

**THE ANNUAL MEETING of The Presbyterian Church of Okemos
January 26, 2020**

I. The meeting in the sanctuary was opened by Moderator, Rev. Rob Carlson with prayer at 11:25. Clerk read the Call for Annual Meeting and a quorum was declared. **MOTION** made that the actions of the Congregation be the actions of the corporation. Seconded and **APPROVED**.

II. MOTION to receive the minutes of the Congregational Meeting of February 3, 2019 with one correction on page 2, VII.,2 under Christian Education, Lauren is spelled Laurin. Otherwise the rest as written. **APPROVED**

III. Bill Given, chair of the nominating committee, presented the following slate and all were elected by unanimous ballot. **APPROVED**

Elders, Class of 2023: Keith Camann, Ellen Hoekstra, Doug Paterson, Paula Zichi
Deacons, Class of 2021: Barb Hoevel
Deacons Class of 2023: Diane Allen, Laura Haskel, Janice Timmons
Endowment Committee Class of 2022 – Ed Gillespie, Class of 2023- Ken Zichi and Dan Bollman.

The congregational at-large representatives to the 2021 nominating committee consisting of 2 elders, 1 deacon, and 4 members-at-large who were elected by unanimous ballot. This committee will recommend members to serve on the Pastoral Nominating committee in addition to Elders and Deacons for 2021. **MOTION** to elect Dorinda VanKempen, Bob Boldrey, Barb Given, Jerri Gillette - **APPROVED**

IV. Rev. Carlson thanked the retiring Elders and Deacons for their years of service to this congregation:
Elders: Carl Lira, Deb Major, Tom Schaberg; and Doug Paterson and Keith Camann who are continuing for another 3 year term.
Deacons: Jennifer Gordon, Sumeer Qurashi, Kent Workman; and Barb Hoevel who is continuing for a 1 year term.

V. Report of Endowment Committee – Remembered when this started and hoped for success but never thought they would have \$400,000 by 2020. What a success! Allotted funds available in 2020 is \$19,500.

VI. Report of Transition Committee – Session formed a transition committee that will search for an Interim Pastor. Serving on this committee are Elders Patty Wilson and Emily Conroy-Krutz with members Tom Schaberg, Ellen Hoekstra and Brett Cone. They will recommend an Interim Pastor which will be voted on by the session. A Pastor Nominating Committee (PNC) will be formed by the nominating committee and their recommendation will be voted on by the congregation. The PNC will be developing a Ministry Information Form (MIF) putting together the data about our church and then collecting information about what we see for the future. More discussion about how the process works for the congregation and for staff. The process of the PNC will take 18 -36 months.

VII. Emily Conroy-Krutz, representing the personnel committee, indicated that Rob's last day will be Sunday May 3, 2020. Because his last day wasn't firm before the budget was made, the figures are only approximate. Rob will have 3 Sundays off before his last day and after his last day, will have his 4 weeks of vacation. On May 3 though will be a covenant of closure and his ties to the church will end, with one week to clean out his office. **MOTION** to approve terms of call as presented. **APPROVED**. Will notify congregation if changes are made.

VIII. REPORTS

A .Clerk's Report: Additions in 2019 were 9 with 7 losses with a total membership at 498. There were 3 baptisms, one wedding and 7 funerals.

B. Staff Reports:

1. Rev. Dr. Rob Carlson
 2. Rev. Alice Fleming Townley
- There were no questions.

C. Board of Deacons: Thanks to all the Deacons for their ministry of caring, love, compassion and prayer. They do so much to care for the congregation in so many ways.

D. Session Committees:

1. **Administration:** Financial – Jeff Arbour gave a huge thanks to the congregation for coming through in December and allowing us to end the year in the black - \$191.74!
We are starting the 3rd year of 3 years of the Roots and Wings campaign. We have eliminated the balloon payment on our mortgage and will pay off the mortgage 9 months early, thus saving approximately \$80,000 in interest. This will allow the mortgage to be paid in full by August 2022. Having money from the campaign also allowed us to spend \$40,000 in mission and \$40,000 in staff initiatives and \$32,000 in capital improvement.
Other events this past year were the hiring of Edward Ennen as our Sexton, putting air conditioning in Fellowship Hall, installing automatic door openers into fellowship hall and other needed upkeep. We also promised to report quarterly on our accomplishments.
2020 Budget – Because of Rob leaving and hiring an interim, we don't know all our costs and need to be fluid with the amounts. Most was left unchanged from last year. We will revisit in June when we know more and let the congregation know also. Thanks to the administration and Roots and Wings for all their work.
Garden Landscape – Mary Lou will need to back off doing garden work more than before and need new people to learn. She will be outlining what exists and what maintenance needs to happen to allow for this transition. Bob and Bobbie Cone were interred in the Memorial garden this year.
2. **Christian Education** – Laurin Gierman indicated that the use of a thematic focus was so popular last year we are doing it again for our Lenten Series. We will again cater the dinner from Refugee Restaurants similar to last year. We also will sponsor youth for Presbytery activities since it has been so positive for them.
3. **Communication and Engagement** – Carl Lira asked that we please use and hand out the OPC Booklet in the Visitor Racks along with the pamphlets in the pews. Carl and Matt Pierson are our webmasters and they have put volunteer descriptions into the website so if you are interested you can look up what is involved with each job.
4. **Mission** – Please look at report outlining all the projects we have been able to support. We do local, state, national and international projects. Ellen Hoekstra highlighted the upcoming Cass Community project that we have been doing for 6 years. This year it will be one day – March 7 where we will be completing the interior and some landscaping in one of their tiny homes.
5. **Parish Life** – Deb Major talked about the goal of Parish Life is to bring people together in fellowship, trying to do an event each month. Everyone seems to enjoy the birthday cake and also noted is a report from the retiree (or almost retiree) group that meets at noon on the 4th Monday of the month for different topics.
6. **Personnel** – Emily Conroy-Krutz announced that Sue Schnackenberg is on medical leave for 2 weeks. We wish her well! It will be a busy year as we plan for the transition after Rob leaves.
7. **Stewardship** – Bill Given indicated we still need your time and talent sheets – we do use them! Also the goal in our stewardship campaigns is to retire the mortgage in 2022!
8. **Worship and Music** – Gretchen Hill, chair, indicated her appreciation for all the outstanding music we have with special programs and events. Also the needed volunteers for ushering and communion preparation, serving and clean up.

