

# 2016 Annual Report

## Sleepy Hollow Presbyterian Church



AGENDA - ANNUAL CONGREGATIONAL MEETING

Sunday, February 12, 2017 – 10:30 a.m.

Sleepy Hollow Presbyterian Church

Recognition of Quorum

Opening Prayer and Introduction - Pastor Bev

Presentation of Annual Report – Dennis Latta, Clerk of Session

Presentation of Financials – Doug Eisinger, Finance Elder

Review of 2017 Budget

Approval of Pastor's Terms of Call

Election of Officers:

Recognition of Outgoing and Continuing Officers – Pastor Bev

Presentation of Slate of Officers - Nominating Committee

Elders:

Ahmed Abu Aly (Building & Grounds) and Merle Ongaro (Membership Nurture);

Jody Brockett (Worship) and Dennis Latta (Clerk) to remain on Session for one additional year;

Deacon: Peg Maclise

Request for nominations from the floor

Vote for Approval

Presentation of New Nominating Committee

Dennis Latta, Sue Burr, Nancy Derr, Koren Grubb, Cathy Sarkisian

Request for nominations from the floor

Vote for approval

Birthday Money drawing – Linda Peltzman, Outgoing Membership Nurture Elder

Closing Prayer – Pastor Bev

Annual Quiz – Carolyn Goodman  
**CLERK OF SESSION REPORT**

2016 Elders:

Dennis Latta - Clerk of Session, Chair of Human Resources, Chair of Nominating  
Jody Brockett - Worship  
Doug Eisinger - Finance  
Fred Morfit- Building and Grounds (resigned, moved to CO)  
Linda Peltzman - Membership Nurture (outgoing)  
Janel Stewart - Family Ministries  
Patti Vance - Mission

2016 Deacons:

Kit Argilla - Moderator	
Robin Abu-Aly	Marie Ongaro
Frankie Eakes (outgoing)	Nance Rosencranz
Nancy Elberg (outgoing)	

SHPC continued to prosper and grow in 2016, with an expanding outreach and growing attendance and new faces to welcome at our worship services. The number of families has continued to increase, evidenced by the additional children in the Sunday Children's Circle.

SHPC has continued to support REST and expanded our mission in that area to include youth cooking, now incorporating produce harvested from the Justice Garden. The Justice Garden continues to bless us with its bounty and the drought was cushioned by our rain catchment system which is once again full. The Church continues to explore ways to be "green" and further our sustainability. A fundraising effort to put solar panels on the roof has raised over \$11,000 of the \$18,000 needed. A serendipitous visit last July by Cynthia Scharf, senior officer and speechwriter to the United Nations Secretary-General on climate change, not only impressed the congregation but also Ms. Scharf enough that she will be returning in 2017 for a Youth Climate Change Summit coordinated by members of our Green Team. Other outreach with youth includes our involvement aiding Short Elementary School in San Rafael, the Christmas "angel tree" for foster children, and of course our Mexico Mission. Our church is blessed with music and the SHPC choir, with chimes occasionally as an added musical enhancement; and the Flower Guild always brightens our sanctuary with colorful delights. With the congregation's continued contributions of talent and treasure, and with the leadership of Reverend Beverly Brewster, SHPC continues to prosper.

In Human Resources, Stephen Iverson was promoted to Director of Music by the Human Resources Committee in recognition of his excellent leadership with the SHPC Singers and his significant role in weekly worship planning. We have welcomed back

to the church SFTS M. Div. student Katie Brendler as Office Manager and Newsletter Editor after Sophia de Quattro moved to a full time job in Central American mission in November. Family Ministries hired Sandra Ikeora, a Dominican University junior, as Youth Director, to lead youth activities twice a month. Pastor Bev continues to work tirelessly to fulfill the needs of our growing church, and also at 2016 General Assembly, she accepted a new role as an elected member of the Advisory Committee on Social Witness Policy for the PC(USA).

Our community continues to be God's hands and feet in the world. We are grateful for the gifts God has given us, and we look forward to another year together. Our community, our mission, and our faith bring us great joy and comfort that we want to share with each other and the larger community beyond. We are thankful for the blessings this year has brought us, particularly in Worship, Mission, and Family Ministries, and we look forward to a bountiful 2017.

