

2017 Annual Report

Sleepy Hollow Presbyterian Church



AGENDA - ANNUAL CONGREGATIONAL MEETING
Sunday, February 4, 2018 – Following Worship
Sleepy Hollow Presbyterian Church

Recognition of Quorum Clerk of Session

Introduction of Dr. Conover, Mission Presbyter/Stated Clerk, Presbytery of the
Redwoods, and of Ariel Mink, Presbyterian Church of Novato, and Opening Prayer
Pastor Bev

Process for the Sale of Church Property Dr. Conover

Process for the Meeting Ariel Mink

Motion for the Sale of Church Property, Discussion, and Vote Session/Congregation

Presentation of Annual Report Dennis Latta, Clerk, and Session

Presentation of Financials Doug Eisinger, Finance Elder
Review of 2018 Budget and 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:

Dennis Latta (Clerk) to remain on Session for one additional year;
Koren Grubb to join Session as Worship Elder;
Scott Hamilton to join Session as Finance Elder.

Deacons – Compassionate Ministry – One Year Term

Robin Holway AbuAly

Lisa Bane

Sharon Hamilton

Request for nominations from the floor

Vote for Approval

Presentation of 2018-2019 Nominating Committee – One Year Term

Dennis Latta, Deacon representative, Steve Derr, Patti Eisinger, and
Kristen Rivers

Request for nominations from the floor

Vote for Approval
Birthday Money drawing

Closing Prayer – Pastor Bev

THE MOTION FOR SALE OF CHURCH PROPERTY:

The Session of SHPC brings the following motion to the duly noticed Annual Meeting of the Congregation for vote of its membership pursuant to Book of Order G-1.0503 (d):

MOVED, that SHPC sell the church property at 110 Tarry, with proceeds directed to pay off interest-bearing debt, establish a capital improvement fund for the good of the church, and provide for pastor housing assistance as needed, either by purchase of affordable real estate or establishment of an investment fund. Income from rental property and capital/investment funds are not restricted, and can support the operating budget of the church.

This motion has been approved by the Church Mission Finance Committee of the Presbytery of the Redwoods, to permit a vote of the membership of the congregation.

The Session acknowledges with deep gratitude the many generous contributions to the manse project by dedicated SHPC members.

The Session intends to move forward without delay to discern the consensus of the congregation with respect to re-investing in real property. *Purchase of real property is by vote of the congregation* pursuant to Book of Order G-1.0503 (d).

Members must be present to vote.

CLERK OF SESSION REPORT

Dennis Latta, Clerk

2017 Elders:

Dennis Latta - Clerk of Session, Chair of Human Resources, Chair of Nominating

Ahmed AbuAly- Building and Grounds

Jody Brockett – Worship

Doug Eisinger - Finance

Merle Ongaro– Membership Nurture

Janel Stewart - Family Ministries

Patti Vance – Mission

2017 Deacons:

Kit Argilla - Moderator

Robin Abu-Aly

Peg Maclise

Marie Ongaro

Nance Rosencranz

The business of Session is the church business, and it has been a busy year. SHPC added 30 new members and had 5 baptisms. This made official what we have all been seeing, that our congregation is growing! In the conversations I had with some of our new members they told me they were attracted to our church because of the things we were doing – like our Justice Garden. Our church community has so many ways to serve that include Mexico Mission, REST, the Food Barrel, and the Giving Tree; to name just a few. It is so nice to be part of a community doing God's work. It would not be possible for any of us to do all these things on our own, but together we do accomplish a lot.

Two members of Session are moving off this year and I want thank them both for all their hard work. Jody Brockett has been a diligent Worship Elder helping Pastor Bev with the service preparations with almost perfect attendance on Sundays to make sure things run smoothly, and has been a big part of the liturgical art we all so enjoy during Advent and Lent. Doug Eisinger has been Finance Elder making sure our budget and expenses were aligned, and as Mr. Spreadsheet, has done many deep dives into church finances and “what if” scenarios. Thank you both for all your contributions to our church community. We will miss you on Session, but we're glad we'll still be seeing you in worship.

