

Holly Presbyterian Church 2021 Annual Report



Our Mission and Vision Statement

Our Mission. . .

A joyful family of faith that nurtures knowing, growing, sharing, and serving as followers of Christ within our church, our community, and around the world through peaceful and loving relationships.

Our Vision. . .

- **Worship and serve** God in a faithful and joyful manner.
- **Share** the good news of the Christian faith with each other and beyond the church.
- **Live** as a caring family dedicated to the biblical values of peace, love, faith, and justice.
- **Develop** a dynamic presence in our community under the guidance of the Holy Spirit.

Knowing, Growing, Sharing, and Serving

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Holly Presbyterian Church Annual Congregational Meeting Docket

*"See what love the Father has given us,
that we should be called children of God; and that is what we are."
1 John 3:1*

May 22, 2022

Docket

Welcome & Opening Prayer

Rev. Brooke Pickrell

Roll and Establishment of Quorum

Approval of 2021 Special Congregational Meeting Minutes

Scheduling of Miscellaneous Business

Approval of Docket

Reports:

Pastor

Rev. Brooke Pickrell

Clerk of Session

Jim Lyles

Treasurer

Vicki Lyles

Teams of Session

Christian Education

Charlee Litten

Care

Jan Bradshaw

Fellowship

Cathie Killewald

Outreach

Donna DeNise

Comfort Circle

Loretta Weiss

Friends with Needs

Dessalee Cook

Website

Walt Brown

In the Beginning Baby Pantry

Cathie Killewald

Personnel

Charlee Litten

Property

Jim Lyles

Worship

Tom Schettling

Sanctuary A/V

Jim Lyles

Information Technology

Walt Brown

Finance

Bob Killewald

Presentation of 2022 Budget

Miscellaneous Business

Closing Prayer and Adjournment

MINUTES FROM CONGREGATIONAL MEETING 2021

ANNUAL CONGREGATIONAL MEETING – May 2, 2021

The annual congregational meeting of Holly Presbyterian Church of Holly, Michigan was called to order and opened with prayer by Moderator Reverend Lindsey Carnes on May 2 at 10:44 a.m. in the church parking lot.

Roll & Minutes

Roll was taken and a quorum established with 24 active members in attendance.

Minutes were approved for the following congregational meetings:

Feb. 23, 2020

Sep. 13, 2020

Dec. 20, 2020

Annual Report Highlights

Written reports were distributed prior to the meeting. The reports were reviewed by the congregation, and each team answered questions. Here are highlights from those reports and from responses to questions asked by the congregation:

Allison Muenzer

Member Allison Muenzer, a recent graduate from Alma College, is attending Princeton Theological Seminary with the goal of eventually becoming a Presbyterian minister.

Nominating Committee (Jan Bradshaw)

Jan Bradshaw, Cathie Killewald, Jim Lyles, and Donna DeNise all agreed to serve another term on Session. Bob Killewald agreed to fill the last two years of a vacancy on Session. The committee was unable to find a candidate to fill one other vacancy on Session.

Jan Bradshaw, Bob Killewald, Jim Lyles, Laura Parker and Tom Schettling were nominated to serve on a Pastor Nominating Committee, which is charged with finding our next pastor.

Mission Study Team (Jan Bradshaw)

Jan Bradshaw, Bob Killewald, Ellen Paulson, and Rev. Dawn Russell conducted a mission study, one of the steps needed when calling a new pastor. In July, after a worship service at Lakeside Park, congregants broke into small groups, talked about celebrating the past, and had a dialogue about the future. The team then conducted a congregational survey, receiving back 32 completed surveys from the 70 that were sent out. They reviewed information about the demographics within 10 miles of our church, noting that there were fewer active young families over the last ten years and recommending that we look more at the older population. They also recommended we strengthen our mission efforts, perhaps in conjunction with other churches; look for creative ways to share the good news (digital methods, social media); continue to be good stewards of our building; look for ministry opportunities outside the building; look for ways to reach out to older folks, empty nesters, widows, and divorcees; and research how other churches are attracting and maintaining younger families.

Pastor Nominating Committee (Jim Lyles)

The committee began meeting in September. The committee studied the congregational survey results, demographic information for the area surrounding the church, and the mission study that was completed earlier in the year. We then developed the Mission

Information Form (MIF), which is needed for finding potential pastors. This was approved and added to the PC/USA database as the year ended. We expected to start receiving information about potential pastor candidates in January 2021.

Clerk (Jim Lyles)

- Membership on December 31, 2019 was 80. There was 1 new member in 2020, a previous member restored to active membership. We lost 12 members: 2 members died, 6 members were transferred to the Inactive Roll, and 4 members were dismissed. There were 69 active members on December 31, 2020.
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- There were no baptisms or weddings in 2020.
- The Session in 2020 was made up of 9 Ruling Elders (6 female and 3 male). The session is made up of one ethnic group (Caucasian).

Treasurer (Vicki Lyles)

The church has three investment accounts, which had the following balances at the end of 2019:

HPC Endowment Fund: \$8,179

HPC Investment Fund: \$26,536

NFS: \$18,104

The Endowment Fund was created for long-term investments; only the income created from it can be spent. In 2019 we added \$1,800 to this fund.

The Investment Fund also provides income for the church, but the principle can also be used to meet a major need.

NFS contains the Regan scholarship money, the music fund money, and \$4,000 received from the Wright trust several years ago.

In 2020 the church had \$90,542 in ordinary income and \$65,752 in ordinary expenses, which translates to a net gain of \$24,790. At the end of 2020 the church's total assets were \$148,910, but this amount is offset by a loan from Presbytery, the balance of which was \$6,048. Special accounts, which includes memorials and funds designated for specific purposes, totaled \$80,767.

Christian Education (Jim Lyles)

2020 was a challenging year for Christian Education (CE) for two reasons: The global pandemic, and the team did not have a leader for most of the year.

For the first 3 months, on Sundays Barb Brown led Adult Sunday School. Laura Parker, Charlee Litten, and Jennifer Chanter taught the children. On Wednesday evenings we had Bible study. The Creative Spirits group met on Thursday evenings. The Creative Spirits Ministry provided liturgical art as Lent was beginning.

The rest of the year the church building was closed due to the pandemic. This mostly halted CE activities. We did have Advent devotionals available for church members in November and December.

Laura Parker has some plans to set up a Google Classroom to provide online Sunday School for kids, structured so that it could be access at whatever time is best for the family. The children's Spark Bible, puppets, worksheets from the current curriculum, and other previously-used resources would be used for these lessons

Care (Jan Bradshaw)

During the first two months of 2020 the team held monthly meetings, visiting members and attending funeral visitations for two members who died. The team has not met or visited anyone since due to COVID-19 restrictions.

The team regularly communicates with members via phone calls and texts. We continue to send cards (birthday, get well, sympathy, thinking of you) and to drop off the occasional meal. The email prayer chain remained active.

Fellowship (Cathie Killewald)

- Held 1 funeral dinner.
- Held 1 bake sale in February.
- Because of the pandemic many of our usual activities could not be held. We look forward to a better year in 2021.

Outreach (Donna DeNise)

Team members include Jennifer Chanter and Donna DeNise. Additional volunteers include Loretta Weiss (Comfort Circle), Dessalee Cook (Friends with Needs), Walt Brown (Website), and Cathie Killewald (Baby Pantry).

Ongoing ministries include:

- Financial support for Colby and Sarah Keefer for their Athletes in Action mission at the University of Michigan, and for Allen and DeeDee Iobst in their Operation Transit mission in France.
- Providing weekly meeting space for Alcoholics Anonymous and Al-Anon support groups for the first 3 months.
- Free parking for town events.
- Sponsored a Little League baseball team.
- Asked for school supplies for Holly area schools, to be sent to HAYA, and put our church name on a T-shirt so sponsor Holly High School athletics.
- Collected items for Traverse Place.
- Advertised our Christmas Eve parking lot worship service in the Tri-County newspaper.

Many projects were cancelled in 2020 due to the COVID-19 pandemic.

- The Comfort Circle (led by Loretta Weiss) made and distributed chemo caps, VA hats, and beanie babies.
- During normal times, Friends with Needs (Dessalee Cook, liaison) meets at church 3 days most weeks. In 2020 they were not able to meet after March due to the pandemic.
- The church website (maintained by Walt Brown) saw increased traffic during the first 9 months of 2020.
- In the Beginning Baby Pantry was officially closed after March because of COVID-19. However, Sherry McLaughlin (our office administrator) was able to distribute some diapers and toiletries when calls came in. 12 area families were helped, including 3 new families.

- Alcoholics Anonymous has two groups that meet at our church, one on Sunday afternoon and one on Monday evenings. Some members of the Monday group have been coming to meetings for 40 years. An Al-Anon group also meets at the church on Monday nights. All these meetings were suspended after March due to COVID-19.

Personnel (Charlee Litten)

The team did not meet very often due to the pandemic.

Two items were addressed: Christmas gifts for the office manager and music director and a raise was recommended for the office manager. Evaluations of the staff will take place soon.