Lastly it was recognized how much volunteers do to keep everything going at the church. This will even be more important during our transition so hopefully people will consider helping with various committees, particularly Parish Life and Communication and Engagement.

IX MOTION to adjourn at 12:28

X. The meeting was closed with Rev. Carlson leading in the singing of the Doxology.

Signed,

Rev. Dr. Robert T Carlson, Moderator

Dorinda VanKempen, Stated Clerk

**Presbyterian Church of Okemos
Special Congregational Meeting
May 3, 2020**

Meeting was done on ZOOM due to inability to meet together because the church is closed due to COVID -19 pandemic.

Meeting was opened at 11:18 A.M. by Moderator, Rev. Kristin Stroble from Committee on Ministry. She introduced herself as the Moderator of this meeting and session until an Interim Minister is called. She indicated that the purpose of this meeting is to offer our gratitude to Rob for his fruitful service among us. Two items from the transition committee were announced. One that Rev. Alice Townley was appointed as the Bridge Pastor and Acting Head of Staff until the Interim Minister arrives. The second was that the transition team will be in touch this week with more information about an Interim Minister and a start date. Rev. Stroble then explained the process for using zoom and that this meeting was to be recorded.

She read the call for a Special meeting of the congregation for the purpose of dissolving the Rev. Dr. Robert T. Carlson Jr.'s Pastoral relationship with the congregation due to his retirement. A quorum was declared and 94 participants had signed in.

Rev. Stroble opened the meeting with prayer and explained the agenda.

A MOTION was made from chair of the Personnel Committee, Emily Conroy-Krutz, that with sadness and appreciation for his long service at our church, we request to dissolve the pastoral call between the Rev. Dr. Robert Carlson and the Presbyterian Church of Okemos. After offers for discussion, where there was none, voting was explained and proceeded on zoom. APPROVED.

MOTION to adjourn was made so we could proceed to the celebration. Same voting procedure. APPROVED.

Meeting closed in prayer led by Rev. Kristin Stroble at 11:23 AM.

Signed,

Rev. Kristin Stroble, Moderator
From COM, Pastor, Eastminster Presbyterian Church

Dorinda VanKempen, Stated Clerk of Session

PRESBYTERIAN CHURCH OF OKEMOS

Nominating Committee Report 2020

Committee: Diane Allen, Bob Boldrey, Jerri Gillett, Barb Given, Ellen Hoekstra, Dorinda VanKempen, Patty Wilson (chair), and Pastor Peggy Casteel-Huston (ex-officio)

Current Nominations: The Nominating Committee has completed the nominee slates to be considered by the PCO congregation at the 2021 Annual Meeting. We are nominating four members for Deacons for the full 3-year terms, class of 2024, and one member for Deacons for the remaining 2 years of a class of 2023 position. This year we are also nominating a Youth Deacon for a 1-year term. We are nominating four members for Elders for the full 3-year terms, class of 2024, one member for Elders for the remaining 2 years of a class of 2023 position, and one member for Elders for the remaining 1 year of a class of 2022 position. This year the elders are nominated for a specific committee chair assignment. We are nominating two members for trustees to the Endowment Fund for full 3-year terms, class of 2024. We are nominating four members for 1-year terms for the Nominating committee following Article VII (3) of the new By-laws. The remaining 3 members of the Nominating committee will be Ellen Hoekstra as chair, one Deacon selected by Deacons, and one additional Elder selected by Session.

The following members of the Congregation have agreed to have their names placed in nomination for Deacon, Elder, Endowment, and Nominating:

Deacons: 3-year terms (Class of 2024): Brad Curtis, Rick Gierman, Richard Norton, and Mary Prygoski; 2-year term (Class of 2023): Elaine Davis; Assisting for next year: Jane Bobay

Youth Deacon: 1-year term (Class of 2022): Jake Stokes

Elders: 3-year terms (Class of 2024): David Cook-CE Youth; Barb Dorr-Parish Life; David Horner-Mission; Matt Pearson-Communication/Engagement; 2-year term (Class of 2023): Ewen Todd-CE Adult; 1-year term (Class of 2022): Steve Mayhew-Worship & Music.

Endowment Trustees: 3-year terms (Class of 2024): Barb Given and Jan Krehbiel

Nominating: 1-year terms: Lance Boldrey, Brett Cone, Jerri Gillett, and Patty Wilson.

Prior Deacon nominations/installations: The Nominating committee previously nominated two Deacons, one for a full 3-year term and one for a 1-year extension.

