

2017  
Annual Report  
of  
**Ark and Dove Presbyterian  
Church**

26<sup>th</sup> Annual Congregational Meeting  
January 28, 2018  
6:15 pm

Twenty-sixth Annual Meeting of the Congregation

Ark and Dove  
Presbyterian Church U.S.A.

January 28, 2018

**OPEN WITH PRAYER**

**ESTABLISH QUORUM**

**APPROVE MINUTES OF CONGREGATIONAL MEETINGS**, see pp. 3 - 5

**Twenty-fifth Annual Meeting of January 29, 2017**

**Special Meeting of the Congregation**

**ANNUAL REPORTS**, see pp. 6 - 20

**Motion needed to receive annual reports**

**STATISTICAL REPORT**, see p. 21

**EXPRESSIONS OF THANKSGIVING**

**INCOME AND EXPENSE REPORTS, BALANCE SHEETS AND BUDGETS**, see pp. 22 -29

**Motion needed to receive financial reports and budgets**

**THE TERMS OF CALL FOR THE MINISTERS FOR 2018**, see p. 30

**ELECTION OF CONGREGATIONAL MEMBERS TO NOMINATING TEAM**

**MOTION: THAT ALL SITTING ELDERS AND THE CLERK OF SESSION BE DESIGNATED AS TRUSTEES OF ARK AND DOVE PRESBYTERIAN CHURCH FROM FEB 1, 2018 TO JAN 31, 2019.**

**NEW BUSINESS**

**CLOSE WITH PRAYER**

**Ark and Dove Presbyterian Church**  
**Minutes of 25<sup>th</sup> Annual Congregational Meeting**  
**January 29, 2017 5:45 pm**

Quorum is declared (51 present, 28 required)

Moderator Tim Stern opens in prayer.

Minutes of 2016 Annual meeting are reviewed (from Feb 21, 2016). Claire Henderson moves to accept, second by Steve Debus. Time correction noted. Voter taken to approve with correction; motion passes. Review reports; correction to name spellings; co-leader of the Jim Wallis book study group was David Sparks, not Linda Girdner.

Facilities Elder Ryan Stavely reminds us of the big RiverWise water stewards program that was implemented here thanks to Rob Yeager; and many thanks to Mike Davie for keeping the building running.

Administration ministry elder Wendy Wellington gives thanks for all the volunteers listed in the ministry report; plus Alta Paronto for financial expertise, Tracy Churchill for Long Range Planning leadership; Shelley Franklin for personnel review; and Brian McCool for stepping into policy review activities.

Christian Ed Elder Kim Champagne thanks many, many people, especially Amy Tardiff with Logos; our Adult Ed team leader Linnie Girdner; Amy Carskadon; Julie Devers; the middle school leaders; the high school leaders, Christina and Jon Nelson.

Elder Donna Anderson for Outreach and Connections thanks the greeters, muggers, Fellowship team leader Amy Stavely, Cathy Debus helping with New Members classes, Erica Sealing, and Chris Wilkens and Cheri Hahn.

Mission Ministry Elder Christine Caufield Noll thanks the congregation, especially around Winter Relief (Sue Hanburger, Brook and David Hisle); and the anti-racism ministry (Linnie Girdner and Paula Sparks).

Discipleship Elder Amy Carskadon thanks the congregation plus Steve Debus and Christy Yeager and Alta Paronto for a smooth transition to one budget and a successful campaign; Wendy Wellington and Paula Sparks for directed giving; Equipping the Saints program led by Sam Dewey and Amy Pumphrey; plus the Nominating Team led by Doug Walcutt (plus others listed in the report).

Worship Elder Deb Saylor thanks 164 people who help with this ministry; especially team leaders Judy Cooper and Paul Doughty.

Lindsey Hoxie reminds us of the care and compassion Deacons share; and how the spirit moves and radiates through us when we use our given strengths and skills in caring for each other.

The congregation thanks Amy Carskadon, Deb Saylor, and Brian Boudreau who are cycling off their respective boards. They each brought unique energy, ideas, and spirit to the leadership of this church.

No additional questions on any of the ministry reports. Wendy Wellington moves to receive the ministry reports with suggested changes, second by Bill Champagne. Vote taken, motion passes.

Statistical Report--membership was basically stable (now 276, was 296 last year; worship up 4 over last year).

Pastor Jon thanks the Session and Deacon Boards; Kim Champagne for careful discernment on Christian Education; Donna Anderson for making personal connections; Alta Paronto for financial diligence; Betsy Baer; and the entire staff for their serious lightness in delivering ministry.

Financial--one budget now with Mission and Ministry, which includes mortgage service. This spring we will begin a Capital Savings account, to start saving for the next build out. Congregation prefers to keep the existing building well maintained; and do not want to go into more debt. Question on income expectations: are they realistic? Steve Debus explains that since the (former) two budget were combined, and former unpledged Building Fund category was not counted. Session discounted the total amount pledged to generate how much we expect. Donna explains that Session reviews the expenditures and income every month, and cuts expenses when necessary. Session meetings are open to all (third Wednesday at 6:30). Deacons meet at 7 PM on the 4<sup>th</sup> Wednesday. Rob Yeager moves to receive the budget, second by Laura Willoughby, vote taken and passed.

Terms of Call--Admin elder Wendy Wellington moves the salary packages for Pastor Tim and Jon, second by Cathy Debus. Steve Debus explains that we are on the low end of the “factor” range system. Vote taken, motion passes.

Nominating Team--report presented by Doug Walcutt. Doug thanks Amy C, Deb S, Ryan S, Bill Gaurin, Cheryl Walcutt and Brian B for their terms as Elder / Deacon. The team presents Ryan Stavely (Elder), Katie Gaurin (Youth Deacon for 1 year, renewable up to 6 years; this is mis-noted in the written report), Kathy Miller (Deacon), Cheryl Walcutt (Deacon), Steve Debus (Elder), Rob Yeager (Elder). Brian Boudreau will cycle out of Moderator role, Greg Makar will cycle on. Doug Walcutt nominates all these people. No nominations are given from the floor. Linda Lewis moves the the clerk casts one single, unanimous report to fill the positions of Elder, Deacon, and Youth Deacon. Second by Scott Howe. Vote taken, passed. This nominating team is Doug Walcutt, Julie Devers, Amy Carskadon, Lindsay Hoxie, Paula Sparks, and Helen Wilkens.

Dick Paronto moves that the Session and Clerk of Session are voted as the Board of Trustees of Ark and Dove, Seconded by James Franklin. Vote taken, passes.

New nominating Team: Julie Devers, Jim Cooper, Nicole Howe, Steven Janssen, have all agreed to serve on the Nominating Team for 2017. Julie Devers nominates Laura Willoughby. Session will appoint former elder Jim Cooper. Deb Saylor moves to nominate these people to serve on Nominating Team, second Christine Caufield Noll. No names received from the floor. Vote taken, passes.

Long Range Plan--the process was explained by Wendy Wellington. There were many opportunities for congregational participation and feedback. Our strengths in all areas were perceived as having grown over 3 years ago. The report and recommendations were the theme of the leadership retreat in January. One major effort will be to make sure the 11:00 service starts on time. We will work on efficiency measures, and keep the transition as stress free as possible. Question on how we plan to take the church to the community- our “branding” and self-identity needs work as we do our mission opportunities, plus we have now started on the path toward a refugee ministry. We are encouraged to read the 18 page version of the LRP report. Jim Cooper moves to receive this Long Range Report, second by Donna Anderson.

#### New Business:

- Suggestion to change the name of the “Leadership Retreat,” to more accurately reflect the planning aspect and inclusive nature.
- One member describes the Comunidad Presbiteriana la Trinidad, having more fear in the last few weeks. The pastor of 3 months (Migde Lucas) is considering if we or they should become a sanctuary church. We should pray and seek education on this topic as a first step to making a decision. 25 % of Annapolis and Glen Burnie are of Hispanic origin. Harundale and Annapolis PCUSA are supplying services (legal, language, psychiatric) to this community.

Pastor Tim closes in prayer at 7:10. Alta Paronto moves for adjournment, seconded by Donna Anderson, vote taken, passed.

Ellen Makar  
Clerk of Session

Rev. Tim Stern  
Moderator

Respectfully submitted,  
*Ellen Makar, Clerk of Session, [EEMakar@aol.com](mailto:EEMakar@aol.com)*

## **SPECIAL MEETING OF THE CONGREGATION**

### **Minutes of Special Congregational Meeting Sunday, July 2, 2017**

Associate Pastor Jon Nelson opened the meeting with prayer at 10:45 a.m. A quorum was declared. There were approximately 39 members present.

The Nominating Team brought forth the nomination of Paula Griggs to serve on Nominating Team to fill the unexpired one year term of Steven Janssen. Paula was unanimously elected.

Adjourned with prayer at 10:49 a.m.

Respectfully submitted,  
*Donna Anderson, Clerk Pro Tem of Session, [donna.anderson30@aol.com](mailto:donna.anderson30@aol.com)*

# ANNUAL REPORTS

## OUTREACH AND CONNECTION MINISTRY

**The Outreach and Connection Ministry is divided into three distinct parts: Outreach (inviting people to Ark and Dove); Welcome (from the time a visitor comes to church for the first time until they attend the new members class); and Connect (to ensure new members and existing members feel connected to each other through fellowship and other activities).**

### **Outreach**

In the outreach area, the team mostly used Facebook to advertise given that we had limited funding to do outreach. We did boost several Facebook posts for special events or activities during the year. We had excellent attendance at both Easter and Christmas services. We need to seek out new team members to assist in this area who can better utilize free publicity and other outreach methods to draw in new people to Ark and Dove. The vast majority of new members report that they have checked our website before they have visited worship.