During this year Session continued its look at financial resiliency, which it started the prior year, and we had four (4) *Let's Talks* on this subject, so that everyone would have a chance to hear and discuss the information gathered and shared. It has been a long journey, but the recent show of preference survey confirms there is a strong consensus to sell 110 Tarry. Session has put forward a recommendation and is asking for a congregational vote on this matter at the annual meeting of the congregation.

Through careful stewardship of this year's budget, finances became available in the last quarter to bring Charles Wei on as Youth Director, and he has been doing a fantastic job working with our middle school and high school kids, both on Sundays and in evening events like game night. More recently, Session authorized the hiring of a pastoral intern, Andrew P. Quick, and he gave his first sermon in January. We welcome both these individuals and look forward to more of their contributions to our church community in the coming months.

It is such a pleasure to be part of a vibrant, growing church community. I want to thank Pastor Bev for doing such a good job tending to her flock. I look forward to the year ahead with you all.

Peace and blessings in Christ's name,

Dennis Latta, Clerk of Session

Finance Committee Report for the Calendar Year Ending December 31, 2017

Finance Elder, Doug Eisinger

Pledge Drive and Church Financials

We ended 2017 with a wonderfully successful pledge drive. SHPC received 57 pledges (10 first-time pledgers) for a total of \$151,030. For comparison, we finished 2016 with \$136,913 in pledges, and 2015 with \$135,000 in pledges. The 2017 pledge drive demonstrated continued overwhelming support for the great work being done at SHPC. We owe a big THANK YOU to the Baigrie Family (James, Karen, Flynn, and Rowan) for running such a wonderfully enjoyable pledge drive. **Table 1** shows church financials at year-end.

Table 1. Church Financials at Year-End

Item	Summary	Financial Data as of Dec. 31		
		2015	2016	2017
A	Total checking account balance (includes pledge pre-payments for coming year)	75,150	84,927	143,774
B	Total earmarked funds (food/hunger programs, solar, etc.)	15,717	24,431	39,224
C	Checking balance that is not earmarked	59,433	60,495	104,551
D	Mexico Mission accumulated reserve*			18,000
E	Net checking balance not earmarked = [A - (B+C+D)]	59,433	60,495	86,551
F	SHPC Emergency fund banked at the Synod	60,107	60,785	61,351
G	Total End-of-Year Reserves Not Earmarked = E + F (includes pre-paid pledges for coming year, see below)	119,540	121,280	147,902
H	Total pledged amount for next year (as of year-end)	135,000	136,913	151,030
I	Dollars prepaid by year-end, for next year's pledge	85,788	76,223	95,530
J	Percent prepaid by year-end, for next year's pledge	64%	56%	63%

*Session will decide on the use of these funds after consulting with the Mexico Mission adult leadership team.

Adopted 2018 Budget

After careful deliberation over a period of many months, Session adopted a 2018 budget that purposefully deficit-spends; our strategy in adopting this year's budget was to begin to correct the church's outstanding structural deficit. A number of critical church needs require attention, including (a) under-budgeted maintenance for both the church and the home at 110 Tarry Road, (b) youth program support (Charles Wei's position), (c) pastoral staff support (Andrew Quick's intern position), (d) administrative staff support (providing additional hours each week in staff support to relieve Pastor Bev of some administrative burdens), and (e) making substantive progress toward moving the Pastor Compensation Package toward regional norms. Our church community is enthusiastic and growing thanks to the positive and dynamic leadership of our Pastor, and Session determined it was essential to adopt a budget that gives Pastor Bev the resources to continue to successfully perform her job. In addition, Session felt comfortable budgeting for a 2018 deficit given that, with careful expense management and higher-than-budgeted offerings, we ended 2017 with about \$6,000 more than budgeted. In addition, our end-of-year reserves improved in 2017 due to (a) increased pledging, and (b) increased pledge-prepayments. This gave Session confidence that we are in a stable period in the church's life with some margin available to support a short-term deficit. We believe 2018 is a financial bridge year; our budgeted deficit will allow us to plan for robust 2018 programs while we complete the discernment process regarding our overall financial restructuring.

Recommended Pastor Compensation

The adopted budget for 2018 includes a 4.0% increase in the housing and salary portions of the Pastor compensation package, plus a \$2500 supplemental increase in salary. Session's thinking in adopting these increases was to try, over a period of several years, to provide modest salary supplements until overall compensation is finally at regional norms. By way of background, data from a 2017 compensation survey found: (a) comparable nearby parishes (San Rafael Christ, Marin City, and Sausalito) provided average total compensation of \$122,614; and (b) an average of total compensation across eight Marin County pastors was \$142,607. For comparison, SHPC's 2017 total Pastor compensation package was \$96,843.

