

ANNUAL REPORT

2011

Mission Statement

Building upon our 200 year history as the Presbyterian Church in Leesburg, we join together as a community of faith to receive and share the grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit. As God's people in an ever-changing world, we believe God is calling us to be a vibrant congregation of children, youth, and adults where:

- ◆ We foster a sense of deep belonging to God and to each other.
- ◆ We embrace people at different stages of their faith journey and together we seek to deepen our understanding of the Christian faith.
- ◆ We commit ourselves to gather on the Sabbath for the joyful worship of God and to disperse into the world as bearers of Christ's love.
- ◆ We engage the world through ministries of compassion.
- ◆ We invite and welcome all to experience God's transforming presence in our midst.

Leesburg Presbyterian Church

207 West Market Street

Leesburg, VA 20176

PASTOR'S REPORT

The Rev. Deborah Dodson Parsons

I continue to be amazed and grateful for the good folk and positive spirit that fill Leesburg Presbyterian Church. I know from my many years serving as interim pastor not to take this for granted! I think it is important for church members and visitors to know what a beautiful servant heart our lay leadership has. In the meetings of deacons and elders there is lively discussion, laughter, a readiness to take on tasks, an open-heartedness in discussion and even in disagreement. Your active ordained lay leaders put in so many volunteer hours with energy and intelligence and love! One of the goals of 2011 that the Session accomplished was to create and organize our ministry goals around a mission statement (see cover of report). In addition, to the deacons and elders, there are so many members who volunteer as ushers, liturgists, choir members, committee members, youth ministry team, church school teachers, Sunday fellowship hosts, etc. I am so thankful that the ministry of this church is truly a *shared ministry!*

In addition, I continued to work in 2011 with a wonderful team of staff persons, Cindy Hollister, Julie Koochagian, Becky Sweet and Kathy Adcock, Elaine Thiel, Jane Wallace (wedding coordinator), and Kristin Petersen Evans. These individuals are bright, talented, and always willing to go beyond duty to serve the people and the ministry of Leesburg Presbyterian Church and our pre-school.

Two significant changes happened in the area of Christian Education ministry in 2011. With the departure of Rev. Audrey Wiggins in September, two women stepped up to the plate to lead this ministry with our children. Juli Barnes accepted the position of chairperson of the Christian Education Committee while former chairperson, Holly Rhodes, assumed the weekly responsibility of planning and leading YOUNG DISCIPLES, our new program during Sunday worship for children (4 years old – 3rd grade). Both of these women have the knowledge, the experience and the love of children to fulfill these roles superbly! However, with our growing number of young children, our hope and prayer is that God will lead us to the right person to staff this ministry. Sharon Brown has continued energetic leadership in the area of Adult Education.

Another significant change is in the area of youth ministry. Kristin Petersen Evans and I have led this ministry for three years and knew that we needed to build a youth ministry adult team in order to strengthen this ministry with our growing number of middle schoolers! Serving on this team since September are Elizabeth Dame, Kristin Petersen Evans, Laura Herring, Randy Jackson and Wes Rhodes. Approximately 20 young people attend the Sunday evening meetings

which include supper, recreation, devotion, and small group meetings. The enthusiasm and consistency of participation provides a strong testimony to both the new design and the splendid adults who give of their time every Sunday night to meet with the youth. Audrey Potter has been our wonderful meal coordinator!

Good signs in 2011 of our congregational vitality are our steady and slightly growing worship attendance and the very good response to our Stewardship program in October/November represented in new and increased pledges.

A continuing challenge that confronts me and this congregation is to figure out how to lead this church into a future where we not only grow in numbers but also in the depth of our discipleship given our present constraints in terms of staff leadership. My questions for 2011 are still pertinent if not anxiety-producing for me and for us in 2012:

How does the church as a volunteer-run organization create, plan, and implement worthwhile programs that build up the Body of Christ and equip disciples of Jesus to serve each other and the world in the busy, activity-filled, high-demand school/work/extra-curricular world of our members? How can we nourish each other without depleting each other? How do we deepen the sense of belonging to Christ and his church for those who are here, welcome the stranger, and remind each other that the real field of our discipleship is out in the world where we live, work, play, and study? How do we most effectively structure our ministry areas and organize the work to be done with our member volunteers? What would a simple yet faithful and winsome ministry look like? Can a congregation's program be modest and yet satisfy the wants and needs of our members and visitors?