The goals for 2021 are to revisit job descriptions and to review current personnel policies.

Property (Ellen Paulson)

Due to the pandemic, only necessities were completed.

- Parking lot lights were replaced with LED lamps and light-activated photocells.
- Electrical work was done on the front yard sign.
- A new flood light was installed for the front of the church.
- The Narthex roof and the east half of the roof over the Fellowship Hall and Kitchen were replaced.
- Irish Brothers were contracted for snowplowing on an as-needed basis. They will completely plow the parking lot on dates when we are holding parking lot worship services; otherwise they will only clear a portion of the parking lot near the building, along with the sidewalks and ramps.
- We are hoping to have the sanctuary painted and the lower-level men's restroom modeling in 2021.

Worship (Tom Schettling)

The team includes Tom, Gordie Bradshaw, and Vicki Lyles. Average attendance was 32 for the 19 days that data was recorded; the number of services was limited due to the pandemic. We did not have services in April, May, and June. We then held monthly services at Lakeside Park. Starting in November we began holding parking lot worship services, including all 4 Sundays in Advent and Christmas Eve. Communion was celebrated the first Sunday while we were in the Sanctuary, and also the first Sunday of November and December.

Sanctuary A/V (Jim Lyles)

This team is responsible audio/visual setup for worship services and other events in the church's sanctuary. In 2020 Gerry Jackson, Karen Haneline, Jim Lyles, and Brian Parker were on this team. We prepared for 9 worship services before shutting down due to the pandemic. Gordie Bradshaw usually handled the sound system, with occasional help from Randy Cook and others.

Video Editing & Uploading (Jim Lyles)

The Video Editing & Uploading Team is responsible for editing the weekly worship service video recordings and uploading them onto the church YouTube channel. In 2020 Gordie & Jan Bradshaw, Karen Haneline, Jim Lyles, and Brian Parker were on the team. Most

weeks Gordie did the video recording during worship services, with occasional help from Randy Cook and Jim. Altogether 15 worship services were edited and uploaded to YouTube in 2020. You can find these recordings by visiting the church's website.

Information Technology (Walt Brown)

The Information Technology (IT) Team is responsible for the installation and maintenance of the church's electronic equipment (phones, computers, networking/internet, A/V system) and website. The team includes Walter Brown, Jim Lyles, and Brian Parker.

2020 Projects:

- The old office computer was retired. The computer that had been in the Pastor's study was used to replace it. A used laptop was obtained for the Pastor's Study, which still needs to have Windows and other software installed on it.
- The office's Uninterruptible Power Supply (UPS) failed. A church member donated a no-longer-used UPS to the church. A new battery was obtained for it and it was installed in the office.
- A replacement battery and more robust charger were obtained for the camcorder used to video worship services.
- The church purchased a one-year license for Zoom, to allow internet-based meetings for Session and team meetings.
- A shelf was installed in the nursery bathroom to allow the emergency phone in that room to remain properly charged at all times.
- The team determine what equipment was needed to hold parking lot worship services, then purchased & installed the equipment. This included an FM transmitter, a small mixer, two wireless microphones, a car battery trickle charger, and a propane heater with spare tanks. A car battery and power inverter were loaned to the church to provide power in the parking lot. Money was obtained from Presbytery to cover some of the costs; the rest came from the Information Technology, Worship, and Property budgets.
- A covered stage was built to provide some shelter to the equipment and the preacher during these parking lot services.

Finance (Bob Killewald)

Because of the pandemic the team only met 3 times in 2020. Some highlights:

- The annual church financial audit was waived by Presbytery, due to the pandemic.
- The pledge drive for the 2021 budget resulted in 32 pledges for a total of \$76,464. An additional \$3,740 was pledged for the building fund.

Budgeting during a pandemic and a transitional time without a pastor was quite challenging. Thanks to a full team effort we believe we have a workable budget.

Conclusion

There being no further business, Rev. Lindsey Carnes closed the meeting with prayer at 11:04 a.m.

Respectfully submitted,

Jim Lyles
Clerk of Session

SPECIAL CONGREGATIONAL MEETINGS FROM 2021

SPECIAL CONGREGATIONAL MEETING – June 27, 2021

A special congregational meeting of Holly Presbyterian Church, Holly, Michigan, was opened with prayer by moderator Rev. Robbie Carnes in the church sanctuary at 10:53 a.m., following Sunday worship, on June 27, 2021. The purpose of the meeting was to hear and act upon the final report of the Pastor Nominating Committee and to vote on extending a call to Rev. Brooke Pickrell and the terms of that call.

A quorum was established with 25 active members in attendance.

Jim Lyles reported for the Pastor Nominating Committee. The committee recommended calling Rev. Brooke Pickrell as a part-time, 50% pastor, effective July 19, with the following terms of call:

	Proposed Terms of Call (12 months)
Salary	\$15,000.00
Housing	\$15,000.00
SECA	\$2,295.00
Continuing Education	\$650.00
Car Allowance	\$750.00
Expenses Allowance	\$500.00
Dental	\$1,000.00
Pension & Medical	\$19,200.00
Total	\$54,395.00
Vacation	6 weeks, including 6 Sundays
Study Leave	2 weeks, including 2 Sundays

The following members were asked to act as tellers: Margaret Perry and Carlee Olson. Ballots were distributed, collected and given to the tellers. The tellers then left the room and counted the ballots.

The tellers reported that the vote of the congregation to call Rev. Pickrell, and to approve the terms of call, was: "Yes" -- 25 votes, "No" – 0 votes.

Rev. Pickrell was given the results of the vote, brought back into the meeting, and accepted the call to serve as part-time pastor of Holly Presbyterian Church.

A motion to dismiss the Pastor Nominating Committee was sustained.

Rev. Robbie Carnes closed the meeting with prayer at 11:14 a.m.

Respectfully submitted,

Jim Lyles
Clerk of Session

SPECIAL CONGREGATIONAL MEETING – November 21, 2021

A special congregational meeting of Holly Presbyterian Church, Holly, Michigan, was opened with prayer by moderator Rev. Lindsey Carnes in the church sanctuary at 11:50 a.m., following Sunday worship, on November 21, 2021. The purpose of the meeting was to 1) vote on proposed bylaws changes; 2) elect elders for next year's session; and 3) elect members at-large for next year's nominating committee. Notice was given regarding this meeting at the previous two worship services and also via a Constant Contact e-mail sent out the previous week.

A quorum was established with 21 active members in attendance.

Bylaws changes were proposed to reduce the number of elders serving on Session from ten to eight; to combine the Care and Fellowship teams into a single Congregational Care Team; and to eliminate the Personnel Team (with the Session as a whole taking over the functions of that team). There were also a few other minor wording changes. A motion to approve the proposed changes was sustained. The amended bylaws appear immediately following these meeting minutes.

The Nominating Committee presented Brian Parker and Tom Schettling to serve three-year terms as ruling elders on session, beginning next year. There were no nominations from the floor. Brian and Tom were unanimously elected.

Nominations were sought from the floor to serve on the 2022 Nominating Committee. These three were nominated:

Karen Haneline
Margaret Perry
Mary Renico

The three candidates were unanimously elected.

Rev. Lindsey Carnes closed the meeting with prayer at 11:58 a.m.

Respectfully submitted,

Jim Lyles
Clerk of Session

ANNUAL CONGREGATIONAL MEETING – May 2, 2021

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Member Allison Muenzer, a recent graduate from Alma College, is attending Princeton Theological Seminary with the goal of eventually becoming a Presbyterian minister.

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Jim Lyles
Clerk of Session

SPECIAL CONGREGATIONAL MEETINGS 2021

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Study Leave	2 weeks, including 2 Sundays

The following members were asked to act as tellers: Margaret Perry and Carlee Olson. Ballots were distributed, collected and given to the tellers. The tellers then left the room and counted the ballots.

The tellers reported that the vote of the congregation to call Rev. Pickrell, and to approve the terms of call, was: "Yes" -- 25 votes, "No" – 0 votes.

Rev. Pickrell was given the results of the vote, brought back into the meeting, and accepted the call to serve as part-time pastor of Holly Presbyterian Church.

A motion to dismiss the Pastor Nominating Committee was sustained.

Rev. Robbie Carnes closed the meeting with prayer at 11:14 a.m.

Respectfully submitted,

Jim Lyles
Clerk of Session

SPECIAL CONGREGATIONAL MEETING – November 21, 2021

A special congregational meeting of Holly Presbyterian Church, Holly, Michigan, was opened with prayer by moderator Rev. Lindsey Carnes in the church sanctuary at 11:50 a.m., following Sunday worship, on November 21, 2021. The purpose of the meeting was to 1) vote on proposed bylaws changes; 2) elect elders for next year's session; and 3) elect members at-large for next year's nominating committee. Notice was given regarding this meeting at the previous two worship services and also via a Constant Contact e-mail sent out the previous week.

A quorum was established with 21 active members in attendance.

