

# **Saint Matthew's Lutheran Church**

**2440 Conestoga Road, Chester Springs, Pennsylvania**

**Organized - January 1, 1833**  
***A Community Church for 181 Years***

**ANNUAL MEETING of the CONGREGATION**  
**Sunday, January 26, 2014**

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Rev. Tina Mackie –Pastor

David Mackie – Director of Music

Louise Griffiths - Office Administrator  
(Through August 2013)

Christina Strommer – Office Administrator

Jedediah Folks– Sexton  
(Through August 2013)

Corky Knapp- Sexton

Sandy Elkins – St. Matthew's School Director

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[www.stmatthewslutheran.org](http://www.stmatthewslutheran.org)

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## **2013 Council**

President – Sandy Knapp

Vice President – John Kerrigan

Secretary – Brian Delin

Treasurer – Greg Dunlop

## **Council Committees**

Finance/Stewardship – Brian Delin

Worship & Music – John Kerrigan

Faith Formation Director – Jenny Sbei

Fellowship – Rob Kratz

Outreach – Greg Grissom

Technology – John Lueders

Property – James Davis

Stewardship – Patrick Miller (through August 2013)

## MISSION STATEMENT

***Saint Matthew's calls all people into a community of faith in Christ.***

## OUR MISSION STATEMENT IN ACTION

We translate our statement into intentional mission by using it to judge everything we do. When we set our current ministries and programs against it, we can honestly say they assist us in fulfilling our mission. Every existing program and ministry must apply this test. As we consider new initiatives, they must spring from our vision and be shaped by our statement of mission.

## VISION STATEMENT

Saint Matthew's **knows** God's saving love  
through welcoming worship  
through spiritual growth and learning  
through fellowship and community.

Saint Matthew's **shows** God's transforming love  
in vibrant ministry with children, youth and adults  
in commitment to growth in giving  
in mission and outreach.

## ANNUAL MEETING AGENDA

- 1) Opening Prayer and Devotions
- 2) Setting a Quorum
- 3) Approval of 2013 Annual Meeting Minutes
- 4) Questions on Committee Reports
- 5) 2014 Budget
- 6) Nominations and Election of 2014 Council Members
- 7) Call Committee Update
- 8) Constitution Revisions
- 9) New Mission / Vision Statement
- 10) The Lord's Prayer
- 11) Adjournment

## REPORT OF THE PASTOR

Grace and Peace from our Lord Jesus Christ,

In May I was called to be your Senior Pastor. Being called to be your Senior Pastor is a privilege. You've entrusted me with your spiritual care, your hopes and dreams, your pains and sorrows, your joys, your stories. I am blessed to travel with you on your faith journey. I am grateful to be part of what God is doing at St. Matthew's. This past year has been one of putting into place the infrastructure we need to grow as the body of Christ at work in God's world.

### Staff Transitions

We welcomed Christina Strommer as our church administrator. She comes with excellent technical skills and we are using more and more electronic communication tools for our communication needs. Thank you to everyone who helped Christina get up to speed. And thank you to those who faithfully serve as office support.

We've begun the search for an Associate Pastor. I am so grateful to those who serve on the call committee. An Associate Pastor is a much needed addition to our staff.

### Administrative Tasks

In 2013 we focused on developing the administrative infrastructure to support the ministries of St. Matthew's. Job descriptions, constitution updates, ministry team reviews, nominating committee, personnel policies and more. Thank you to everyone who has faithfully labored to complete these tasks. They may not be highly visible tasks, but they are critical to the effective functioning of an organization the size of St. Matthew's.

### Vision 2020

Perhaps the most significant activity of the last 6 months has been the Vision 2020 project. Thank you to everyone who attended the meetings, provided input, and shared their dreams and creativity with us. Our new Vision / Mission statement reflects beautifully who we are and where our passions lie. Each week we gather to worship and praise our Lord. We are fed through the word, sacraments, and music. We gather as a community of believers who care for one another and the world. Each week we leave equipped to serve in God's world. We are a community that longs to put God's word into action. Our vision statement captures this beautifully.

### Our Leadership

Through all of this we have been led by a talented and dedicated group of individuals. Thank you to those who serve on council, the call committees, the Vision 2020 project team, in our faith formation program, outreach programs, mission-in, and fellowship team.