Respectfully submitted,

Dennis Latta

Clerk of Session, Chair of Human Resources, Chair of Nominating

### **FINANCE COMMITTEE REPORT**

Finance Elder, Doug Eisinger

#### **Pledge Drive**

We wrapped up 2016 with a wonderfully successful pledge drive. SHPC received 56 pledges for a total of \$138,713. That is great news! To put that in perspective, our 2015 pledge drive, which was also a success, finished with 55 pledges for a total of \$135,000. The 2016 pledge drive results demonstrate continued strong support for all the great work being done at SHPC. As a result of your contributions, Session adopted a balanced budget for 2017. Thank you to all who pledged, and a special thanks to those anonymous donors who supported the end-of-drive challenge grant. Hooray!

#### **Recommended Pastor Compensation**

The adopted budget for 2017 includes a 4.0% increase in the total Pastor compensation package; this package must be separately approved by the Congregation. Session considered three main factors in adopting a 4% increase: (a) the inspired and deeply appreciated efforts of Pastor Beverly Brewster to perform all of her many Pastoral duties; (b) the average compensation of other Pastors in our area; and (c) increased costs of living in the Bay Area. For several years, SHPC has been aware that we are providing below-average compensation to support our Pastor, and the Congregation has made it a long-term financial goal to bring Pastor compensation closer to the average. A 2016 church study team collected compensation data for 11 Pastors in our Presbytery, including SHPC; average total 2016 compensation package (including medical insurance and pension plan premiums) across all 11 Pastors was \$107,688. In

comparison, in 2016, SHPC provided a total pastor compensation package (including medical insurance and pension plan premiums) of \$93,118. In the Bay Area, the U.S. Bureau of Labor Statistics estimated the cost of living increased 3.6% from October 2015 to October 2016. Session therefore adopted a compensation package that at least keeps pace with inflation, and continues in a small way to close the gap between average compensation for our area and the compensation offered by SHPC. Table 1 summarizes the pastor compensation package included in the adopted 2017 budget.

Table 1. Pastor compensation in the adopted 2017 SHPC budget.

<b>Compensation Element</b>	<b>Budget</b>
Housing	49,920
Pension & Medical	24,055
Professional Expenses	2,808
Study Leave Expense	1,248
Salary	14,652
Self-Employment Contributions Act (SECA) 50% Reimbursement	4,160
<b>Total</b>	<b>96,843</b>

### Overall Church Finances

Overall, SHPC is in sound financial health. Table 2 includes 2016 and 2017 budget and financial data for church operations. As can be seen, we have a 2017 balanced budget and our liquid assets have slightly increased. This is due, in part, to Session's decision making over the course of 2016 to keep expenses below budget and in line with shifts in realized income (pledges) through the year. As a result we ended 2016 positively and, combined with our recent pledge drive results, we are entering 2017 in solid financial shape.

For the long term, some important financial items are worth noting. First, in 2016 a church study team identified long-term deferred maintenance and improvement needs of roughly \$150,500 for the church and \$91,000 for the Manse. Second, SHPC is one of the most heavily indebted churches in the Presbytery, and is currently carrying loan balances of over \$400,000; the debt service on these loans is the third largest line item among the annual expenses incurred by the Congregation (see Table 2). Congregational thought will need to be given to develop a sound long-term plan to address property maintenance and improvement goals, while appropriately addressing (and ideally eliminating) our debt. Also, these actions will need to be taken while continuing to make progress on moving pastor compensation toward an appropriate level for our area.

In sum, our small and vibrant community is doing well, and our financial ship is sound and sailing forward. As thoughtful, forward-looking parishioners, it is our duty to proactively and creatively think about our upcoming financial needs, and develop reasonable strategies to address them. To that end, Session plans to hold financial education discussions for the Congregation beginning in the early part of 2017.

Table 2. Adopted 2017 and 2016 budgets and related financial information.