But in the midst of questions and anxiety about "how to get it all done," God's calling us to faithfulness and joy and service keeps moving us to take one step at a time on the journey of discipleship.

CLERK'S REPORT

Submitted by Jim Barnes, Clerk of Session

Recorded Information:

- Baptisms recorded were **five**
- New Members recorded were **twenty-three**
- There was no Confirmation Class
- Marriages recorded were **six**
- Deaths recorded were **four**
- Transferred out **five** memberships
- Moved **forty-two** to Inactive Roll
- Total Active Membership of **274**

Session Meeting Information

- **One** Joint meeting with the Session and the Board of Deacons
- Congregational Meetings were on February 6, 2011, April 10, 2011, and July 17, 2011
- Stated Session meetings were **twelve**
- Called Session meetings were **nine**
- Provided Minutes for all Stated and Called Session meetings

Clerk Responsibilities

- Work closely with Pastor on Session and Church concerns
- Continue to update church membership and Session records for yearly review
- Provide books for Presbytery review
- Continue to be up-to-date on the Book of Order and Robert's Rules of Order to ensure that the Session meetings are run accordingly
- Attend to all correspondence from Session

CHRISTIAN EDUCATION COMMITTEE

Submitted by Juli Barnes

At the close of year 2011 the Christian Education (CE) Committee has the following committee members: Juli Barnes-chairperson, Holly Rhodes-elder , Angela Helge, Heidi Renner, and Kim Vigil. CE is responsible for Sunday morning church school for children and also coordinates with Sharon Brown, who chairs the Adult Education Committee. CE Director Audrey Wiggins left the staff in September, so in the interim period, all CE programs are run by the committee. Juli Barnes is currently acting as Church School Superintendent.

In Spring of 2011, CE members and church school teachers led activities for children on Easter Sunday. On June 12, 2011 the high school and middle school youth led worship on Youth Sunday. Also in June, graduating high school and college seniors were recognized during the worship service. In late June, many of the high school youth participated in the mission trip to West Virginia and several middle school youth attended a youth retreat accompanied by Pastor Debbie.

In July of 2011, Vacation Bible School was held in conjunction with St. James Episcopal Church at St. James. Audrey Wiggins coordinated VBS with Pastor Mary Davila at St. James. This is the first time VBS has been held during the evening. Many adults, youth and children from LPC assisted with or attended the five day VBS.

In September, church school resumed offering the following classes: Pre-K - 1st grade, 2nd - 3rd grade, 4th - 5th grade, and middle school. Young Disciples, a new program offering a worship experience for children age 4 through 3rd grade, also began in September. Young Disciples is held during the 11:00 worship service and is led by Holly Rhodes. Also in September, Pastor Debbie instituted a new model for Sunday evening youth group called G.R.A.C.E. The new model incorporates fellowship, praise and worship, and small-group discussions.

On November 20th, Bibles were presented to the 3rd graders during the 11:00 service. CE also coordinated the annual Living Nativity which took place on December 21st.

In Adult Education there has been a variety of offerings led by dedicated volunteers. Last January, a guest speaker, Brooks Barber, led a well-attended course about the Islam faith. The current series of classes discusses aspects of Christian doctrine. There have also been several concurrent courses offered on a variety of subjects such as Christian parenting , anger and forgiveness, and spiritual disciplines.

DEACONS

Respectfully submitted by Sandy Gasperini, Moderator

The Board of Deacons strives to serve the needs and care of the congregation through the ministries of hospitality and pastoral care.

The ministry of hospitality organizes and provides venues for members of the congregation to come together in fellowship, celebration, nurturing, and spiritual growth.

Fellowship - coordinated by Rebecca Caprio - coffee, tea and light snacks are provided each Sunday after the 8:30 and 11:00 am services in Fellowship Hall to encourage members to meet and greet those with whom they worship. Volunteers are recruited from the congregation to assist in the preparation and clean-up. Other groups or committees of the church are enlisted to sponsor the popular "Second Sunday Feast," where a more substantial spread is provided.

