*

**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 an opportunity for food, fun, and fellowship for people aged 55 and older monthly

**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

**FUTURE GOALS:**

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

*Submitted by Lucy Watson*

## **THE PRESBYTERIAN MEN**

**COORDINATOR/CHAIR:** Ken Allen and Evans Horne

**MEMBERS:** Any male church or community member

**MISSION:**

- To provide an opportunity for fellowship for the men of 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 a meal, fellowship and program to attendees monthly
- Assist groups within the church and community when requested

**ACCOMPLISHMENTS:**

- Served breakfast to an average of 13 men on the first Saturday of each month except July
- Raised \$1,240.05 at the 2009 Ham and Yam Festival
- Donated 125.00 to the church's general fund
- Donated \$400.00 to Boy Scout Troop 95
- Donated \$400.00 to Cub Scout Troop 95
- Assisted in the setting up and taking down of the Easter cross
- Provided a representative to serve on the Nominating Committee

**FUTURE GOALS:**

- Continue to meet regularly and provide fellowship opportunities to the men of FPC and their friends
- Provide service to the church as opportunities and needs arise
- Donate and disperse funds to worthy organizations and causes in the community
- Provide study and/or educational opportunities as part of the regular monthly breakfast meetings

*Submitted by Ken Allen*

## **THE PRESBYTERIAN WOMEN**

**COORDINATOR/CHAIR:** Mary Miller and 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 – Camille Boone, 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 three bereavement meals
- Sent 23 Christmas Care packages to college students
- Coordinated church members to provide weekly flower arrangements and seasonal decorations
- Provided refreshments for the weekly Lenten services
- 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
- Prepared and delivered gift baskets to shut-ins and the elderly in May and December
- 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*

**FIRST PRESBYTERIAN CHURCH SMITHFIELD  
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**COMMITTEE REPORTS**

**BUILDING COMMITTEE**

**COORDINATOR/CHAIR:** Stan Coats

**MEMBERS:** John Booker II, Rich Huckenbeck, Harold Langdon, Joyce Lee, Anita Liverman, James Malphrus, Bill Sharek, Shirley Sharek, and Joe Hester (ex officio), Pastor

**MISSION:**

- To analyze the church's current facilities to determine what changes are necessary to ensure that we are providing for the facilities needs of future generations
- To explore those changes that will meet the missions of the church

**RESPONSIBILITIES:**

- Discern the short-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 project(s)
- Exercise fiduciary responsibility to ensure the best use of the church's assets
- Guide the process of fundraising and building once the needs have been established

**ACCOMPLISHMENTS:**

- Visited area churches that have completed building projects and renovations to provide insight into how other churches accommodated their needs (ie., what worked and what didn't work and how satisfied the churches were after the completion of their projects)
- Interviewed architects and visited projects on which these architects had worked
- Selected an architect and began the process of drafting plans for a church expansion/renovation based on previously established needs

**FUTURE GOALS:**

- Meet with small groups of the church to gather their input and talk to them about the project
- Complete a preliminary set of drawings and make a presentation to the congregation
- Establish regular communications with the congregation to facilitate information about the progress of any building projects
- Seek guidance on a capital fundraising project to determine if it is feasible to launch in the current economic climate

*Submitted by Shirley Sharek*

**CHRISTIAN EDUCATION COMMITTEE**

**COORDINATOR/CHAIR:** Nan Jones

**MEMBERS:** Jennifer Foy, Debbie Jacobs, Robin Malphrus, Beth Osborne, Ann Ragland, Joy Worsham, Cameron Womack, D.C.E. (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
- Distribute the Presbyterians Today magazine
- Coordinate adult and children’s programs for the monthly Fellowship Meal