Bylaws changes were proposed to reduce the number of elders serving on Session from ten to eight; to combine the Care and Fellowship teams into a single Congregational Care Team; and to eliminate the Personnel Team (with the Session as a whole taking over the functions of that team). There were also a few other minor wording changes. A motion to approve the proposed changes was sustained. The amended bylaws appear immediately following these meeting minutes.

The Nominating Committee presented Brian Parker and Tom Schettling to serve three-year terms as ruling elders on session, beginning next year. There were no nominations from the floor. Brian and Tom were unanimously elected.

Nominations were sought from the floor to serve on the 2022 Nominating Committee. These three were nominated:

Karen Haneline
Margaret Perry

Mary Renico

The three candidates were unanimously elected.

Rev. Lindsey Carnes closed the meeting with prayer at 11:58 a.m.

Respectfully submitted,

Jim Lyles
Clerk of Session

BYLAWS
HOLLY PRESBYTERIAN CHURCH
Holly, Michigan

Adopted 15-Feb-2009

Amended 18-Dec-2011, 24-Nov-2013, 15-Feb-2015, 13-Sep-2020, 21-Nov-2021

A. GENERAL

1. The Church – Holly Presbyterian Church, being a particular congregation within the Presbytery of Lake Huron, in the Synod of the Covenant, in the Presbyterian Church (USA), recognizes its bylaws, in all its provisions, obligatory upon it and its members, and as a corporation, shall always be subject to the Constitution of the Presbyterian Church (USA), the Bylaws of the Synod of the Covenant, the Bylaws of the Presbytery of Lake Huron, and to the laws of the State of Michigan and the United States of America.
2. Mission Statement – Holly Presbyterian Church (hereafter referred to as “the church”) is a joyful family of faith that nurtures knowing, growing, sharing, and serving as followers of Christ within our church, our community, and around the world through peaceful and loving relationships.
3. Vision Statement – The church's vision is to:
 - Worship and serve God in a faithful and joyful manner.
 - Share the good news of the Christian faith with each other and beyond the church.
 - Live as a caring family dedicated to the biblical values of peace, love, faith, and justice.
 - Develop a dynamic presence in our community under the guidance of the Holy Spirit.
4. Parliamentary Procedure – Meetings of the congregation, governing bodies, commissions, and teams shall be conducted in accordance with the most recent edition of *Robert's Rules of Order* except in those cases where the *Book of Order* and these bylaws provide otherwise. (*Book of Order*: G-3.0105)
5. Opening and closing with prayer – All meetings shall be opened and closed with prayer. (*Book of Order*: G-3.0105)

B. THE CONGREGATION

1. Definition of Congregation – The congregation is made up of all active members, as defined in the *Book of Order*: G-1.0402. All such members who are present at a congregational meeting are entitled to vote. (*Book of Order*: G-1.0501)
2. Annual Meeting – The congregation shall generally hold an annual meeting in the winter, after New Year's Day; though if special circumstances make it necessary the meeting can be held later in the year. The exact date of this meeting will be

determined by session. The primary purpose of the annual meeting is to approve the terms of call for the pastor and any other teaching elders or commissioned ruling elders called by our church, to allow session to present the budget for the year, and to review annual team reports from the preceding year. Any other business listed in the *Book of Order: G-1.0503* may also be conducted at the annual meeting.

- 3. Special Meetings** – Special meetings may be called for any and all of the purposes appropriate to the annual meeting or to conduct such other business as may be proper for congregational considerations. In particular, a special meeting will normally be called late in the year to elect officers of session and the at-large members of the nominating committee for the coming year. The business to be transacted at a special meeting shall be limited to items specifically listed in the call (notice) for the meeting. (*Book of Order: G-1.0501*)
- 4. Notice** – Public notice of each congregational meeting shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.
- 5. Business** – Both ecclesiastical and corporate business may be conducted at the same congregational meeting. Business to be transacted at meetings of the congregation shall be limited to matters related to the following:
 - a. electing ruling elders;
 - b. calling a pastor, co-pastor, associate pastor, or commissioned ruling elder;
 - c. changing the existing pastoral relationship, such as changing the terms of call, or requesting, consenting, or declining dissolution of the pastoral relationship;
 - d. buying, mortgaging, or selling real property;
 - e. any major decisions regarding the building and grounds;
 - f. requesting the presbytery to grant an exemption as permitted in the *Book of Order (G-1.0503 & G-2.0404)*

Business at congregational meetings shall be limited to the foregoing matters since all other business is entrusted to the session by the congregation.

- 6. Quorum** – The quorum of a meeting shall not be less than 20% of the active membership.
- 7. Moderator** – The pastor shall determine whom will be the moderator of all meetings of the congregation. Normally the pastor will preside or ask another teaching elder or commissioned ruling elder to preside. If this is impractical, then the pastor shall invite another teaching elder or commissioned ruling elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If the church does not have a pastor, or the pastor is unable to moderate and is unable to name another moderator, the presbytery shall make provision for a moderator. (*Book of Order: G-1.0504*)
- 8. Secretary** – The clerk of the session shall be the secretary for meetings of the congregation. If the clerk is unable to serve at a meeting, the congregation shall appoint a pro-tem secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting and shall sign the minutes. If the

minutes were recorded by a pro-tem secretary, then the moderator shall also sign the minutes. (*Book of Order: G-1.0505*)

9. Voting by Proxy – Voting by proxy shall not be permitted.

10. Meeting Remotely – If special circumstances make it impossible or inadvisable to meet in person, then a congregational meeting can be held by electronic means if all members are given sufficient notice and adequate instructions on how to participate in the meeting. Members should be allowed to participate via a telephone call and/or through the internet.

C. THE SESSION

1. Membership – The session shall consist of the pastor, any other teaching elders or commissioned ruling elders associated with the church, and eight ruling elders in active service. All members of the session are entitled to vote. (*Book of Order: G-3.0201*)

2. Meetings – The session shall hold regular stated meetings, generally on a monthly basis, and in no case more than 90 days apart. The pastor may call a special meeting of the session when he or she finds it necessary and shall do so when requested by any two members of session. The session shall also meet when directed to do so by presbytery. Reasonable notice of all special meetings must be given when other than routine business is to be transacted. The session may invite members of the congregation to attend and observe its meetings if it so desires without restricting its right to meet in executive session whenever circumstances indicate the wisdom of doing so. (*Book of Order: G-3.02.03*)

Regular stated session meetings may not last longer than two hours unless two-thirds of the members present agree to extend the meeting in increments of fifteen minutes, with a maximum of four extensions.

3. Quorum – A quorum of the session shall be the moderator and one-third (but no fewer than three) of the ruling elders in active service.

4. Election to the Session – The congregation shall elect men and women, giving fair representation to persons of all ages and of all racial ethnic members, to the office of ruling elder serving on session subject to the following provisions. (*Book of Order: G-2.0401*) All active members of the church are eligible to be elected to session:

Term – Ruling elders shall be elected to serve terms of no more than three years on the session, nor shall a ruling elder serve for more than two consecutive terms or six consecutive years. A ruling elder who has served six consecutive years must be off session for one year before the ruling elder can serve on session again.

Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. Terms shall ordinarily be for three years, except when it is necessary to elect a ruling elder for a shorter term in order to equalize the numbers in the classes or to fill vacancies. Terms of the ruling elders serving on session shall expire when their successors have been installed. (*Book of Order: G-2.0404*)

Nominations – Nominations shall be made by a representative nominating committee of active members of the church, which shall itself give fair representation to persons of both sexes, all age groups, and of all racial and ethnic members of the congregation. The session shall choose one of its members to serve as the moderator of this committee. There shall be three active members elected by the congregation to serve on this committee, none of whom may be in active service on the session. The pastor shall be a member of this committee, serving ex officio and without vote. (*Book of Order: G-2.0401*)

The nominating committee shall be chosen annually, and no member of the committee shall serve more than three years consecutively.

Floor Nominations – Full opportunity shall always be given to the congregation for nominations by any active member of the church. (*Book of Order: G-2.0401*)

Congregational Meeting – The election of ruling elders to serve on session shall ordinarily take place at a special congregational meeting held near the end of the year, but may also take place at any other congregational meeting when necessary to fill a vacancy on session.

Preparation for Ministry as a Ruling Elder – The members elected to become new ruling elders will meet with session, which shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order. If the examination is approved, the session shall appoint a day for the service of ordination and installation. If the examination is not approved by session for one or more elected officers, then session shall report this to the nominating committee, which shall reconvene and bring additional nomination(s) to the congregation. (*Book of Order: G-2.0402*)

5. Trustees – The corporate and ecclesiastical matters of the Holly Presbyterian Church shall be the province of the session. All active ruling elders of session shall constitute the corporate trustees and shall have the powers and duties prescribed under the general corporate laws of the State of Michigan.

6. Officers:

Moderator – The pastor of the church shall be the moderator of the session and the session shall not meet without the pastor except under those conditions specified in the *Book of Order: G-3.0201*. The pastor may designate any other teaching elder or commissioned ruling elder associated with the church to moderate a session meeting.