Deacons: 3-year term (Class of 2023): Barb Scott; 1-year extended term: Kent Workman. Barb and Kent were installed on March 1, 2020.

Other work: The nominating committee is creating a database of church members' activities and expressed interest in future activities, to assist future nominating committees.

I would like to thank the committee members who served on the committee this year.

Respectfully submitted,

Patty Wilson (Chair)

**PCO Endowment Fund Committee
2020 - Annual Report**

PCO's Endowment Fund is a permanent long-term savings program funded by gifts and bequests from current and past church members. As of December 2020, the Fund's principal balance was \$420,146.77. The Endowment Fund is invested, along with other PCO holdings, with the New Covenant Trust Company, a brokerage firm operated by the Presbyterian Foundation. In 2020, the Endowment Fund's return on investment (ROI) was 10.99 percent, mirroring that of PCO's entire investment portfolio during the past year.

5.5 percent (\$19,650) of the income generated by the fund's growing principal was set aside in 2020 to fund special needs not included within the church's established operating budget. The Endowment Fund is administered by a committee of six, each serving two-year, staggered terms. 2020 Endowment Fund members included Jeff Arbour, Stephanie Beckhorn, Dan Bollman, Ed Gillespie, Christine Meland and Ken Zichi.

The committee met four times in 2020 (once in person and three virtual meetings) to review and act on grant requests.

2020 grant requests, totaling \$19,266.78, were awarded to fund the following: duct cleaning and mold remediation (\$2,251); Christian Education library improvements (\$1,800); automatic door openers at Fellowship Hall's south entrance (\$4,300.50); improvements to Advent House's Wi-Fi system (\$600); 20-year gift recognizing the contributions of Laurie Horstman (\$1,000); recognition gifts for Alice Townley (\$550) and Rob Carlson (\$1,000); specialized equipment/part-time personnel required to facilitate and enhance the production of on-line services, IT and overall church communications (\$4,945.28); tools to promote successful on-line learning in Lansing served by Communities in Schools-Michigan (\$1,820); and (\$1,000) for a Decoration Committee to purchase enhancements, throughout church facilities, to improve overall welcoming aesthetics.

Due to lack of access to church facilities, approved grants totaling \$3,950 were carried over from 2020 and will be distributed when the various requests are fulfilled in 2021.

The Endowment Fund for 2021 is \$20,583.22 which includes the Committee's 2020 year-end balance of \$383.22.

A current Endowment Fund financial report is available to any church member, at any time, as is the committee's willingness to consider special funding requests not included within the church's approved operating budget.

Financial reports and grant funding requirements/applications can be obtained by contacting Ed Gillespie at 517-881-9095 or at gillespieedward@comcast.net.

Ed Gillespie
Endowment Fund Chairperson

Submitted 1/25/2021

1 **BYLAWS OF THE PRESBYTERIAN CHURCH OF OKEMOS**
2

3 **ARTICLE I. STATEMENT OF PURPOSE**

4 As members of The Presbyterian Church of Okemos, we believe that in life, in death, and life
5 beyond death, we belong to God. The Church exists to invite everyone to join the lifelong
6 journey of faith that is life in Jesus Christ.

7 Through Worship that glorifies God,
8 Study that seeks to understand God,
9 Service to a world that needs God,

10 We desire to build a network of caring relationships between families, friends, and strangers
11 by offering welcome, healing, justice and peace to all in the name of Jesus Christ.

12
13 **ARTICLE II. RELATION TO THE PRESBYTERIAN CHURCH (U.S.A.)**
14

15 The Presbyterian Church of Okemos, hereinafter referred to as the “Church,” is a member church of
16 the Presbytery of Lake Michigan in the Synod of Covenant of the Presbyterian Church (U.S.A.).
17

18 **ARTICLE III. GOVERNANCE OF THE CHURCH**
19

20 This church shall be governed in accordance with the *Constitution of the Presbyterian Church*
21 *(U.S.A.)*. Consistent with that *Constitution*, these bylaws shall provide specific guidance for this
22 Church. Also consistent with that *Constitution*, the session shall provide a Manual of
23 Administrative Operations to specify the form and guide the work of the Church. *Roberts Rules of*
24 *Order (Newly Revised)* shall be used for parliamentary guidance.
25

26 **ARTICLE IV. INCORPORATION**
27

28 Corporate status shall be maintained in accordance with the laws of the state of Michigan. The
29 congregation shall maintain corporate status. Consistent with the laws of this state, both
30 ecclesiastical and corporate business may be conducted at the same meeting of the congregation.
31 The church by its formal name above is specified by its Certificate of Incorporation filed with the
32 Michigan Corporation and Securities Commission of Lansing, Michigan. The congregation elects 3
33 officers to serve as the officers of the corporation including a President, Vice President and a
34 secretary.
35

36 **ARTICLE V. MEETINGS OF THE CHURCH**
37

38 **Section 1. Types of Meetings**
39

40 The ANNUAL meeting of the congregation and corporation of the Church, unless otherwise
41 ordered by the session for cause, shall be held on the first Sunday of February. At such meeting, the
42 congregation shall receive (1) report from the nominating committee and hold the election of
43 Elders, Deacons and Endowment members and elect a nominating committee for the following

Approved by Congregation 02/07/2021

44 year, (2) the clerk's statistical report, (3) the treasurer's report, including a statement of income and
45 expenditures as compared to the preceding year's budget, and a statement of the endowments,
46 trusts, memorial and other special funds, and a presentation of the current year's budget, (4) the
47 reports of various boards and organizations including pastoral reports, staff, Deacon and
48 Endowment reports, (5) the report of the session's committees. In addition, the congregation shall
49 approve the terms of call for the Pastor(s) and handle any other business as specified in the call of
50 the meeting.