Thank you all for your faithfulness. Thank you all for your support. Praise be to God the Father and our Lord Jesus Christ! May God abundantly bless you, your families and St. Matthews in this New Year.

**Pastor Tina**

## REPORT OF THE COUNCIL PRESIDENT

The last two Annual Reports that I prepared started with the concept that we are a congregation in a year of change and transition. I can start the 2013 report with the same theme.

We hired our new Senior Pastor, Pastor Tina Mackie, in 2013. Pastor Tina was our Associate Pastor for many years and now has become our Senior Pastor. In the fall of 2013, the Council appointed another Call Committee to search for a new Associate Pastor.

We also experienced some staff changes including our secretary position. The Council worked on new job descriptions to more clearly identify the role of each staff position and the skill sets that are needed.

Another big change or activity this year was our VISION 2020 project. We were guided by consultant Carol Shepard and leaders of the congregation to create a new vision and mission statement for our congregation as we move forward to the year 2020 with multi-generational members and changes in what we are all looking for in our church and community. Subject to adoption by the entire congregation at the Annual Meeting in 2014, the new statements are as follows:

***Mission Statement: God calls St. Matthew's congregation and community to  
Be engaged in joyful service to God's world through faith in Jesus Christ.***

***Vision Statement: We will commit ourselves through our time, talents and financial support to***

- ***Put God's Word into action***
- ***Foster communication, in order to inform and connect people to ministry***
- ***Express God's love and fulfill God's mission by generously serving one another locally & globally***

Meanwhile, we engaged in many other ministries, activities and faith formation as you will read elsewhere in this Annual Report including another trip to Tanzania where two of our young college aged adults participated in an extended stay to work at the Neema Orphanage. We continued our capital campaign to pay off the debt incurred for the basement total makeover renovation. We engaged in roof repairs, community gardens, and many outreach programs.

Church Council also reviewed governance issues and identified the role and purpose of our various standing committees with the formation of mission statements by the committees. Plus, a Nominating Committee was formed to recruit leaders in the congregation.

It is the end of my term on Church Council and as its President. I appreciate everyone's hard work. Much has been accomplished (or started) in the name of the Lord in 2013 and over the last three years. I look forward to the changes that 2014 will bring.

**Sandy Knapp**  
President of Church Council

## REPORT FROM ST. MATTHEW'S SCHOOL

St. Matthew's School has continued to flourish as an outreach of our church. During our eleventh year of operation we served 153 families with 173 children attending preschool and Kindergarten. We currently employ 34 staff members as teachers, assistants, substitutes and a secretary. In addition, the school continued to offer preschool classes to two, three, four and five-year-olds with our full day Kindergarten program in its ninth year of operation. Our four-year-old enrichment program continued to be a success this past year, adding another day of learning for our older preschoolers. Our newest class is the addition of a Kindergarten Enrichment program offered 2 days a week to children attending a local public school; while this program picks up steam and becomes popular we will continue to offer the service.

Our goal, at all ages, to provide children with a developmentally enriching experience in a safe, nurturing Christian environment is being reached every day. The parents are blessed with a safe, loving place to begin their child's education while the children's smiles and laughter bring blessings to all. The school continues to add enrichment through Music, Spanish, special visitors and field trips. The school is blessed with a host of parent volunteers and hardworking staff who continue to be involved in the education of the children at St. Matthew's.

The school continues to reach out to those in need in a number of ways.

- Also in February, the school organized a Baby Food and Item (new and gently used) to support The Lords Pantry and Cradles to Crayons, organizations that support children and families in low-income or homeless situations.
- We participated in the church Diaper Drive to support the 3 local food pantries.
- In April, the Kindergarten class performed an African show and made an authentic lunch; the efforts produced \$595.00 in donations for the St. Matthew's Orphanage in Tanzania.
- For Thanksgiving, the school oversaw the collection of hats, gloves, scarves and warm socks to accompany our congregants to Holy Communion Lutheran Church in Philadelphia. These items were distributed to the homeless and those in need.
- For Christmas we collected items for Operation Christmas Child Shoeboxes. We collected enough stuff for the children to assemble 46 boxes which we added to the church boxes for a total delivery of 73 boxes.
- The Kindergarten class held their annual fund-raising drive by marketing and selling home-made dog treats, enabling them to donate \$100.00 to the Green Street Animal Shelter in Spring City.