Corporation President – The president of the corporation shall be a member of the session and shall be elected annually by the session, with duties prescribed by the laws of the State of Michigan wit Sanctuary A/V Team

The Sanctuary A/V Team is responsible for doing the audio/visual setup for worship services and other events in the church's sanctuary. We are the ones who prepare the content that is displayed on the big screen and TVs in the sanctuary. We are actually a "sub-team" that falls under the jurisdiction of the Worship Team.

Due to COVID-19, worship services were held in the parking lot for the first five months of the year. We returned to worshipping in the Sanctuary in June, after which we did the A/V setup for the 31 worship services held the rest of the year.

We had 4 people on the team: Karen Haneline, Gerry Jackson, Jim Lyles, and Brian Parker.

We also ran the A/V system, camcorder, and sound system during worship service with help from Gordie Bradshaw, Randy Cook, and Vicki Lyles. Gordie generally handled the camcorder during the parking lot worship services.

We also began live streaming our worship services on YouTube. Rev. Robbie Carnes (of Fenton Presbyterian Church) provided his expertise and lent us an audio interface device as we learned how to do this. It is an extra task that the person running the A/V system now does, but it is fairly straightforward to run.

If you are willing to run the sound system, camcorder, or the A/V system during worship service, let one of the team members know. Both of these tasks require only a little training, which you can receive from one of the team members during any worship service.

If any of you are interested in learning how to do A/V setup and possibly joining the team, please let me know.

Jim Lyles

Chair of the Sanctuary A/V Team regard to a non-profit corporation.

Clerk – The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the Church. Such extracts, verified by the clerk, shall be evidence in any governing body of the Church. (*Book of Order: G-3.104*)

The clerk shall accurately maintain the following rolls for the church: Active Members, Inactive Members, Affiliate Members, and Baptized Members. (*Book of Order: G-3.0204a*)

The clerk shall accurately maintain the following registers for the church: Installed Pastors, Temporary Pastors (interims and stated supply), Ruling Elders, Deacons, Baptisms, Weddings, and Deaths.

The clerk shall also act as secretary of the corporation with duties prescribed by the laws of the State of Michigan with regard to a non-profit corporation.

The clerk shall be an elder elected by the session for such term as it may determine. (*Book of Order: G-3.0104*)

Treasurer – The treasurer shall be elected by the session for such term as the session shall decide. The treasurer’s work shall be supervised by the session. The treasurer shall keep adequate books and records to reflect all financial transactions of the church and shall report those financial transactions to the session at stated session meetings. (*Book of Order: G-3.0205*)

The treasurer shall also act as the treasurer of the corporation with duties prescribed by the laws of the State of Michigan with regard to a non-profit corporation.

- 7. Teams** – Teams shall be established to facilitate the work of the church and the session. The first four teams shall be organized in accordance with the mission of the church, as follows:

Worship
Outreach (includes Evangelism)
Christian Education
Congregational Care (includes Fellowship)

There shall be three additional teams to handle administrative functions, as follows:

Finance
Property
Information Technology

One member of session shall chair each of the teams. No member of session shall chair more than one team.

One elder, generally a member of session, shall serve as clerk and not have any official team assignment.

The balance of the membership in each team shall be comprised of as many members of the congregation as deemed necessary and desirable. The moderator is an ex officio member of all teams, and shall be kept informed of, and welcomed to, any meetings and events of the teams.

- 8. Commissioner to Presbytery** – The session will elect a ruling elder to be the session’s commissioner for presbytery meetings, preferably for at least a year at a time. (*Book of Order: G-3.0301*). It is preferred that the commissioner be a member of the session. If no member of session is able to serve an entire year, the session will seek a ruling elder not currently on session to serve in this capacity. If no ruling elder is identified to serve the entire year, then the session will commission a ruling elder to serve for each particular meeting.
- 9. Meeting Remotely** – If special circumstances make it impossible or inadvisable to meet in-person, then a session meeting can be held by electronic means if all session members are given sufficient notice and adequate instructions on how to participate

in the meeting. Session members should be allowed to participate via a telephone call and/or through the internet.

D. AMENDMENTS

These bylaws may be altered, amended, repealed, or replaced, subject to the charter of the corporation, the laws of the State of Michigan and the United States of America, the Constitution of the Presbyterian Church (USA), the Bylaws of the Synod of the Covenant, and the Bylaws of the Presbytery of Lake Huron, at any congregational meeting by two-thirds of the members present. A printed distribution of same shall be made in connection with the call of the meeting and at the meeting itself.

2021 STAFF REPORTS

Pastor's Annual Report 2021

By the time this report is due, I will have been the pastor of Holly Presbyterian Church for almost precisely six months; by the time our annual meeting comes around, we will be nearing seven months in ministry together. I continue to be reminded of God's tender, steadfast mercy in my life by bringing me to your congregation. I feel the tangible presence of God's love in our relationship as pastor and congregation. I, and my family, have felt warmly welcomed by you and reaffirmed in this call throughout our brief time thus far.

My weekly work primarily revolves around preparation for worship: bulletin and liturgy creation and research, sermon study and writing, and Come as a Child preparation. This, and Sunday worship, take up a bulk of the twenty-hours/week pastoral position to which I have been called. I come to my church office on Wednesdays, and, depending upon the season, I am here either in the morning or afternoon/evening. The rest of my week is spent in administrative work; committee, Session, Presbytery, and other meetings; and pastoral care. I am finding each week to be very full.

I am looking forward to our continued life together in ministry- to getting to know each one of you better, and discerning and dreaming about where God wants us to go. I appreciate hearing from you the longings that you have for this congregation, and I invite you to share with me visions and hopes that you have for Holly PC. May we trust the guidance of our Savior during the upcoming year.

Respectfully Submitted,
The Rev. Brooke Pickrell

Clerk of Session Report for 2021

Membership on December 31, 2020	69
Gains	0
Losses	4
Membership on December 31, 2021	65

There were no new members in 2021. We lost 4 members: 2 members died, and 2 members were transferred to the Inactive Roll.

The membership is made up of one ethnic group (Caucasian). There are 43 women and 22 men. The age breakdown of our membership is as follows:

Age	# of Members
10-19	2
20-29	9
30-39	5
40-49	3
50-59	9
60-69	13
70-79	15
80-89	7
90+	2
Total	65

There was 1 marriage in 2021. There were no baptisms.

The session at the end of 2021 was made up of 8 Ruling Elders (4 female and 4 male). The session is made up of one ethnic group (Caucasian).

There were 11 stated session meetings averaging 80 minutes in length, 3 special session meetings averaging 58 minutes, 1 stated congregational meeting in May that lasted 20 minutes, and 2 special congregational meetings that averaged 14 minutes.

On November 11 the Presbytery of Lake Huron conducted the annual review of our church's records and session minutes, which were approved with several comments but no exceptions.

Respectfully submitted,
Jim Lyles
Clerk of Session

Treasurer's Report for 2021

On the Profit and Loss Budget vs. Actual report, the percentages in the right-hand column should be 100%. It is good if income accounts have percentages higher than this and if expense accounts show lower percentages.

Sunday giving was 87.0% of the adjusted budgeted amount for the month, with pledged income at 90.4%. We received two generous gifts from people who no longer attend that helped out greatly, and allowed us to finish the month in the black.

The Village of Holly considered our appeal for lower water bill charges from the excess water usage (17,000 total gallons due to the malfunctioning back-up sump pump), and is issuing us a credit for the sewer portion of the bill for December and January. \$227.12 will be credited to our account.

We collected \$130 for the Christmas Joy offering in December, and \$295 in tornado disaster relief.

I should have spent \$150 for the security system, but the bill did not arrive in December. Also, we are having major problems with AT&T. They are not sending us a paper bill, and they seem to have split up phone from website, as our balance on the phone bill keeps dropping each month. However, we have received no information about where to send the website bill. I continue to send the full payment to one place, and hope that this can be sorted out soon.

Three of the accounts listed on the Balance Sheet are investment accounts (not bank accounts). The amount listed on the Balance Sheet does not generally change, unless we send money to them for investment. This is because they can, and do, go up and down monthly, and including those market changes in the report will only make it more complicated to interpret. However, now that they are all funded, it is appropriate to look at their balances periodically. So I list them at the end of each year:

HPC Endowment Fund:	\$11,597.50
HPC Investment Fund:	\$32,152.66
NFS:	\$20,528.99

A few notes about these funds: the HPC Endowment Fund was created for long term investments. Only the income created is accessible to be spent. This year, we added \$1500 to this fund (a portion of the proceeds from the Wright trust). The HPC Investment Fund will provide income to the church, but the original investment is available for a major need. NFS contains the remaining Regan scholarship money, the music fund money (for use by the choir), and \$4000 of money received from the Wright trust several years ago.