51
52 SPECIAL CALLED meetings may be authorized by the session, the Presbytery, or when requested
53 in writing by one fourth of the members on the active roll. Such called meetings shall clearly state
54 the purpose of such special meetings, and no other matter save that specified in the called meeting
55 may be considered.

56
57 **ELECTRONIC MEETINGS OF THE CHURCH**

- 58 • In accordance with the PC(USA) Book of Order (G-3.0105), Bylaws of the Presbytery of
59 Lake Michigan and the most recent edition of Robert's Rules of Order (11th Ed, pp 96-99),
60 all meetings of The Presbyterian Church of Okemos including committees and task groups
61 may meet via electronic meeting technology.
- 62 • This type of meeting should only be used when Session determines that it is unsafe for
63 the congregation to gather physically together such as in times of a pandemic or other
64 public health or public safety emergency.
- 65 • Meeting login information will be provided to the members of the congregation and/or
66 committee.
- 67 • Voting on ZOOM technology should be done by raising hands.
- 68 • Members of the congregation that cannot use technology or who do not have technology
69 available to them, will receive a letter detailing the congregational meeting agenda and all
70 attachments. Members will be advised by the letter as to how to make their concerns heard.

71
72 **Section 2. Notice of Meetings**

73
74 Notices of all congregational meetings shall be given to the congregation by announcement on two
75 successive Sundays preceding the meeting, and may be given in such additional manner, if any, as
76 may be ordered by the session. The Sunday of the meeting may be counted as one of the two
77 meetings if the session determines that the meeting should happen with great urgency.

78
79 **Section 3. Secretary**

80
81 The clerk of session shall serve as secretary. If the clerk is not present or is unable to serve, the
82 session shall appoint a secretary.

83
84 The minutes of the meeting recorded by the secretary shall be approved by the session and attested
85 to by the moderator and the secretary and recorded in the minutes book of the session.

86
87 **Section 4. Quorum for the Meeting**

88

89 A quorum of not less than one tenth of the active members shall be required for the transaction of
90 business at all meetings of the congregation. All active members present are qualified to vote as to
91 ecclesiastical affairs of the Church. All active members of legal age and present shall be entitled to
92 vote in determining all business pertaining to the corporate affairs of the Church. Voting by proxy
93 is not allowed.

94

95 **ARTICLE VI. MODERATOR**

96

97 The pastor shall be the moderator of all meetings of the congregation and the session except a
98 meeting, or portions of meetings, dealing with affairs of the Church as a corporation. When the
99 Church is without a pastor, the moderator appointed by the presbytery shall preside. If it is
100 impractical for the pastor or moderator of the session appointed by the presbytery to preside, he or
101 she shall invite, with the concurrence of the session, another minister of the presbytery to preside.
102 When this is not expedient, and when the pastor or the moderator concur, a member of the session
103 may be invited to preside.

104

105 Meetings dealing with financial or other affairs of the Church as a corporation, or portions of
106 meetings for such purpose, shall be presided over by the president or vice president of the
107 corporation, or in his/her absence, by an acting president to be selected by and from the session.

108

109

110 **ARTICLE VII. NOMINATING COMMITTEE**

111

112 The congregation shall form a nominating committee comprised of two (2) elders, one (1) deacon
113 and four (4) active members of the congregation in the following manner:

114

115 (1) Two members shall be currently serving ruling elders designated by the session, one of
116 whom shall be designated by the session to serve as moderator of the nominating
117 committee,

118

119 (2) One member shall be a currently serving deacon, designated by and from the current serving
120 deacons,

121

122 (3) Four members shall be nominated by the nominating committee and elected by the
123 congregation from among its active members.

124

125 The pastor shall be a member ex officio and without vote.

126

127 The nominating committee shall identify active members to be considered by the congregation for
128 election to the positions of elder, deacon, endowment and nominating committees. Full opportunity
129 shall always be given to the congregation for nomination from the floor of the congregational
130 meeting by any active member of the congregation. All persons nominated must be contacted in
131 advance and must give their consent to have their name placed in nomination.

132

Approved by Congregation 02/07/2021

133 A majority of all active members that are physically present and voting shall be required to elect.
134

135 Most elections shall be by voice vote or show of hands. When the number of nominees exceeds the
136 number of officer vacancies or when, by a 2/3 vote, the congregation elects to do so, a paper ballot
137 will be used. A majority of the votes cast shall be necessary to elect.
138

139 **ARTICLE VIII. THE SESSION** 140

141 The session shall have the general supervision, management, and control over all affairs of the
142 Church, both ecclesiastical and corporate, subject only to the powers retained by the congregation
143 except as herein provided.
144

145 The congregation shall elect not more than 12 elders, divided into three equal classes, one class of
146 whom shall be elected each year for a three-year term. No elder shall serve for consecutive terms,
147 either full or partial, aggregating more than six years. An elder having served a total of six years
148 shall be ineligible for reelection to the session for a period of at least one year.
149

150 The session, at its first meeting of the year, shall elect a treasurer and a clerk from the membership
151 of the church. The session, acting as trustees of the corporation, shall also elect a president and vice
152 president.
153

154 A quorum for the session shall be the pastor or other presiding officer and one half (1/2) of the
155 elders.
156

157 There shall be a minimum of 11 monthly meetings of the session annually. Such meetings are to be
158 held at a time and place as determined by a 2/3 vote of session members.
159

160 The work of the session shall be carried out by committees, chaired by a current ruling elder, and
161 shall be advisory to the session. Members at large from the congregation may be invited or
162 members may request to serve on the committees.
163

164 **ARTICLE IX. THE BOARD OF DEACONS** 165

166 The congregation shall elect not more than 12 deacons divided into three equal classes, one class of
167 whom shall be elected each year for a three-year term. No deacon shall serve for consecutive terms,
168 either full or partial, aggregating more than six years. A deacon having served a total of six years
169 shall be ineligible for reelection to the board of deacons for a period of at least one year.