Manna - coordinated by Julie Koochagian - provided seven Wednesday night dinners from October 5 to November 16 followed by a faith enrichment series - "What I Treasure About My Christian Faith Tradition" - a look at traditions of other Christian denominations. We tried something new this year by hiring a cook, upgrading the meals and selling tickets to the dinners which averaged 30-40 attendees. The seventh and final week was the usual potluck dinner.

On Ash Wednesday, the deacons hosted the Pancake Supper for approximately 60 people, followed by the Ash Wednesday Service.

In the spring, the deacons provided coffee and dessert for the informal Lenten study group which took the place of manna.

Easter Brunch - over 120 adults and children attended the Easter brunch celebration between the services. Deacons provided beverages, sausage, and pancakes while members of the congregation contributed casseroles.

Annual Church Picnic - was held in the church yard after the church service on June 12. Over 120 adults and children enjoyed an afternoon of fried chicken, delicious eats prepared by congregational members, music, face painting, bubbles, and moon bounce.

Fall Festival - the annual chili cookoff had 11 participants vying for the title of "Best Chili." Some of our newest members served as judges and gave top honors to William Marsh. A

packed Fellowship Hall feasted on hot dogs, chips and beverages, provided by the deacons, in addition to all the delicious chili.

Christmas Dinner - this celebration held on December 11, offered two seatings at 5:00 and 7:00 pm to accommodate over 155 in attendance. Attendees supplied side dishes and desserts to supplement ham, rolls and beverages provided by the deacons. A Christmas Variety Show involving members of the congregation performed between the two dinner seatings.

The pastoral care ministry provides support and care to new members, families at the birth of a child, and all members during times of illness, bereavement or other life events.

During 2011, the deacons began a new ministry of mentoring new members. A deacon is paired with a new member(s) to aid in the assimilation in the life of LPC and be a source of reference for any questions or concerns they may have.

In times of need, deacons stand ready to respond by visiting the hospitalized or home-bound, keeping in touch by phone and through the card ministry. Over 300 cards have been sent to members during 2011. Transportation was coordinated for those undergoing surgery, medical treatments, and doctor's appointments. Casserole patrol provided 4 dinners to families. Cookies and food was provided for memorial receptions for two members of the church.

EVANGELISM/MEMBERSHIP COMMITTEE

Submitted by: Wynne Rodgers, chairperson

Committee members: Shana Folk, Sandy Gasperini, Kim Hovda, Glenna Bingham, Linda Gibson

The primary focus of this Committee is Evangelism/Outreach and Membership/Congregational Care.

Evangelism/Outreach

- An advertisement each week in the Leesburg Today newspaper in the "Houses of Worship" section
- We encourage Committee members to greet old and new members alike each Sunday
- Our committee is in extensive planning stages for our 1st annual "Women's Tea" to be held at LPC in February 2012 complete with a speaker/program, delightful "high tea" finger food, some music, and handsome waiters!

Membership/Congregational Care

- E/M planned and implemented 2 luncheons for prospective new members. These luncheons resulted in many people joining the church and the luncheons were attended by Committee members, Deacons, and Elders.
- E/M planned and implemented 2 "Guess Who's Coming to Appetizers?" events where 50-60 people attended each event. Committee members and other members opened their homes to host these events which are very popular with the congregation and offer a way for old and new members to get to know each other.

FINANCE AND STEWARDSHIP COMMITTEE

The Committee would like to start this report by thanking everyone who attends LPC for their generous support to help continue the good work of God's Church. It is only through our time, talents, and resources – with your specific contributions a key part of this – that the fellowship of our congregation and the outreach to share God's love can continue. You truly enable all the good work you see outlined in the reports of the other committees. Thank you for all you do and all you share. “Command those who are rich in this present world....to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life” -- 1 Timothy 6:17-19

Here are some of the Committee's highlights for the year:

In 2011, the Finance and Stewardship Committee was reconstituted to add additional newly-ordained elders to round out the committee to a group of five that includes representatives with professional experience as certified accountants, financial officers, and financial advisors. Members include Julie Koochagian (LPC Business Manager), Sheri Nelson (endowment committee representative), Pam Poisson (elder/LPC Treasurer), Steve Potter (elder), and Doug Sweeney (elder). The Committee is assisted by designated check signer Helen Taylor, and receives input and guidance from Pastor Debbie Parsons.