### **ACCOMPLISHMENTS:**

- Coordinated New Wednesday Morning Bible Studies: “What Every Church Member Should Know About Poverty,” “Jonah,” and “Reformed Worship”
- Recommended a Team of Youth Advisors: Ken Allen, Kelly Coats, Evans Horne, Shelley Roberts, Benny and Pam Pope
- Held a successful Vacation Bible School: *Discovery Canyon*
- Selected Sunday school teachers, including new teachers
- Completed Disciple I course with 10 participants and Disciple II class began with 24 participants.
- Continued “Girls Night Out” as an extension of the Young Adult Ministry
- Organized activities for PYC: Participants went to “Faith in 3D” conference at Disney World, New Hope Presbytery retreats, and nine youth attended the Montreat Youth Conference
- Hosted seasonal events: Shrove Tuesday Pancake Supper, Easter Egg Hunt organized by the Covenant Class, Rally Day, Teachers’ Breakfasts
- Held High School Graduation recognition
- Eight adults visited the Mill Creek Labyrinth in Four Oaks
- Organized a successful program for both adults and children for the monthly Wednesday Night Fellowship Meals
- Organized a Confirmation Class with six participants who were received into membership on April 12, 2009
- Created *Journey of Faith Travel Guide* which highlighted Core Curriculum
- Conducted “Lets Be Real” Faith and Sexuality program for youth
- Conducted parents meeting

### **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
- Offer Bible Studies including "Disciple Course Spiritual Disciplines" and "Handel's Messiah"

*Submitted by Nan Jones*

## **EVANGELISM AND OUTREACH COMMITTEE**

**COORDINATOR/CHAIR:** Betsy Olive

**MEMBERS:** Sunnie Chance, Eve Creech, Dot Ellmore, Tony Liverman, Pam Pope, Lucy Watson, Cameron Womack, D.C.E. (ex officio), Joe Hester, Pastor (ex officio)

**MISSION:**

- To provide opportunities for evangelism to be learned and practiced by and in the church
- To provide opportunities for members to articulate their faith
- To witness in word and deed to the saving grace of Jesus Christ
- To invite people into a new life in Christ
- 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:**

- Organized a mission trip to the Pilgrimage in Washington, DC for FPC members and invited members from Oakland Presbyterian to participate
- Hosted a weekend visit for the Reverend Dr. Nuhad Tomeh and invited him to lead worship
- Assisted with Operation Christmas Child
- Participated in Tools of Hope and the Blanket offering for Church World Services
- Continued the Joy Connection lunches and programs from September through May with an average attendance of 55
- Continued providing a presence on the Internet with a website
- Offered DVDs of worship services to members that are not able to attend or visitors that request them
- Fed lunch to Mission Serve participants during the summer when they arrived in the county
- Published a page in the Selma News Directory that is distributed to local motels, the Chamber of Commerce, and other local newspapers
- Participated in the Relay for Life celebration with other groups in the county
- Collected extra food donations for the Smithfield Area Ministries food closet during Stewardship month
- Promoted the "Yes We Can" food collection program on the first Sunday of each month

**FUTURE GOALS:**

- Implement the *Bridges of Faith* program
- Implement a Greeters' Ministry
- Expand the website and offer additional options for information
- Encourage more congregational participation in mission trips

- Implement a Visitation Team to visit sheltered members
- Continue participation in mission conferences

*Submitted by Betsy Olive*

## **FINANCE COMMITTEE**

**COORDINATOR/CHAIR:** Shirley Sharek

**MEMBERS:** Crystal Benson (Secretary), Steve Chance, Billy Duncan, Jimmy Hooks, John Lampe, Tony Liverman, Beth Osborne (Treasurer), Courtney Scott, 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 2008
- Reestablished and improved the sales tax refund process
- Established a voucher process for expenditures
- Researched, recommended and began implementation for new financial and membership software
- Recommended and began implementation for transfer of financial activity from outside accounting service to in-house processing
- Managed a stewardship campaign to meet the current financial needs of the Church
- Established accounts with Raymond James Investments to exercise better fiduciary management of church assets

**FUTURE GOALS:**

- Continue to increase awareness of financial activity and results
- 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

## 2009 Financial Results

As part of our commitment to the universal church and to support the Presbytery, First Presbyterian Church in Smithfield increased their giving from 2008 to 2009 by 89 %!