170 The board of deacons, at its first meeting of the year, shall elect a moderator and a secretary from
171 among its members and shall form such committees as necessary to carry out its work. The pastor
172 or associate pastor shall be an advisory member of the board of deacons. A quorum for the board of
173 deacons shall be six members, including the moderator.
174

175 The board may elect or appoint such other officers and committees as may be required to perform
176 their duties.
177

178 The board shall hold stated meetings. Special meetings shall be held whenever requested by its
179 moderator, two of its members, by the session, or by a pastor. The board shall keep a record of its
180 proceedings, and all funds at its disposal, and shall submit records of same to the session for
181 approval at least once a year, and at other times the session shall so order.
182

183 **ARTICLE X. ORDINATION AND INSTALLATION OF OFFICERS**
184

185 The ordination and installation of officers shall take place on a Sunday subsequent to the first
186 Sunday in February and prior to the February stated session meeting.
187

188 **ARTICLE XI. VACANCIES**
189

190 Vacancies on the session or the board of deacons may be filled at a meeting of the congregation, as
191 the session may determine.
192

193 **ARTICLE XII. AMENDMENTS**
194

195 These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of
196 Michigan, and the *Constitution of the Presbyterian Church (U.S.A.)* by a two-thirds vote of the
197 voters present, providing that the proposed changes in printed form shall have been distributed at
198 the same time as the call of the meeting at which the changes are voted upon.
199

200 **ARTICLE XIII. CONSTITUTIONALITY**
201

202 Rendering any specified section(s) of these bylaws unconstitutional does not render the remaining
203 section(s) unconstitutional.
204
205

Clerk of Session 2020 Report

December 31, 2020

Additions in 2020

Professions of Faith	6
Reaffirmation of Faith	0
Certificate from other churches	<u>1</u>
Totals	7

Losses in 2020

Letters of Transfer	1
Deaths	6
Delete from the Rolls	<u>217</u>
	224

TOTAL COMMUNICANT MEMBERSHIP – December 31, 2020 = 291

Infant Baptisms

Elizabeth Case Walder

Adult Baptism

John Cumbow

Joined by Profession of Faith (Youth)

Logan Carlson	Lucas Meland
Henry Nawyn-Hellinga	Spencer Locke
Alex Juarez	Laurel Boldrey

Joined by Letter of Transfer

Mary Schuring

Entering the Church Triumphant

Delores Berkheimer
Harriett McDaniel
Rev. Clyde McDaniel – attended PCO, member of the Presbytery
Lowell Ewart
Mary Lou Huddleston
David Layhe
Joan Harkness

Non-Member Services by Rev. Alice Townley

David Young-Koo Hahn – Ashes in PCO Memorial Garden
Wallace Shanes McClean – Committal at Hurd Cemetery

Submitted by

Dorinda VanKempen, Stated Clerk of Session

Annual Report from Rev. Peggy Huston

On Sunday, August 2nd, this interim pastor arrived to begin her work with the Presbyterian Church of Okemos. It was great to be back in Michigan after completing an interim in Northern Indiana. Your transitional team recommended my hire to your session. As an interim, I am hired by the session of the church to do specific work. This work includes: filling the role of the exiting pastor and doing the work that they were tasked to do; communicating well with the congregation about the work of the interim; doing my best to get to know you, your systems and traditions; conducting an evaluation to be sure procedures and policies are in place (including a current set of bylaws); assisting the church with important decisions; provide leadership so that a good self-study is completed; communicate with the Presbytery via the Committee on Ministry with regular reporting and be fully present.

As your interim, I have led your session in re-thinking how they are organized and together we made some changes so that the elders chair the committees they have been elected to; led a stewardship campaign; provided for elder and deacon training and have put together an organizational manual (that again is a requirement of the Presbytery).

Prior to my arrival, I met with your previous pastor Rev. Dr. Rob Carlson. I know that Pastor Carlson served this church for 25 years honoring his ordination vows of protecting the peace, purity and unity of the church and loving you all. Part of my role is to be sure that there is good separation between the church and the previous minister(s) so that your next called and installed pastor won't be contending with a previous pastor over-functioning. As far as I can tell, Rev. Carlson has separated well.

It has been difficult to get to know the congregation as well as I like to due to the pandemic and the many restrictions we face. I have enjoyed the few parking lot services and the days that Pastor Alice and I, with the assistance of Sue Schnackenburg and Edward Ennen along with other great staff and helpers, gave out Rally Day bags, Advent Bags and made a Christmas Eve drive through communion happen. Under normal circumstances, I would have had a lot of nursing home, hospital and regular home visits in addition to meeting more of you in person in the sanctuary, at coffee hour and at committee meetings. I will say that this church has moved your process along fabulously, amid a pandemic.