The school reaches the community through our Spring and Fall Children's Consignment Sale; generating a conduit for recycling gently used items, being a presence in the community, producing an opportunity to donate unsold items to great charities and generating income to support the school and church. Our other community event is our annual Spring Fair, designed to reach families of young children and provide a safe environment to have a fun day out.

We are thankful for the blessing of St. Matthew's School and look forward to touching many more families in our community.

Respectfully submitted,

**Sandy Elkins**

Director

## PROPERTY REPORT

The Property Committee has been hard at work keeping up with the demands of the facility. There have been some significant accomplishments this year including much needed repairs to the sanctuary slate roof and gutter, fire alarm device replacement, carpet repairs, parking lot repairs and some major maintenance to the heating & air conditioning equipment. Of course there has also been the less significant but continuous tasks of changing light bulbs, door hardware and our infamous elevator. Ongoing are the annual contracts for snow removal, lawn maintenance and HVAC and hot water boiler equipment maintenance. The committee also participated in the creation of the community garden by providing the stone pad on which it was constructed.

2014 promises to present some exciting opportunities for making some further needed improvements to the facility. It will certainly present unexpected opportunities as well as facilities the size and age of St. Matt's always do. Please let any of the committee members (James Davis, Corky Knapp & Jim Rutledge) know if you have any interest in getting involved. We would be glad to put you to work!

A note on GOOD WORKS from Jim Rutledge – St. Matthews remains a partner church working with the Good Works organization locally. This year we adopted our sixth home, Carol's home in Spring City. Members of St. Matthews volunteer their time and efforts each month to help those in need in Chester County by restoring hope and making their homes safe and warm. Team members also visit previous homeowners to provide ongoing support. If you are interested in participating in this ministry at St. Matthews, please contact the church office.

Faithfully submitted,

**James Davis**  
Property

## SAINT MATTHEW'S CEMETERY

The Cemetery has continued in 2013 with the replacement of some foundations under head stones that were in need of repair. The finish filling in of top soil and grading of these areas will be completed in 2014. The cemetery had 7 burials in 2013. The cemetery has lots available for sale at \$200.00 a grave lot. The perpetual care of the cemetery continues to be managed by the income from the trust in the amount of \$177, 153.18.

Respectfully Submitted,

**Sandy Dewees**  
Secretary/Treasurer  
St. Matthew's Cemetery

## 2013 TECHNOLOGY

The St. Matthew's School website was released in August 2013 ready for the 2013-2014 school year. The school website address is: <http://www.stmatthews-school.org>. The website was built from the ground up using Wordpress (a widely used content management system). Sandy Elkins and I worked closely together in the development of the new site and made sure that it reflects the heart, soul and spirit of our school.

### Key Features

1. Web Responsive (website responds to any device, computer, tablet, phone).
2. Blog format that allows teachers and directors to post important information.
3. Implements a full screen calendar with two views (monthly and detail list)
4. Allows for easy sharing of media (videos, images, pdfs).
5. Each parent can have their own login and view the posts and events that are only specific to their child's class.
6. Includes embedded newsletter functionality.
7. Allows for easy alert messages for when school is closed/postponed or other emergencies.
8. Uses the latest web technologies and philosophies; HTML5 + CSS3 + jQuery.
9. Daily backups are performed using VaultPress.
10. Site design uses bright colors, full screen pictures to reflect the happiness of preschool learning.

A fun year in review website report developed by the Wordpress team can be found at: <http://jetpack.me/annual-report/48476873/2013/>

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Analyzed church management software. We currently use Access ACS which is Windows based software but also has a web portal to access congregation information. Access ACS currently costs \$~200 / month. There is another web based church management program called Fellowship One that is used by many large and small churches. Fellowship One costs \$50 / month. They both offer similar functionality, but Fellowship One is a stronger product in addition to the better price. I am currently leaning towards making a shift to Fellowship One. Will need to analyze a little more to ensure a successful data migration + church user experience. Note: The data migration (Access ACS data to Fellowship One) is performed by the Fellowship One team for a one-time cost of \$1000. The one time cost is paid for in ~7 months due to the monthly savings.