### **Welcome**

Welcome takes many forms at Ark and Dove. We have a **greeters team**, led by Greg Makar, and the following members who provide a warm welcome each Sunday for our worship attendees. Our greeters this year are: Howe Family, Annetta Fenstermacher, Laura Talbert, Karen & Bruce Sanders, Cindy Timbie, Kathy Miller, Diane Johnson, Cheryl Schafer, Greg Makar, Judy and Jim Cooper, Donna Anderson and Ylonda Fauntleroy. We welcomed thirty (30) new members in new member classes throughout the year. Thanks to Annetta Fenstermacher who prepared breakfasts for the classes. We continue follow up with first time and frequent visitors through emails, letters and calls by the pastors and team members. We delivered some mugs during the first half of the year, but the delivery process has proven difficult for many families who live in apartments. Thanks to J Perry and Laura Willoughby Perry, Paula Sparks, Claire Henderson and Erika Sealing for delivering mugs. We are exploring other options for gifts for first time visitors for 2018.

### **Connect**

Efforts to connect members and visitors to each other and our congregation takes many forms. We have been working on our church directory for most of the year and have approximately 75 families photographed. Our last photo days are taking place this month and early in February so that the photos can be published in our directory.

Our **Sunday fellowship** activities are organized by Chris Wilkens with help from Cheri Hahn. We thank Chris for his leadership to this important ministry of welcome at Ark and Dove.

Ark and Dove had several **fellowship events** in 2017, led by Amy Stavely and assisted by Ray Bussey. Events included the congregational meeting in January; Shrove Tuesday Pancake Supper; fall concerts, the Campfire Worship, and the Revels concert in December. The main event of the year and the fall was our 25<sup>th</sup> anniversary dinner which took place on October 22. The team was led by Ray with help from Kelly Burnett, Linda Lewis, Marcia Bussey, Paula Griggs, Claire Henderson, Rob Yeager, Ryan and Amy Stavely, Donna Anderson, Kim Young and Tim and Jon. Thanks to Marci and Ray Bussey also for coordinating the design and sales of a 25<sup>th</sup> anniversary church ornament. Many were sold throughout the year as a commemorative item for the anniversary.

**Fellowship groups** that are in place include the Voyagers Men's Group led by Paul Doughty and Ed Barrett; a senior's group led by Joan Berry; and a parents' group led by Pastor Jon. Erika Sealing has been our time and talents coordinator which we plan to ramp up in 2018. Christy Yeager is our bulletin board coordinator which organizes the many ministries who want to use our church bulletin boards to publicize events.

We look forward to continuing to invite new people to our congregation, share the love of Christ with them and ensure they feel connected to others in our church family.

Respectfully submitted,

**Donna Anderson, Outreach and Connection Elder,** [donna.anderson30@aol.com](mailto:donna.anderson30@aol.com)

## **WORSHIP MINISTRY**

**The first year as Worship Elder has felt like drinking from a fire hose on occasion, as the “Did you think of...” list grew faster than I could accomplish things. I can’t express enough thanks to Deb Saylor for building such a strong worship team, and to Judy Cooper for being my brain in keeping track of making sure that everyone required to help make worship happen are in place. If you are interested in any of these ministries, please don’t hesitate to reach out to either me or the team leads listed.**

### **Worship Equipping and Lay Readers**

These teams have been led by Judy Cooper. The Worship Equipping team ensures that the sanctuary, the lay readers, and the bulletins are ready for worship. The team this year has included Caroline and Brenda Jones, Cindy Timbie, Lindsey Hoxie, Anthony Hoxie, Brooke and Dave Hisle, Peggi Ziegler, Paula Griggs and Debbie Bates. I have been doing the schedule for this team and Judy has been setting up weekly reminders. The Lay Readers offer prayers and read scriptures during our services. As part of this ministry, Adell Gaurin has scheduled the lay readers: Brian McCool, Hollis Butterworth, Kathy Miller, Steve Debus, Christy Yeager, Laura Doughty, Cathy Debus, Stan Houck, Brian Boudreau, Linda Lewis, Carla Thomas, Adell Gaurin, Joan Berry, Kelly Stern, Amy Benson, Paul Doughty, Steven Janssen.

### **Communion Preparation and Serving**

The communion preparation team has been led by Judy Cooper. Debbie Saylor has scheduled the communion servers and Judy Cooper has been setting up the weekly reminders. The communion teams of preparers and servers enabled the celebration of the sacrament of communion to take place smoothly throughout the year. Communion preparers have included the Terrie Green, Stavelys, Mosellas, Salibys, Doughtys, Yeagers, McCools, Cheri Hahn and Debbie Saylor. Communion servers have included Alta Paronto, Greg Makar, Judy Cooper, Linda Lewis, Mike Davie, Cathy Debus, Julia Kirby, Tracy Churchill, Debbie Saylor, Steve Debus, Abbey Boudreau, Breinny Mosella, Ryan Stavely, Adell Gaurin, Anne-Marie Rosenthal, Bill Champagne, Cheryl Walcutt, Doug Walcutt, Karen Dodson, Kelly Burnett, Kim Champagne, Linnie Girdner, Paul Doughty, Sue Hanburger, Joan Berry. Ed and Kristin Barrett have been so gracious in buying the Communion Wine this year.

### **Ushers**

Greg Makar has scheduled the lead ushers for the 9:30 service, as has Christine Caufield -Noll for the 11:00 service. Our ushers not only greet you with a smile and a bulletin before service, but take care of the smooth running of the service, including; taking attendance and receiving the offering, managing the Friendship registers, and bringing extra chairs in when we run out. The lead ushers this year included Terrie Green, Russ Hester, Jim Cooper, Chris Wilkens, Greg Makar, Amy Hagemann, Fred Barrow, Bill Champagne, Doug Walcutt, Dave Mosella, Kenji Nishikawa and Christine Caufield-Noll.

### **Worship Media Ministry**

Ryan Stavely and Ellen Makar have been co-leading the team. The team has provided the visual atmosphere for our Sunday worship, all special services, and other events over the last year by creating and projecting the slides that give us the words we say and sing, finding and sharing images that have deepened the worship experience, playing movie clips to reinforce points in the sermons, and so much more. The team has also covered the sound board to improve the sound quality and get the volume levels right! Other people on the team: Alexander Turse,

Alex Effiom, Cliff Wellington, Rob Yeager, J Perry, Ashtyn Rosenthal, John Salkeld, Tanner Nishikawa, Nicholas Yeager.

### **Sexual Offender/Chaperone Ministry**

In response to Paul's exhortations to welcome one another as Christ as welcomed us (Romans 15:7), we continue to welcome David Oquist to scheduled worship services thanks to a dedicated group of men who escort him while on the premises. Paul Doughty has been leading the team. The rest of the team members included Ed Barrett, Vaughn Brown, Bill Gaurin, Patricio Green, J. Perry, Rob Yeager, Greg Saliby, Paul Stancil, and Don Ziegler.

### **Music Ministries**

Music continues to be a defining characteristic of worship at Ark and Dove, with talented musicians helping to complete the worship experience. Both of the Music Directors (Rebecca Bell Echols and Mark Edwards) shared their reports below of what has been happening this year.

#### **Traditional Music**

The Traditional Music ministry is led by Rebecca Bell Echols, who directs the Adult Choir and leads the hymns from the piano. The Adult Choir leads the music for worship at the 9:30 service, with rehearsals taking place on Thursday evenings from 7:00-8:30 in the sanctuary, extra Saturday morning rehearsals as-needed and on Sunday mornings from 8:45-9:15. We have just added a new member to the choir, Edith Budd. We sadly lost Carla Thomas this year, as she moved away. The members of the choir are: Wendy Wellington, Laura Doughty, Helen Wilkens, Betsy Baer, Edith Budd, Alta Paronto, Judy Cooper, Catherine Chambers, Hollis Butterworth, Tracy Churchill, Dick Paronto, Patriceo Green, Stan Houck, Mike Davie, David Sparks, Steve Debus, and we are occasionally joined by Paul Doughty when extra voices are needed. We will also be adding Karen Dodson as we learn Faure's "Requiem" to present this summer at our church. Following that exciting weekend, a group of us will combine with a 150+ choir at the prestigious "Carnegie Hall". We are also lucky to have Paula Sparks as part of our congregation, who is a very talented pianist and has accompanied the choir on many Anthems during Easter, Advent, and Christmas.

*Rebecca Bell Echols, Director of Music Children's*

#### **Choir Ministry: (Joyful Noise and Dove Choir)**

The changes made to Joyful Noise and the Dove Choir have continued to have positive results. The children recently presented "The Grumpy Shepherd" and it was an overwhelming success! The kids are enjoying their time in choir and learning a lot about music, worship, and being a part of a positive group. The parents have been extremely committed to both of these groups and that has made all the difference in the world.

*Rebecca Bell Echols, Director of Music*

#### **Contemporary Adult Band**

2017 was a fantastic year for the music program at Ark & Dove! Patrick Sise received his own call to lead a contemporary music program, and we saw the continuation of all of our projects from past years. Band members in 2017 were: Terence Byrne (electric bass), Brendan Betyne (drums), Kim Champagne, Adell Gaurin, Joan Berry, Laura Brecheen, Karen Dodson (piano), Al Furlow (mandolin), Anne-Marie Rosenthal, Rebecca Bell, Kenny Mullings, Caroline Jones, Laurie Barrow, Kaity Gaurin, Ryan Stavely (electric piano, bass, trumpet) and Patrick Sise (guitar, drums, bass guitar). We also added two new substitute instrumentalists to the list: Taylor Davis (drums) and Mark DeMull (drums). Major projects from 2017 were the band collaborative project on togetherness and unity, Christmas Revels, and several themed services. Upcoming in the 2018 year are another Christmas Revels program, a fully produced music video, and another specially themed service in the Spring. Challenges for the upcoming year will be to continue to search for funding to expand the current drummer position to include rehearsal as a step forward towards main goal of the music intern program. Thank you for all of your support! Without you, none of this would be possible!

*Mark Edwards, Director of Contemporary Music*

#### **Youth Band**



In 2017, the Logos program continued to flourish and grow. Participation from the youth was very regular from a growing class of enthusiastic middle school participants! I was particularly proud of their presentation in service which included individual parts on percussion, singing, and piano. Another favorite from the Spring of 2017 was an improvisation with chimes that the youth did a fantastic job with!

*Mark Edwards, Director of Contemporary Music*

### **Flower Team**

The flower team is led by Paula Griggs. In addition to the amazing displays at Easter and Christmas, this team gets together several times a year to make arrangements for the sanctuary and lobby. Team members are Paula Griggs, Terrie Green, Kim Young and Annetta Fenstermacher.