<b>SHPC Budget Summary</b>	<b>2017</b>	<b>2016</b>
<b>Income</b>		
Pledges	136,913	135,000
LMP	51,027	49,000
Manse rent	49,634	48,900
Mexico Mission	40,000	40,000
Sunday plate, non-member gifts, endowment, music & Deacon's fund	13,625	15,800
Earmarked Funds (food/hunger programs, etc.)	8,375	3,000
One Great Hour of Sharing	1,400	1,250
Church rent & interest income	1,600	1,000
<b>Total Income</b>	<b>302,573</b>	<b>293,950</b>
<b>Expense</b>		
Pastor ( <b>2017 terms of call needs Congregational approval</b> )	96,843	93,118
Staff: musicians, bookkeeper, office help, youth leader	54,200	55,700
Debt service (on four Synod loans)	41,950	42,300
Church Building: maintenance, taxes, insurance	28,701	33,450
Mexico Mission	30,000	30,000
Manse: taxes, maintenance & insurance	16,072	13,000
Office (supplies, phone, website, etc.)	6,000	7,550
Family ministries (Sunday school, youth)	6,200	6,200
Worship (flowers, guest speakers/musicians, etc.)	5,500	5,700
Presbytery of the Redwoods	3,775	3,775
LMP expenses (fire alarm, janitorial)	2,266	2,200
Deacon Fund, Dedicated Gifts, Peacemaking	9,075	1,900
One Great Hour of Sharing	1,400	1,250
Local charities	150	650
Contingency Fund	442	
<b>Total Expense</b>	<b>302,573</b>	<b>296,793</b>
<b>Budgeted Net for the Year</b>	<b>0</b>	<b>(2,843)</b>
<b>End-of-Year Liquid Assets (not including property), 2016, 2015</b>	<b>114,180</b>	<b>102,323</b>
<b>Outstanding Church Debt (sum of four Synod loan balances)</b>	<b>(413,075)</b>	<b>(435,267)</b>

Respectfully submitted,

Doug Eisinger, Finance Elder



## WORSHIP COMMITTEE REPORT

Jody Brockett, Worship Elder

Worship services for SHPC are planned weekly by the Worship Committee.

Worship committee members are Pastor Bev Brewster, Director of Music Stephen Iverson, and Worship Elder Jody Brockett.



Services are planned around a variety of themes derived from seasonal observances, the Lectionary, the life of the church, and current events. Pastor Bev prepares the majority of the sermons. In 2016 we welcomed several thought-provoking guest speakers: Reverend Dr. Jane Spahr, Tom Pinkerman, Green Team Chair Judy Ford on Earth Sunday, Cathy Sarkisian, Cynthia Scharf, Senior Climate Change Officer to United Nations Secretary General Ban-ki Moon, Rev. Bentley Stewart, Dr. Doug Tilton, our PC(USA) South Africa Liaison, and Mubarak Muthalif from the Islamic Center of Northern Marin.

Adult and youth liturgists from the church community participate in most services. The Sacrament of Holy Communion is served during worship at least once a month, and SHPC continues its long tradition of Birthday and Two Cents a Meal Sundays.

Director of Music, Stephen Iverson, and music minister/pianist, Michael McCarty, provide preludes, and lead/accompany chants, hymns, and original music that supports the theme of each Sunday. For special services they were joined by drummer Bill O'Callaghan, vocalist Charlotte Phillips, harpist Natalie Cox, the Meg Eldridge String Quartet, and Gregg Elberg.

The SHPC choir rehearsed weekly on Wednesday evenings and sang anthems regularly throughout the year. The choir continues to expand their repertoire with leadership and original music from Director Stephen Iverson. This year our musicians supported Paul Lambert with a special Sunday program, "Free To Be Me", where the church community shared their musical and artistic talents.



The liturgical artists and Flower Guild members work to visually and creatively support the seasonal celebrations and weekly services. This past year they brought back the beautiful "Sacred Journey" for Lent and Easter. For Advent an engaging new piece was created for the "Peaceful Kingdom: a Child Shall Lead Us" theme where the children of SHPC created delightful creatures depicting our local natural "kingdom". The Flower Guild, led by Patti Vance, has done a beautiful job contributing flowers and plant life for the enrichment of worship each week.



The Worship Committee plans special services for Christmas and Easter as well as for Martin Luther King Jr.'s birthday, "Fat Sunday", World Communion Sunday, and Mexico Mission Send Off. These special services are all well attended. For Easter we had 156 in attendance; we had over 130 for Christmas Eve. Overall attendance has been growing and participation has been strong.

Respectfully submitted,  
Jody Brockett, Worship Elder

### **MISSION AND SOCIAL JUSTICE COMMITTEE REPORT**

Patti Vance, Mission and Justice Elder

The Sleepy Hollow Church continues to support and grow our mission work in the community and beyond. This past year lead to several new initiatives that were developed to engage youth in projects that had a meaningful impact in the community. Additionally, our congregation expanded outreach efforts through our justice garden and service to low-income children.

Jen Gauna and Judy Ford were instrumental in expanding the youth cooking project to support the REST Program that Shannon Mong started last year. The group has grown to over 20+ multi-aged participants, attracting other youth in the community. For the first time, the cooking projects used produce from our justice garden which the children harvested during the summer and fall. In December the youth group also planted a winter garden that Michael Durphy helped orchestrate.