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Made two videos about ministries of St. Matthews.

Chatty Country Quilters: <https://vimeo.com/62020456>

St. Matthew's Who We Are: <https://vimeo.com/68094508>

Hope to do some in 2014!

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Two new Windows computers were purchased.

**John Lueders**  
Technology

## **2013 FINANCE REPORT**

### **2013 Review**

Saint Matthew's remains financially sound going into 2014 thanks in large part to the ongoing support and stewardship from the congregation. Regular contributions of \$362,549 were 9% below our 2013 budget of \$400,000 and 2% below 2012 contributions of \$370,677. The total operating surplus of \$51,059 was \$75,099 higher than the budgeted deficit of \$24,040. Total operating expenses of \$373,537 were \$148,503 under budget and \$52,021 lower than 2012. The operating cash balance as of December 31, 2013 was \$146,365.

Three factors that contributed to the lower expenses in 2013 were:

- 1) Lower payroll costs due to altering vacancies in the senior and associate pastor positions,
- 2) Lower than anticipated cost of roof repairs,
- 3) Timing of capital expenditures versus receipt of funds from Woodland Trust,
- 4) Lower utility expenses due to the mild winter last year.

The Finance Committee is also responsible for monitoring the trust activities for the Woodland and Bertolet Trusts. The combined value of the trusts, which currently comprise an approximate mix of 48% stocks and 52% bonds and short-term investments, is \$785,202. The Woodland Trust earned a return of 5% and the Bertolet Trust had a return of 17% in 2013. The Bertolet and Woodland Trust ended the year at \$271,250 and \$513,952, respectively, \$65,937 higher than last year's ending balances. In 2013, No distributions were taken from either of the Trusts in anticipation of future withdrawals needed on some of the larger edifice expenses over the next few years.

The Capital Campaign Fund received \$59,076 in cash donations in 2013. The fund had cash and stocks worth \$52,533 and a pledge receivable balance of \$161,879 at the end of the year. The fund incurred costs of \$2,504 related to the basement renovation and paid \$68,007 in principal and interest payments on the mortgage. The mortgage balance at year end was \$316,674.

The Africa Fund received \$937 in donations and made donations to affiliated organizations of \$10,550 in 2013. The Fund's cash balance at the end of 2013 was \$9,230.

The Congregation Cares Fund received \$6,630 in direct contributions. The Fund made disbursements to eligible beneficiaries of \$5,500 in 2013. The Fund had a cash balance of \$3,430 at the end of 2013.

The balance of the Gifts and Memorials Fund was \$5,859 at the end of 2013. There was no significant activity in 2013.

### **2014 Budget**

Our budgeted operating income of \$462,250 is \$37,654 higher than 2013. Our weekly contributions budget of \$380,000 is a 5% increase over last year and distributions of available income from the Woodland Trust of \$48,000 are for capital improvements and repairs incurred in 2013 and new improvements and repairs planned for 2014. Preschool income of \$34,000 has been budgeted for 2014, which is \$27,899 lower than last year due to lower enrollment rates versus previous years. Budgeted expenses of \$456,950 are \$83,413 higher than 2013 due to plans to fill the vacancy in the associate pastor position, capital expenditures, and utility expenses that are in line with historical usage levels.

As we prepare for 2014, Council and the Finance Committee took a conservative approach both on the income and expense side given the ongoing uncertainties in our economy. We plan to continually monitor our financials against the budget on a regular basis and continue to be willing to minimize and defer expenses, should conditions warrant.