### **Loyal Order of the Beadle**

This enthusiastic group of youth have been great, they are at church early to make sure the Pastor has water, that the bible is marked with the readings for service, and they make sure to keep the Pastor on time. The team members are Alexis Yeager, Savannah Howe, Ethan Howe, Meghan Tardiff, Charlotte Yeager, Emma Talbert, Cayden Devers, Patrick McCool. Alex Turse, Victoria Saylor, Mackenzie Kirby, Ayden Reeder (stepped down in 2017).

### **Banner Team**

This year the banner team designed and started to work on an Ordinary Time banner. The team members are Liz Olson, Annetta Fenstermacher, and Debbie Saylor.

I also want to thank all the Tisdale, Carskadon, Morrison, Hisle, Barrett, Boudreau, Talbert Howe, families that all helped with candle lighting during Advent this year.

All respectfully submitted,

*Ryan Stavely, Worship Elder, [ryan@stavely.org](mailto:ryan@stavely.org)*

## **MISSION MINISTRY**

**The Mission ministry connects members with opportunities to impact lives in our community and around the world through hands-on activities, prayer opportunities, and sharing of our financial gifts and resources.**

### **LOCAL/REGIONAL MISSION**

#### **Christian Assistance Program (CAP)**

Greg Makar is the team leader for our CAP activities. Food is regularly donated and taken to the food pantry at Severn UMC by Greg, and Annetta Fenstermacher continues to volunteer at the food pantry 1x/month. The number of people using the food pantry continues to increase, so these contributions are much-needed. CAP also operates a clothes closet at Nichols-Bethel UMC.

#### **Local school assistance: Back to School backpacks/school supplies program**

Greg Makar heads up our effort to supply Meade Heights Elementary School students with backpacks filled with supplies. This is done in conjunction with the county's department of social services. In addition, we again provided several boxes of supplies for Meade Middle School.

#### **Holiday Sharing**

Greg Makar, Beth Stewart, and Nicole Howe coordinated our Christmas gift program, Holiday Sharing, in conjunction with the county's department of social services. Eighty children in 36 families received gifts. There

was also a great need in the community for assistance during the Christmas season, beyond what social services could accommodate, and Ark and Dove supplied food and gift cards in response to special requests from individual families.

### **Habitat for Humanity – Annapolis property and High School/Young Adult Work Trip**

Ellen Makar is the team leader for our local Habitat activities. The 55 Clay St property was dedicated to the new occupant in January 2017, who happened to be the original potential buyer for the 123 Clay street home. A new prospective owner for the large 123 Clay St home is still being sought as of the writing of this report. The comparatively high cost of this property is making finding a potential buyer a challenge.

The high school youth, young adults and adult chaperones traveled to New Jersey to work on a Habitat home for one week during June. Special thanks to Ed Barrett, Bill Gaurin and Pastor Tim for their help coordinating this trip. The youth held fund raisers for this trip and received funds from the mission budget to help defray costs.

### **Industrial Areas Foundation Annapolis and Anne Arundel**

Ark and Dove has committed to become part of the IAF Annapolis-Anne Arundel group that will work on advocacy issues of import to the community. Pastors Tim and Jon have participated in planning meetings for over a year, and in September, an internal action was called for and over 20 Ark and Dove members attended. This internal action formalized the desire of faith communities and other social justice groups to form IAF A-AACo. We've also committed to contribute funds to support a community organizer who will act and coordinate around local issues on our behalf. In the next year or so, we will be expected to contribute 1% of the mission and ministry budget to IAF. There were also a couple of training sessions offered and one on relational meetings was held at Ark and Dove. Activity in this group will intensify in the coming year.

### **The Center in Baltimore Summer Middle School Experience**

A group of middle schoolers, led by Amy Tardiff, Amy Benson, and Associate Pastor Nelson, participated in a mission experience with The Center for the third year in a row. This year, the participants spent three days in two locations: Amazing Grace Lutheran Church and Rockrose Community Garden. While working alongside community members, they encountered and learned about the difficult reality of poverty, violence, and drugs that the community faces. This worthwhile ministry will continue in 2018.

### **Sarah's House**

Kelly Stern is the team leader for our Sarah's House ministry. Each month, 2-4 members plan, cook, and serve a meal at Sarah's House transitional shelter for women and families. Special thanks to Kim Young for her assistance throughout the year. Sarah's House also receives funding through the mission budget.

### **Winter Relief Week-Long Homeless Shelter**

More than 100 members of the congregation, with site coordinators Debbie Saylor and Cheryl Schafer, and over a dozen team leaders, hosted 25 homeless men each night during the week of October 9-16. As this is the church's most intensive mission activity, everyone pitched in to make sure these men had a safe and hospitable place to sleep, eat, and relax. Over 1,000 recorded hours of service took place during this week alone, plus many hours of preparation time. A steel drum band also performed for the guests and members on Friday, coordinated by Anne Marie Rosenthal. Finally, many generous donations of supplies and funds allowed us to provide bountiful food and other critical needs to our guests. Every year, the men tell us that they are very impressed and grateful for our hospitality, and this year was no exception.

### **Thankful 100x Over**

Ark and Dove hosted the fourth year of Thankful 100x Over, a program developed by Scott Schrier (A&D friend) to supply over 100 families with food for a Thanksgiving meal. Members also supplied gift cards, money, and shopped for the food. This growing program helps so many families have a delicious Thanksgiving meal.

## **INTERNATIONAL MISSION**

### **Mission Coworkers**

We continue to support our mission coworkers, Rev. Dr. Karla Koll (Costa Rica), and Bob and Gwenda Fletcher (Congo) financially and through prayer.

## **ADDITIONAL MISSION ACTIVITIES**

### **Antiracism and Social Equity Joint Ministry with Christian Education**

Linnie Girdner and Paula Sparks have continued to co-facilitate this ministry in 2017. Activities included small groups, forums, & movie nights. The private Ark and Dove Social Justice Facebook page is an active group that shares information and events relating to race and social justice issues.

### **Refugee Mentoring Ministry**

This ministry came to fruition at the end of 2017. Due to the political climate and executive orders banning refugees from certain countries, partner organizations like World Relief Anne Arundel were forced to close. Team lead Debbie Arey considered several other organizations with whom to partner, and decided upon the International Rescue Committee (IRC) in Baltimore. Their mentoring program connects groups or individuals with refugees who would benefit from a close mentoring relationship with Americans and supports their work. The refugee mentor program coordinator offered a training session and the ministry's team members selected a young Burmese family with whom to work. Team members have committed to meeting with the family each week for six months. Thus far, it's been a successful partnership that should continue throughout 2018 and beyond.

### **Special Offerings and Heifer International**

The congregation contributed to several special offerings, including One Great Hour of Sharing (supports the Self-Development of People, the Pres. Hunger Program, Pres. Disaster Assistance); Peace and Global Witness; and Christmas Joy. Our children supported Heifer International's work to lift families out of poverty through raising farm animals.

### **Bay Area Disciples Hispanic Ministry – Comunidad Presbiteriana La Trinidad**

Rev. Midge Lucas and Comunidad Presbiteriana La Trinidad, a Hispanic-focused worshipping community, celebrated its one year anniversary. We support this community financially and member Laura Willoughby-Perry is the Ark and Dove liaison to the organizing team. Pastor Tim is the chair for the Presbytery's new worshipping communities team and also serving on the CPT team. Rev. Lucas visited Ark and Dove and held informational forums for the congregation. The congregation also continues to support the Solano family through financial contributions and social connections. The Solanos are refugees from Mexico and were connected to CPT through Rev. Lucas. In the summer of 2017, they moved into their own home and welcomed baby Raul to the family.

Respectfully Submitted,

*Christine Caulfield Noll, Mission Elder, [ccnmission@outlook.com](mailto:ccnmission@outlook.com)*

## **CHRISTIAN EDUCATION MINISTRY**

### **Nursery**

Our Nursery continues to provide a safe and caring environment for the smallest members of our church family under the loving and nurturing care of Amanda Crose. This fall the Administration and Christian Education ministries are currently paying for an hour of planning time every week so Amanda can plan activities for the younger children, especially since we do not run a preschool class at 11:00 am. Amanda also suggested some changes to the layout of the nursery that have appeared to help with the crowded conditions in the doorway when parents come to drop off and pick up their children. Celeste Kennedy started helping Amanda in the nursery last

month and this has been a real blessing! We are also grateful to Nicole Chidlow, Sarah Anthis, Carl and Brittany Wellington, as well as Megan Tardiff and Alex Turse for helping out.

## **LOGOS**

Under the wonderful leadership of Laura Rockwell and Amy Tardiff and with encouragement and guidance from Pastor Jon, our LOGOS youth ministry continues to grow and evolve into a wonderful, high-energy and meaningful mid-week program for over 36 children from preschool through 8<sup>th</sup> grade. The children and youth all seem engaged in this program that offers Bible time, worship arts, recreation and a family time component, each part lasting about 25 minutes long. One of the highlights of the LOGOS program for me is Youth Sunday. This year it was held on February 26<sup>th</sup> and was wonderful! The fact that the children could sit still through two worship services and stay focused on what they needed to do was fantastic. I really appreciated the efforts of Rebecca Bell Echols, Mark Edwards, Amy Tardiff, Debbie Saylor as well as the pastors and LOGOS adult leaders who lovingly prepared the kids for the services. Ashtyn Rosenthal's sermon was extremely moving. LOGOS youth also led the Taize Service on April 5<sup>th</sup> in a beautiful candlelight service led by Stephen Bates and yours truly.

I cannot say "thank you" enough to our LOGOS teachers and leaders, for both the Tuesday night: Rachel and Ben Tisdale, Hilary and Paul Ferrell, Nicole and Scott Howe, Abbey and Brian Boudreau, Pastors Tim and Jon, Mark Edwards, Laura Talbert, Amy and Ryan Stavely, Sam and Tim Dewey, Julie Devers, Amy Carskadon; Christy and Rob Yeager, Annetta Fenstermacher, Adell Gaurin, Bill Champagne, Karen Dodson, Kennon Bauman, Tameka Oberman, Ruthie Bowles, Erin Morrison, the Sahai family, Jerri Webb, Collins Foley and Kaity Gaurin.