This year, the Committee mainly focused on five key areas:

- Deliver meaningful financial reports to provide insight and allow proactive course correction
- Maintain and strengthen financial controls
- Partner with other LPC committees to spend smarter so that funds go further
- Begin to develop longer-term financial plans and define a related capital campaign
- Conduct an effective stewardship campaign to restore pledged giving after a dip in 2010

Key items completed in these five areas are as follows:

Financial Reporting and Funds Management

- Prepared and presented the 2011 budget to Session for approval.
- Prepared and delivered a summary budget presentation to the full Congregation.
- As a committee, conducted monthly reviews of the income statement, balance sheet, and transaction records for quality control and to identify trends.
- Developed a regular summary report to provide an easier-to-use snapshot of the financials for the pastor and other committees.

- Delivered a monthly update to the full Session noting trends, outliers, and planned action items. From mid-year forward, included estimated full-year outlook of collections and expenditures.
- Proactively took corrective action when pledged giving fell below budget, distributing quarterly statements to all pledging units and delivering verbal and written appeals to the congregation to please stay on track with planned giving

Financial Controls

- Contracted with an external accounting firm and supported that firm's completion of a controls review of the LPC financial statements and supporting processes. Presented key findings and recommendations to Session. This review, conducted by Leesburg accounting firm Bullock & Associates, identified no significant deficiencies or material weaknesses and concluded LPC's accounting processes were accurate and appropriate for a not-for-profit organization of our size.
- Implemented select process changes identified through the audit review process as providing the greatest contribution toward improved controls.

Smart Spending

- Reduced costs for several ongoing administrative and maintenance functions, such as telephone expense, through re-bidding contracts and negotiation for improved terms.
- Worked across all committees to advocate for close scrutiny of spending, with an eye toward instituting an improved rigor around vendors and spending choices.
- Working collaboratively with Session, held spending to levels at or below budget, keeping LPC's bottom line results on target, even in light of lower than budgeted pledge giving, resulting mainly from some long-time members moving out of the area. Some of this savings was coincident with changes in the CE director role, but all committees worked hard to find ways to save money while achieving their intended plans.

Longer Term Financial Plans

In 2011 the Committee began to more actively develop plans to expand our reserves for property needs and contingencies. We spent time with the Property Committee to understand likely needs for upgrades and replacements, and started projecting a timeline of projected funding needs.

As a result of this work, an initiative we will be introducing in early 2012 is a capital campaign. The intent of this campaign will be to raise funds earmarked for improvements to LPC that are needed but cannot be met within the annual budget of the church. We are blessed to have a beautiful old church to gather in for worship and fellowship. One of the benefits of having an older church is that the mortgage is retired. But older churches, like all older buildings, need to

be maintained. Just a few of the initial projects being considered for the funds from this capital campaign include the following:

- New carpeting for the fellowship hall.
- Repairs to/replace of the brick walkway in front of the church.
- Refurbish organ as needed for sustainability.

In addition we would like to continue to secure the long-term financial viability of Leesburg Presbyterian Church by allocating some of the funds raised by this capital campaign to an endowment.

Stewardship Campaign

The Committee spearheaded a successful stewardship campaign for the benefit of LPC. Key points:

- Set a 2012 pledge target 5% above the 2011 pledge budget and about 7% above 2011 actual pledge giving.
- Developed and delivered to the Congregation Stewardship materials including a brochure, a follow up letter, four presentations in church, and reminders in church newsletters and e-mails. Strove to clarify for the congregation how the funds would be used to support LPC's mission and critical focus areas identified in planning sessions held earlier in the year.
- We were pleased with the results of the Campaign and the engagement of the congregation, with total pledges coming in at 99% of our target of \$330k.
- Worked with other Session members to conduct follow up calls for those who had not pledged during the campaign, and to provide personal thank you's to those who had. The financial support provided by the Congregation is integral to all we do, and as the pledge commitment really helps us begin good work for 2012 on solid footing, we wanted to be sure to express our appreciation.