Respectfully Submitted  
**Greg Dunlop, Treasurer**

	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>
<b>INCOME</b>			
Bertolet Trust	0	0	0
Deposit	370,677	362,549	380,000
Interest	5	7	10
Miscellaneous	90	141	240
School	71,842	61,899	34,000
Woodland Trust <sup>1</sup>	5,895	0	48,000
<b>TOTAL INCOME</b>	<b>448,510</b>	<b>424,596</b>	<b>462,250</b>
<b>EXPENSES</b>			
Benevolence <sup>2</sup>	35,000	36,300	38,000
Capital Improvements	6,500	12,950	35,000
Community Life	3,873	4,895	10,200
Congregation Cares Contribution	2,000	0	2,000
Director of Discipleship Expenses	0	0	0
Education	13,067	14,351	14,000
Evangelism	822	912	1,200
Miscellaneous	0	262	0
Mortgage Loan	7,775	0	0
Nursery	9,161	6,135	8,000
Office	21,243	20,661	19,450
Payroll	215,695	156,270	186,200
Property	25,112	33,755	37,000
Social/Outreach Ministry	3,641	5,859	5,000
Staff Benefits	46,337	32,670	50,100
Stewardship	1,599	1,914	1,800
Utilities	24,933	26,451	32,000
Worship & Music	7,971	9,667	9,000
Youth ministry	829	10,483	8,000
<b>TOTAL EXPENSES</b>	<b>425,558</b>	<b>373,537</b>	<b>456,950</b>
<b>INCOME - EXPENSES</b>	<b>22,952</b>	<b>51,059</b>	<b>5,300</b>

**Notes:**

1 - Woodland Trust income is recognized as funds are withdrawn for eligible expenses.

As of December 31, 2013 there was \$35,977 of undistributed income available for eligible expenses

2 - Contributions to Synod's Benevolence Fund budgeted to equal 10% of weekly contributions with a minimum contribution set at \$35,000

## **REPORT FROM OUTREACH**

As we close on 2013 and look forward to 2014, I want to thank all of the members at St. Matthews that contribute their time, talents and treasures to helping those in need, not only to our church family but in the local community and as far away as our Africa Mission. The spirit of giving is always evident when we take the time to think of all the things we accomplish as a congregation.

We achieved our goal of creating an outreach committee and one of our biggest accomplishments, in 2013, was to create the process for which new outreach programs are born and brought to fruition. We now have a detailed road map that anyone can follow to start a new outreach project and navigate through the necessary approval process. In addition we have updated the outreach ministry portion of the church bylaws.

In 2014 my hope is that we will find more members for the outreach team and begin to see some new programs come to light. In order for us to be successful it will be imperative that we find a committee leader to take on the outreach ministry in order for it to grow and prosper.

Respectfully Submitted,  
**Greg Grissom**

## **REPORT FROM WORSHIP AND MUSIC**

In 2013 the worship team has developed a new role titled worship coordinator. This new role is an effort to assist the pastor with duties that include ensuring the slides are proofed, that all requirements for the service to run smoothly are fulfilled including ushers, lector, and communion assistants. We have increased the responsibilities of the lector at the 9:00 service to include the responsorial psalm. We have also begun to have a one service Sunday a few times a year that will be followed by a time for food and fellowship of all those who attend. Our first was held the first Sunday in Advent and was followed by lunch and also the church was decorated for the Christmas season. We are going to continue this into the New Year our first being today.

We continued with how we did our Summer worship this year instead of removing the children during the sermon we used short Children's sermons and a noisy offering collected by the children. Since the children are exposed to church during the year with children's church, we felt the Children's Sermon would better re-enforce the need for attending worship. I believe the program went well and seemed to have good interaction with the children in attendance. Thanks to those who provided the Children's Sermons.

Overall 2013 saw some changes and moving into 2014 I think that will continue. In 2013 we have had some turnover, and also as I said earlier had created a new role. Moving into 2014 we are in need of some volunteers to help with the Sunday service. We have lost a few folks that in the past have helped with altar set-up. Also we are always looking for some more ushers and greeters to help with the services. I hope to be able to engage more members to become involved with the worship service whether it be through music, assisting with the Sunday service, technology or the generation of ideas on how we can further enhance our worship services.

Sincerely,  
**John Kerrigan**

## REPORT FROM DIRECTOR of MUSIC

St. Matthew's saw a continued, strong commitment to blending its music in different styles and times into to distinctive Sunday morning worship services. We start with a joyful, morning gathering at our 9 AM service and move on into a more quiet and contemplative sound for our 10:30 service, using each to bring together all aspects of Sunday worship, confession, liturgy, sermon, meal, blessing and sending.

We are blessed with an enthusiastic group of adult youth musicians and singers who provide our music throughout the year. And while our small band of singers and instrumentalists were still far too few, we have always had enough to meet our needs and I expect that 2014 will bring a few new participants to complement our strong group of core singers and players.