Pastor Jon, J Perry, Debbie Saylor, Adell Gaurin and Kelly Burnett led high school program that meets on Sunday nights from 5 – 7 pm. This past summer Ark and Dove sent 28 to the Gen-On Conference in Wheeling, WV place July 16 – 22, 2017. The fact that we send such a large group of youth, including many who return from college for this event, is a great testimony to the meaningfulness of this program. We had a large group of adult volunteers who also attended and we are grateful for their leadership and for donating so much of their time to be present at this conference that means so much to our youth and their Christian journey: Kelly Burnett, Pastor Jon, Adell Gaurin, Anne-Marie Rosenthal, Mark Edwards, Paul Doughty and Laura Brecheen. Next year's summit is July 15 – 21, 2018.

## **SUNDAY SCHOOL**

### **Pre-School**

The CE Ministry is grateful to our Pre-school teachers Julie Devers and Amy Carskadon for their dedication to our little guys! They continue to use our Sparkhouse subscription for their curriculum.

### **Godly Play**

In addition to her regular teaching duties, Amy Tardiff continues as the leader our Godly Play program. I am extremely grateful to Amy for her leadership as well as the following teachers who give their time so our children have wonderful Sunday school lessons: Donna Anderson, Jim Cooper, Laura Rockwell, Lisa Ferrer, Laura Talbert, Wendy Wellington, Laura Willoughby and Christy Yeager. We are currently running two GP classes during the 9:30 service and one class at 11:00 am. Staffing all three classes with storytellers and door-persons continues to be a challenge.

### **Middle and High School**

I am grateful to Nicole Howe and Rawn Sahai for sharing teaching responsibilities on the Middle School side and to J Perry, Megan Nishikawa and Ben Rollins for serving as our high school teachers. We are using the "reForm" and Feasting in the Word curriculum in these classes and it appears to be well-received.

We celebrated the end of the regular Sunday School year with a Field Day on July 18<sup>th</sup> during both services, with approximately 25 children during both services. I want to thank Julie Devers, Nicole and Scott Howe, Amy

Tardiff, Laura Talbert and Amy Stavely for helping me do this. By the way, if you play a balloon game outdoors on really dry grass, the balloons will pop like crazy.

### **Summer Sunday School**

Summer Sunday school ran from June 25<sup>th</sup> and run through August 27<sup>th</sup> as single combined class for Pre-school through 5<sup>th</sup> graders using Holy Moly curriculum that the kids seem to love. I wrote lesson plans and included all the materials a teacher needs to run the class, which included a craft and snack. As in the past, class sizes during 9:30 varied between 12 and 20 (as we got closer to the end of summer). Classes at 11:00 am usually included five children. Amy Tardiff and Wendy Wellington provided invaluable assistance.

### **Child Protection Policy**

Wendy Wellington, Shelly Franklin and J Perry worked many long hours to re-vamp and implement this program which will help us be more intentional with how we ensure the safety of the children and youth at Ark and Dove. All adults who work with our children must sign-up for background checks and complete on-line training.

### **Vacation Bible School**

Vacation Bible School was held on July 9 – 13, 2017 with the theme of “ReNew” which combined Jesus’s parable of the Sower with a strong care for creation message. The program was beautifully led by Christina Nelson and attended by 27 children. I am extremely grateful to these adults who gave so much of their time and talents to help this program run so smoothly: Amy Tardiff, Wendy Wellington, Jim Cooper, Rebecca Bell-Echols, Laura Talbert, Amy Stavely, Abby Boudreau, Samantha Dewey, Ed and Kristin Barrett, Julie Devers, Megan Nishikawa, Karen Dodson, Greg Saliby, Rob and Christy Yeager, Molly Churchill, Bill Champagne and Pastor Jon. On the adult side of VBS, Pastor Tim and Pastor Jon led a discussion based upon a somewhat similar theme of “Serve God, Save the Planet.”

## **ADULT EDUCATION**

### **Lenten Study**

We created five Lenten groups who read several chapters from Marilyn McEntyre's “*Word by Word: a daily spiritual practice*” together. Pastor Tim and Kelly, Betsy Baer, Linda Girdner, Shelley and James Franklin and Kim Champagne led discussion groups and Pastor Jon for created thoughtful discussion questions for the group leaders.

### **Anti-racism**

The Antiracism Forum met on February 26<sup>th</sup> to view and discuss the documentary *13th*. Linda Girdner also facilitated a workshop on “Facing Racism: A Vision of the Intercultural Community” which explored the biblical foundations of anti-racism work. On October 1<sup>st</sup>, the Anti-Racism and Social Equity team will led a film viewing and discussion of “I Am Not Your Negro” based on the writings of James Baldwin.

## **PASTOR-LED GROUPS**

In January, Pastor Tim started a seven-week class entitled “Your Bible! The Study Begins”, which is “an introduction to the library of books which are the foundation of our faith. He also *led The Six Marks of Discipleship* in April and Pastor Jon led three sessions on *Presbyterian 101* in May. In addition to his weekly Wednesday morning bible study, Pastor Jon also led a book study in July based on Rob Bell’s “What is the Bible? How an ancient library of poems, letters and stories can transform the way you think and feel about everything.”

*Seeking Refuge: On the Shores of the Global Refugee Crisis* became the focus of a new small group formed in response to the congregation's interest in supporting refugees. This group is facilitated by Linnie Girdner and Debbie Arey. The team also sponsored a forum based on the documentary, *Salam Neighbor*, about a Syrian refugee camp in Jordan on July 16<sup>th</sup>.

## **Adult VBS**

Adult VBS used Matthew Sleeth's "Serving God, Saving the Planet" video and workbook as a basis for a discussion on Creation Care which went along with the children's VBS theme of "ReNew."

*Spirited Sisters: This group (which meets bi-weekly on Saturdays) completed a video series on Twelve Women of the Bible" in January. After the Lenten studies were done, they continued to read Word by Word. In the fall, they began the Presbyterian Women's Study called "Who is Jesus? What a difference a lens makes."*

## **Bible Study**

Pastor Betsy Baer led three four-week classes. In October, Pastor Betsy led a four-week class based on Donald McKim's book "Reformation Questions, Reformation Answers" in recognition of the 500<sup>th</sup> Anniversary of the Protestant Reformation.

## **Women's Retreat**

The Women's Retreat planning team (Cheryl Walcutt, Shelley Franklin, Laura Doughty and Kim Champagne) have scheduled a retreat which will be held at Claggett Center in Buckeystown from April 20 – 22, 2018 with the theme of rest and renewal. Tracy Radovich has agreed to facilitate the retreat.

The Christian Education Ministry is deeply thankful for the talents and leadership of Linda Girdner who led the Adult Education team for three years. I am also appreciative to Shelley Franklin and Paula Sparks who were extremely helpful with publicity and group facilitating.

Respectfully Submitted,

**Kim Champagne, Christian Education Elder, [kim.champagne@gmail.com](mailto:kim.champagne@gmail.com)**

## **DISCIPLESHIP MINISTRY**

**The function of the Discipleship Ministry is to help equip the church with trained and ready members to participate on the Session, Board of Deacons and our many ministries as well as to help generate the financial resources to support all of our ministries and our building.**

### **The Nominating Team**

The Nominating Team serves to prayerfully discern who in the congregation are best called to serve as Elders and Deacons. Elders and Deacons can only serve at most two consecutive three year terms (total of 6 years) so each year there are several Elders and Deacons whose terms have completed. The team's activities are done in confidence and then reported out at the Congregational Meeting. This year's nominating team included Julie Devers, Jim Cooper, Paula Griggs, Laura Willoughby-Perry, Nicole Howe and Kelly Burnett. Steven Janssen and Lindsey Hoxie were originally selected to the team at last year's meeting, but moved at different points in the year. I want to thank the entire team for their efforts in helping to identify our new church leaders for 2018. Partriceo Green and Annetta Fenstermacher have agreed to serve as Deacons and Cheryl Schafer will be joining Session as the new Mission Elder.

Assuming that these people are elected the following represents the composition of the our church boards:

### **Session**

Class of 2019	Donna Anderson	Wendy Wellington	
Class of 2020	Rob Yeager	Ryan Stavely	Steve Debus
Class of 2021	Cheryl Schafer		

## **Deacons**

Class of 2019	Greg Makar	Judy Cooper	Kelly Burnett
Class of 2020	Cheryl Walcutt	Brian Boudreau	Kathy Miller
Class of 2021	Cathy Debus	Patriceo Green	Annetta Fenstermacher

## **Leadership Development Team**

The other activity this ministry does for preparing members to serve is the Equipping the Saints classes that are held approximately 5 times a year. I want to thank Sam Dewey and Amy Grimm for their help this past year in coordinating these classes. These sessions are typically held on the first Wednesday every other month starting in February (we don't meet over the summer). The topics vary each session and each class is preceded by a meal and fellowship. Please look for announcements in the bulletin and *Arkive* for upcoming classes. Everyone is invited and encouraged to attend.

## **Stewardship**

From the Stewardship side of this ministry our first major effort of the year was the Transformations Capital Savings Fund Campaign. Dick Paronto, Amy Carskadon, Bill Champagne and Zach Murray helped coordinate and lead this effort. A special thank you is also needed to our church administrator, Mondee for all of the editing and mailings support she provided to the team and to Grant Kirby for designing the logo used on the campaign. Transformations marked a different approach to the many other capital campaigns Ark and Dove has held over the years. Instead of targeting a specific building project and borrowing all of the money to start construction as soon as possible, Transformations instead is a "savings" fund that we will continue to grow until we have the all (or nearly all) the funds up front to address the priorities identified to improve our facilities. These priorities were all laid out in a brochure that was sent to the congregation last spring and include: a new, welcoming lobby space; showers for use during Winter Relief and other visiting groups, new offices and classrooms, and an expanded Marshall room for larger events. The campaign received 39 three-year pledges totaling \$152,176. In 2020 we will look to start a follow-on 3 year campaign until we reach our expected need of \$475,000-\$500,000. When we asked for these pledges to Transformations, we explained that these gifts needed to be "in addition to" what we give to the annual Mission and Ministry Fund as our efforts to save for the future must not come at the expense of performing the many ministries already in the church. Unfortunately, and perhaps not unexpectedly, this created a shortfall in the Mission and Ministry budget for 2018, even accounting for fairly deep reductions in most ministries. One potential remedy proposed is for the Session members to reallocate a percentage of our pledges to Transformations to bridge this deficit. This will lengthen how long it takes to reach our goal for starting a future build and is done reluctantly, but Session believed this was the most responsible action we could do to ensure Ark and Dove meets its financial and ministry commitments.