This is a wonderful church. You are a wonderful church. You have so much to offer and any pastor will be grateful to be part of this organization and to be your next called and installed pastor. While my time with you is and will be limited, know that this pastor cares deeply for you and prays for you. I am grateful to be here with you during this interim time.

Respectfully submitted,

Rev. Peggy Casteel-Huston

Rev. Alice Fleming Townley
Assistant Pastor
2021 Staff Report

This past year has been so full. Within weeks of our last annual meeting, we were re-imagining how to be church in the midst of a pandemic. I am so proud of how adaptive this church has been; not only sustaining but also expanding programming, mission giving, congregational care, building upkeep and online presence. You did this while also saying farewell to a beloved senior pastor and hiring a skilled interim pastor. Your church leaders have listened, reflected and prepared an insightful self study.

My roles and skills have also adapted. I have learned how to preach into a camera and record videos. I have facilitated Zoom meetings, classes, and coffee hours. I served with two different head of staff, and as bridge pastor in between. In that middle space we started a COVID advisory taskforce and hired a new administrative assistant and video editor. Lay leaders and staff rose to the occasion to collaborate and make this possible. Thank you church!

When I was hired here 11 years ago, I was told I would need to leave when Rev. Rob Carlson did. I have stayed some months beyond, and now to continue helping with the pastoral transition, it is time for me to step aside. We began my time with you as an ecumenical experiment and this has been a longer and more beautiful journey than I could have imagined.

I am grateful for the opportunities I have had: preaching monthly, assisting with worship and sacraments; providing pastoral care; equipping the Deacons; supporting the work of the missions committee; collaborating with talented staff; coordinating Adult Education, teaching a weekly contemplative class; writing and directing Christmas pageants; helping with family camp; fostering interfaith relationships with church members and area clergy; co-founding All Faith Alliance for Refugees; learning to be better advocate for justice; continuing education in coaching for clergy, family systems, conflict mediation, and homiletics.

Working with this congregation and staff has been a holy privilege. I may leave a bit of United Methodist passion and social engagement with you, and take with me a bit of Presbyterian order, including 'deacons' and 'debts.' Thank you for helping us to raise our children and supporting us through the dying of my father. I will carry you and so many shared experiences in my heart.

PRESBYTERIAN CHURCH OF OKEMOS
ADMINISTRATION COMMITTEE REPORT- 2020

Committee: Jeff Arbour (Chair), Doug Paterson, Dave Rumminger, Gary Sturk, Patty Wilson, Mike Stokes, Dave Detrisac

The administration committee is responsible for the following:

- Oversight of all financial, legal and insurance matters of the church.
- Oversight of maintenance and use of the building and grounds.
- Maintaining policies and procedures for numerous activities.

Our objectives in addressing these charges are:

- 1. Financial**
 - a. Coordinate development of the annual budget.
 - b. Review the budget monthly to ensure record keeping and financial goals are met.
 - c. Review and recommend any spending not related to other committees.
 - d. Conduct an annual financial review
- 2. Memorial Fund**
 - a. Oversee the Memorial Fund account.
 - b. Review recommendations for spending from that account for approval by Session.
- 3. Legal Issues**
 - a. Oversee all matters of legal compliance and dealings with governmental agencies.
- 4. Insurance and Liability**
 - a. Maintain appropriate information on the status of insurance for Building and Grounds.
 - b. Review policies annually or more often to insure adequate coverage.
- 5. Building and Grounds**
 - a. Maintain a list of necessary repairs.
 - b. Communicate with the Building and Grounds committee regarding repairs.
- 6. Building Use**
 - a. Approve/Disapprove all building use requests**
 - a. Work with the Sexton position to insure proper use of the kitchen facilities.
 - b. Work with the Sexton position to assure proper scheduling and use of facilities.

Budget is updated each month by bookkeeper Doug Paterson and is reviewed monthly by the whole committee. Recommendations for necessary changes are presented to Session.

The budget process for 2020 faced some uncertainties at the start of the year with the pending retirement of Rob Carlson and quickly faced many additional uncertainties with the coronavirus pandemic. Some additional costs were absorbed while other spending dropped off as a result of the church being closed. The proposed budget for 2020 was \$614,941 after factoring in the additional \$112,000 from the Roots and Wings fund. The proposed budget for 2021 is \$593,346 which is down \$21,595 from the prior year. This is the third and final year the budget is supplemented by \$112,000 from the Roots and Wings fund. This will coincide with the mortgage being off as of December, 2021 instead of August, 2022 following an early payment of \$76,000. The annual mortgage cost has been \$112,893.

As of December 31, 2020 the General Fund balance was \$26,487 helped by \$29,024 through the federal Payroll Protection Program. This committee made a recommendation to Session

to consider rolling any year end balance forward and using it to supplement the Mission Committee budget for 2021 in light of the numerous community needs, particularly food and housing insecurities. This recommendation was approved at Session.

In late December a \$15,000 gift was received from Bill Fritz and family to establish a reserve fund for large property projects (roof replacement, parking lot upgrade). Bill's goal is to keep the PCO facility as attractive as possible for existing church members as well as guests or potential new church members in the years to come and hopes that this gift will serve as an impetus for others to contribute to this fund.

Working with Pastor Peggy our committee worked on several items to be addressed prior to the new pastor coming on board. This work included drafting of church by-laws, development of an emergency management plan, development of a church operating procedures manual ,and updating of the building use policy. A task force was created to investigate livestreaming options for the church led by Matt Pearson. A recommendation was made and approved by Session to move forward at a cost of \$26,133. Discussion began in December to develop policy related to the Memorial Garden.

