

**2011 Annual Report**  
**January 1, 2011- December 31, 2011**  
**Compiled by the Strategic Planning, Review and Evaluation Committee**  
**Approved by Session on June 10, 2012**



**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**

This is the 2011 Annual Report for the Congregation of First Presbyterian Church of Smithfield, North Carolina. This annual report is always more than just the facts and figures on the printed page. It is the story and witness of our life and mission together and points to the future of the Church as we have practiced and discerned the Holy Spirit at work in our community.

*Christ calls the church into being, giving it all that is necessary for its mission to the world, for its building up and for its service to God. [Book of Order F-1.0202]*

The Fourth Sunday of Advent in 2011 was a significant anniversary for our congregation as we began our one hundred and twentieth year of service and ministry in the communities of Johnston County. As 2011 drew to its close, we witnessed the beginning of a monumental effort of faith and construction for the church as walls were taken down and a vision for a new facility of servant ministry steadily grew into a tangible reality. While we continued our service amidst challenging circumstances, we also entered a period of building and sharing our hopes and dreams with the addition of 13,000 square feet of renovated and new space scheduled for completion in the summer of 2012. This year ended with the sounds of hammering, sawing, moving, and creating clouds of dust as we went about our work. It has not been our own will in this matter but as I stated previously, "it is our calling as members of the living body of Christ to be guided by the Holy Spirit along this path." As Christians of the Reformed faith, we affirm that the timing of these events has always been part of a much greater Plan and Purpose of God's own design and will. We have sought God's will to be accomplished through our faithful stewardship and labor. Above all, we have been called to be committed to one another in our relationships as Christ's disciples just as God remains ever faithful to us.

The various reports herein attempt to recognize our gains and our losses with honesty and integrity; to remember this past year's joys and tears as we sought to proclaim the Good News of Jesus Christ. You will find reports from many corners of the church describing the rich life and ministry of First Presbyterian Church of Smithfield. In the pages of this document we can discern together our commitment to the Great Ends of the Church.

*It is to these "Great Ends" of the Church that we commit ourselves to  
"...the proclamation of the gospel for the salvation of humankind  
the shelter, nurture, and spiritual fellowship of the children of God  
the maintenance of divine worship  
the preservation of the truth  
the promotion of social righteousness  
and the exhibition of the Kingdom of Heaven to world." - Book of Order F-1.0304*

Many volunteer hours are shared with the church by its members and especially in 2011 by our Building Committee Members and Transition Team. It is right to acknowledge the labor of the elders of Session, the Board of Deacons, our committees, youth leaders, church school teachers and members who volunteer and dedicate a significant amount of their time to support our community of faith in all of areas of ministry. I offer my thanks to each of you who welcome me as a partner in this ministry and support my labor among you as a teaching elder at First Presbyterian Church within the Presbytery of New Hope.

The annual report is intended to keep you abreast of the work and new ideas and visions that are alive and well within our church community. The report is an opportunity to learn, to share your thoughts and visions for the future and to stimulate constructive dialogue and action in our midst. It is not a story's ending but serves as a place of rest and reflection as we begin to understand who we are and discern our destination with the arrival of new space and exciting opportunities. Prayerfully and joyfully consider the offerings shared within these pages and consider the words of the prophet Isaiah,

*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 among you all,  
Joseph Hester, Pastor

## Staff Reports

### DIRECTOR OF CHRISTIAN EDUCATION

**COORDINATOR/CHAIR:** Cameron Womack, DCE

**MISSION:**

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

**RESPONSIBILITIES:**

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

**ACCOMPLISHMENTS:**

- Led a Bible study on the Gospel of Matthew
- Led a Lenten study on the Beatitudes
- Led a Communion workshop for children
- Helped to implement the “Girls Night Out” monthly event
- Organized PYC retreats to Presbytery Retreats, and Montreat Youth Conference
- Attended the Montreat Youth Conference as a back-home leader
- Represented staff on Preschool Board
- Continued leading “Praise 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: *ReNew: The Green VBS*
- Attended a meeting of community faith leaders to hear about Faith Walkers Missions
- Provided monthly worship leadership; preached on four Sundays
- Ordered curriculum and provided training opportunities for Sunday school teachers
- Organized the PYC Youth Advisors for 2011-2012
- Served as resource for the following boards and committees: Session, Board of Deacons, Christian Education, Worship and Fellowship, Evangelism and Outreach, Building, Preschool Board
- Organized and led parenting workshops
- Coordinated volunteers for Summer Sunday school
- Began implementation of a “Safe Church Policy”
- Organized a trip to the NC Museum of Art to see the Rembrandt exhibit
- Offered support and leadership training for our KICKS (Kids in Christ Keeping the Spirit) program for children Kindergarten-5<sup>th</sup> Grade
- Began a trial of Children’s Church for our 1<sup>st</sup>-5<sup>th</sup> graders
- Assisted the Building Committee and Transition Team as the congregation prepared for construction
- Participated in a 3 month Sabbatical: attended seminars, retreats, read, wrote

**FUTURE GOALS:**

- Begin the process of Certified Educator
- Establish a year-long Stewardship program for the congregation
- Establish a Youth Advisory Board to enhance and support our Presbyterian Youth Connection
- Establish a Children’s Church comprehensive program

*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 church organist as needed

### 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
- Participated with Sharon Baptist Church in the presentation of John Stainer's *The Crucifixion* during Holy Week
- Oversaw the Piano Task Force and helped coordinate the purchase of a new grand piano for the sanctuary
- Represented First Presbyterian Church at the American Choral Directors Association National Conference
- Served on the Children's Music Task Force, analyzing the church's need for additional children's music services
- Received the new title of "Director of Music," rather than "Director of Choirs" by Session, with the understanding that my position is now overseeing all musical activities of the church
- Maintained the church's music library and made appropriate music purchases as needed
- Wrote, arranged, and transcribed multiple pieces of music for the choir
- Performed duet recital with my wife, Shelley

### FUTURE GOALS:

- 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

*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.
- Attend Worship and Fellowship Committee meetings.