In addition to housing and salary, the other portions of Pastor compensation are essentially set by Presbytery as follows: pension and medical (37% of housing plus salary), self-employment tax (called "SECA") reimbursement (7.5% of housing plus salary), a professional expense budget of \$2700, and a study leave expense budget of \$1200.

Accordingly, Session is recommending the compensation package shown in **Table 2**; this package must be separately approved by the Congregation. As of August 2017, in the Bay Area, the U.S. Bureau of Labor Statistics estimated the cost of living had increased 3% over the previous twelve months. Session therefore adopted a compensation package that keeps pace with inflation, and continues to close the gap between average compensation for our area and the compensation offered by SHPC. Table 2 summarizes the Pastor compensation package included in the adopted 2018 budget.

Table 2. Pastor compensation in the adopted 2018 SHPC budget.

Compensation Element	Budget
Housing	51,917
Salary	17,738
Pension & Medical	25,772
Self-Employment Contributions Act (SECA) 50% Reimbursement	5,224
Professional Expenses	2,700
Study Leave Expense	1,200
Total	104,551

Overall Church Finances

One year ago, Session wrote in our annual report:

“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.”

A major financial accomplishment during 2017 was completion of a lengthy financial education and discernment process with active participation from the Congregation. That process made transparent our long-term deferred maintenance and improvement needs; our substantial indebtedness; the less-than-adequate support being provided to our youth programs, our administrative needs, and our Pastor. Session’s efforts in the past year were designed to directly address these challenges on behalf of SHPC. We also recognized the substantial losses incurred by our neighbors affected by the North Bay Fires in 2017, and SHPC donated \$2500 to a Presbyterian relief fund in 2017 to support fire victims.

Table 3 (see next page) includes 2017 and 2018 budget and financial data for church operations. As can be seen, we had a 2017 balanced budget and have budgeted for a 2018 deficit of \$18,242. As discussed above, this deficit is intentional and is meant to begin addressing important structural needs. We are confident that, with farsighted

planning and a strategic vision for financial restructuring, SHPC's long-term fiscal health will be secure.

Table 3. Adopted 2017 and 2018 budgets and related financial information.

SHPC Budget Summary	2017	2018
Income		
Pledges	136,913	151,030
LMP	51,027	52,558
Manse rent	49,634	54,400
Mexico Mission	40,000	59,100
Sunday plate, non-member gifts, endowment, music & Deacon's fund	13,625	15,325
Earmarked Funds (e.g., hunger programs, garden, youth climate summit)	8,375	13,359
One Great Hour of Sharing	1,400	1,400
Church rent & interest income	1,600	2,600
Total Income	302,573	349,772
Expense		
Pastor (2018 budget needs Congregational approval)	96,843	104,551
Staff: musicians, bookkeeper, office help, youth leader	54,200	77,916
Debt service (on four Synod loans)	41,950	41,950
Mexico Mission	30,000	51,450
Church Building: maintenance, taxes, insurance	28,701	32,369
Manse: taxes, maintenance & insurance	16,072	20,001
Deacon Fund, Dedicated Gifts, Peacemaking	9,075	14,159
Family ministries (Sunday school, youth)	6,200	6,200
Office (supplies, phone, website, etc.)	6,000	6,180
Worship (flowers, guest speakers/musicians, etc.)	5,500	5,435
Presbytery of the Redwoods	3,775	3,820
LMP expenses (fire alarm, janitorial)	2,266	2,334
One Great Hour of Sharing	1,400	1,400
Local charities	150	250
Contingency Fund	442	
Total Expense	302,573	368,015
Budgeted Net for the Year	0	-18,242
Outstanding Church Debt (sum of four Synod loan balances)	(413,075)	(385,975)

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 2017 we welcomed several guest speakers: Noah Block on Youth Justice, Reverend Bentley Stewart, Reverend Scott Clark, Rev. Alonzo Johnson of the PC(USA) Self Development of People Program, SFTS Old Testament Professor Rev. Yolanda Norton, and for Veterans Day, 2d Lt. Nicki Arnold Swindle.