This was also the year of our first ever summer youth mini-camp! The children produced a beautiful mosaic for the sanctuary through the creative direction of Charles Wei. The children also helped harvest fresh, organic produce from the garden that was used in cooking projects.

Our congregation also expanded support for Short Elementary School in San Rafael – a school of which 93% of the population is low-income and the academic challenges are daunting. Our church members helped plant hundreds of seedlings in the school garden, successfully wrote and received grants totaling thousands of dollars and sponsored field trips. Jody Brockett has taken a leadership role in the after-school enrichment program offering students art and science activities, and additional church members are regular volunteers each week.



Mark Sarkisian and Chris Lopin again directed the highly successful Mexico Mission Project which engages high school youth in constructing two homes in Mexico during a week-long trip in June. To gain carpentry skills, students built four new garden beds for the justice garden and reinforced existing structures. Two of the new beds were dedicated to

growing cut flowers that the flower guild used weekly in the sanctuary throughout the spring and summer.

The REST Program continued its mission of providing meals and dignity for homeless men and women. Shannon Mong coordinated efforts along with site leaders Millie Millar and Scott Hamilton. Additionally, the youth cooking program was active in this mission work.

The Justice Garden had another bountiful growing season – producing over 4,000 pounds of tomatoes and other organic vegetables with help from over 20+ church and community members. Produce was delivered weekly to the Marin Food Bank during the height of the growing season and proceeds from the garden totaling over \$3,000 were donated to the Food Bank and other local entities that support hunger programs. Doubling the size of the garden this year meant all hands on deck! The weekly harvest involved over 13 hours of labor from our garden crew. This was also a year we expanded the number of Saturday farm stands in the community. We now have “regulars” who arrive early to pick their favorite organic vegetables. We also continued our very popular Sunday farm table in the fellowship hall after the service. Our congregation has really enjoyed the fresh, organic produce and the shared community that comes from tasting new varieties and exchanging recipes.

At Christmas, Frankie Eakes again sponsored the “angel tree” with names of dozens of needy children from CASA, foster homes and children at Short School. Church members generously supported dozens of these children with presents, gift cards and special requests.

Wil Swalberg is the dedicated overseer of our Food Barrel Ministry, which benefits the Marin Food Bank with hundreds of pounds of canned and dried food yearly. He also makes sure that we bring our Cents-ability offerings in monthly to feed the hungry through Presbyterian Hunger Action.

We contribute to our national church through Presbyterian Peacemaking and One Great Hour of Sharing (Presbyterian Disaster Assistance, Presbyterian Hunger Assistance, and Presbyterian Self-Development of People). Locally, we support the Marin Interfaith Council, and Pastor Bev participates regularly in MIC peacemaking discussion.

Pastor Bev advocates for criminal justice reform and ending cruelty to children in prison, and members of our congregation have joined the effort to end prolonged juvenile solitary confinement.

Members of our congregation continue to provide mission outreach that benefits the community in so many ways. Thank you one and all for your caring efforts this past year!

Respectfully submitted,  
Patti Vance, Mission and Justice Elder

### **MEMBERSHIP NURTURE REPORT**

Linda Peltzman, Membership Nurture Elder

This is my third and last year as Elder of membership/nurture. This position was created to facilitate a growing church to feel a connection to one another through community building activities and being a welcoming presence to newcomers.

Last spring, we held our church family picnic at Samuel P. Taylor State park for the 3<sup>rd</sup> year. This was started to bring back this SHPC community building tradition from years past. It has been successful as far as fun, great food, multigenerational games and is slowly growing. Spring of 2017 we have picked a theme of celebrating Arbor day and



our connection to the beautiful trees we are blessed to live among. Watch for the date and info in the church newsletter.

My committee is staying watchful for the newcomer and ready to offer our SHPC prepared jar of soup ingredients. We want to show an eagerness to have all people feel welcome at our services so they'll want to come back.

The cards of recognition ministry continue. Donations of cards as well and suggestions of who might be needing to be remembered are welcomed. Please make sure you and your family have let us know your birthdays and significant dates. I'd love to send you a card to let you know how special you are. If you have never received a Birthday card, let me or the office know.

During the Christmas season the 3<sup>rd</sup> annual women's get together was held. The last 2 years we started a cookie exchange. It is such a busy time of the year, another opportunity may replace this in the future.