### **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.

### **FUTURE GOALS:**

- Attend the Montreat Worship and Music Conference
- Work harmoniously with the Director of Music and pastor.

*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
- Served as editor for the monthly newsletter, the ICHTHUS
- Published the Presbyterian Women's handbook
- Provided five copies of minutes and agendas monthly to the Clerk of Session
- Helped to complete reports for New Hope Presbytery
- Produced a list of all past and present elders and deacons of our church and their years of service
- Assisted church committees with mailings, labels, and brochures when requested
- Kept the Prayer Chain and appropriate Deacons' ministry group head notified of hospitalizations or illnesses of church members and friends
- Set up for Music for the Lunch Bunch
- Attended and kept minutes of staff meetings
- Maintained a current Members and Friends Directory
- Updated church calendar and lists of duties, birthdays and anniversaries, etc., for each month
- Supplied DVR's, 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
- Edited, formatted, and assembled Advent Devotionals.
- Prepared and sent Thursday News during Cameron Womack's Sabbatical.
- Created roster for Sunday school teachers of all children involved in church school.
- Prepared invoices for expenditures and give 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, Stewardship Committee, Finance Committee, pastor, etc.

## **FUTURE GOALS:**

- Have a dedicated desk; other users will be given their own equipment and space.
- Help with an orderly and efficient transition to new office spaces.

*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 church secretary

- Report rental income to Property Committee
- Maintain internal documents of deposits, account interest and transfers to provide current information for Session, independent of CPA report
- Transfer funds, as authorized by Session, to meet expenditures
- Provide information for committees upon request
- Prepare individual report of giving if request by donor
- Participate in annual budget preparation
- Make recommendations for fund allocations at request of Session
- Serve on Session and provide monthly report

**ACCOMPLISHMENTS:**

- Implemented 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 the 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
- 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 with 14 handbell ringers weekly over a nine-month period from October through May. Special thanks to Camille Boone and Judy Daniels who continued to lead rehearsals during my hospitalization and recovery in February and March.
- Maintained handbell music library, replaced worn folders and broken risers, and purchased new mallets and 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 brain-based learning as it applies to handbell choirs and exciting new repertoire for 3-5 octave choirs.
- Provided handbell music for the 2010 Community Memorial Service sponsored by Johnston Health and the hospice program in Nov. 2011.

**FUTURE GOALS:**

- Continue to recruit additional 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.

*Submitted by Kathy Rice*

<b>CLERK OF SESSION REPORT</b>
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**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, 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 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
- Served as representative of Session to present prospective new members to the congregation
- Served as representative of Session to present infants and new members to the congregation for baptism
- 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 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 four scholarships of a total amount of \$1600.00
- Served as chair of Strategic Planning, Review and Evaluation committee
- Served as a Lay Reader on a quarterly basis

#### **SIGNIFICANT SESSION ACTIONS:**

- Approved 2011 church budget and reviewed the pastors Terms of Call
- Approved one infant (Zaida Marie Gorman) and one adult baptism (Rodney Allen Wilson)
- Recorded deaths of four members (Sallie Merritt Lassiter, Archie Monroe Crowder, Jeannie Lawson Langdon, Rachel Lee Allen).
- Approved and welcomed ten new members (Reaffirmation of Faith: Jayson Naylor, Bobbie and Dave Hartman, Kathy and David Rice; Letter of Transfer: Ross and Pam Hailey, Tom and Sharon Barwick ; Profession of Faith: Rodney Allen Wilson)
- Approved the transfer of membership to First Methodist Church, Pine Level, NC for Bill, Alice, and Billy Radford
- Approved the wedding of Brittany Adele Lynch and Jayson Herbert Naylor in our sanctuary on May 21, 2011
- Elected commissioners to all stated Presbytery meetings and received reports from them
- Established 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 the following Bible studies and program studies: *The Book of Matthew* (led by Cameron Womack), *The Book of Job* (led by the pastor), *A Lenten Study of the Beatitudes* (led by Cameron Womack), Vacation Bible School and Sunday School curriculums
- Approved employing a new Director of Music, Dwight Dockery
- Approved the use of DialMyCalls.com as a church wide notification system and directed the clerk to serve as administrator
- Directed the Finance Committee to conduct an internal audit and approved the audit conducted by David Lee and Steve Chance
- Approved purchasing a movie licensing agreement that will allow the church to legally show movies and movie clips at the church
- Approved a 24-hr Prayer Vigil, Pilgrimage Walk, Maundy Thursday service, and a Good Friday worship service during Holy Week
- Approved moving forward with the full building project as designed by the architects. A congregational meeting subsequently voted to approve allowing the church's property to be encumbered for the purpose of securing financing for up to 1.5 million dollars.
- Approved parenting workshops conducted by the Director of Christian Education
- Approved the purchase of a baby grand piano for the sanctuary.
- Approved revisions to the Wedding Guild Policy
- Approved a 90-day sabbatical for the Director of Christian Education (Cameron Womack)
- Met with the Strategic Planning, Review, and Evaluation committee to receive information from the focus group sessions
- Identified three primary focus areas for the future missions of the church: Youth, Communication and Personal Participation, and Community Outreach
- Approved the serving of communion by intinction during the building transition period
- Held a groundbreaking and cornerstone dedication ceremony on July 10, 2011
- Approved the pastor leading community "book talks" at Orchard House Bookstore