This year's Mission and Ministry Fund fall Stewardship Campaign was titled "Prelude – Beginning the Next 25 years of Ark and Dove". Our goal with this campaign was to focus not on what we have accomplished in the past at this church but the possibilities our future holds. To this end we provided budget goals for each ministry that we hope to grow towards. We received 64 pledges to Prelude along with an increase in those signing up for Electronic Funds Transfer (EFT). While our total pledged income was significantly short of our budget goals, we still believe the vision provided by each ministry is something we can grow towards in the future.

Respectfully Submitted,  
*Steve Debus, Discipleship Elder*, [steven.debus89@gmail.com](mailto:steven.debus89@gmail.com)

## **FACILITIES MINISTRY**

**This year saw a substantial increase in the number of requests for the use of space in our building. It was sometimes a struggle to rearrange room assignments to make it work for all parties. With increased use, also came increased wear. We focused our fall clean-up day this year on repainting and repair of our**

**interiors. This certainly made an improvement in the immediate aesthetics of building, but we have much work to continue ongoing maintenance. The Facilities Ministry at Ark and Dove looks forward to continuing our service to the congregation and providing a safe and welcoming space for all groups that use our building.**

### **Building Care Team**

Mike Davie continues to be a great asset to the maintenance and operation of our building. I also thank team members Cliff Wellington, Patriceo Green, Ray Bussey and Ryan Stavely for their efforts in keeping all of the parts moving at all times.

Our HVAC systems ran fairly flawlessly until the end of the year. We had to have emergency repair done on multiple units that failed in various ways. Some of our HVAC units are nearing the end of their lives, and we continue to make as needed decisions on whether to repair or replace in each instance.

We continue our efforts to have new siding installed on the building. As a team, we went around in circles this year dealing with poor information from manufacturers and mixed information from vendors. The short story in the end, is that we could not get the color and finish we wanted directly from the manufacturer. We believe we may have this resolved now, and fully intend to have something new on the outside of the building before the summer.

### **Grounds Team**

This year we again paid for our grounds to be mowed on a regular basis. This worked well and eliminated the need for volunteers to do this every week. We tried a slightly different approach to the fall cleanup day this year and focused more on the interior than that our typical exterior rake and mulch. This means we will need many volunteers working hard this spring to get the grounds back in shape for the year. The storm-water pond fence was repaired, but will require additional attention in the spring.

### **Technology Team**

Ryan Stavely has taken on the role of technology lead, in addition to his many other duties. This year we have expanded wifi coverage in the building and started working towards standardization of our systems. Ryan has worked closely with the staff to resolve various IT issues, maintain the server, and make information access on the server more secure. We have also added technology to the Ark and Dove room that enables local access to the server, internet access and the ability to video conference. The video conference setup has enabled meeting participation for Staff and Elders who cannot be in the building due to scheduling conflicts.

In conjunction with the Worship Team, we are exploring options for new audio infrastructure in the sanctuary. We hope that new speakers and/or new electronics will greatly improve the quality of sound for all events in the sanctuary.

### **Kitchen Team**

This year included new furniture and organization in the kitchen. A new table at the window and relocation of existing tables has made the kitchen flow better and have more usable work space. Though not glamorous, we had the grease trap professionally cleaned after we experienced a major clog in the pipe that leaves the building from the kitchen. The oven and the dishwasher continue to show their age as we occasionally struggle with their operation. As noted last year, the kitchen and its continued operation are critical to all of the ministries at Ark and Dove.

Respectfully Submitted,

**Rob Yeager, Facilities Coordinator, [facilities@arkanddove.org](mailto:facilities@arkanddove.org)**



## **BOARD OF DEACONS**

**The Board of Deacons attends to the pastoral care of congregation. According to the *Presbyterian Book of Order*, “The ministry of deacon... is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ....” Deacons provide spiritual and practical support through different ministries within the Board of Deacons. Each deacon also is responsible for providing caregiving to a segment of the congregation (known as alphas). The Board of Deacons met formally as a group once per month, but they worked together on many projects throughout the year.**

Here is a summary of our principal ministry areas:

### **Baptism**

In 2017, six children were welcomed into the family of Ark and Dove through the sacrament of baptism. The Baptism Coordinator, currently Cheryl Walcutt, meets with the family before every baptism to discuss the ritual and meaning of baptism in the Presbyterian Church. Cheryl ensured that each baptized child (or family, in the case of infants) received a Bible from the deacons. The deacons are honored to have a role in baptisms at Ark & Dove, and we are grateful to Cheryl for her leadership and commitment.

### **Meal Coordination Ministry**

The deacons coordinate a team of church members and friends who provide meals to households going through a difficult time and benefit from having a meal delivered. Meals are typically delivered fully prepared but can be set aside and just heated when needed. Our meal coordinators are Judy Cooper and Kathy Miller. They provide a great service through their caring, cooking, and coordinating.

Like most years, 2017 presented challenges. Often there are multiple needs at the same time, and some are long term. We are blessed to have a responsive team that can satisfy a wide variety of preferences and restrictions, including vegetarian and vegan meals. One of the challenges is to maintain a team large and responsive enough for the deacons to say “yes” to every emerging and ongoing need. As Judy says, it is a pleasure to provide this comfort to our church families. Judy and Kathy will continue to seek new members through personal communications, worship announcements, and the Arkive newsletter.

### **Funeral/Memorial Services**

In 2017, the Memorial/Life Services ministry, led by Cathy Debus, coordinated four services. We thank the Worship Team, Grounds and Maintenance Team, and other deacons for all their help. The Deacons and the team set up for memorial services, helped usher and greet, consoled the grieving family, and provided general assistance throughout the day. Cathy’s caring, organizing, and attention to detail, have made it possible to provide this important service, often with little time to prepare.

### **Prayer Partners and Communications**

The Prayer Partners Ministry received prayer requests and sent them at least weekly via e-mail to all deacons and those in the congregation who made a commitment to keep others in their prayers. Anyone can ask for prayers or can be added to the prayer partners list to help prayer for others in need. We were blessed to have Sue Hanburger serving in this role all year, even after she left the Board of Deacons to move to North Carolina in April. Sue received the prayer requests and sent out the emails lovingly and promptly with words of joy, support, comfort, and healing.

At least once a year Ark & Dove prints a brochure to describe the functions of the Board of Deacons, identify the current deacons and their roles, and provide the contact information for each deacon. These are available in the lobby or by request. In 2017 the deacons changed “Name Tag Sunday” from occasionally to monthly. The name tags have helped people to learn new names and serve as a useful communication tool for the deacons and others. The amount of positive feedback has encouraged us to continue with the monthly format.

## **Stephen Ministry**

Stephen Ministers are members of our congregation who provide one-to-one caring ministry to people experiencing grief, divorce, loneliness, job loss, hospitalization, or another life difficulty. Our first trained Stephen Leader was Kelly Burnett, and Kelly is our Stephen Ministry Coordinator. We are grateful to Kelly for her love and leadership in working to sustain and grow this aspect of our ministry.

We began our Stephen Minister training in the fall of 2015 and commissioned our first group of Stephen Ministers in 2016. Also in 2016, Pastor Tim and Pastor Jon attended the week-long leader training course. In 2017 we were able to have Laurie Barrow trained as a Stephen Leader. Laurie and Kelly meet monthly for planning and coordination.

The Stephen Ministers are confidentially providing care and have regular meetings twice a month (currently the 2nd & 4<sup>th</sup> Mondays of each month) to continue learning and supporting one another. In addition to Kelly and Laurie, our Stephen Ministers are Vaughn Brown, Denise Grassel, and Mary Stum. This year Gail Huff had to step down from active ministry, and we thank her sincerely for sharing her gifts as a Stephen Minister.

Our hopes for the ministry are as follows:

- Better communicate with the congregation about the caregiving relationship being offered
- Continue to encourage congregation members and friends to prayerfully consider entering a caring relationship when appropriate
- Train a second class of Stephen Ministers in Fall 2018.

## **Other Deacon Activities**

- Linnie Girdner, a former Moderator of Deacons at Ark & Dove, led several Healing through Grief small group sessions with Pastor Tim throughout the year.
- Deacons also contacted members of their alphas in various ways, including cards, e-mails, face to face interactions, phone calls and texts. In addition, the deacons made several hospital and home visits.
- The deacons maintained the All Saints List, which was read on the Sunday closest to All Saints Day and included in the bulletin.
- The deacons continued to send sympathy cards to and checked in with members of their alphas who had experienced a loss. This also included providing books on grief for members who lost immediate family members and made these available to others upon request. (Feel free to still make this request.)

## **A Special Thanks**

This year we say goodbye to Kaity Gaurin after her pioneering term as the first deacon for youth and young adults. We are grateful for Kaity's energy and commitment to serving others. We also lost Lindsey Hoxie and Sue Hanburger mid-year to out-of-state moves. In Sue and Lindsey we saw jaw-dropping examples of love and care, and thank them sincerely. In addition, we express our sincere thanks to Sue for leading prayer partners from her base in the North Carolina Outer Banks, and we wish her and Hank well as they prepare to move into their new home in Chapel Hill. Finally, we thank Cathy Debus for accepting another term on the board, and we look forward to welcoming new deacons to make our team complete.