Respectfully submitted,
Vicki Lyles
Treasurer

Yearly Balance Sheet

Holly Presbyterian Church

	<u>Dec 31, 2021</u>	<u>Dec 31, 2020</u>
ASSETS		
Current Assets		
Checking/Savings		
Ally Demand Note	0.00	87,914.97
ELGA Credit Union	95,368.61	0.00
Huntington Checking	18,470.49	15,268.83
State Bank Savings (Pennies...)	334.76	675.91
Total Checking/Savings	<u>114,173.86</u>	<u>103,859.71</u>
Total Current Assets	114,173.86	103,859.71
Other Assets		
HPC Endowment Fund	8,050.00	6,550.00
HPC Investment Fund	18,500.00	18,500.00
NFS	20,000.00	20,000.00
Total Other Assets	<u>46,550.00</u>	<u>45,050.00</u>
TOTAL ASSETS	160,723.86	148,909.71
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Payroll Liabilities	2,116.82	1,498.80
Total Other Current Liabilities	<u>2,116.82</u>	<u>1,498.80</u>
Total Current Liabilities	<u>2,116.82</u>	<u>1,498.80</u>
Long Term Liabilities		
Presbytery loan	1,720.06	4,047.50
Total Long Term Liabilities	<u>1,720.06</u>	<u>4,047.50</u>
Total Liabilities	3,836.88	5,546.30
Equity		
Opening Bal Equity	67,998.74	67,998.74
Retained Earnings	75,364.67	68,363.78
Net Income	13,523.57	7,000.89
Total Equity	<u>156,886.98</u>	<u>143,363.41</u>
TOTAL LIABILITIES & EQUITY	160,723.86	148,909.71

Profit & Loss Budget vs. Actual

Holly Presbyterian Church
January through December 2021

	<u>Jan - Dec</u> <u>2021</u>	<u>Budget</u>	<u>\$ Over</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Ordinary Income/Expense				
Income				
1 Weekly Giving				
Non-pledged	4,565.00	3,800.00	765.00	120.1%
Online giving	1,442.82	260.00	1,182.82	554.9%
Plate	963.00	1,000.00	-37.00	96.3%
Pledged	64,440.00	76,464.00	-12,024.00	84.3%
Total 1 Weekly Giving	71,410.82	81,524.00	-10,113.18	87.6%
2 Special Offerings				
Christmas joy	145.00	600.00	-455.00	24.2%
One great hour of sharing	110.00	600.00	-490.00	18.3%
Other special offerings	295.00	100.00	195.00	295.0%
Total 2 Special Offerings	550.00	1,300.00	-750.00	42.3%
3 Building Usage				
Group use	50.00	1,500.00	-1,450.00	3.3%
Individual use	225.00	100.00	125.00	225.0%
Total 3 Building Usage	275.00	1,600.00	-1,325.00	17.2%
4 Memorials and Investments				
A. Hadley	89.26	89.52	-0.26	99.7%
Ellis	6,962.74	6,982.80	-20.06	99.7%
Hadley	208.34	208.96	-0.62	99.7%
Harry	522.59	524.09	-1.50	99.7%
Investment Fund	522.63	445.00	77.63	117.4%
Wright	9,383.04	9,500.00	-116.96	98.8%
Total 4 Memorials and Investments	17,688.60	17,750.37	-61.77	99.7%
6 Other Income				
Expenses reimbursed				
Plowing	71.00			
Expenses reimbursed - Other	76.00	750.00	-674.00	10.1%
Total Expenses reimbursed	147.00	750.00	-603.00	19.6%
Fundraising				
Goodsearch	38.53			
Rummage sale	0.00	1,600.00	-1,600.00	0.0%
Fundraising - Other	0.00	400.00	-400.00	0.0%
Total Fundraising	38.53	2,000.00	-1,961.47	1.9%
Great Lakes Scrip	0.00	400.00	-400.00	0.0%
Interest	263.25	250.00	13.25	105.3%

Miscellaneous				
Funeral dinners	0.00	250.00	-250.00	0.0%
Per capita	886.04	1,400.00	-513.96	63.3%
Miscellaneous - Other	415.00	500.00	-85.00	83.0%
Total Miscellaneous	1,301.04	2,150.00	-848.96	60.5%
Total 6 Other Income	1,749.82	5,550.00	-3,800.18	31.5%
Total Income	91,674.24	107,724.37	-16,050.13	85.1%
Expense				
1 Terms of call				
Car allowance	0.00	750.00	-750.00	0.0%
Continuing education	325.00	650.00	-325.00	50.0%
Dental	460.48	1,000.00	-539.52	46.0%
Expense allowance	54.52	500.00	-445.48	10.9%
Moving expense	0.00	3,500.00	-3,500.00	0.0%
Pension and Medical	6,300.02	17,920.00	-11,619.98	35.2%
SECA 7.65% of Salary & Housing	0.00	2,142.00	-2,142.00	0.0%
Total 1 Terms of call	7,140.02	26,462.00	-19,321.98	27.0%
2 Payroll Expenses	41,107.00	53,382.15	-12,275.15	77.0%
3 Church Programs				
Administration	182.61	350.00	-167.39	52.2%
Care	55.00	150.00	-95.00	36.7%
Christian education	0.00	800.00	-800.00	0.0%
Finance	236.20	200.00	36.20	118.1%
Guest speakers	3,762.80	5,200.00	-1,437.20	72.4%
Pastoral Nominating Committee	193.91	700.00	-506.09	27.7%
Worship	438.08	750.00	-311.92	58.4%
Youth groups	0.00	100.00	-100.00	0.0%
Total 3 Church Programs	4,868.60	8,250.00	-3,381.40	59.0%
4 Mission and Outreach				
Athletes in Action	1,000.00	1,000.00	0.00	100.0%
Campus Crusade	1,000.00	1,000.00	0.00	100.0%
Discretionary funds	900.00	1,200.00	-300.00	75.0%
Outreach	1,290.00	1,500.00	-210.00	86.0%
Presbytery general mission	800.00	800.00	0.00	100.0%
Special offerings	635.00	1,200.00	-565.00	52.9%
Total 4 Mission and Outreach	5,625.00	6,700.00	-1,075.00	84.0%
5 Operations				
Cleaning service	0.00	7,280.00	-7,280.00	0.0%
Consumers Energy	4,816.29	5,600.00	-783.71	86.0%
Insurance	3,821.00	3,500.00	321.00	109.2%
Janitorial supplies	22.24	380.00	-357.76	5.9%
Maintenance and repair	3,823.85	4,000.00	-176.15	95.6%

Office supplies/equipment	3,361.53	3,800.00	-438.47	88.5%
Security system	450.00	600.00	-150.00	75.0%
Snowplowing/Lawn	2,195.00	5,000.00	-2,805.00	43.9%
Technology	630.26	500.00	130.26	126.1%
Telephone/internet	1,657.18	1,800.00	-142.82	92.1%
Trash collection	180.00	180.00	0.00	100.0%
Water	785.68	800.00	-14.32	98.2%
Total 5 Operations	21,743.03	33,440.00	-11,696.97	65.0%
6 Other Expenses				
Cash reserves	300.00	300.00	0.00	100.0%
Endowment fund	1,500.00	1,500.00	0.00	100.0%
Fundraising expenses	0.00	400.00	-400.00	0.0%
Loan interest	72.56			
Miscellaneous	1,194.09	400.00	794.09	298.5%
Presbytery per capita	2,300.80	2,300.80	0.00	100.0%
Total 6 Other Expenses	5,367.45	4,900.80	466.65	109.5%
Total Expense	85,851.10	133,134.95	-47,283.85	64.5%
Net Ordinary Income	5,823.14	-25,410.58	31,233.72	-22.9%
Other Income/Expense				
Other Income				
Extraordinary Income				
Bequests	10,000.00			
Extraordinary Income - Other	3,184.00			
Total Extraordinary Income	13,184.00			
Special Accounts				
Building Fund	6,390.00	3,740.00	2,650.00	170.9%
Burns, Linda memorial	1,718.00			
Carryover continuing education	325.00			
Cash reserves fund	300.00			
Endowment fund	1,500.00			
Flower fund	250.00			
Furniture replacement	20.00			
Gates, Fred memorial	525.00			
House, Margaret memorial	225.00			
Outreach donations	3.00			
Pennies from Heaven	923.85			
Property donations	500.00			
Total Special Accounts	12,679.85	3,740.00	8,939.85	339.0%
Total Other Income	25,863.85	3,740.00	22,123.85	691.5%
Other Expense				
Designated special accounts				
Baby pantry	144.00			

Building	11,000.00			
Fellowship special	38.99			
Flowers	124.30			
Pennies from Heaven	5,500.00			
Supp. discretionary	139.21			
Total Designated special accounts	16,946.50			
Extraordinary Expenses	1,216.92			
Total Other Expense	18,163.42			
Net Other Income	7,700.43	3,740.00	3,960.43	205.9%
Net Income	13,523.57	-21,670.58	35,194.15	-62.4%