- Approved the nomination of Betsy S. Olive as our recipient of the New Hope Presbytery Older Adult Ministry award
- Approved the resignation of Beth Osborne as Church School Superintendent and the appointment of Sue Booker and Anita Liverman as co-superintendents
- Approved co-hosting Unity Fellowship dinners with First Christian Church monthly
- Approved the recognition of Orphan Sunday on the second Sunday in November

**GOALS:**

- Continue maintaining the membership profiles in the ACS software to maintain 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*

<b>BOARD OF DEACONS REPORT</b>
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**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
- Initiate and/or continue Deacon Notification Tree
- 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
- Visited the sick and bereaved
- Elected officers for service year
- Arranged for an usher to escort handicapped and/or aged into the building each Sunday
- Took on responsibility for Joys/Concerns board in parlor
- Directed members and visitors to new classroom locations during construction

- 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 2012, planned a meeting and meal inviting the deacon elects as guests

**GOALS:**

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

*Submitted by Sandy Perkinson*

<b>MISSION REPORTS</b>
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**FIRST PRESBYTERIAN PRESCHOOL  
Board of Directors Report**

**COORDINATOR/CHAIR:** Joy Worsham, Chair

**MEMBERS:** Courtney Scott-Treasurer  
 Cindy Smith-Vice Chairman and Deacon Representative  
 Debbie Henderson-Class of 2011  
 Ann Huckenbeck-Class of 2012  
 Benny Pope-Class of 2013  
 SueFan Johnson-Parent Representative  
 Cameron Womack-DCE (ex officio)  
 Melissa Pilkington-Preschool Director (ex officio)

**MISSION:**

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

**RESPONSIBILITIES:**

- 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, teacher assistants, and Music teacher
- Provided observation instruments to Director for evaluation of staff
- Worked with the Transition Team to close the Preschool before construction of the new facility began and arranged storage of Preschool furnishings
- Relocated First Presbyterian Preschool to St. Paul’s Episcopal Church for the 2011-2012 school year
- Reduced staff to Director/Lead teacher, 2 lead classroom teachers, and one teacher assistant due to enrollment projections
- Decreased the number of classes for 3 and 4 year olds due to enrollment projections
- Added a new 2 year old/2 day class for the 2011-2012 school year
- Supported Preschool staff during an Orientation at St. Paul’s Episcopal Church
- Approved registration for March 1-15, 2011
- Observed Preschool Sunday on October 9, 2011
- Welcomed parent representative, SueFan Johnson, to the Board to meet board requirements
- Held “Cookies with Santa”, Chick-Fil-A Spirit Night, and Fun Fair fundraisers for 2011

**FUTURE GOALS:**

- Continue to meet on a monthly basis
- Work with Transition Team to close and relocate the Preschool back to First Presbyterian Church when the building project is completed
- Encourage Board focus on ways to increase enrollment
- Use social media to promote and advertise the programs at First Presbyterian Preschool
- Clarify the Director’s role as part of the church staff
- Continue to follow the responsibilities as outlined in the policy manual
- Explore a variety of fundraising ideas to stimulate revenue

*Submitted by Joy Worsham*

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

**COORDINATOR/CHAIR:** Melissa Pilkington, Director/Teacher  
 Jennifer Jackson      3 Day/2Day Teacher  
 Lori Vendel              5 Day Teacher  
 Pam Vickery              5 Day Teacher Assistant

**MISSION:**

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

**RESPONSIBILITIES:**

- Maintain a Christian environment in which each child feels safe and ready to learn
- Serve the best interests of each child's learning and growth processes
- Involve and support each family

**ACCOMPLISHMENTS:**

- Organized parent/teacher conferences
- Advertised in newspapers and on the internet registration for the 2011-2012 preschool year
- Helped design new banner to put on lawn at FPC advertising registration for the 2011-2012 preschool year
- Held registration for the 2011-2012 preschool year
- Extended our ministry to include two year olds
- Organized Fun Fair, Easter celebrations, Fun Day at SRAC
- Conducted End of Year and Christmas Programs
- Packed preschool rooms so items could be moved to warehouse for storage during construction at FPC
- Held regular meetings during summer months with preschool staff to plan for our new school year
- Met with new preschool families at the library during the summer to register new children for preschool
- Moved to St. Paul's Episcopal Church for the 2011-2012 preschool year during summer
- Organized orientation in August with preschool families at St. Paul's
- Maintained communication with Father Jim Melnyk and Mike Hugo at St. Paul's
- Had regular communication with Billy Duncan regarding finances of the preschool
- Attended monthly staff meetings at FPC
- Attended monthly Board of Director's meetings at FPC
- Hosted a "Milk and Cookies" with Santa at St. Paul's with assistance of Board of Director's

**FUTURE GOALS:**

- Continue to prepare children for successful school journeys
- Maintain an enrollment that will enable the preschool to sustain financial stability
- Move back to the church during the summer of 2012
- Welcome families to First Presbyterian Preschool in September 2012

*Submitted by Melissa Pilkington, Preschool Director*

**KICKS**  
**(Kids in Christ Keeping the Spirit)**

**COORDINATOR/CHAIR:** Crystal Benson – Kicks Adult Advisor

**MEMBERS:** Any students in Grades Kindergarten through Fifth Grade-Current membership involves 10 students.

**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:**

- Visited three church members at Carolina House and shared stories about ourselves, listened to their stories, and shared what our days entailed. We made flowers, cards, and sun catchers for each member and each received a plate of home baked cookies for them to share with their friends.
- Honored our Moms and Grandmothers with a meal.
- Opened and closed our meetings with prayer.
- Had fun and bonded as a group of Christian young youth with activities such as a Cupcake party at the park with lots of running and laughter, bowling and Krispy Kreme doughnuts, laser tag and bouncing at Tag UR It, Trunk or Treat for sweet goodies, swimming at the Aquatic Center, visited to the Family Fun Center for more bouncing and putt-putt, signing, and listened to God's word.