Respectfully submitted,  
Linda Peltzman, Membership Nurture Elder

## **FAMILY MINISTRIES REPORT**

Janel Stewart, Family Ministries Elder



2016 was a year of continued transition and growth for our children and youth ! Ryan Finnane, Sydney Greenlee, and Andy Eisinger continued to successfully manage the Sunday children's program for ages 0 to 10. We held our annual Children's Pageant in December and the annual Easter Egg Hunt (with about 30 kids participating) along with many other activities such as Halloween Pit Stop night and Advent Arts and Crafts night. In November, Sandra Ikeora joined us as our Youth Director. Sandra is a junior at Dominican University and an all-star on the Dominican Women's Basketball team. We have enjoyed attending her games! Sandra brings a spirited energy to our faith community and is working diligently on establishing a solid and engaged youth group with our children ages 10 and older.



Lastly, with another successful justice Harvest year, Judy Ford and Jen Guana established a highly popular youth cooking for REST program. This monthly meeting of 15-20 youths gleans from our Justice Garden, then preps and cooks for the REST program. We are very thankful for their leadership with this impactful program.

Respectfully submitted,  
Janel Stewart, Family Ministries Elder

## **BUILDING AND GROUNDS**

We bid a fond and grateful adieu to B and G Elder Fred Morfit, who relocated to CO. after organizing a terrific All Church TLC Day in May. He also masterminded a much needed drainage project with Richard Peltzman and Tim Baumsteiger, between the Pastor's office and the Wee Garden; it has been a life saver this wet winter.



The church thanks Richard very much for his great work on our facilities this year! He did a tremendous job working with Mark Sarkisian on possible beautiful new double doors for the foyer of the church. He also helped us over the summer with keeping critters out of the church. There were other projects and fine workmanship too numerous to mention! LMP Dads have offered to re-stripe our parking lot and also proposed to install sun shades in the playground. Richard and Pim Brouwer reviewed the concept and reported to Session, and the next step is for LMP to purchase some inexpensive plastic to do a mockup of the proposal.

Respectfully submitted,  
Richard Peltzman and Pastor Bev for Fred Morfit

## **THE BOARD OF DEACONS REPORT**

Kit Argilla, Deacons Moderator

The Deacons at Sleepy Hollow Presbyterian Church are the caring arm of the church. This small but mighty group looks after the well-being of the congregation. How better to care for the congregation than to coordinate our parish volunteers for Fellowship? Each week following the service, we make sure there are plenty of hot coffee and delectable snacks. Fellowship hour is a time to get to know one another and to connect in a deeper personal way with our church family.

The church is broken up into four Parish Groups, each headed by a Deacon. This past year, the Deacons were Marie Ongaro, Nance Rosencranz, Robin Holway and Nancy Elberg/Frankie Eakes. Once a year, each Deacon hosts a special potluck event at their home. This provides relaxed social time for their Parish Group to mingle and grow to know each other more fully, building a stronger, more connected church family.

The Deacons also coordinate and host the annual special events such as the Harvest Feast (around Thanksgiving time) and Cinco de Mayo celebration. In both these cases the Deacons supply the main portion of the meal, and then request side dish contributions from their Parish Group.

The Mexico Mission participants were sent off with a beautiful breakfast buffet at 6 am on their Saturday morning departure. Special thanks go to Deacons Nancy Elberg and Frankie Eakes for this special gift.

In coordination with the Green Team, the Deacons are moving towards using only compostable/recycle products and educating the church family how to use our new recycle/compost bins correctly. We are attempting to become totally green in our fellowship supplies.

This past year, we coordinated the joyous celebration of Bev's 5-year anniversary with the church. We shared our thanks and good wishes through messages tied to the branches of a tree and enjoyed a celebratory cake and presentation of gifts and songs representing all she means to us.

With some of the bounty from our beautiful Justice Garden, the Deacons made small produce gift baskets last summer and delivered them to seniors in the neighborhood. We found this was a great outreach and wonderful to connect with some in our neighborhood who are often lonely.

In appreciation for all that the congregation does to help with Fellowship, the Deacons made up a beautiful gift basket and held a drawing in December. The gift basket, won by Patty Kuehn, was a small way to recognize all the generosity of those who contribute so freely to Fellowship hour.

This month the Deacons, with help from other congregants, will host the reception following the celebration of life for our dear Betty Swalberg.

Respectfully submitted,

Kit Argilla  
Moderator, Board of Deacons