Treasurer's Monthly Summary

Dec 2021

		<u>This Year</u>	<u>Last Year</u>
Income	Budgeted	9,896.87	5,990.25
	Special Accounts	799.49	795.08
Expenses	Budgeted	9,852.69	5,732.79
	Special Accounts	124.30	1,505.00

<u>PAYEE</u>	<u>AMOUNT</u>	<u>COMMITTEE</u>
Springrove	200.00	Discretionary
Ameriprise	125.00	Endowment fund
D. Neuville	125.00	Guest minister
Farm Bureau	441.00	Insurance (worker's comp)
US Bank Equipment Finance	228.74	Office supplies/equipment
Irish Brothers	285.00	Snow removal
Carlson's Greenhouse	124.30	Special accounts (flowers)
Presbytery of Lake Huron	295.00	Special offerings (tornadoes)
AT&T	150.57	Telephone
Village of Holly	293.49	Water
Chase Card Services	86.97	Worship
Denis Ikeler Piano Services	120.00	Worship
Consumers Energy	428.65	
Payroll/terms of call	6,093.06	

Special Accounts Summary

Holly Presbyterian Church

All Transactions

	<u>Balance</u>		<u>Balance</u>
Designated funds		Memorials	
A/C	50.00	Bates, S	25.00
Baby pantry	5,531.80	Burns, L	1,718.00
Building	-296.10	Cook, C	2,456.26
Cash reserves	2,100.00	Crawford	0.49
CO cont. ed.	325.00	Dryer, Br	1,907.11
Creative spirits	111.00	Dryer, S	75.00
Fellowship	1,102.40	Fox, B	409.00
Flowers	488.00	Fox, V	849.00
Friends	21,495.29	Freeman, M	75.00
Furniture	340.38	Gates, F	525.00
Knit-wits	10.00	Goodearl, D	50.00
Music	7,920.29	Grate, A	220.00
Outreach	900.40	Green, J	385.00
Pennies	568.91	Hope, M	1,075.00
Property	500.00	House, M	225.00
Regan Scholarship	8,804.03	Howe, R	1,715.00
Remodel	802.26	Johnston, B	35.00
Stephens Min.	25.65	Jones, Mary	820.00
Sup. discret.	492.09	Keener, B	370.00
TFC mission	685.10	Leaming, D	125.00
Triennium/aym	709.00	Olson, P	125.00
Young adult	325.00	Ponton, B	50.00
Total Designated funds	52,990.50	Pretznaw, D	20.00
		Rainey, M	455.00
		Ridley, M	422.33
		Sargent, EJ	365.00
		Schram, R	450.00
		Smith, Jack	150.00
		Smith, Marge	397.28
		Spring, A	170.00
		Stark, D	725.00
		Striggow, H	24.80
		Studer, J	2,205.00
		Van Buren, H	435.00
		Van der Kuy	25.00
		Walters, J	425.00
		Wells, B	475.00
		Wells, E	440.00
		Whalen, J	100.00
		Wiethoff, E	320.00
		Yobuck, C	275.00
		Total Memorials	21,114.27
		Total Spec. Accts.	74,104.77

TEAMS OF SESSION

Christian Education Team Report for 2021

Christian Education has been nonexistent due to Covid. Our Christian Education in the past has had Youth Sunday School, Adult Sunday School, Creative Spirits, and even a Lunch Bunch.

Thank you to the very dedicated church members who gave of their time and talents to meet the needs of our congregation. I am sure we didn't voice our appreciation enough.

Moving forward we do not know what Christian Education will look like, and what needs the congregation will have as far as Christian Education is concerned. Therefore, we will be asking, begging, and pleading, for a few good members of this congregation to brainstorm what the future looks like for Christian Education. We would love to receive any suggestions from all of you. Perhaps, you have heard of programs at other churches. Please let Session know or our committee... when we get organized.

Thank you.

Respectfully submitted

Charlee Litten

Care Team Report for 2021

Jan Bradshaw, Karen Haneline, Loretta Weiss

The Care Team met just a couple of times this year. However, we continue to touch base with each other on matters that need attention. In the past, we would try and visit members who were in the hospital, attend funeral visitations, organize meals for those in need, perform blood pressure check-ups. Unfortunately, due to COVID these past couple years we have not been able to do these things. There are some things we can and continue to do --

- Send Birthday cards/Get Well/Thinking of You cards/sympathy/holiday cards.
- Maintain Prayer Chain email as requests come in.
- Once a month, check in with those who had prayer requests. Provide updates for the website and church bulletin.
- Provide encouraging words/scripture for monthly church newsletter.
- Make phone calls/send texts or email to check in with members, especially with those we haven't seen in a while.
- Pray for our congregation.

We are blessed to have many people at HPC who care for others in a variety of ways. I'm very thankful for our church family, particularly Karen and Loretta, who have served on the Care Team with me for several years.

Respectfully,
Jan Bradshaw, Chair

"And we know that for those who love God all things work together for good, for those who are called according to His purpose." Romans 8:28

Fellowship Team Report for 2021

Due to the pandemic no specific activities were conducted during the year.

We are now hoping, with God's help that we can have some sort of normal activity for the coming year.

Respectfully submitted,

Cathie Killewald
Fellowship Chair

Outreach Team Report for 2021

The Outreach Team members are Jennifer Chanter and Donna DeNise. Additional volunteers for the ministries include Cathie Killewald for Baby Pantry, Loretta Weiss for Comfort Circle, Dessalee Cook for Friends with Need and Walt Brown for taking care of the Website.

Our congregation's ongoing ministries include:

- Financial support for the Lobst Family.
- Financial support for the Keeler Family.
- In the Beginning Baby Pantry: Mission is to offer resources for families with infants and young children, who have experience challenging times. Details on this Ministry can be found in the report by Cathie Killewald.
- Friends With Needs is a social gathering of adults with mental illness or emotional development disabilities. Details on this Ministry can be found in the report by Dessalee Cook.
- Supplying a weekly meeting space for AA and Anon Groups.
- Support for the Comfort Circle: Details on this Ministry can be found in the report by Lorretta Weiss.
- Facebook Page the HOLLY PRESBYTERIAN CHURCH USA is our most active page with many members and friends engaging in posts and sharing photos.

Our Congregations additional special community Outreach Projects for the year include:

- One Great Hour of Sharing.
- Passed out bottled water at the Memorial Day Parade.
- Collected School Supplies for Holly Area Schools.
- Passed out bottled water at the Holly Days Parade.
- Gift bags for Traverse Place.
- Trick or Treat Night at the church.
- Church name was put on the back of a t-shirt to help sponsor Holly School Athlete Group.
- Adopted a Family for Christmas.
- Christmas Eve Service and the Joy Offering.
- A gift of face masks was made to the Outreach Team.
- Offering free parking for town events.
- Advertised in the Tri County News for Easter and Christmas Eve services.

Submitted by,
Donna DeNise

Comfort Circle Annual Report for 2021

Hello everyone. Our Comfort Circle efforts have been on pause for quite a while. Some of the recipients have stopped taking donations due to Covid. Not all of us, including me have not been as active.

Recently I dropped off several items to the VA in Holly. They were very happy to get them. They always need lap blankets, hats, scarves, and gloves. These could be hand-made or purchased. Also, one of the veterans I spoke to whose wife is a nurse, requested infant hats and blankets for the NICU unit.

Although we probably won't be getting together in person, I would be happy to pick up and deliver any items made.

Thank you for participating in this important outreach.

God bless and stay well.

In His Love,

The Comfort Circle Team

Friends with Needs Report for 2021

To the Congregation of Holly Presbyterian Church:

Unfortunately, due to our church being closed to outside groups since March 2020, per Session, Friends with Needs was unable to use our church for their weekly meetings. However, Judy and I were in contact with each other throughout the year with any updates.

At the time of writing this report, the group has moved to Holly Calvary United Methodist Church but plans on returning to Holly Presbyterian Church when we open up to outside groups. She still considers our church the group's home.

Dessalee Cook

Friends With Needs Liaison

Holly Presbyterian Church's Website Report for 2021

(<http://www.hollypc.org>)

The Website ran smoothly throughout 2021 and had no reliability issues.

Primarily due to the stress of the COVID pandemic, the Website became a primary means for members of the congregation, and individuals outside the congregation, to access a link directly to the weekly Worship Service's live-streamed video, as well as an archive of 11 years of earlier Worship Services and Worship Service videos on YouTube. The Website was also used extensively to convey information concerning the church's COVID virus status.

The ranking of viewed pages in 2021 appears to be generally consistent with past years. The top viewed pages, not necessarily ranked in order due to monthly/seasonal changes, were:

- Home Page (Primary access point for a link directly to the weekly Worship Service's live-streamed video, and to the archive of 11 years of earlier Worship Services and Worship Service videos on YouTube)
- Pastor's Page (Includes links to 2 - 3 months of recently archived Worship Services, plus links to the main archive of 11 years of Worship Services)
- Staff
- Session
- Events Pictures
- Congregational Reports
- Christian Ed
- History
- Related Link

Respectfully Submitted,
Walter Brown

In the Beginning Baby Pantry Report for 2021

The Baby Pantry has been closed since March of 2020 because of Covid 19. If someone called the church needing diapers or toiletries Sherry would fill the request and set it outside for them to pick-up. We reopened the Pantry in December of 2021.