Complementing our regular ongoing activities, specific work items that started in 2011 and will be revisited in 2012 include:

- Implement electronic giving capabilities
- Continue to improve our financial reporting process with more regular reviews of endowment funds and preschool financials in tandem with the Endowment Committee and Preschool Board
- Launch the capital campaign noted above
- Identify other members of the congregation who may have an interest in participating on the Finance & Stewardship Committee

MISSION AND WITNESS COMMITTEE

Submitted by Kathi Stone, Chair

Overview:

The Mission and Witness Committee has been involved and active throughout 2011 with the responsibilities and duties of carrying out God's mission for Leesburg Presbyterian Church in the areas of local, national, and international mission. The major goals of this committee were to identify needs of our brothers and sisters, to promote awareness of these needs through the written and spoken word and to address the issues using our financial gifts from the congregation, donation of material goods, and offering of time and talents while partnering with others in the congregation and the community.

2011 Committee Membership:

Active Members were Pat Ahrens, Kathy Brown, Tom Chase, Linda Duffey, Chris Folk, Pat Kropp, Shirley Pearson, and Kathi Stone (Chair).

Activities and Accomplishments in 2011:

Mission Trips and Community Outreach Activities:

- A few congregation members attended a potluck Mardi Gras dinner at Catoclin Presbyterian on March 8, 2011 to raise funds and awareness of the victims of Katrina.
- Kathi Stone organized the **5th Katrina Recovery mission trip**, March 28-April 2, 2011. With Catoclin Presbyterian Church in Waterford taking the lead, 23 members from 3 churches, including 8 from LPC, travelled to New Orleans to work for the third time with RHINO (Rebuilding Hope in New Orleans) and Habitat for Humanity to help with construction on two new homes on Olive Street. The National Mission budget, along with designated donations, supported volunteers by paying for lodging and meals at the camp for the week, \$ 2,270. A video presentation and a sharing of experiences were included in both services on May 15. Planning for the 2012 Katrina Recovery mission trip was begun.
- In conjunction with youth, parents and Rev. Parsons, Kathy Brown assisted with planning and participation in a **Youth mission trip to Hampden, Mingo County, West Virginia** from June 27-July 2, 2011. Nine adults and 12 youth worked on repairing homes for families in need under the direction of the West Virginia Ministry of Advocacy and Workcamps, Inc. and hosted by the Freedom Full Gospel Assembly House of Prayer. Mission trip members presented a slide show and report to the Congregation during worship on June 26th.

- Pat Kropp coordinated a collection of school supplies on behalf of the Young Adult Project, Department of Family Services in August.
- Kathy Brown organized a work day for 13 volunteers from the congregation on October 15, 2011, at **Real Food Farm in Baltimore, Maryland**, a non-profit dedicated to growing fresh food, educating youth and adults about healthy eating and making fresh vegetables available to inner-city families. Pastor's Discretionary Fund donated \$50 to the Farm.
- Kathi Stone coordinated with other Western Loudoun churches to organize the 2011 CROP Hunger Walk. Five LPC adults walked 6 miles to help increase the awareness of world hunger and raise funds for **Church World Service** on November 6, 2011. Although notice of the Walk was not received until September, the walkers quickly collected donations from the congregation and others in excess of \$1,131. The Walk raised over \$6,000 by about 40 walkers. 10% will be donated to **Loudoun Interfaith Relief**.
- A Giving Tree was displayed to collect Christmas gifts, with an emphasis on teenagers. Approximately 65 gifts and 2 boxes of clothing were delivered by Shirley Pearson and Pat Kropp to **Loudoun Community Holiday Coalition** in early December.
- Alternative Christmas Fair was held December 4, 2011, after both services
 - ✝ **Pastor's Discretionary Fund** for walk-in requests for assistance \$1,406.54
 - ✝ **Grace to Go meal ministry** \$1,905
 - ✝ **Heifer International** \$970
 - ✝ medicines for **Embangweni Hospital in Malawi** \$690.
 - ✝ In addition, LPC once again promoted awareness of the **Presbyterian Coffee Project** in support of Equal Exchange's fairly traded and sustainably grown products.
- With the help of Wynne Rogers, as well as Jonathan and Adam Adcock and Barbara and Walt Drumm, year-long food donations from the congregation were delivered to **Loudoun Interfaith Relief**.