**FUTURE GOALS:**

- Food Drive – Each child will be encouraged to bring in canned goods for the local food bank. Children are encouraged to ask neighbors to also donate to their food drive. Our goal is 100 cans/items of food. It is important for the children to understand there are people in our own hometown that do not have enough to eat and that everyone, young or old, can help fight hunger.
- Toy Recycle - Each child will be asked to bring in at least two toys in gently used condition to share with a child who has to leave everything behind when in crisis. We will donate the toys to Harbor House.
- Make Easter Baskets for needy children - Each child will be asked to bring in items they would want to see in their own Easter basket. Baskets, grass, and cellophane wrap will be provided. Our goal is to make 10 baskets to donate to Harbor House for children in need.
- Strengthen our relationship with the Lord and each other
- Invite more members
- Increase the number of visits to elderly church members
- Become more active in our church

*Submitted by Crystal Benson*

**PASTORAL AIDES**

**MEMBERS:** Stan Harper (resigned September 2011), Dot Ellmore (approved September 2011), 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 interested members 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

**FUTURE GOALS:**

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

*Submitted by Camille Boone*

**THE JOY CONNECTION**

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

**MEMBERS:** Any church or community member 55 years or older

**MISSION:**

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

**RESPONSIBILITIES:**

- Provide a meal, fellowship and program to attendees monthly

- Plan programs of interest to older adults

**ACCOMPLISHMENTS:**

- Provided monthly lunches and programs on the first Thursday of each month to an average of 45 attendees through the month of March (Meetings were discontinued due to preparations for new construction.)
- Invited non-church members from the community
- Included a time for fellowship before and after the program at each meal
- Conferred with the pastor on menus and program ideas
- Recruited church members of all ages to help with meals and programs and decorations
- Invited the First Presbyterian Preschool children to help with decorations and to participate in a program

**FUTURE GOALS:**

- Re-start the JOY Connection meetings as soon as the new fellowship hall and kitchen are completed
- Involve more church members in meal and program planning and monthly preparations
- Attract more visitors from the community

*Submitted by Lucy Watson*

**THE PRESBYTERIAN MEN**

**COORDINATORS/CHAIRS:** Ken Allen  
Evans Horne

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

**MISSION:**

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

**RESPONSIBILITIES:**

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

**ACCOMPLISHMENTS:**

- Served breakfast to an average of 8 men each month through May, 2010. Began meeting at Shoney's for breakfast in June due to construction of new building. Average attendance has been approximately 4 since June.
- Raised \$1,783.12 at 2011 Ham & Yam Festival
- Donated \$183.12 to First Presbyterian Church general fund.
- Donated \$300.00 to Boy Scout Troop 95
- Donated \$300.00 to Cub Scout Pack 95
- Donated \$1,000.00 to First Presbyterian Preschool scholarship fund
- Assisted setting up and taking down Easter cross
- Provided member to serve on the Nominating Committee

**FUTURE GOALS:**

- Re-evaluate the Presbyterian Men program after completion of the building project to develop a program more appealing and more accessible to all of the men in our congregation



- Continue to meet regularly and provide fellowship, study and educational opportunities to the men of First Presbyterian Church
- Continue to be available as requested to provide service to First Presbyterian Church as opportunities and needs arise
- Continue to donate and disperse funds to worthy organizations or causes in the community

*Submitted by Ken Allen*

## **THE PRESBYTERIAN WOMEN**

**MODERATOR:** Mary Miller  
 Vice Moderator- Miriam Lore  
 Moderator Elect- Nichole Booker  
 Secretary – Bonnie Hooks  
 Treasurer – Ellen Adams  
 Historian – Sarah Pate  
 Mission Communicator – Lee Johnson  
 Spiritual Nurture Communicators – Mary Miller , Martha Taylor  
 Creative Ministries Communicators- Judy Johnson , Sandy Perkinson  
 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 , Sandy Perkinson

**MEMBERS:** Any female church member

### **MISSION:**

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

### **RESPONSIBILITIES:**

- Provide for three circles that meet monthly from September through May and study Horizons Bible Study
- Provide for opportunities for the women of FPC to nurture their faith through prayer and Bible study

### **ACCOMPLISHMENTS:**

- Served five bereavement meals
- Sent 11 Christmas Care packages to college students
- Coordinated church members to provide weekly flower arrangements and seasonal decorations
- Hosted the Maundy Thursday's covered dish supper
- Provided refreshments for the Christmas in a Barn program
- Provided 4 rosebuds to commemorate infant births to church members

- Coordinate volunteers for toddlers during worship services
- Made donations to the Least Coin, Birthday, and Thank offerings to support Presbyterian missions
- Made donations to Friends of the Seminary, Presbyterian Home, Camp Albemarle, and Barium Springs Home for Children
- Held monthly circle Bible study for 9 months

**FUTURE GOALS:**

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

*Submitted by Mary Miller*

**THE PRESBYTERIAN YOUTH CONNECTION**

**COORDINATOR/CHAIR:** Meredith Worsham – Moderator  
 Cooper Horne – Vice-Moderator  
 Alec Vaughn – Activities Coordinator  
 Ken Allen – Sr. High Adult Advisor  
 Evans Horne – Sr. High Adult Advisor  
 Sarah Pate – 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 Montreat Youth Conference
- Attended New Hope Presbytery High School retreat at Camp Don Lee
- Attended New Hope Presbytery Middle School retreat at Camp Don Lee
- Collected donations for Souper Bowl Sunday
- Organized a drive to collect stuffed animals to donate to local agencies to comfort children in times of distress
- Met regularly during the school year
- Provided several potato bake meals
- Planned and led Youth Sunday
- Elected PYC officers for the new school year

**FUTURE GOALS:**

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

*Submitted by the PYC*

<b>COMMITTEE REPORTS</b>
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**BUILDING COMMITTEE**

**COORDINATOR/CHAIR:** Stan Coats

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

**MISSION:**

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

**RESPONSIBILITIES:**

- Discern the short-term and long-term facilities needs of the church and make recommendations to meet those needs
- Communicate with the congregation on the progress of the building projects
- 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:**

- Completed a Capital Campaign to fund the building addition. Pledges of \$856,144.23 were received.
- Selected Clancy and Theys for construction
- Worked with the Finance Committee to develop a plan to finance the building project
- Presented the final plan and financing options to congregation
- Started building of the addition, as approved by the church
- Received \$384,076.90 in donations toward the building campaign in 2010 and 2011 (through November).