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 Blessings and Two Cents a Meal Sundays.

Director of Music, Stephen Iverson, and 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.

The liturgical artists and Flower Guild members work to visually and creatively support the seasonal celebrations and weekly services. This past year our theme for Lent and Easter was "Fearless Love". We celebrated Easter with a beautiful floral garden. For Advent they created a new piece for the "One Love" theme where the adults and youth of SHPC created beautiful wreaths connected by fairy lights. The Flower Guild, led by Patti Vance, continue to contribute beautiful flowers and plant life for the enrichment of worship each service.

The Worship Committee plans special services for Christmas and Easter as well as for Rev. Dr. Martin Luther King Jr.'s birthday, Criminal Justice Sunday, "Fat Sunday", World Communion Sunday, and Mexico Mission Send Off and Return. These services are very well attended.

The Mexico Mission services had over 170 people in attendance for each service. There were 135 people in attendance for the Children's Christmas Pageant. 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 our mission work in the community and beyond. This past year we expanded initiatives that engage youth in projects that have an impact in the community.

Jen Gauna and Judy Ford continued in their leadership role with the youth cooking project to support the REST Program. The group has grown to over 20+ multi-aged participants, attracting other youth in the community. 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 under Michael Durphy's leadership.

Our congregation continues to support Short Elementary School in San Rafael – a school of which 93% of the population is low-income. Jody Brockett has taken a leadership role in the after-school enrichment program offering students art and science activities along with other church volunteers.



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

The REST Program continued its mission of providing meals and fellowship for homeless men and women. Shannon Mong coordinated efforts along with site leaders Millie Millar and Scott Hamilton; Carolyn Goodman has taken over the coordinator role for 2017-18. Additionally, the youth cooking program was active in this mission work.

The justice garden had another bountiful growing season – producing over 2,000 pounds of tomatoes and other organic vegetables with help from over 20+ church and

community members. New this year was a partnership with the St. Rita's Food Pantry. Produce from our garden helped support 10 needy families.

We continued our Saturday farm stands in the community. We now have "regulars" who arrive early to pick their favorite organic vegetables. We also continued our popular Sunday farm table in the fellowship hall after the service. Proceeds from the justice garden were distributed to the following organizations: Marin Food Bank: \$1,200; Presbytery Fire Relief (hunger relief preference): \$800; Pedal for Protein: \$200; Interfaith Food Collaborative: \$200; Short School: \$300; San Rafael Street Ministry: \$100; Undocufund for undocumented fire victims: \$200.

At Christmas, Frankie Eakes sponsored the "angel tree" with names of dozens of needy children from CASA and foster homes. Church members supported 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 the denial of human rights to immigrants in detention, and our congregation has a visitation ministry.

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

The first event sponsored by the Membership Elder was scheduled by Linda Peltzman. We held a family picnic at Samuel P. Taylor Park. It was well attended and provided a relaxed atmosphere for members to interact.

In May a Ladies Tea was held at my home. We had a good group of all ages and both new attendees and established members came. The response was overwhelmingly positive. This will be a repeat.

The church had 30 new members join the church. This took place over three Sundays in October, our Season of Peace, with each new member presented with a White Rose. Bev had contacted and personally called on every new name presented to her. We have a vibrant new group added to our congregation, It is important that we notice new faces in church and meet and greet them.

In October we held a Bocce Day at the courts on B St. in San Rafael. Medals were awarded to the winning team, and attendees have expressed desire to repeat the activity.

Linda continues to send Birthday cards and cards of recognition to all. We will continue to welcome newcomers.

Merle Ongaro
Membership Nurture Elder

FAMILY MINISTRIES REPORT-

Janel Stewart, Family Ministries Elder and Charles Wei, Youth Director



This has been a great year for Family Ministries. Our Sunday Children's Program team (pictured at left, Sydney West, Justine Greenlee, and Andy Eisinger) are doing a terrific job with our many youngsters, reinforcing the values of respect, kindness, caring, and sharing which they learn upstairs with Pastor Bev in the children's circle (with lots of laughs).