Respectfully submitted,

**Greg Makar, Moderator of Deacons, [glmakar@juno.com](mailto:glmakar@juno.com)**

## **ADMINISTRATION MINISTRY**

**The Administration Ministry oversees the business operations of the church, including Communications, Finance, Policy and Personnel.**

**The Communications Team** coordinates all aspects of keeping everyone informed. Our church administrator, Mondee, continued working diligently to optimize our web pages so that our website shows up in more searches that the public conducts. Mondee regularly coordinates with many volunteers to assist in a variety of ways, such as data entry, preparing the Arkive for mailing, updating the website, answering the phones, and taking pictures for use on website, as well as for other publication. This past year we were blessed to have the following volunteers: Amy Grimm, Dick Paronto, Annetta Fenstermacher, Joan Berry, Merlin Berry, Amy Hagemann, Shelley Franklin and Alta Paronto. New to this team are: Christy Yeager, Karen Sanders, Liz Olson, Debbie Arey, Celeste Kennedy, Meghan Tardiff and Jeremy Rockwell. Debbie has been an enormous help with data entry and assisting in compiling and updating a new administrator's manual; Jeremy Rockwell has taken photographs of youth events and programs; Karen Sanders and Liz Olson have participated with *Arkive* preparation; Celeste Kennedy has assisted with office coverage, as well as cleaning, organizing and beautifying the staff offices and grounds; Meghan Tardiff helped create five bulletin covers; and Christy Yeager dug into our church management software to learn how to better use the software. Christy Yeager and Brooks Emrick, were invaluable when they worked through errors occurring with the Church HelpMate software. *Thank you all for your commitment to this ministry.*

We welcomed Doug Kennedy to the sign update team. Our outdoor sign/marquee was regularly updated thanks to the efforts of Doug Kennedy, Greg Maker, and Jim Cooper.

**The Finance Team** naturally takes care of everything financial related (*bills, paychecks, vouchers from Elders, counting Sunday offerings, monthly reports, managing on-line donations and electronic transfers of pledges, quarterly statements, giving envelopes, etc.*)

Joy was bountiful at the end of the year, as \$5,222 was collected for the Christmas Joy Offering. Thank you for your generosity!

December was a very strong month for pledged income and donations in general. The Elders did a wonderful job keeping expenses down, and we ended the year with over \$5500 in carry over. Session is extremely grateful to the numerous hours our Mission and Ministry Fund Treasurer, Alta Paronto, devotes each week to keeping our bills paid and our records up-to-date. Her monthly reports kept Session well-informed of the shortfalls in pledging commitments throughout the year, and the Session makes cuts in the budget when necessary.

Our church management software, Church Helpmate, proved to be quite troublesome this past fall, crashing a couple times and resulting in a loss of three months' worth of data. Thanks to the efforts of Christy Yeager, Alta Paronto, Shelley Franklin, Debbie Arey and Brooks Emrick, the software was back up and running and data restored within two weeks. Replacement software is being diligently reviewed, and we anticipate Church Helpmate being replaced early in 2018.

The Counters Team continues to be most reliable and flexible, counting the Sunday Offering each week and making sure it gets into the Bank. Our dedicated team included this past year: Melissa Beaudry, Tim Dewey, Matt Solomon, Karen Dodson, Paula Griggs, Kathy Miller, Cliff Wellington, Marcia Bussey, Sue Hanburger, Claire Henderson, Alta Paronto, Brooks Emrick, Shelley Franklin, Anne-Marie Rosenthal, Brian McCool, Kenji Nishikawa, Lisa Mezaache, and Cheryl Walcutt. We also welcomed Fred Barrow and David Hisle to the team. I am grateful for your dedication to this ministry during 2017 – *Thank You!*

In addition to helping count the offering, Karen Dodson and Brooks Emrick have provided our treasurer with valuable assistance regarding finance management many times throughout the year.

**The Policy and Personnel Team** (*Brian McCool – team leader*)

Highlights for this team this past year are updates to several policies. The Family Leave policy was updated to include paternal leave consistent with maternal leave, and be consistent with recent updates to the Presbytery of Baltimore policy. The Sexual Misconduct and Convicted Sexual Offenders policies were reviewed and updated

to include more stringent escort procedures, and to flow smoother, making them easier to read and understand. Thank you to Brian McCool for working on these important policies and to Leisha Green for her input. Thanks to the diligent efforts of Shelley Franklin, in August, Session approved a Child Protection Policy. This policy strives to provide protection for our children and youth as well as the volunteer adults who make our children and youth programs possible. It provides guidance on adult conduct, requires 2-deep adult leadership, and specifies training and background checks for all adult volunteers in our children and youth programs. Thank you Shelley for all the hours of work you spent researching and putting together this very important policy. The Christian Education Ministry and Administration Ministry began implementing this policy in September, 2017.

Respectfully Submitted,

**Wendy Wellington, Administration Elder, [swt520@verizon.net](mailto:swt520@verizon.net)**

## STATISICAL REPORT FOR 2017

### MEMBERSHIP

**ACTIVE MEMBERS 12/31/2016 -----276**

Gains for 2017

By reaffirmation of Faith	9
By Confirmation	5
By Baptism	0
By Certificate of Transfer	16
Affiliate membership	<u>0</u>

Total Gains -----30

Subtotal 306

Losses for 2017

By Certificate of Transfer	0
Death	1
Other (moved, inactive...)	<u>25</u>

Total Losses----- 26

**TOTAL ACTIVE MEMBERSHIP 12/31/2017-----280**

### BAPTISM

**Total Baptisms in 2017----- 6**

### NECROLOGY

**Total Deaths in 2017----- 1**

### Historical Average Worship Attendance and Church Membership Statistics

<u>Year</u>	<u>Avg Worship Attendance</u>	<u>Membership</u>	<u>Sunday School Attendance</u>	<u>LOGOS Registration</u>
2002	178	234		
2003	172	238		
2004	178	243		
2005	184	239		
2006	185	237		
2007	182	233		
2008	193	256		
2009	197	260		
2010	196	268	41	
2011	195	271	39	
2012	201	280	45	56
2013	199	279	38	50
2014	187	262	35	32
2015	189	278	35	35
2016	192	276	36	32
2017	185	280	32	37

Ark and Dove Presbyterian Church  
2018 Budget

Category	2016		2017		2018	
	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Increase / Decrease \$
<b>INCOME:</b>						
Pledged	310,532.00	290,653.26	450,600.00	437,218.86	425,913.00	(24,687.00)
BF Pledged	134,152.00	101,296.44				
Unpledged	50,000.00	43,461.18	41,500.00	39,128.00	29,000.00	(12,500.00)
BF Unpledged	10,000.00	11,120.00				
Loose Plate	5,000.00	5,549.88	5,500.00	4,199.11	4,000.00	(1,500.00)
Per Capita	5,000.00	3,478.00	4,500.00	5,669.00	5,250.00	750.00
Interest Income	0.00	0.00	0.00	30.95	0.00	0.00
Building Use	1,650.00	800.00	1,800.00	2,175.00	2,000.00	200.00
Misc. Income	1,600.00	449.09	500.00	69.78	0.00	(500.00)
PILP Rebate			1,400.00	1,415.53	1,400.00	0.00
Transfer from Bld Fund	50,227.56	50,227.56	0.00	0.00	0.00	0.00
Carryover	22,000.00	15,567.55	0.00	0.00	5,773.25	5,773.25
<b>Total Income</b>	<b>590,161.56</b>	<b>522,602.96</b>	<b>505,800.00</b>	<b>489,906.23</b>	<b>473,336.25</b>	<b>(32,463.75)</b>
<b>EXPENSES:</b>						
<b>ADMINISTRATION:</b>						
Office Equipment/Supplies	8,602.59	8,497.32	8,600.00	8,825.11	8,600.00	0.00
Postage	2,900.00	2,525.66	2,600.00	2,296.00	1,800.00	(800.00)
Insurance	6,400.00	6,144.50	6,000.00	5,878.75	6,000.00	0.00
Software Licenses	500.00	0.00	300.00	0.00	900.00	600.00
Telephone / Internet Access	4,300.00	4,805.15	4,800.00	4,453.94	3,900.00	(900.00)
Pastor's Salary	84,662.00	84,662.24	86,355.24	86,290.49	88,514.12	2,158.88
Pastor's Pension/Med Ins.	30,901.63	30,780.14	31,951.44	31,519.56	32,307.65	356.21
Pastor's Education Allowance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	0.00
Pastor's Travel Allowance	4,000.00	3,898.69	4,000.00	3,511.86	4,000.00	0.00
Pastor's Expense Allowance	2,400.00	2,399.23	2,400.00	2,400.00	2,400.00	0.00
Pastor's SECA	6,476.64	6,476.61	6,606.18	6,601.11	6,771.33	165.15
Pastor's Sabbatical	0.00	0.00	0.00	0.00	0.00	0.00
Guest Preaching	500.00	277.00	0.00	0.00	0.00	0.00
Assoc. Pastor Salary	61,200.00	61,272.10	62,424.00	62,377.10	64,920.96	2,496.96
Assoc. Pastor Pen/Med Ins.	22,338.00	22,287.00	22,784.76	22,784.76	23,696.15	911.39
Assoc Education Allowance	2,000.00	1,391.79	2,000.00	1,927.63	2,000.00	0.00
Assoc Travel Allowance	2,800.00	1,538.79	2,800.00	950.52	2,800.00	0.00
Assoc Expense Allowance	1,700.00	945.05	1,700.00	936.98	1,700.00	0.00
Assoc Pastor SECA	4,681.80	4,681.82	4,755.44	4,772.07	4,966.45	211.01
Staff Salary	89,365.92	89,366.16	91,153.24	91,084.66	91,707.23	553.99
Staff Allowances	4,750.00	1,981.63	4,750.00	2,348.78	3,550.00	(1,200.00)
Child Care Provider	3,400.00	3,299.00	3,299.00	3,270.00	3,299.00	0.00
Employer's Share SS/Medica	6,836.49	6,836.48	6,973.22	6,967.95	7,015.60	42.38
Discipleship Retreat for Staff	0.00	0.00	725.00	759.00	0.00	(725.00)
Discipleship Retreat Speaker	700.00	594.65	0.00	0.00	0.00	0.00
Position Advertisement	0.00	0.00	0.00	0.00	0.00	0.00
Per Capita	6,470.20	6,470.20	9,493.70	9,493.80	9,488.88	(4.82)