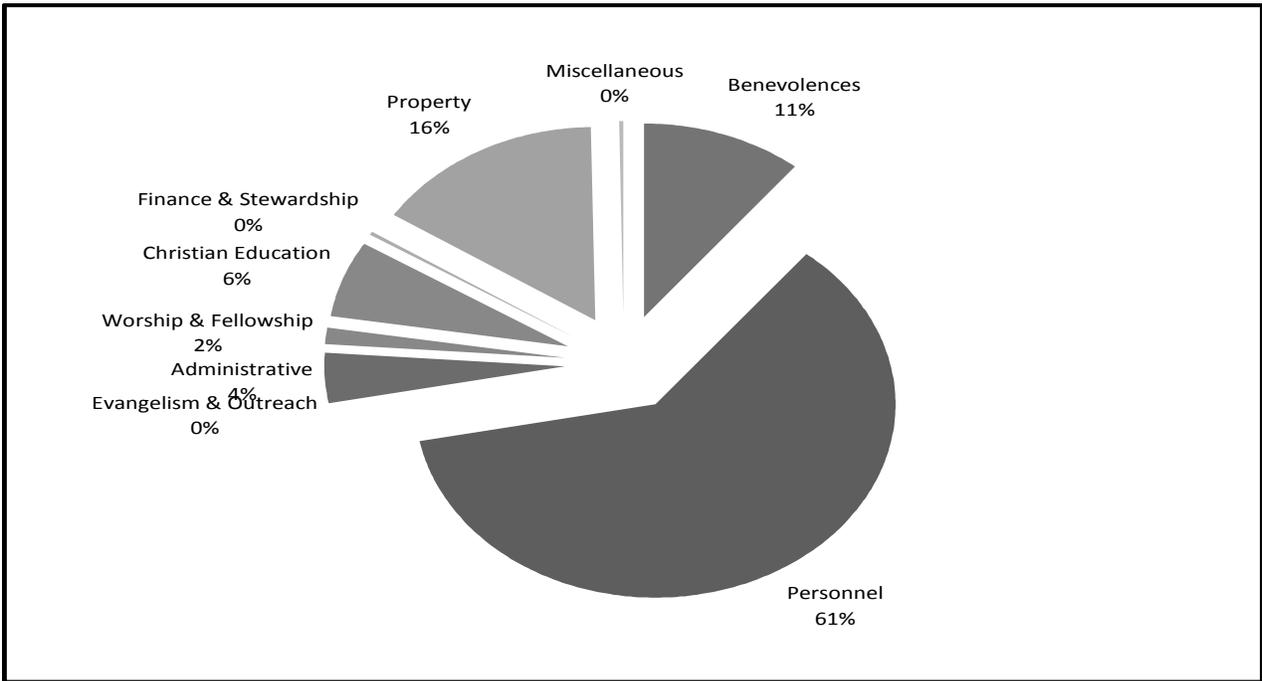
Thanks to a designated gift from the estate of Dorothy Pilch, the church was able to purchase and install a new sound and video system, new tables, and new choir chimes. The sound and video system broadens our ability to reach out to those not able to be in the sanctuary for worship services. The service is audibly broadcast throughout the church, is visually broadcast in the fellowship hall, and is recorded for those who would like to receive it at home.