Music has always been one of the ways we bring our Lutheran traditions to life. I believe that it is a critical part of the spiritual vitality of St. Matthews and I want to give a rousing "thank you!" to everyone who have helped make our music a unique and cherished part of worship. We all look forward to another year of music making!

Respectfully Submitted,

**Dave Mackie**  
Music Director

## CHILDREN'S CHOIRS

The Children's Choirs had another fun year of learning and singing from Sept through May in conjunction with FAN ministry. The highlight of the season was the spring musical "The STAR Factor." The musical was performed during Children's church and at the 9:00 service on May 12, 2013 and taught that we are all special, children of God and necessary members of the body of Christ.

As 2013 closed the choirs again formed the core of voices for the Faith Formation Christ Pageant on December 22nd, 2013. The pageant had an around the World theme this year as we utilized music from many different genres of music...calypso, gospel and country western. It was a privilege once again to lead the children as they told the story of our Savior's birth with narrative and song.

Respectfully submitted,

**Kristin Ditillo**  
Director

## ASSOCIATE PASTOR CALL COMMITTEE

In the fall of 2013, Council formed the Associate Pastor Call Committee, the members of which are Drew Aramany, Colleen DeBerardinis, Sandy Elkins, Mindy Elmer, Rob Kratz, Erica Ramsey and Jim Shrimp. Since October, the Committee has met four times to perform the work necessary to be ready to interview candidates, such as composing an outline of interview questions and performing a practice interview. As of the time of this report, the Synod has not forwarded any qualified candidates for the Associate Pastor position to interview. The Committee will meet in the next couple of weeks to address any open matters.

## FAITH FORMATION

The Faith Formation program offers classes for children age three through seventh grade at the 9am service.

Faith Formation continues to try and incorporate and keep parents involved and up to date with our program. As part of our Rally Day activities we offer a parent meeting; and a teachers meeting/training session. Parents are given an overview of the Faith Formation program, new additions to the program, classroom expectations, the vision statement and the assistants' duties. They are also introduced to the faith formation staff. Rally Day itself has transformed into a fun filled church wide event with lots of activities and food for all ages to properly "kick off" a new year for Faith Formation.

Faith Formation Vision Statement:

FINDING FAITH.

FORMING FAITH.

SHARING FAITH.

The preschool through fifth grade classes continue to use the Sparks Curriculum. Students are encouraged to take home materials to share with his/her family. Our craft room station for the pre K and Kindergarten programs continues to be a big success. With the help of some additional volunteers this program continues to grow! The pre-K and Kindergarten groups rotate through the craft room run by separate crafters. This enables the teachers to provide smaller group instruction in the classroom. The Pre-Confirmation Class is an opportunity to move our 6<sup>th</sup> and 7<sup>th</sup> graders into a more age appropriate program where they attend church as a group with a Faith Formation teacher. They get to worship and receive communion and then move down to the "Lounge" for a time of discussion followed by their own "Fellowship Time".

We continue to use the team teaching model; as the program has received a lot of positive feedback since switching to this format. There are 6 teams of teachers; one team per class with combined classes at the 2<sup>nd</sup> and 3<sup>rd</sup> grade and 4<sup>th</sup> and 5<sup>th</sup> grade levels. Each class has 4 primary teachers (approximately 28 teachers). Each teacher stays with the class for a 3 week rotation. This helps to build a more stable classroom environment as the children have the same teachers more consistently. Unfortunately, a few teachers stepped down, and despite our many announcements and personal requests for more teacher volunteers; we again had to combine some grades due to a shortage of teachers. The 2<sup>nd</sup> and 3<sup>rd</sup> grades as well as 4<sup>th</sup>/5<sup>th</sup> and 6<sup>th</sup> /7<sup>th</sup> graders were blended. Pre K, K and 1<sup>st</sup> grades continue to receive a lesson as well as a craft as we are blessed with our team of crafters. Weekly Assistants are often put to work helping with crafts or assisting teachers.

All parents of children in preschool through sixth grade are requested to volunteer as assistants; and the assistant's schedule is emailed out in the beginning of the year as well as reminders posted in the monthly Bellringer.