Building and Grounds activities are tracked and reviewed at the monthly committee meetings. In prior years volunteer property team members addressed tasks around the church but Sexton Edward Ennen has taken on the bulk of the responsibilities and has done a wonderful job addressing needs of the facility. Frank Hatfield continued to upgrade hallway lighting to LED technology in the north-south corridor and the two east-west wings.

Some significant building issues were addressed in 2020 including the installation of automatic door openers at the Fellowship Hall entrance, a basement mold problem was resolved, B-Dry Systems extended their drainage tiles to eliminate water leaking from two interior basement walls, and DeLau completed an expensive repair and modification of the church's sprinkling system. Dave Rumminger and Edward Ennen worked hard to clean up and repair the basement following the mold remediation and restore the basement for use. In addition, Gary Sturk saved the church about \$16,000 by developing a plan and leading a small team to address outside grading in the back of the church to insure water flows away from the church's foundation. Finally, Sean Grady executed a contract with Comcast that dramatically increased the internet speed for the church.

Building Use activities are reviewed by the entire committee and coordinated with Dave Rumminger, who continues in the role of Key Master.

We appreciate the support of the church membership and all of the other committees that are so helpful to us throughout the year. We also appreciate the church membership for supporting the church budget this past year.

Respectfully Submitted,

Jeffrey J. Arbour, Chair

Presbyterian Church of Okemos - Okemos MI
Balance Sheet as of December 31, 2020

Tuesday, January 19, 2021

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Account #	Account Name	YTD Balance
Assets		
1.10.150	Horizon Checking GF 1325	136,924.45
1.10.250	Horizon Memorial Checking 0399	4,005.89
1.10.350	Horizo Endow Checking 0409	25,981.20
1.10.450	Horizon Doemel Checking 2154	3,242.01
	Total Checking	\$170,153.55
1.50.350	Vanguard Wellesley -Memorial	15,346.87
1.60.100	New Covenant Balanced Growth	394,165.57
1.60.200	New Covenant Trust Company - Doemel	710,377.53
	Total Investments	\$1,119,889.97
	Total Assets	\$1,290,043.52
Liabilities		
2.50.100	Prepaid 2021 Pledges	35,551.46
	Total Liabilities	\$35,551.46
Fund Balance		
3.10.100	General Fund Balance	27,324.40
3.20.100	Memorial Fund Balance	19,377.76
3.20.200	Memorial Garden Fund Balance	789.45
3.30.100	Endowment Fund	420,146.77
3.30.200	Doemel Bequest	713,619.54
3.42.100	Special Offerings Fund Balance	985.00
3.50.100	Kitchen Fund	344.21
3.60.100	Deacon's Fund	23,935.47
3.75.100	Mission Fund	2,424.29
3.75.350	Youth Group Fund Balance	1,174.56
3.75.400	Designated Music Fund Balance	1,044.85
3.76.100	Doemel Fund for Traditional Music Balance	7,468.94
3.80.100	Roots and Wings Fund Balance	10,856.82
3.85.100	Reserve Fund Balance	25,000.00
	Total Fund Balance	\$1,254,492.06
	Total Liabilities and Fund Balance	\$1,290,043.52

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2020 for General Fund

Tuesday, January 19, 2021

Page 1 of 4

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
Income					
4.01.600	Prepledges for 2020	0	38,873	38,873	(0)
4.10.100	Estimate of Giving 2020	44,606	398,692	422,972	24,279
4.10.300	Loose Offering	0	502	1,000	498
4.15.100	Roots and Wings Transfer	42,000	112,000	112,000	0
	Total General Contributions	\$86,606	\$550,067	\$574,845	\$24,777
4.80.100	Interest Income (GF)	4	65	100	34
4.81.100	Building Use Income	0	840	840	0
4.82.100	Payroll Protection Loan	0	29,024	29,024	0
4.85.100	Other Income	290	1,866	1,000	(866)
	Total Misc Income	\$294	\$31,795	\$30,964	(\$831)
	Total Income	\$86,900	\$581,863	\$605,809	\$23,945
Expense					
5.10.100	Sr Pastor Base Salary	0	29,900	29,900	0
5.10.110	Sr Pastor Housing Allowance	0	19,933	19,933	(0)
5.10.120	Sr Pastor Prof Allowance	0	247	250	2
5.10.125	Sr. Pastor Continuing Ed	0	926	1,000	73
5.10.130	Sr Pastor Car Allowance	0	2,975	3,400	424
5.10.135	Sr. Pastor Medical Reimb	0	1,320	1,320	0
5.10.140	Sr Pastor Board of Pensions	0	19,979	19,979	(0)
5.10.200	Interim Pastor Salary	3,204	27,500	27,500	0
5.10.210	Interim Pastor Housing	2,000	10,000	10,000	0
5.10.220	Interim Pastor Professional	0	0	500	500
5.10.230	Interim Pastor Cont Ed	0	0	400	400
5.10.240	Interim Pastor Milage	0	0	500	500
5.10.243	Interim Pastor Bd. of Pensions	2,815	14,079	13,875	(204)
5.10.245	Interim Pastor SECA	2,869	2,869	2,869	0
5.10.247	Interim Pastor Moving Expense	0	1,500	1,500	0
5.10.250	PNC Expenses	0	0	0	0
	Senior Pastor Expenses	\$10,889	\$131,230	\$132,926	\$1,695
5.11.100	Parish Assoc Base Salary	3,049	36,151	36,151	0
5.11.300	Parish Assoc Housing Allowance	1,117	24,000	24,000	0
5.11.400	Parish Assoc Cont Ed	0	1,000	1,000	0
5.11.500	Parish Assoc Prof	0	500	500	0
5.11.600	Parish Assoc Mileage	0	1,000	1,000	0
	Parish Associate Expenses	\$4,166	\$62,651	\$62,651	\$0