Partnering with others in our community and world:

- Commitment was made to St. James Episcopal Church in Leesburg to help lead their Grace-to-Go meals ministry. LPC, in partnership with the Evening Rotary Club, agreed to co-lead meal preparation and packaging of 120-200 meals on the first Sunday of the month so that meals can be offered on every Monday evening. Led by Kathi Stone, over 17 members have volunteered for this ministry. LPC will officially begin on January 8, 2012, and has committed to 6 Sundays during 2012.
- Linda Duffey continued to prepare the letters and vouchers for all the local mission donations for 2011 and Kathy Brown continued to ensure donations were sent to Malawi.

- Committee members attended Global Mission Network meetings to work with other Presbyterian churches in the national capital area who are involved in international mission work and support.
- Rev. Debbie Parsons and Pat Kropp represented LPC at A Cup of Gratitude brunch given by several local non-profit organizations to thank supporters on September 13, 2011.
- Pat Kropp, and several members from the congregation represented LPC at the third annual Interfaith Day of Thanks hosted by Loudoun Interfaith BRIDGES on November 13, 2011.

Sharing of our gifts with PC (USA) Special Offerings and Other Giving Opportunities:

- **One Great Hour of Sharing**, a PC (USA) special offering to benefit PC(USA) Presbyterian Hunger Programs and Disaster Assistance programs in response to various disasters around the world was collected on April 24, 2011 for a generous total of \$ 2534.
- **Pentecost Offering**, a PC (USA) special offering was received on May 22, 2011 with donations totaling \$ 1,040 which are given to children at risk and youth and child advocacy at the national level; with the 40% that remains in our community, \$400 was donated to **Recreation Outreach to Community Kids (ROCK)**, a joint program with the Leesburg Police Department and the Leesburg Parks and Recreation.
- **Peacemaking Offering**, a PC (USA) special offering to benefit peacemaking efforts and ministries was collected on October 2, 2011; \$ 1373 was given by the congregation and with 25% kept for local use, \$343 was designated for **Loudoun Citizens for Social Justice/LAWS**.
- **Christmas Joy Offering**, a PC (USA) special offering was received on December 18, 2011 to benefit retired ministers and church workers and their families and ethnic/racial schools and colleges; \$1,290 was donated by the congregation.
- Benevolence Outreach funds in the amount of \$2,500 was given to **the Loudoun County Department of Family Services** in order to more efficiently provide Loudoun residents with financial assistance; about half was distributed by the end of the calendar year.
- Though the **Presbyterian Disaster Assistance** program, \$325 was donated through a special offering to help those recovering from the devastating tsunami in Japan in early 2011.
- Supported the National Capital Presbytery's **United Budgeted Mission Giving** at \$5,500.
- Local organizations supported by budgeted donations (\$7,352) included:

BRIDGES Day of Thanks	\$102
Community Holiday Coalition	\$500
Friends of Loudoun Mental Health	\$500
The Good Shepherd Alliance (shelters)	\$500
Loudoun Cares	\$500

Loudoun Continuum of Care/Emergency Shelter	\$500
Loudoun Interfaith Relief	\$1,000
Loudoun Literacy Council	\$250
Loudoun Volunteer Caregivers	\$500
MotherNet Loudoun/INMED Partnerships for Children	\$500
National Capital Hospice	\$500
Prison Fellowship/Angel Tree	\$500
Volunteers of America Chesapeake (LEHS & cold weather shelter)	\$500
Volunteers of America-Transitional Housing	\$500
Young Life-W. Loudoun Co.-Leesburg	\$500

Helping our brothers and sisters in Malawi:

- Continued support to Zondiwe Jere, a Malawi student at University of Livingstonia who needed assistance with tuition payments and other expenses for two terms during 2011 from the International Mission Budget (\$1,500).
- Continued support of the Luvwere community and the Embangweni Hospital with \$1,000 donation each.

Summary 2011:

The Mission and Witness Committee met many challenges for 2011, most notably: organized the 5th Katrina Recovery Team Mission Trip to New Orleans; supported a Youth Mission Trip to West Virginia; coordinated the Western Loudoun Crop Walk; pledged partnership to St. James Episcopal Church to participate in their Grace-to-Go meals program and began training and organizing volunteers; and organized of the annual Alternative Christmas Faire.