FPC Assets & Investments	Cash Balance @ 12/31/09	Market Value @ 12/31/09	Description
Cash - Checking Account	13,213.62 **		This account is used to receive & disburse the operating funds of the church. ** Balance has been reduced by \$5770 for 2009 obligations paid in 2010.
Cash - Reserve Account	51,128.71		Fund is maintained for expenses beyond the current needs of the church in the event income decreases.
Capital Building Fund *		242,453.27	Fund is maintained for funds received and disbursed for approved capital campaigns.
Memorial Fund		75,352.93	Fund is maintained for receiving contributions in memory of deceased friends and relatives. The monies will be spent as directed by the Session to fund special needs that cannot be funded through the annual budget.
Property Account		39,517.35	Fund is maintained for large expenses related to Church property. Monthly rent received & use of building fees shall be deposited into this account.

Wilson Compassion Fund		13,822.21	Funds maintained for earnings to be transferred to Emergency Discretionary Fund to help the poor.
Avera Scholarship Fund		45,051.79	Fund earnings to be used to fund scholarships for church members.
Endowment Fund *		46,178.37	Fund maintained for the use of the church as directed by the Session.
Martin Youth Fund		9,647.73	Funds to be used to fund youth activities.
Lampe Fund *		18,805.33	Fund to be used for building & grounds maintenance or future construction.
Total	\$70,112.33	\$ 490, 828.98	
<i>* These funds can be used for the Capital Building project</i>			

<b>Summary of 2009 Operating Expenses</b>		
<b>Revenues:</b>		
General Contributions	\$289,681	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.
<b>Expenses:</b>		
Benevolences	\$36,224	Contributions to Presbytery, PC (USA), missionary support, emergency discretionary fund, SAM, Contact Ministries, and Presbyterian Preschool support.
Personnel	\$204,108	Staff salaries, benefits, professional expenses, payroll taxes, and workman's comp insurance.
Evangelism & Outreach	(\$210)	JOY Connection, web site hosting, mission trips, local newspaper ads.
Administrative	\$13,693	Bulletins, postage and supplies; accounting and professional fees.
Worship & Fellowship	\$5,122	Music conferences, communion, kitchen supplies, fellowship meals, choir and hand bell music, athletic teams and piano and organ tuning.
Christian Education	\$20,812	Leadership education, curriculum, youth conferences, retreats and camps, Vacation Bible School.
Finance & Stewardship	\$766	Meals and administrative.
Property	\$52,269	Building and grounds maintenance, utilities, custodial supplies, insurance and taxes, telephone and internet and equipment maintenance.
Miscellaneous	\$1,103	
<b>Total Expenses</b>	\$333,886	These expenses are reduced by \$15,774 in contributions for specific line items.
Net Deficit	(\$44,205)	This amount is the net result of Revenues received during 2009 and expenses paid in 2009. (See note below)



NOTE: The deficit generated in 2009 was anticipated and approved by the Session and congregation at the time the 2009 budget was presented to enable the continuation of the ministries and missions of the Church. We were able to cover this deficit by funds available in the Church's reserve funds, which included the cash balance of approximately \$40,000 at the beginning of the year. The deficit did not place the Church in any type of past due or arrearage in its obligations. All costs associated with ministries, missions, operations and administration have been fully paid by the Church.

*Submitted by Shirley Sharek*

### **PERSONNEL COMMITTEE**

**COORDINATOR/CHAIR:** Jim Henderson

**MEMBERS:** Ellen Adams, Eve Creech, Billy Duncan, Bonnie Hooks, Shirley McNeill, 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:**

- Completed a review of the FPC Personnel Handbook by attorney
- Developed a policy regarding vacation and sick leave accrual for church staff
- Amended the employment contract for the DCE to include the provision for sick leave
- Served on the Safe Church Policy Task Force
- Advertised, interviewed, and offered an employment contract for a Handbell Director
- 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

*Submitted by Jim Henderson*

**PROPERTY COMMITTEE**

**COORDINATOR/CHAIR:** Greg Knoll

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

**MISSION:**

- To ensure that the physical properties of the church and church grounds are maintained