**FUTURE GOALS:**

- Work with builder to ensure timely completion of the project. Projected completion date: June 1<sup>st</sup> 2012
- Support the Finance Committee to meet all requirements of our lender
- Conclude the project with a service of dedication
- Dissolve the Committee after completion of the addition

*Submitted by Stan Coats*

## CHRISTIAN EDUCATION COMMITTEE

**COORDINATOR/CHAIR:** Jo James

**MEMBERS:** Sue Booker, Ruth Bell, Shanda Hairr, Debbie Jacobs, Nan Jones, John Lampe, Anita Liverman, Hank Roberson 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); including leader selection and training, curriculum selection and off-campus outings
- Oversee the Infant/Toddler nursery
- Host for Rally Day each September to kick off the church school year
- Organize and maintain the church’s library
- Coordinate adult and children’s programs for the monthly Fellowship Meal

### ACCOMPLISHMENTS:

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

- Shared Minutes for Mission with the congregation during the Pentecost and Peacemaking offering seasons
- Recognized high school graduates with a breakfast
- Held a Teacher Recognition breakfast for our Sunday School teachers

**FUTURE GOALS:**

- Provide parenting workshops for adults
- PYC: Send youth and adults to Montreat Youth Conferences and Faith in 3D
- Hold a Dinner Theatre to showcase the talent in the congregation
- Add service projects to the focus of Christian Education
- Continue to coordinate the programs for adults and children at the monthly Wednesday Night Fellowship Meals
- Offer a Women’s weekend prayer retreat
- Continue the projects and programs from the previous year
- Establish a Wee Kirk program for students in Grades Kindergarten through Fifth Grade to prepare them to participate in worship

*Submitted by Jo James*

**EVANGELISM AND OUTREACH COMMITTEE**

**COORDINATOR/CHAIR:** Betsy Olive

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

**MISSION:**

- To witness in word and deed to the saving grace of Jesus Christ
- To provide opportunities for members of the church to 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:**

- Continued the Joy Connection lunches from January through May with a steady attendance from our congregation and the community. The program was suspended due to building construction.
- Began a ministry of offering digital photo frames to out shut-ins
- Provided dinner at First Baptist Church for all of the Mission Serve work group with additional help from our congregation
- Collected 90 shoeboxes for Operation Christmas Child.
- Supported Relay for Life with fundraisers and with participation as a church team at the countywide celebration
- Submitted a proposal and received a grant for \$2000.00 from New Hope Presbytery on behalf of the Smithfield Area Ministries Food Closet for assistance from the “Pennies for Hunger” initiative that is supported by our church.

- Promoted and supported the “Yes We Can” food collection for the local Food Closet,
- Approved designs for the church signs that will be placed at entrances into the community.
- Continued to support the church’s website.

**FUTURE GOALS:**

- Resume the Joy Connection program when the building construction is completed.
- Continue to work with First Baptist Church in supporting local mission projects for our PYC in lieu of a Mission Serve group for 2012
- Begin a Stephen Ministry program
- Plan a mission trip and encourage churchwide participation
- Expand the Greeter’s ministry

*Submitted by Betsy Olive*

**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 2010
- Worked with Building Committee to explore funding options and obtain loan approval for building project
- Established procedures for tracking and reporting 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
- Established procedures for FPC Preschool financial activity
- Worked with Christian Education Committee to recommend a year around Stewardship Program
- Explored potential to provide access for online giving
- Participated in Officer Training weekend to educate church officers on upcoming financial challenges and explore ways to raise financial awareness of the congregation