Children's Church continues once every 4-6 weeks. Pastor Tina has been leading worship for the kids. This helps get the children more face time and interaction with the pastors and leadership of our church. This effort also helps educate the children about the Church service. They participate in all aspects of the service. Each age group rotates through the different roles including serving as ushers, lectors, lighting the candles, etc. This has been a work in progress but the children really seem to enjoy! This year we added a new twist with the children attending the lighting of the Advent Candles each Sunday after they had learned about this in November's Children's Church.

Community activities are still supported in our classrooms. The children made cards for and collected hats, gloves and socks for the Thanksgiving Mission project as well as contributing to the Shoe Box and Martin

Luther Spring's angel tree and the food pantry projects. Faith Formation also participates in the annual Christmas Pageant, which combines all of the classes and the Children's choirs during the 9am worship service. We look forward to continuing and growing these community service opportunities for our Faith Formation students.

Respectfully and Joyfully Submitted,

**Jenny Sbei**

Faith Formation Coordinator

## **REPORT FROM YOUTH DIRECTORS**

### **Youth Group:**

From January through May youth group was held every other week for both Jr. and Sr. High youth. Jr. High is at 5:30-7 PM and Sr. High from 7-8:30 PM.

### **Events:**

1. Chili Cook Off in January 2013 – Following the congregational meeting.
2. Winter Retreat was rescheduled for a later date due to weather. We went in March to a camp in Maryland, off the Chesapeake Bay with 2 other churches, Paoli Presbyterian and Faith Presbyterian. We had 35 youth and 3 leaders attend.
3. 30 Hour Famine. We had approximately 25 youth and 5 leaders. During the event we collected food donations for the North Coventry Food Pantry.
4. In April we held a Bingo Fundraiser.
5. In June Dave Franz took 5 youth up to Pittsburgh to The Pittsburgh Project work camp. They had a great week and had the opportunity to help several families in the inner city of Pittsburgh.
6. In July, Harry and Elizabeth took a group of Jr. High youth to The Great Escape in Johnstown, PA where they enjoyed a week of fun, faith and fellowship.
7. In October Harry and Judith Friede took a group of Jr. High to the Synod sponsored Junior High Youth Gathering at Refreshing Mountain Camp.
8. November we had our Annual Spaghetti Dinner. Leah Tinguely and Amy Domier were the parent volunteers that organized it.
9. In November Harry and a couple of leaders took a small group of Sr. Highers to Refreshing Mountain Camp where they participated in their High Ropes Canopy Tour.

Respectfully submitted,

**Harry and Elizabeth Pettyjohn**

Youth Directors

## 2013 STATISTICS

### Adults and Children received - 39

<b>Farrell: Sean and Heather</b> Nathaniel, Preston	Glenmoore.	<b>Hay: Derald and Rebecca</b> Cassidy, Ryan	Chester Springs.
<b>Keddie: Jamie and Jill</b> Andrew	Pottstown area.	<b>Rainey: Thomas and Lisa</b> Sierra, Breck	Downingtown.
<b>Styche: Brian and Nicole</b> Nicholas, Julianne	Birchrunville.	<b>Shanely: Mark</b>	Malvern.
<b>Loveland: Brad and Katelyn</b> Payton, Emery	Exton.	<b>Sage: Howard and Anne</b>	Pottstown.
<b>Woodward: Nanciann</b> Alexandra, Scott, Matthew	Chester Springs.	<b>Magnotta: John and Ginny</b>	Chester Springs.
<b>Guyre: Timothy and Martha</b>	Chester Springs.	<b>Xander: Paul and Susan</b>	Pottstown.
<b>Roussel: Matthew</b>	Chester Springs.	<b>Saemann, James</b> Jamie	

### Youth Confirmed - 24

### Members transferred or moved from area – 32

#### Deaths

Harry Garfield Uphouse

#### Infants Baptized

Julianne Rose Styche - Eliana Grace Stutzman - Keehan Christopher Petock - Theodore Alfred Lieb  
Jillian Grace Unger - Andrew David Zajac - Brody Richard Zajac – Dylan Leigh Coppolino

Thank you to Helen McDonnell who, on behalf of the church,  
remembers baptized infant children on the anniversary of their birth and baptism  
with cards and inspirational greetings.

Crib size quilts are presented by the *Chatty Country Quilters*  
to infants and children to age 3 the day of their baptism. Thank You!