Our goals for 2012 are to continue to identify and respond to the needs of the local community and to solicit more involvement by the congregation in Mission and Witness activities by offering more short-term mission opportunities, and continue to build upon the established relationships both nationally and internationally, including New Orleans, LA and Embangweni, Malawi.

PERSONNEL COMMITTEE

The Personnel Committee consists of Stuart Brown, Beth Shockley, Ben Franklin and Dave Nelson.

During 2011 the Personnel Committee completed the writing of the LPC Employee Manual. A meeting was held with all personnel to explain the manual and make revisions per their suggestions and comments.

All church personnel were reviewed and appropriate salary and wage adjustments were forwarded to the Session for approval. Preparations were made for the 2012 personnel reviews.

PROPERTY COMMITTEE

Submitted by Jason S. Hovda, Chair

Committee Members (active): Randy Jackson, Tom Gurney, Stu Brown

RESPONSIBILITIES: *Maintenance of Sanctuary and other church buildings; Maintenance of Grounds; Service Contracts, Technology Investments, Utilities.*

The mission of the Property committee is to provide many of the basic necessities that help the church operate in a hospitable environment.

The Property Committee's primary responsibility is to keep the church functioning. Our goal is to provide a proper environment for staff, members, visitors and the preschool. We perform minor repairs and improvements and maintain, supervise and shop the service contracts for work that includes lawn care, snow removal, pest control and heating oil in addition to many others. We assess building needs, coordinate assessments and contract work as needed.

During 2011, we escaped with only minor repairs needed in various areas of the church allowing us to finish the year way under budget. Service and repairs were needed for the Air conditioning unit, Boilers, pipe organ and cleanup for fallen trees.

We continue to be indebted to our own personal handyman, Tom Gurney, who has provided countless hours of repair work around the church that include work in the boiler rooms, bathroom repair and countless other odds and ends that go virtually unnoticed due to his quick reaction time but are much appreciated.

WORSHIP COMMITTEE

Submitted by Jane Wallace, Chair

Committee Members (active): William Marsh, Frank Gasperini, Peggy Moats, John Sawyer, Kathy Adcock, Laura Jackson, Andy Tompkins and Jane Wallace, Chair.

Staff members: Deborah Parsons and Becky Sweet

RESPONSIBILITIES: Music; Flowers; Special Services; Sanctuary decorum; Ushers, Liturgist, Communion services; Baptisms, weddings, funerals, etc.; Formal and informal worship services; Pulpit supplies; Liaison with organist and choir directors.

The mission of the committee is to provide a warm, God as Father, Christ-centered, Holy Spirit-filled, Scripture-oriented Worship Service for all members and visitors.

The Worship Committee provides and sets up all supplies for Communion services as well as coordinating the Elders who serve. This covers the first Sunday of each month, plus Maundy Thursday and one service on Christmas Eve. The committee is also responsible for supplying liturgists, ushers and volunteers for flowers for the sanctuary each Sunday. It is the responsibility of the committee to make sure that the correct paraments are on the table and pulpit all year.

During the Lent and Easter seasons, we held services on Ash Wednesday and Maundy Thursday. On Easter Sunday we held three services: Easter Sunrise Service at 6:00 a.m., and our regular services at 8:30 and 11:00 a.m. On Maundy Thursday we held a modified Tenebrae service.

In 2011 we served Communion by Intinction at two special services – Maundy Thursday and the 11:00 p.m. Christmas Eve Candlelight service. Since Christmas fell on a Sunday there was only one service, at 11:00 a.m. On Christmas Eve there were a total of around 400 in attendance for the three services.

The committee is responsible for supplying substitute ministers when our minister is away for either vacation or study leave. In 2011 that included:

January 30, Rev. Suzanne Rudiselle

March 6, Rev. Audrey Wiggins

April 3, Elder Frank Gasperini

July 3, Elder John Sawyer

July 10, Elder Pam Poisson

August 7, Rev. Kenneth King

August 14, Elder Frank Gasperini

September 25, Rev. Stephany Crosby

November 20, Rev. Ruth Huizenga Everhart

The decoration of the church for the holidays was planned/organized by members of the worship committee and supplies (other than those that were donated by the congregation) were purchased by the committee. We ordered the poinsettias for Christmas and the lilies for Easter as honors or memorials.