Envelopes	700.00	700.00	700.00	647.37	550.00	(150.00)
Bank/EFT fees/interest due	1,100.00	1,028.29	1,100.00	1,533.98	1,600.00	500.00
Payroll Processing	2,000.00	2,202.37	2,200.00	2,275.74	2,300.00	100.00
Total Administration	364,185.27	357,561.87	372,971.22	366,407.16	377,287.38	4,316.16

#### **FACILITIES**

PILP Mortgage			48,585.72	48,585.72	48,585.72	0.00
Pres of Balt- Note 2			5,772.96	5,772.96	5,772.96	0.00
Major Repairs/Replacement			9,395.10	783.41	0.00	
Water	600.00	720.03	700.00	525.42	600.00	(100.00)
Custodial Services	10,000.00	9,608.00	10,000.00	9,598.00	9,600.00	(400.00)
Electricity & Gas	12,000.00	9,958.67	10,500.00	11,733.26	11,750.00	1,250.00
Alarms	1,614.28	2,879.64	3,000.00	2,074.58	2,100.00	(900.00)
Consumable Supplies	1,700.00	1,534.73	1,600.00	1,021.68	1,250.00	(350.00)
Equipment Repair	2,600.00	202.57	1,500.00	394.64	1,000.00	(500.00)
HVAC Maintenance / Repair	2,200.00	2,850.06	2,000.00	2,304.50	2,500.00	500.00
Minor Building Repairs	4,000.00	159.00	500.00	559.95	500.00	0.00
Ground Maintenance	250.00	152.64	250.00	247.66	0.00	(250.00)
Snow and Mow	3,000.00	3,813.85	3,500.00	2,615.00	3,000.00	(500.00)
Dumpster	2,200.00	3,272.60	3,200.00	2,638.28	2,750.00	(450.00)
Floor Maintenance	1,080.00	1,420.00	1,500.00	440.00	900.00	(600.00)
Total Facilities	41,244.28	36,571.79	102,003.78	89,295.06	90,308.68	(11,695.10)

#### **EDUCATION**

Education Supplies	450.00	496.96	500.00	454.02	500.00	0.00
Sunday School Curriculum	1,000.00	1,000.00	1,000.00	766.87	750.00	(250.00)
Godly Play	1,000.00	723.14	750.00	248.88	300.00	(450.00)
Child / Youth Retreat	1,500.00	500.00	0.00	0.00	0.00	0.00
Youth Bibles	300.00	501.54	500.00	0.00	100.00	(400.00)
VBS Curriculum & Supplies	500.00	380.00	300.00	288.91	0.00	(300.00)
Church Library Materials	100.00	43.47	75.00	72.62	0.00	(75.00)
Education Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Teacher Training	500.00	294.59	250.00	145.47	0.00	(250.00)
Speakers Fees	150.00	150.00	0.00	0.00	0.00	0.00
Total Education	5,500.00	4,089.70	3,375.00	1,976.77	1,650.00	(1,725.00)

#### **DISCIPLESHIP**

Stewardship and Materials	2,800.00	850.20	1,000.00	369.92	500.00	(500.00)
Honorarium - Women's Retr	0.00	0.00	0.00	0.00	0.00	0.00
Honorarium - Men's Retreat	0.00	0.00	0.00	0.00	0.00	0.00
Equipping the Saints	1,600.00	733.51	750.00	596.12	650.00	(100.00)
Total Discipleship	4,400.00	1,583.71	1,750.00	966.04	1,150.00	(600.00)

#### **CONNECTION AND OUTREACH**

Visitor and New Member Ex	400.00	62.45	100.00	0.00	0.00	(100.00)
Fellowship Events	625.00	179.96	200.00	320.31	0.00	(200.00)
Advertising	500.00	136.45	150.00	90.00	0.00	(150.00)
Bulletin Board & Surveys	75.00	0.00	50.00	0.00	0.00	(50.00)
Sunday Fellowship Supplies	300.00	95.97	100.00	0.00	0.00	(100.00)
Total Connection and Outre	1,900.00	474.83	600.00	410.31	0.00	(600.00)

**WORSHIP**

Music	1,000.00	446.39	750.00	572.06	500.00	(250.00)
Copyright Licenses	1,000.00	857.60	900.00	922.25	900.00	0.00
Piano Tuning	1,200.00	1,130.00	1,200.00	1,490.00	1,490.00	290.00
Piano Maintenance Fund	300.00	19.34	0.00	0.00	0.00	0.00
Worship Supplies / Equipment	700.00	638.16	700.00	457.56	400.00	(300.00)
Musicians	3,600.00	3,500.00	3,600.00	3,640.00	3,600.00	0.00
<b>Total Worship</b>	<b>7,800.00</b>	<b>6,591.49</b>	<b>7,150.00</b>	<b>7,081.87</b>	<b>6,890.00</b>	<b>(260.00)</b>

**MISSION**

Presbytery General	3,200.00	3,230.00	3,200.00	3,200.04	3,200.00	0.00
Local Emergency Assistance	6,400.00	6,088.13	6,500.00	6,656.50	6,500.00	0.00
Misc. Missions	1,070.00	293.26	500.00	489.65	500.00	0.00
Christian Assistance Program	400.00	400.00	400.00	400.00	400.00	0.00
General Assembly	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00
Leslie Vogel/CEDEPCA	400.00	400.00	400.00	400.00	400.00	0.00
Costa Rica Missionary/Kollip	400.00	400.00	400.00	400.00	400.00	0.00
Youth Mission Trip	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
Sarah's House	400.00	242.08	300.00	215.40	300.00	0.00
Winter Relief	400.00	400.00	400.00	384.18	400.00	0.00
Arundel House of Hope	400.00	400.00	400.00	400.00	400.00	0.00
Refugee Mentoring					0.00	0.00
IAF					0.00	0.00
<b>Total Mission</b>	<b>17,870.00</b>	<b>16,253.47</b>	<b>16,500.00</b>	<b>16,545.77</b>	<b>16,500.00</b>	<b>0.00</b>

**DEACONS**

Deacons' Member Assistance	1,050.00	500.00	500.00	501.76	500.00	0.00
Deacons' Training	100.00	23.95	75.00	75.00	50.00	(25.00)
Stephen Ministry	1,240.00	1,240.00	500.00	500.00	400.00	(100.00)
Meals	200.00	0.00	100.00	41.61	50.00	(50.00)
Funerals and Memorials	400.00	0.00	200.00	200.00	150.00	(50.00)
Misc Expenses (Postage, etc..)	120.00	92.48	75.00	131.63	50.00	(25.00)
<b>Total Deacons</b>	<b>3,110.00</b>	<b>1,856.43</b>	<b>1,450.00</b>	<b>1,450.00</b>	<b>1,200.00</b>	<b>(250.00)</b>

**TOTAL EXPENSES**

<b>Operating Fund</b>	<b>446,009.55</b>	<b>424,983.29</b>	<b>505,800.00</b>	<b>484,132.98</b>	<b>494,986.06</b>	<b>(10,813.94)</b>
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**TOTAL INCOME**

<b>Operating Fund</b>	<b>590,161.56</b>	<b>410,186.52</b>	<b>505,800.00</b>	<b>489,906.23</b>	<b>473,336.25</b>	<b>(32,463.75)</b>
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<b>Net Income</b>	<b>144,152.01</b>	<b>(14,796.77)</b>	<b>0.00</b>	<b>5,773.25</b>	<b>(21,649.81)</b>	<b>(21,649.81)</b>
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Pledge readjustments					10,712.00	10,712.00
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New Pledged Total					436,625.00	
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<b>Net Income</b>	<b>144,152.01</b>	<b>(14,796.77)</b>	<b>0.00</b>	<b>5,773.25</b>	<b>(10,937.81)</b>	<b>(10,937.81)</b>
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**Ark and Dove Presbyterian Church**  
**Mission & Ministry Fund Balance Sheet**  
December 31, 2017

**ASSETS**

**Current Assets**

Checking	\$ 12,336.35	
Money Market x0726	11,534.96	
Mission Emergency Account	703.90	
Op Fund Savings X0720	1,205.59	
Bldg Checking X3106	2,769.69	
Bldg Savings X1421	88,828.25	
Bldg Money Market X3126	71,111.45	
Morgan Stanley Mut Fund	1,012.89	
<b>Total Current Assets</b>		<b>189,503.08</b>

**Other Assets**

Youth Mission Endowment	10,810.70	
<b>Total Other Assets</b>		<b>10,810.70</b>
<b>Total Assets</b>	<b>\$</b>	<b>200,313.78</b>

**LIABILITIES AND CAPITAL**

**Undesignated Liabilities**

Minister's Dental	\$ 61.56	
Prepaid Pledged Income	2,000.00	
<b>Total Undesignated Liabilities</b>		<b>2,061.56</b>

**Designated Liabilities**

DD Local Mission	22.44
DD Education	598.10
Designated Donations	1,247.91
DD Bay Area Discipleship	395.75
DD - Musicians	216.00
DD Connection & Outreach	217.95
DD Stephens Ministry	770.58
Deacons Fund	3,769.48
DD Labyrinth	12,393.75
Larger Churches Conference	253.25
Flowers	447.78
DD Choir Fund	200.00
Refugee Support Fund	1,576.27
DD - Banners/Altar Cloth	640.19
Comunidad Presb La Trinidad	117.00
25th Anniversary	1,060.29
Womens' Retreat	365.25
Leadership Retreat	(705.67)
Baptismal Font Donations	(110.00)
In/out Misc.	(148.00)
AP Search/Moving Expenses	4.00
Small Group Books	(407.96)
Lenten Books	(101.40)
VBS Donation	150.00
Winter Relief	20.00