This year we have assisted 8 area families including 2 new families.

This ministry continues to be a blessing to our community even during the pandemic. Praise God for that!

Respectfully submitted,
Cathie Killewald

Personnel Team Report for 2021

Another year of covid (need I say more). However, there were a few occasions that we could celebrate. We welcomed a new Pastor, Rev. Brooke Pickrell, and we have a new cleaning service, Nicky's Professional Cleaning.

We did address a few items:

We reconfigured the job description and evaluation form for the Pastor.

We reconfigured the job description for our custodial service.

We evaluated of staff.

We collected Christmas donations for staff.

We worked on a Personnel folder to hand off to Session, as they are assuming the duties of the Personnel Team.

The one item that still needs to be accomplished is the Office Managers job description. Sherry is working on her recommendations at this time and will have to meet with a Session member.

As the Personnel Team comes to a close, I want to thank all the members of the Personnel Team, (past and present). Your knowledge, insight, humor, and friendship had no barriers.

To the congregation I what to thank you for making my job easy. You are a positive congregation that can roll with all the changes that this church has gone through during covid.

Respectfully submitted,

Charlee Litten, Chair
Personnel Team

Property Team Report for 2021

A lot of work got done during 2021. We had two well-attended "official" workdays, plus many other days during which people gathered to work on maintenance and repair items at the church. A total of 28 different people performed this work over the course of the year. Here is a partial list of the work that was done:

- Repaired several potholes in the entrance drive and filled in a low spot in the parking lot.
- Fixed the wobbly mailbox.
- Numerous landscaping improvements, taking out weeds and junk bushes, planting new flowers and bushes, and removing tree branches overhanging the front of the building.

- The children's play area (which was rotting and no longer safe) was removed, along with the fence around it.
- Repaired the flat roof and then recoated it with a long-lasting silicon-based sealant.
- The gutter above the exterior kitchen door was cleaned and gutter guard was installed to keep leaves and debris from collecting in the future.
- Replaced fluorescent lights with LED tube lights in several areas, including the office, pastor's study, and kitchen.
- Replaced and painted the exterior kitchen door and installed a new deadbolt lock.
- Replaced a faulty thermostat in the Fellowship Hall.
- Replaced faulty and improperly wired outlets and light switches throughout the building.
- A church member did most of the mowing and routine lawn work for the church throughout the summer.
- Repaired several juice cup holders in the Sanctuary pews.
- In the absence of a janitorial service, volunteers cleaned the church several times over the summer, fall, and in December.
- Installed door sweeps at the office and Fellowship Hall external entrances.
- Repaired baseboard heating covers in the Community Room.
- Purchased a dehumidifier and installed it in the office.

In addition, we hired professionals to correct several problems, including:

- Replaced the wooden staircase going down to the office entrance with a new concrete staircase and railings.
- Replaced the crumbling steps next to the handicap ramp with new concrete steps and railings.
- Repaired broken concrete around the railings on the front porch and recemented the rail poles at the bottom of the steps to the front porch.
- Installed new gutter and downspouts on the east side of the Sanctuary roof and repaired the gutter on the west side of the Sanctuary roof.
- Repaired the basement dehumidifier (under the north end of the Sanctuary).
- Serviced both boilers and cleaned their metal particulate screens.
- Snow and ice removal was done by Irish Brothers during the 2020-2021 winter and will be done by them again this winter.
- Reviewed the church's property and liability insurance with our insurance agent.
- Hired a new janitorial service. They will clean the church every two weeks starting in January 2022.

I want to thank all the members of the Property Team, for their guidance and their hard work throughout the year. We'd love to have others join our team. We meet at 7:30 p.m. on the third Tuesday each month, sometimes online via Zoom and sometimes in person. Let me know if you'd like to be a part of our team.

Respectfully submitted,
 Jim Lyles, Property Team Chair

Worship Team Report for 2021

The team includes our pastor Rev. Brooke Pickrell, Tom Schettling, Gordon Bradshaw, and Vicki Lyles. The average attendance was 22 for 44 Sundays. We met outdoors in our parking lot every other Sunday last winter. We were without a pastor for the first half of the year. Brooke became our pastor the last Sunday in July. Communion was served the first Sunday of each month, on Maundy Thursday, and Easter Sunday. Julia Hull continued to provide music for our services.

Respectfully submitted,

Tom Schettling

Sanctuary A/V Team 2021 Annual Report

The Sanctuary A/V Team is responsible for doing the audio/visual setup for worship services and other events in the church's sanctuary. We are the ones who prepare the content that is displayed on the big screen and TVs in the sanctuary. We are actually a "sub-team" that falls under the jurisdiction of the Worship Team.

Due to COVID-19, worship services were held in the parking lot for the first five months of the year. We returned to worshipping in the Sanctuary in June, after which we did the A/V setup for the 31 worship services held the rest of the year.

We had 4 people on the team: Karen Haneline, Gerry Jackson, Jim Lyles, and Brian Parker.

We also ran the A/V system, camcorder, and sound system during worship service with help from Gordie Bradshaw, Randy Cook, and Vicki Lyles. Gordie generally handled the camcorder during the parking lot worship services.

We also began live streaming our worship services on YouTube. Rev. Robbie Carnes (of Fenton Presbyterian Church) provided his expertise and lent us an audio interface device as we learned how to do this. It is an extra task that the person running the A/V system now does, but it is fairly straightforward to run.

If you are willing to run the sound system, camcorder, or the A/V system during worship service, let one of the team members know. Both of these tasks require only a little training, which you can receive from one of the team members during any worship service.

If any of you are interested in learning how to do A/V setup and possibly joining the team, please let me know.

Jim Lyles

Chair of the Sanctuary A/V Team

Information Technology Team Report for 2021

The Information Technology (IT) Team is responsible for the installation and maintenance of the church's electronic equipment, including the phones, computers, computer network, Internet connections, audio/visual equipment, and monitoring the AT&T file server used for the church's Website. Current team members include Jim Lyles, Brian Parker and Walter Brown, and Gerry Jackson part time.

The COVID virus, and the necessary closing of the church and church sanctuary, had a significant effect on several different IT Team projects as we attempted to continually adjust to the church's needs brought on by the virus' impact on our operations.

Church Parking Lot Worship Services

The equipment used for the church's parking lot worship services was installed in 2020 and maintained by the IT Team. Overall, the equipment worked very well, even in the cold winter weather, and there were only a few occasional minor glitches. We were also able to record and upload the Worship services to the church's YouTube archive channel for viewing later.

Live Streaming Worship Services on YouTube

It was decided in the spring of this year to develop the capability to live stream worship services on YouTube as a means of better reaching members of the congregation and community who were concerned about meeting as a group during the COVID pandemic. The goal, which was achieved, was to have the streaming capabilities in operation when the congregation returned to the sanctuary in early June. With the help of Rev. Robbie Carnes, pastor of Fenton First Presbytery Church, the temporary loan of some of his audio equipment, and many hours of experimentation by the IT Team, our church is now able to live stream our worship services directly to YouTube, as well as archiving all worship service videos. Links to both the worship service live streaming each Sunday morning, and the archive of worship services, are available from our church's website.

Virtual Conferencing:

The church updated its subscription for ZOOM conferencing software with the purchase of a second one-year license, which allows church meetings to be held virtually through the Internet. This capability is being successfully used for both Session and team meetings.

Large Screen TV for use in Fellowship Hall

The session approved the IT Team's recommendation to purchase a 75-inch TV, wheeled stand, and other hardware for use in Fellowship Hall for overflow crowds from the sanctuary in support of our social distancing policy. The TV directly connects wirelessly to the A/V system in the sanctuary and was successfully used in the Fall for a large wedding. The TV also has many other potential future uses, including support for special church activities in Fellowship Hall, movie night, etc.

Remote Live Streaming Direct to Sanctuary A/V System

A project currently under consideration by the IT Team is to upgrade our A/V system so the pastor, or a guest speaker, can participate directly in a worship service via live

streaming from a remote location other than the church itself. This will allow the pastor, or guest speaker, to appear on the screens at the front of the sanctuary while leading a worship service. It will also allow a guest speaker – such as the missionaries we help sponsor – to participate directly in the worship services from their location.

Special Note:

Most of the cost for these new technology projects, which will better position our church to meet the challenges created by the COVID virus, were paid for with grants from the presbytery.

Other projects:

Computers

Because of problems being experienced by the church's office computer due to its age, it was decided to retire that computer and to move the computer in the pastor's office to the church office. The former office computer was then donated to Goodwill. Rev. Pickrell said that she would prefer to use her personal laptop rather than the church's laptop originally intended for the church office, so that church laptop was upgraded with new software and provided to Jan Bradshaw for use in her new role as Clerk of Session.