**FUTURE GOALS:**

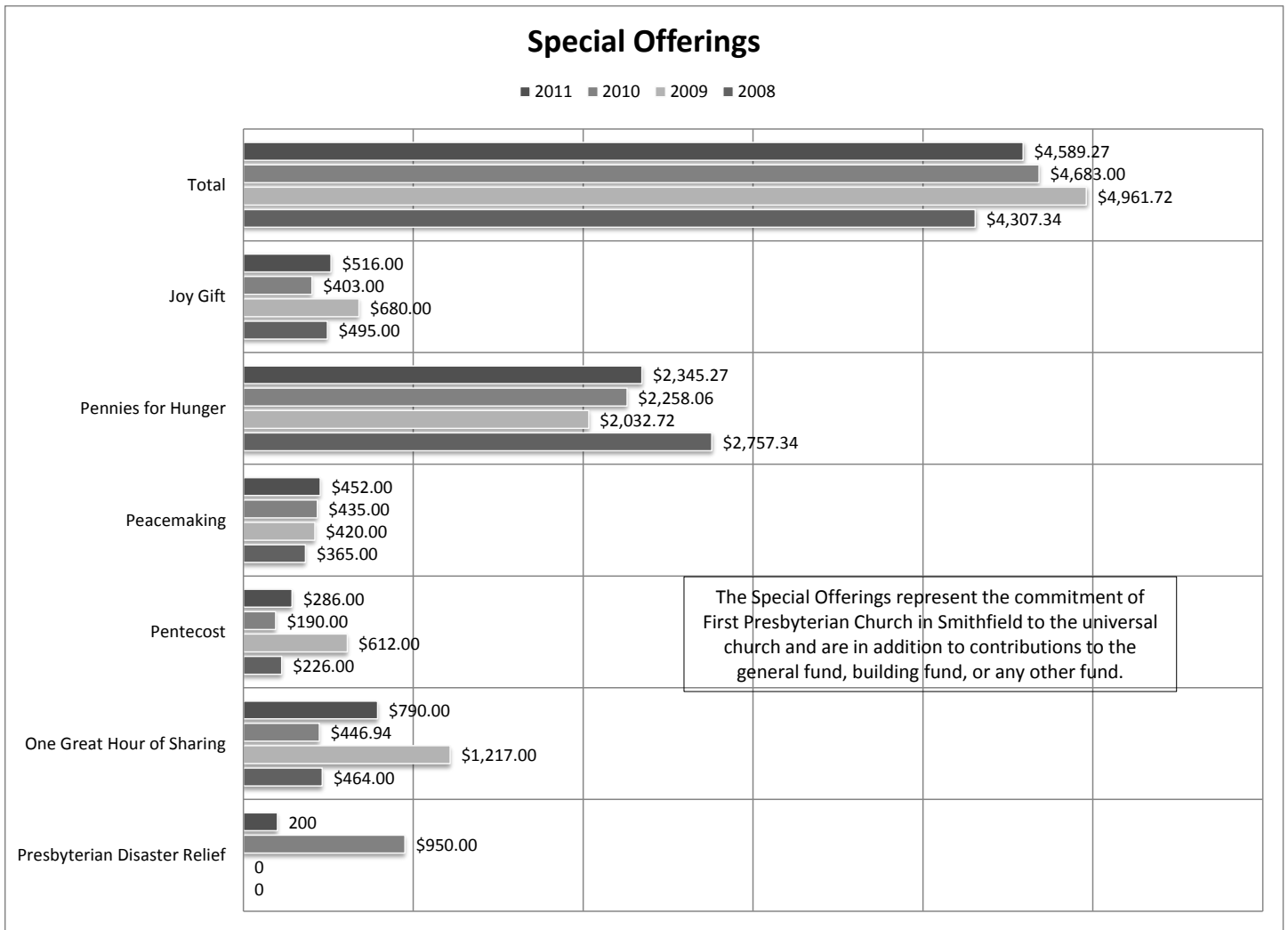
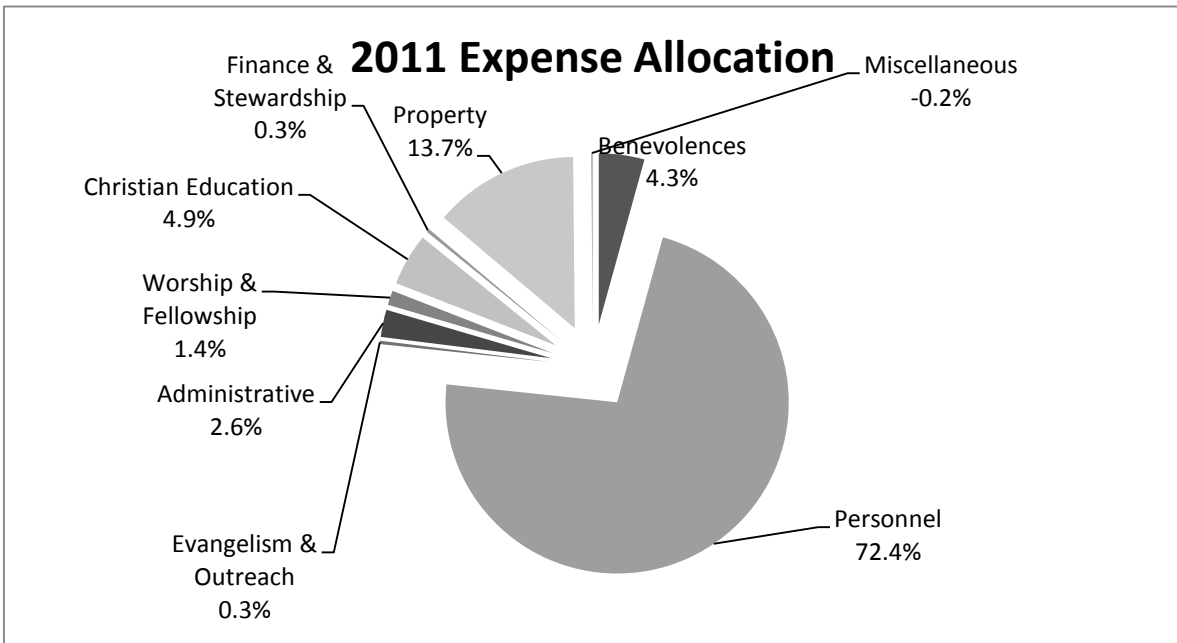
- Continue to increase awareness of financial activity and results
- Complete physical inventory and valuation of church assets
- Continue to improve the processes and reporting of the financial activity of the church
- Work with the Building Committee to meet financial requirements of new building project

- Promote an ongoing stewardship education program
- Implement a Legacy Giving Program