**Ark and Dove Presbyterian Church**  
**Mission & Ministry Fund Balance Sheet**  
December 31, 2017

Piano Maint Fund	200.00	
Disaster Relief	100.00	
One Great Hour	13.00	
Habitat	1,180.00	
Peace and Global Witness	15.00	
Christmas Joy	2,313.50	
Heifer	326.59	
	<hr/>	
<b>Total Designated Liabilities</b>		<b>27,141.05</b>
<b>Accounts Payable</b>		
	<hr/>	
<b>Total Accounts Payable</b>		<b>0.00</b>
		<hr/>
<b>Total Liabilities</b>		<b>29,202.61</b>
<b>Capital</b>		
Youth Mission Endow-Interest	4,391.14	
Youth Endowment Shares	6,419.56	
Beginning Balance Equity	1,204.99	
Retained Earnings	(8,976.02)	
Major Repair & Replace CAPFund	68,799.79	
Sanctuary Improvmnt CAP Fund	1,418.53	
Lobby Improvmnt CAP Fund	53,687.82	
Edu Furn Tech CAP Fund	1,238.53	
Master Planning CAP Fund	14,092.58	
Reconciling Items	(1,521.30)	
Net Income	30,355.55	
	<hr/>	
<b>Total Capital</b>		<b>171,111.17</b>
		<hr/>
<b>Total Liabilities &amp; Capital</b>	<b>\$</b>	<b>200,313.78</b>
		<hr/> <hr/>

Ark and Dove Presbyterian Church Schedule Of Mission 1/1/2017 through 12/31/2017				
Mission Component	Prior Year Carried	Mission Income	Mission Disbursements	Year End Balance
Youth Mission Endowment Mutual Fund	\$9,903.59	\$907.11	\$0.00	\$10,810.70
Youth Fund New Share Purchases	\$0.00			
<b>Total Mission Endowment Mutual Fund</b>	<b>\$9,903.59</b>	<b>\$907.11</b>	<b>\$0.00</b>	<b>\$10,810.70</b>
<b>Designated Donations</b>				
Local Mission	\$629.85	\$23.59	\$631.00	\$22.44
Bay Area Disciples Ministry	\$1,163.51	\$0.00	\$767.76	\$395.75
Deacon's Fund	\$1,451.51	\$3,300.00	\$982.03	\$3,769.48
Winter Relief	\$20.00	\$0.00	\$0.00	\$20.00
Disaster Relief	\$0.00	\$1,025.00	\$925.00	\$100.00
One Great Hour	\$50.00	\$4,375.77	\$4,412.77	\$13.00
Christian Assistance Program (CAP)	\$0.00	\$0.00	\$0.00	\$0.00
Habitat	\$25.00	\$1,155.00	\$0.00	\$1,180.00
Peace and Global Witness	\$0.00	\$1,229.00	\$1,214.00	\$15.00
Christmas Joy	\$4,550.00	\$5,397.00	\$7,633.50	\$2,313.50
Heifer	\$95.48	\$231.11	\$0.00	\$326.59
Sarah's House	\$45.00	\$0.00	\$45.00	\$0.00
The Center	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>	<b>\$8,030.35</b>	<b>\$16,736.47</b>	<b>\$16,611.06</b>	<b>\$8,155.76</b>
<b>Mission and Ministry Budget</b>				
Presbytery General Mission	\$0.00	\$3,200.00	\$3,200.04	(\$0.04)
Local Emergency Assistance	\$0.00	\$6,500.00	\$6,656.50	(\$156.50)
Misc. Missions	\$0.00	\$500.00	\$489.65	\$10.35
CAP	\$0.00	\$400.00	\$400.00	\$0.00
General Assembly General Mission	\$0.00	\$3,000.00	\$3,000.00	\$0.00
BAD Hispanic Ministry	\$0.00	\$0.00	\$0.00	\$0.00
Mission Scholarships	\$0.00	\$0.00	\$0.00	\$0.00
Congo Missionaries / Fletchers	\$0.00	\$400.00	\$400.00	\$0.00
Costa Rica Missionaries / Koll	\$0.00	\$400.00	\$400.00	\$0.00
Youth Mission Trip (Habitat)	\$0.00	\$1,000.00	\$1,000.00	\$0.00
Sarah's House	\$0.00	\$300.00	\$215.40	\$84.60
Winter Relief	\$0.00	\$400.00	\$384.18	\$15.82
Arundel House of Hope	\$0.00	\$400.00	\$400.00	\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$16,500.00</b>	<b>\$16,545.77</b>	<b>(\$45.77)</b>
<b>Youth Ministry ***</b>				
Middle/HighSchool Center Trip 2017			\$1,680.00	
High School Mission Trip 2017			\$1,000.00	
High School/Young Adult Summit 2017			\$1,400.00	
<b>Totals</b>		<b>\$0.00</b>	<b>\$4,080.00</b>	
<b>Total Mission Spending</b>	<b>\$17,933.94</b>	<b>\$34,143.58</b>	<b>\$37,236.83</b>	<b>\$18,920.69</b>
<b>Estimated In-kind Donations</b>				
CAP			\$3,715.00	
Back To School			\$2,400.00	
Holiday Sharing			\$4,800.00	
Christmas & Thanksgiving Walk-ins			\$585.00	
Winter Relief			\$2,120.00	
			\$13,620.00	
<b>Total Mission Spending in 2017</b>			<b>\$50,856.83</b>	
*** see LOGOS report for more details				

Ark and Dove Presbyterian Church  
Capital Savings Fund Income Statement  
Compared with Budget  
For the Twelve Months Ending December 31, 2017

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Income						
BF Pledged Income	\$ 4,841.00	\$ 4,309.88	531.12	\$ 23,601.00	\$ 30,169.22	(6,568.22)
BF Unpledged Income	420.00	0.00	420.00	3,004.00	0.00	3,004.00
BF Other Income	6.19	6.00	0.19	30.63	42.00	(11.37)
Total Income	<u>5,267.19</u>	<u>4,315.88</u>	<u>951.31</u>	<u>26,635.63</u>	<u>30,211.22</u>	<u>(3,575.59)</u>
Expenses						
Building Fund Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,053.33</u>	<u>0.00</u>	<u>2,053.33</u>
Total Expenses	<u>(5,267.19)</u>	<u>(4,315.88)</u>	<u>(951.31)</u>	<u>(24,582.30)</u>	<u>(30,211.22)</u>	<u>5,628.92</u>
Net Income	<u>\$ 5,267.19</u>	<u>\$ 4,315.88</u>	<u>951.31</u>	<u>\$ 24,582.30</u>	<u>\$ 30,211.22</u>	<u>(5,628.92)</u>

For Management Purposes Only

## LOGOS @ Ark & Dove - Calendar Year 2017

<i><b>BEGINNING BALANCE 01-01-17</b></i>		<i><b>\$4,011.02</b></i>
<b>INFLOWS</b>		
<i><b><u>Fundraising Income 16-17</u></b></i>		
Fundraising Income 16-17: Blues Brothers	343.00	
Fundraising Income 16-17: Penny Wars	264.15	
Fundraising Income 16-17: PNO	420.00	
Fundraising Income 16-17: Spaghetti Dinner	1,032.53	
Fundraising Income 16-17: Yard Sale	768.50	
Fundraising Income 16-17: Donation	1,520.00	
TOTAL Fundraising Income 16-17	4,348.18	
LOGOS Tuition '16-17	1,340.00	
LOGOS Tuition '17-18	3,398.00	
Youth Center Mission Trip 2017 Income	120.00	
Youth Habitat Mission Trip 2017 Income	2,609.90	
Youth Summit 2017 Income	12,355.03	
<i><b>TOTAL INFLOWS</b></i>		<i><b>\$24,171.11</b></i>
<b>OUTFLOWS</b>		
LOGOS 16-17 Program Expense	20.00	
LOGOS 16-17 Dinner Expenses	1,076.29	
LOGOS 16-17 Recreation Expenses	27.00	
LOGOS 16-17 Worship Arts Expenses	24.04	
LOGOS 17-18 Program Expenses	219.44	
LOGOS 17-18 Dinner Expenses	1,264.27	
LOGOS 17-18 Recreation Expenses	33.49	
Youth Center Mission Trip 2017 Expenses	1,680.00	
Youth Habitat Mission Trip 2017 Expenses	1,000.00	
Youth Summit 2017 Expenses	14,635.00	
<i><b>TOTAL OUTFLOWS</b></i>		<i><b>\$19,979.53</b></i>
<i><b>OVERALL TOTAL 2017</b></i>		<i><b>\$ 4,191.58</b></i>
<i><b>ENDING BALANCE 12-31-17</b></i>		<i><b>\$8,202.60</b></i>

# ARK AND DOVE PRESBYTERIAN CHURCH

## TERMS OF CALL FOR MINISTERS

### Terms of Call for Ministers

Pastor – Full time (Tim Stern)

	<u>2017</u>	<u>2018</u>	<u>Increase</u>	<u>Notes</u>
Salary*	\$86,355.24	\$88,514.12	2.5%	
SECA Allowance	6,606.18	6,771.33	2.5%	Mandated 7.65%
Pension/Medical Insurance	31,051.44	32,307.65	2.5%	Mandated 36.5%
Education Allowance	2,500.00	2,500.00	0%	
Travel Allowance	4,000.00	4,000.00	0%	
Expense Allowance	2,400.00	2400.00	0%	

Vacation: Five weeks (5 days are Sundays)

Education Leave: 2 weeks (2 days are Sundays)

Weekend Sabbaths: 2 weekend Sabbaths (3-day weekend – Fri, Sat and Sun)

\* \$60,000 of \$88,514.12 is designated as Housing Allowance.

Associate Pastor – Full time (Jonathan Nelson)

	<u>2017</u>	<u>2018</u>	<u>Increase</u>	<u>Notes</u>
Salary **	\$62,424.00	\$64,920.96	4%	
SECA Allowance	4,755.44	4,966.45	4%	Mandated 7.65%
Pension/Medical Insurance	22,784.76	23,696.15	4%	Mandated 36.5%
Education Allowance	2,000.00	2,000.00	0%	
Travel Allowance	2,800.00	2,800.00	0%	
Expense Allowance	1,700.00	1,700.00	0%	

Vacation: one month (Presbytery minimum)

Education Leave: 2 Weeks (2 days are Sundays) Presbytery minimum

Weekend Sabbaths: 2 weekend Sabbaths (3-day weekend – Fri, Sat and Sun)

\*\* \$26,724 of \$64,920.96 is designated as Housing Allowance