**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
- Complete property inventory

**ACCOMPLISHMENTS:**

- Established a Preventative Maintenance program with Hines Heating and Air Conditioning to be sure the units are functioning properly to help reduce utility costs
- Worked with Davidson Audio Visual to upgrade the audio system in the sanctuary and fellowship hall to enable audio and video recording of worship services and improved sound reproduction.
- Worked with Davidson Audio Visual to install a data projector, projection screen and sound absorbing panels to reduce echo in the fellowship hall
- Established a Copier Lease to replace the old copier
- Installed steps in the boiler room
- Replaced all the tables in the church with new lightweight tables
- Repaired the steps between the sanctuary and choir room
- Repaired the roof to the bell tower after rain damage
- Replaced one air conditioner compressor
- Completed a fixed asset inventory of all assets of the church.

**FUTURE GOALS:**

- Make restroom facilities handicapped accessible
- Repair/remodel the bell tower and entry area of the church
- Seal the external doors to reduce heating and cooling costs
- Improve the parking lot area across Church Street
- Repair or replace the chairs in the parlor
- Install emergency lighting at the front of the sanctuary

*Submitted by Greg Knoll*

**NOMINATING COMMITTEE**

**COORDINATOR/CHAIR:** Sandra Johnson

**MEMBERS:** Jim Henderson (Elder), Benny Pope (Deacon), Rich Huckenbeck (Presbyterian Men), Judy Johnson (Presbyterian Women), Stephanie Johnson (Presbyterian Youth), Eve Creech (Member at Large-resigned) 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 2012
- 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: Ken Allen, Bill Sharek, Joy Worsham and Office of Deacon: Linda Crowder, Scott Holzshu, Joyce Knoll, Sandy Perkinson
- Presented a slate of officers during a congregational meeting on Sept. 13, 2009

**FUTURE GOALS:**

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

*Submitted by Sandra Johnson*

**STRATEGIC PLANNING, REVIEW, AND EVALUATION COMMITTEE**

**COORDINATOR/CHAIR:** Ann Huckenbeck

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

**MISSION:**

- To serve as an advisory ask 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

**ACCOMPLISHMENTS:**

- Met with Session to clearly define the committee's role as advisor to and supporter of Session
- Accepted responsibility for compiling, editing, and distributing the Annual Report of the Church
- Reviewed technology capabilities for accessing and storing the minutes and agendas of meetings that have financial implications
- Provided Session a recommendation for procedures to store and make accessible minutes and agendas of church committee meetings

**FUTURE GOALS:**

- Establish the committee's purpose to serve as a resource for any program or ministry area of the church when directed by Session
- Examine the technology infrastructure of the church
- Systematize the production of the Annual Report of the Church

*Submitted by Ann Huckenbeck*

**WORSHIP AND FELLOWSHIP COMMITTEE**

**COORDINATOR/CHAIR:** Sandra Johnson

**MEMBERS:** Ken Allen, Camille Boone (ex officio), Sunnie Chance, Debbie Jacobs, Nan Jones, Nancy Lee, Miriam Lore, Clara Scouten, Birmah Stemler, 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
- Ensure the maintenance of the church 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 and Women's organizations
- Oversee the older adult ministry
- 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, recognition of "long time" choir members (Dorothy Onisko, Martha Rogers, and Clara Scouten) on Mother's Day, All Saints Sunday service, Service of Healing and Wholeness and Affirmation of Baptismal covenant service, Christmas in a Barn service
- Provided refreshments each Sunday morning during Fellowship time
- Served seven church-wide fellowship meals
- Provided a meal for the Confirmation class
- Provided a soup/sandwich lunch for the Good Friday service
- Hosted the August ice cream social
- 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 the Easter season
- Recommended two offerings: the One Great Hour of Sharing and the Joy Gift
- Conducted a fixed asset inventory of the kitchen, music and instruments, and other articles used during worship and communion
- Prepared and presented to Finance a 2010 budget

**FUTURE GOALS:**

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

*Submitted by Sandra Johnson*