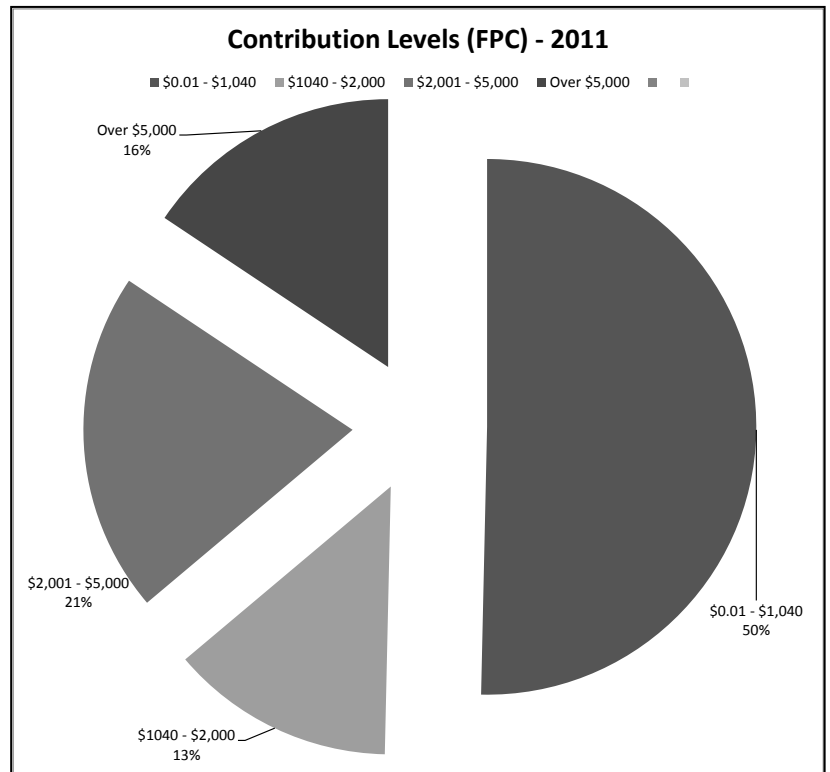
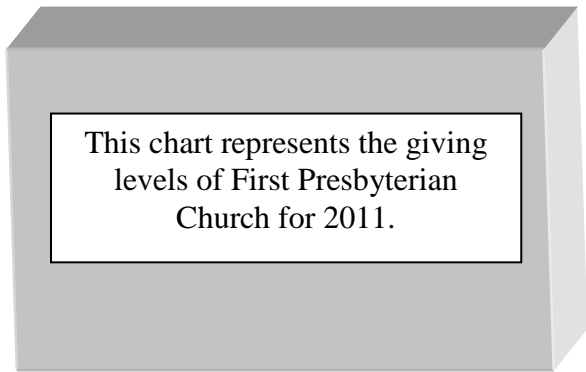
*Submitted by Shirley Sharek*

### Summary of 2011 Operating Results

<b>Revenues</b>		
General Contributions*	249,327.55	General contributions reflect monies pledged and contributed to the general operations of the Church. They do not include monies specified for specific funds or contributions to specific line items. * Includes \$3816.96 tax refunds.
<b>Expenses</b>		
Benevolences	12,255.96	Contributions to Presbytery, PC (USA), missionary support, emergency discretionary fund, SAM, Contact Ministries, and Presbyterian Preschool support.
Personnel	206,635.09	Staff salaries, benefits, professional expenses, payroll taxes, and workman's comp insurance.
Evangelism & Outreach	901.66	JOY Connection, web site hosting, mission trips, local newspaper ads.
Administrative	7,336.36	Bulletins, postage and supplies; accounting and professional fees.
Worship & Fellowship	3,898.10	Music conferences, communion, kitchen supplies, fellowship meals, choir and hand bell music, athletic teams and piano and organ tuning.
Christian Education	14,054.60	Leadership education, curriculum, youth conferences, retreats and camps, Vacation Bible School.
Finance & Stewardship	932.25	Meals and administrative.
Property	39,029.16	Building and grounds maintenance, utilities, custodial supplies, insurance and taxes, telephone and internet and equipment maintenance.
Miscellaneous	(445.00)	
<b>Total Expenses</b>	<b>284,598.18</b>	These expenses are reduced by \$20,496.99 in contributions for specific line items.
<b>Net Deficit</b>	<b>35,270.63</b>	This deficit was covered by funds available in the Church's reserve fund. The deficit did not place the Church in any type of past due or arrearage in its obligations, and all costs associated with ministries, missions, operations and administration have been fully paid by the Church.







## PERSONNEL COMMITTEE

**COORDINATOR/CHAIR:** Wayne Dockery

**MEMBERS:** Camille Boone, Linda Crowder, Greg Knoll, Jim Henderson, Tom Roberts, Joe Hester (ex officio). Many thanks to Bonnie Hooks and Shirley McNeil for their years of faithful service to this committee. In addition, we mourned the passing of Linda's husband, Archie Crowder.

### 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:

- 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:

- Revised job descriptions for Director of Music and Organist
- Session reviewing new policy covering employee feedback and problem resolution to be inserted in the staff handbook
- Completed annual budget submission

- Completed annual staff reviews

**FUTURE GOALS:**

- Looking for new members, please prayerfully consider this important need
- Finalize policy covering employee feedback and problem resolution
- Research and recommend personnel procedures to fully implement Safe Church policy
- Examine staff usage as it pertains to SPRE-recommended focus areas
- Recommend non-monetary ways to celebrate and reward our staff

*Submitted by Wayne Dockery*

**PROPERTY COMMITTEE**

**COORDINATOR/CHAIR:** Bill Sharek

**CURRENT MEMBERS:**

Brent Booker, Evans Horne, Lee Johnson, Anita Liverman, Frank Olive, Ricky Pate, Daniel Scott and Joe Hester, Pastor (ex officio)

**CHANGES TO COMMITTEE MEMBERS**

Accepted resignation of Anita Liverman (effective December 31, 2011)  
 Appointed and approved by Session new member Daniel Scott (February 2011)

**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 2011**

*First Presbyterian Church approved and commenced on the building project during the year. Although there were significant discussions and meetings that led up to the planning prior to 2011, work began in the early spring to ready the church and its properties for the beginning of construction. This involved a significant amount of involvement and coordination with the building and transition committees. Throughout most of the year, property worked in direct conjunction with the Building committee and its sub committees as needed for the building project. The project will complete in mid 2012 at which time the property committee’s scope and responsibilities will be dramatically impacted.*