In October, we warmly welcomed back Charles Wei as our Youth Director. Here is his report:
With few exceptions, I have been meeting with the youth every Sunday. Our discussions are based on the sermon for that day, and the kids know this is a safe space for them to ask any questions they might have and to explore the topics further.

Judy Ford and Jen Guana have continued the monthly REST cooking program with the kids, which is always a fun night. In October, we had a wonderful Halloween Open House, hosting over 100 people from the neighborhood. During this event, one of

the parents from the neighborhood suggested a game night, and so in 2018, we are going to start having a monthly Family Game Night, on the first Friday of every month.

The youth group also kicked off the Collective Voices Initiative in December. The goal of this initiative is to foster communication and relationships between youth from different faith backgrounds in Marin. We are starting by building a foundation for the group with the kids at Sleepy Hollow Presbyterian Church, and then growing the program from there. Another goal of this initiative is to model peace and inclusivity to world. We are going to do this by creating videos that address some of the important topics of our day, including social justice, human rights, and the environment. Our hope is to bring in youth groups from all over Marin, from many different faith backgrounds, to help us create these videos, and show the world that peaceful dialogue is possible. I want to ensure that our children have a platform where their voices will be heard and where they know they are making a difference in the world.

The plan for 2018 is to continue with the weekly meetings and monthly activities that our kids enjoy and find meaningful. I am going to meet with youth leaders in the county and tell them about the exciting things happening at Sleepy Hollow and invite them to participate with us. Big things are happening here, and I can't wait to see where this all takes us!

Charles Wei, Youth Director

BUILDING AND GROUNDS

Ahmed Abu Aly, Elder

We had a very busy year working on various maintenance items. We started with a great All Church TLC Day in May. Here are some of last year accomplishments:

- Installed new solar pathway lightings **Thank you all church TLC volunteers**
- Repaired roof damage at the Manse **Thank you Steve Derr**
- Removed falling large tree at the Manse **Thank you Steve Derr**
- Repaired fellowship closet doors **Thank you Richard Peltzman**
- Replace damaged Church street directional sign on SFD and Butterfield Rd **Thank you Dennis Latta**
- Survey the church property for possible wheelchair ramp **Thank you Paul Krohn and Bill O'Callaghan**
- Ongoing repair of our failing irrigation system **Thank you B&G team**
- Replace broken fellowship sink faucet **Thank you B&G team**



- Repair broken playground water fountain **Thank you Randy and LMP parents**
- Install new playground sun shade structure **Thank you Randy and LMP parents**
- Replace office door lock **Thank you B&G team**

Session and B&G Elder have developed a preliminary list and cost estimate of deferred maintenance and capital improvements needs for the church building which includes: Renovating the fellowship hall kitchen, replacing uplifting concrete walkways, adding new wheelchair ramp, replacing deteriorated church main front door, repaving the church parking lot, fixing the sanctuary hall windows and various other items.

Respectfully submitted,
Ahmed Abu Aly, Elder

THE BOARD OF DEACONS REPORT

Kit Argilla, Deacons Moderator

The Deacons at Sleepy Hollow Presbyterian Church make up 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 is 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 divided into four Parish Groups, each headed by a Deacon. This past year the Deacons were Marie Ongaro, Nance Rosencranz, Robin Holway and Peggy Maclise. Once a year, the Deacons hold a potluck dinner at their homes. This event 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 annual special events such as the Harvest Feast (around Thanksgiving time) and the Cinco de Mayo celebration. In these cases the Deacons supply the main portion of the meal, and then request side dish contributions from members of their Parish Groups.

The Mexico Mission participants were sent off with a beautiful breakfast buffet at 6 am on their Saturday morning departure. Special thanks go Nancy Elberg and Frankie Eakes, recently retired Deacons, for continuing this gift for yet another year. This is a true act of love.

We continue to work towards becoming totally green in our Fellowship supplies. While not achieving perfection yet, we are definitely creating less waste than years past. We

appreciate the congregation's efforts in helping us recycle and compost by using the correct receptacles.

In appreciation of all that the congregation does to help, the Deacons held a Thanksgiving drawing, awarding a token of our appreciation to one member of each Parish. It was a small way to recognize the generosity of those who contribute so freely their time and energy to Fellowship hour.

Respectfully submitted,
Kit Argilla
Moderator, Board of Deacons