**Annual Meeting of the Congregation**  
**Annual Meeting Minutes**  
**January 27, 2013 – Following 10:30 a.m. Worship Service**

**Devotion and Introductions**

- The Annual Meeting was opened with Devotions by Pastor Tina.
- Sandy Knapp opened the meeting noting that there were 42 people in attendance which satisfied the quorum requirement.

**Remarks By Pastor Tina**

- Pastor Tina discussed the energy and excitement that is present at the Church and that we are very blessed. We are in a time of transition and everyone is in good spirits. Pastor Tina thanked everyone for their help and for keeping the congregation vibrant. It was a great year and she is looking forward to the great New Year.
- Pastor Tina also remarked on the success of the basement remodeling and capital campaign and that we did it at a time when many would not have embarked on such a project without a Senior Pastor.

**Approval of the 2012 Minutes**

- A motion was made and seconded to approve the congregational minutes taken at the 2012 Annual Meeting. Approval of this was unanimous by the congregation.

**Review and Approval of the 2012 and 2013 Budget**

Greg Dunlop reviewed the 2012 and 2013 budget.

**2012 Actual Budget**

- Greg outlined the actual income and expenses that were received in 2012. We ended the year with a surplus of approximately \$24,000.

**2013 Proposed Budget**

- 2013 is budgeted to end with a deficit of approximately \$24,000. **The budget surplus from the preceding year will be used to cover this deficit.**
- Total income of \$498,000 is estimated for 2013. Greg outlined that income would be derived from the following:
  1. Weekly deposits \$400,000
  2. Income from the school \$60,000
  3. Woodland Trust income \$38,000
- Total Expenses for 2013 is estimated at \$522,040. The largest expenses include the following:
  1. Benevolence \$40,000
  2. Capital improvements (\$50,000 for roof) - The Woodland trust will be used to help with this expense.
  3. Payroll (anticipated pastor hire) \$209,340 and Benefits \$65,100. Increase in benefits due to new Pastor Hire.
  4. Property - \$35,000 (cleaning staff is now an outside hire for \$10,000)
  5. This deficit is budgeted in the amount of \$24,000.
  6. Utilities \$35,000.

- One item to note is that the withdrawals over the last five years from both the Bertolet Trust and the Woodland Trust have been kept to a minimum to build principal and budget for future large expenses such as the roof, paving, etc.
- There were some questions from the congregation regarding the budget:
  1. The first question was about our normal income and what if our \$400,000 in deposits from the Congregation is not hit? How do we deal with a deficit? Greg responded that \$400,000 is a number that is historically a target and that last year's shortfall was possibly because of the capital campaign for the basement. If the number is not hit, we do have approximately \$95,000 in cash that can be used to continue operations of the church.
  2. The second question was a general question about the status of the capital campaign for our basement. Greg referred to the Finance Report and the Pledges Outstanding.
  3. Third question was about the deficit outlined for 2013 & why we have it. The primary reason of the deficit is driven by the planned roof repair. Greg outlined that we will be using money from the Woodland Trust and our prior year surplus to fund the roof repairs. The end result of this is a deficit scheduled for 2013.

A motion was made and seconded to approve the budget for 2013. Approval of this was unanimous by the congregation.

### **Nominations and Election of 2012 Council Members**

- A motion was made and seconded to approve the new members. This motion was unanimously approved. Outlined below are the new additions and those voted on for another term.
- New members added to council and those leaving council:
  - James Davis – (voted on for a first term) - Property
  - Patrick Miller (voted on for a first term) – Stewardship - (he previously served on council)
  - Jim Rutledge will be leaving Council after two terms.

### **Call Committee Review**

Eric Ramsey Provided a Call Committee Review:

- Eric discussed the Call Committee and what they have done this year and the journey they have been on.
- They have interviewed a couple of pastors but they were not the right fit for our church. There are a couple of new candidates that are currently being reviewed. It was noted that the Call Committee remains in good spirits and they are focused on getting the 'right' pastor.
- Eric asked to keep The Call Group in our prayers.

### **Adjournment**

- A motion was made and seconded to adjourn the meeting which was unanimously approved.
- We closed the meeting with the Lord's Prayer.

Respectfully Submitted,

**Brian Delin**  
Council Secretary