*It will be 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. A written and detailed operations manual is necessary to be completed during the first half of 2012 and preliminary and early stages of planning were begun during the latter part of year 2011.*

*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 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 2011 and 2012 to work in conjunction with building committee and sub committees as necessary during construction

#### **ACCOMPLISHMENTS:**

- Replaced two air conditioner compressors and one fan motor
- Replaced all sanctuary bulbs
- Held an outside preschool grounds/landscaping cleanup day. 17 participants.
- Completed a comprehensive review of property insurance coverage.
- Performed preventative maintenance on projector and camera system.
- Coordinated removal and store of audio/projector/sound system during construction
- Make restroom facilities handicapped accessible
- Sealed the external doors to reduce heating and cooling costs
- Improved the parking lot area across Church Street. Cleared and graded lot
- Installed emergency lighting at the front of the church at choir entrance. Installed photo cells on office and choir doors
- Coordinated volunteer help for custodians absences during sickness and death of his wife and while he was on vacation.
- Applied and received property tax exemption for the florist shop after demolition saving church \$2026 annual in property taxes.
- Added handicap seating in sanctuary
- Fixed or replaced all exterior timers for security and area lights
- Amended property insurance to accommodate building project and benefit.
- Coordinated volunteer and committee workers to disassemble and store all playground equipment. 24 participants
- Worked closely with Transition committee to pack, move and store property for construction
- Coordinated demolition of florist shop and salvaging all parts of building for various persons and needs.
- Coordinated the issues of asbestos removal and regulatory compliance with building committee.
- Coordinated removal, remediation and regulatory compliance requirements for the discovered underground oil tank during construction. This will carry into 2012 and will require a significant follow-up for refunds of money spent and regulatory compliance with State DENR.
- Coordinated with building contactor installation of local required backflow preventers during construction.
- Reviewed annual budget and prepared 2012 evaluation for all aspects of new building and its financial impact on our budget.
- Completed annual fire marshal review and all fire extinguishers were renewed.
- Relocated storage shed across street
- Replaced spot lights in choir loft area
- Coordinated and set up for groundbreaking ceremony with the Masons and cornerstone dedication.
- Secured signs for pre-school's temporary location and signage for current building during construction.
- Dismantled and moved to storage all pre-school cabinets until after construction
- Repaired sanctuary boiler system

- Repaired two main master electrical circuit breakers and two faulty water valves discovered during construction.

### **FUTURE GOALS:**

- Replace new front doors of church due to the existing doors are in poor condition
- Repair the bell tower of the church – deferred from 2011 to after construction.
- Repair roof flashings at church bell tower
- Resume lighting of bell tower stained glass windows after pre-school material are moved into new building.
- Install exterior emergency and security lighting.
- Install security system at church during building project
- Install various new technologies and data to accommodate missions of church and its IT requirements.
- As related to the new building, during 2012 it will be 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.
- A written and detailed operations manual is necessary to be completed during the first half of 2012 before CO is obtained on new building. Preliminary and early stages of planning began during the latter part of year 2011.

*Submitted by: Bill Sharek*

## **NOMINATING COMMITTEE**

**COORDINATOR/CHAIR:** John Lampe and Betsy Olive

**MEMBERS:** Betsy Olive (Elder), John Lampe (Elder), Ruth Bell (Deacon), Ken Allen (Presbyterian Men), Brandy Holzshu (Presbyterian Women), Troy Lester (Presbyterian Youth), and Joe Hester, Pastor (ex officio)

### **MISSION:**

- To secure a slate of prospective officers for the Class of 2014 for election by 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 2014
- 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: Nichole Booker, Billy Duncan, and Bob Worsham. For the office of Deacon: Diane Dockery, Dot Ellmore, Rich Huckenbeck and Judy Johnson
- Presented a slate of officers during a congregational meeting on October 16, 2011

**FUTURE GOALS:**

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

*Submitted by Betsy Olive*

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

**COORDINATOR/CHAIR:** Debbie Jacobs

**MEMBERS:** Nichole Booker, Stan Coats, Jimmy Hooks, Tom Howerton, Ann Huckenbeck, 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 2010 Annual Report of the Church
- Compiled, edited and distributed 2010 Annual Report of the Church to church members through print and electronic media
- Posted a copy of the 2010 Annual Report on the church website
- Trained committee chairs on standardization of minutes and agenda format
- 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

**FUTURE GOALS:**

- Examine the communication and technology infrastructure of the church
- Evaluate all programs offered by the church
- Consider current committee organizational structure and their ability to meet the needs of the vision of the church
- Conduct church visitations as directed by Session to gather information about how they meet the needs of their congregation in the areas of youth, communication and personal participation, and community outreach
- 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:**, Sunnie Chance, Debbie Jacobs, Nan Jones, Nancy Lee, Miriam Lore, Sandy Perkinson, 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
- Arranged to have pew removed from sanctuary to create better access to members and visitors in wheelchairs, allowing them to worship inside the sanctuary with their families.
- Oversaw the evaluation, selection, recommendation and purchase of a new sanctuary piano. The Piano Task Force consisted of Greg Knoll, Jimmy Hooks, Myra Wallace and Dwight Dockery.
- Provided refreshments each Sunday morning during Fellowship time through May, 2011. This service was suspended due to construction of new building.
- The Chancel Choir joined with the choir from Sharon Baptist Church to sing John Stainer's *The Crucifixion* in the First Presbyterian sanctuary on Palm Sunday
- The Handbell Choir provided music for the community memorial service sponsored by the SECU Hospice House of Johnston County
- Served seven church-wide fellowship meals; meals in September, October and November 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 2011 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

*Submitted by Ken Allen*