All of the church's computers are currently running the latest version of the Microsoft Windows 10 operating system. However, those computers will all require replacement over the next four years, as they will not be compatible with the recently released Windows 11 operating system, and Microsoft will no longer support the Windows 10 operating system with upgrades, including security upgrades, after 2024. Therefore, the IT Team is currently working on a plan to present to the session for systematically replace all of our current computers over the next four years so as to remain compatible with the latest, and future, Microsoft operating systems and software, as well as third-party software.

Phones

There have been no issues with the phone system this past year.

Respectfully submitted,
Walter Brown

Finance Team Report for 2021

Because of the pandemic the finance team formally met only 3 times during the year.

All necessary tasks were completed including:

Scholarship offers. (no takers).

Financial church audit. (again all was in order).

Giving statements (mid-year and annual).

Preliminary Budget.

Our stewardship effort this year yielded the following:

26 Pledges for a total of \$63,800.00

4 increased pledges

4 decreased pledges

1 new pledge

17 remained the same as last year

Pledging was somewhat down this year no doubt due the pandemic lack of attendance.
(Out of sight - Out of mind).

We need to fervently pray and trust God to make up any differences that we need with Non-Pledged giving.

As an HPC fellowship we would ask that all of you pray for a successful financial year and let us always thank God for all He does for us each and every day.

Thank you, Finance Team for your diligence and commitment to our goals.

Respectfully Submitted,

Bob Killewald
Finance Chair

HPC 2022 Budget

		2022 Budget	2021 Actual	2021 Adjusted Budget (w/pastor for 6 months)	2021 Original Budget
Expenses					
Terms of Call		\$49,195.04	\$21,605.54	\$27,197.50	\$54,462.00
1	Salary	\$15,000.00	\$6,718.75	\$7,500.00	\$28,000.00
2	Housing	\$15,000.00	\$6,718.75	\$7,500.00	
3	Car Allowance	\$750.00	\$-	\$375.00	\$750.00
4	Continuing Education	\$650.00	\$325.00	\$325.00	\$650.00
5	Dental	\$1,000.00	\$460.48	\$500.00	\$1,000.00
6	Expenses Allowance	\$500.00	\$54.52	\$250.00	\$500.00
7	SECA	\$2,295.00	\$1,028.02	\$1,147.50	\$2,142.00
8	Pension & Medical	\$14,000.04	\$6,300.02	\$9,600.00	\$17,920.00
9	Moving Expenses	\$-	\$-	\$-	\$3,500.00
Other Payroll		\$26,501.71	\$25,941.90	\$25,382.15	\$25,382.15
1	Organist/Music Dir.	\$10,058.40	\$10,058.40	\$10,058.40	\$10,058.40
2	Secretary	\$14,560.00	\$14,040.00	\$13,520.00	\$13,520.00
3	Nursery Aide	\$-	\$-	\$-	\$-
4	Employer FICA/Med	\$1,883.31	\$1,843.50	\$1,803.75	\$1,803.75
5	Associate Pastor	\$-	\$-	\$-	\$-
Church Programs		\$3,850.00	\$4,930.52	\$8,250.00	\$8,250.00
1	Administration	\$350.00	\$252.00	\$350.00	\$350.00
2	Christian Education Team	\$800.00	\$35.07	\$800.00	\$800.00
3	Congregational Care	\$150.00	\$-	\$150.00	\$150.00
4	Guest Musician	\$-	\$-	\$-	\$-
5	Guest Speaker	\$1,500.00	\$3,762.80	\$5,200.00	\$5,200.00
6	Finance Team	\$200.00	\$232.62	\$200.00	\$200.00
7	Worship Team	\$750.00	\$454.12	\$750.00	\$750.00
8	Youth Groups	\$100.00	\$-	\$100.00	\$100.00
9	Pastor Nominating Committee	\$-	\$193.91	\$700.00	\$700.00
Mission Outreach		\$6,700.00	\$5,630.18	\$6,700.00	\$6,700.00
1	Discretionary funds	\$1,200.00	\$1,150.00	\$1,200.00	\$1,200.00
2	Outreach Team	\$1,500.00	\$1,340.18	\$1,500.00	\$1,500.00
3	Athletes In Action	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
4	Campus Crusade for Christ	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
5	Presbytery general mission	\$800.00	\$800.00	\$800.00	\$800.00
6	Special Offerings	\$1,200.00	\$340.00	\$1,200.00	\$1,200.00
Operations		\$33,560.00	\$21,408.66	\$33,440.00	\$33,440.00
1	Cleaning Services	\$7,280.00	\$-	\$7,280.00	\$7,280.00
2	Consumers	\$5,600.00	\$4,816.29	\$5,600.00	\$5,600.00

3	Insurance	\$3,500.00	\$3,821.00	\$3,500.00	\$3,500.00
4	Janitorial Supplies	\$500.00	\$370.56	\$380.00	\$380.00
5	Lawn Service & Snow Removal	\$5,000.00	\$2,195.00	\$5,000.00	\$5,000.00
6	Security System	\$600.00	\$600.00	\$600.00	\$600.00
7	Property Team	\$4,000.00	\$3,020.85	\$4,000.00	\$4,000.00
8	Office Supplies/Equipment	\$3,800.00	\$3,471.76	\$3,800.00	\$3,800.00
9	Telephone	\$1,800.00	\$1,706.09	\$1,800.00	\$1,800.00
10	Trash Collection	\$180.00	\$180.00	\$180.00	\$180.00
11	Water	\$800.00	\$547.71	\$800.00	\$800.00
12	Technology	\$500.00	\$679.40	\$500.00	\$500.00
Other Expenses		\$6,351.00	\$6,542.15	\$7,300.80	\$7,300.80
1	Fund Raising Expenses	\$400.00	\$-	\$400.00	\$400.00
2	Presbytery Loan Payment	\$1,750.00	\$2,400.00	\$2,400.00	\$2,400.00
3	Miscellaneous	\$400.00	\$41.35	\$400.00	\$400.00
4	Presbytery Per Capita	\$2,001.00	\$2,300.80	\$2,300.80	\$2,300.80
5	Endowment Fund	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
6	Cash Reserve Fund	\$300.00	\$300.00	\$300.00	\$300.00
Total Budgeted Expenses		\$126,157.75	\$86,058.95	\$108,270.45	\$135,534.95
Income					
Giving		\$69,240.00	\$76,916.82	\$85,264.00	\$85,264.00
1	Giving Non-pledged	\$4,000.00	\$3,705.00	\$3,800.00	\$3,800.00
2	Giving Plate	\$1,500.00	\$974.00	\$1,000.00	\$1,000.00
3	Giving Pledged	\$58,780.00	\$63,905.00	\$76,464.00	\$76,464.00
4	Building Fund	\$4,360.00	\$6,880.00	\$3,740.00	\$3,740.00
5	On-line Giving	\$600.00	\$1,452.82	\$260.00	\$260.00
Special Offerings		\$1,300.00	\$1,294.00	\$1,300.00	\$1,300.00
1	Christmas Joy	\$600.00	\$1,084.00	\$600.00	\$600.00
2	One Great Hour of Sharing	\$600.00	\$110.00	\$600.00	\$600.00
3	Other Special Offerings	\$100.00	\$100.00	\$100.00	\$100.00
Building Usage		\$1,600.00	\$835.00	\$1,600.00	\$1,600.00
1	Group Use	\$1,500.00	\$735.00	\$1,500.00	\$1,500.00
2	Individual Use	\$100.00	\$100.00	\$100.00	\$100.00
Investments		\$17,791.93	\$14,358.74	\$17,750.35	\$17,750.35
1	A. Hadley	\$89.07	\$89.90	\$89.52	\$89.52
2	H & G Ellis	\$6,948.41	\$7,009.78	\$6,982.80	\$6,982.80
3	Hadley	\$207.92	\$209.76	\$208.94	\$208.94
4	Harry	\$521.53	\$526.12	\$524.09	\$524.09
5	Wright	\$9,500.00	\$6,000.55	\$9,500.00	\$9,500.00
6	HPC Investment Fund	\$525.00	\$522.63	\$445.00	\$445.00
Other Income		\$4,950.00	\$2,627.32	\$5,550.00	\$5,550.00

1	Expenses Reimbursed	\$750.00	\$320.25	\$750.00	\$750.00
2	Fund Raising	\$2,000.00	\$-	\$2,000.00	\$2,000.00
3	Interest	\$250.00	\$966.77	\$250.00	\$250.00
4	Miscellaneous Income	\$500.00	\$484.26	\$500.00	\$500.00
5	Funeral Dinners	\$250.00	\$-	\$250.00	\$250.00
6	Per Capita	\$1,200.00	\$826.04	\$1,400.00	\$1,400.00
7	Scrip payments	\$-	\$30.00	\$400.00	\$400.00
Total Budgeted Income		\$94,881.93	\$96,031.88	\$111,464.35	\$111,464.35
Shortfall (Difference Between Income and Expenditures)		\$(31,275.82)	\$9,972.93	\$3,193.90	\$(24,070.60)



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