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2020 for General Fund

Tuesday, January 19, 2021

Page 2 of 4

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.12.100	Director of Christian Ed	1,992	23,912	23,912	0
5.13.100	Office Manager	2,235	19,100	20,136	1,035
5.14.100	Organist/Music Coordinator	1,606	19,283	19,283	0
5.15.100	Music Director	1,000	11,600	11,608	8
5.16.100	Sexton	1,924	23,401	23,520	118
5.16.500	Video/Webmaster	(762)	3,208	7,670	4,462
5.17.100	Nursery Workers	0	1,200	1,200	0
	Total Lay Staff Expense	\$7,996	\$101,705	\$107,329	\$5,623
5.18.100	Fed/Tax/Med/SS	670	7,588	7,000	(588)
5.18.200	Misc Personnel Expenses	0	(50)	600	650
	Total Staff Expense	\$23,722	\$303,125	\$310,506	\$7,380
5.25.100	Office Equipment	369	3,907	6,000	2,092
5.25.200	Office Supplies	424	2,125	2,000	(125)
5.25.300	Internet/Phone	385	2,649	3,000	350
5.25.320	Information Technology	340	1,647	1,500	(147)
5.25.500	Postage	567	2,361	2,000	(361)
	Total Office Expense	\$2,088	\$12,691	\$14,500	\$1,808
5.20.100	Utilities	2,981	14,713	19,000	4,286
5.20.200	Property Maintenance	3,163	10,979	12,000	1,020
5.20.250	Property Improvement	0	31,939	40,000	8,060
5.20.300	Insurance	0	6,241	9,000	2,759
5.20.350	Mortgage	9,407	112,893	112,893	(0)
5.20.380	Custodial Services	0	88		
5.20.400	Custodial Supplies	164	3,851	4,000	148
5.20.500	Kitchen Supplies	0	62	200	137
	Total Property Expense	\$15,718	\$180,769	\$197,093	\$16,411
5.26.100	Pastoral Nominating Committee	0	0		
5.30.100	Session	0	58	500	441
5.30.200	Stewardship	0	255	1,000	744
5.30.300	Per Capita Presbytery	5,242	17,242	17,242	0
5.30.350	Bank Charges	72	414	500	85
5.30.400	Misc. Admin Expenses	10	1,104	1,200	95
	Total Misc Admin Expense	\$5,325	\$19,076	\$20,442	\$1,365
5.50.100	CE Study Allowance	0	200	200	0
5.50.200	Bulletin Boards	0	55	100	44
5.50.250	Vacation Bible School	0	0	0	0

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2020 for General Fund

Tuesday, January 19, 2021

Page 3 of 4

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.50.300	Confirmation	0	0		
5.50.350	Youth and Young Adults	85	662	800	137
5.50.600	Adult Education	689	2,683	3,500	816
5.50.650	Family Camp	0	0	300	300
5.50.700	Curriculum	80	300	800	499
5.50.770	Christian Ed Supplies	325	657	500	(157)
5.50.780	CE Special Needs	0	0	200	200
5.50.790	Church Drama	0	27	200	172
5.50.800	Library	68	349	200	(149)
5.55.500	Youth Interns	400	2,870	3,500	630
	Total Christian Ed Expense	\$1,650	\$7,807	\$10,300	\$2,492
5.40.100	Chancel Choir	68	257	1,000	742
5.40.150	Choir Scholarships	0	4,500	5,600	1,100
5.40.200	Bell Choir	0	716	800	83
5.40.300	Instrument Maintenance	0	250	600	350
5.40.400	Worship Supplies/Decor	98	527	1,000	472
5.40.500	Musicians	100	525	1,750	1,225
5.40.520	Musician Study Allowance	0	225	800	575
5.40.600	Pulpit Supply	0	450	2,000	1,550
5.40.700	Children's Choir	0	0	150	150
	Total Worship Expense	\$267	\$7,451	\$13,700	\$6,248
5.60.100	Engagement and Communication	0	734	1,500	765
	Total Engagement and Communication Expense	\$0	\$734	\$1,500	\$765
5.70.100	General Mission	107	39,498	40,000	501
	Total Mission Expense	\$107	\$39,498	\$40,000	\$501
5.80.100	Parish Life	0	363	1,000	636
5.80.200	Parish Life Coffee/Refreshments	0	0	100	100
	Total Parish Life	\$0	\$363	\$1,100	\$736
5.95.100	Other Expense	0	0		
	Total Special Funds	\$0	\$0		
5.91.100	Library Expansion	0	0	500	500
5.91.200	Friendship Dinner	0	0	500	500
5.91.300	Lenten Series	0	0	2,500	2,500
5.91.400	Youth Scholarships	0	0	1,500	1,500
5.91.500	Youth CE Initiatives	0	146	800	653

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2020 for General Fund**

Tuesday, January 19, 2021

Page 4 of 4

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
	Total New Initiatives	\$0	\$146	\$5,800	\$5,653
	Total Expense	\$48,879	\$571,664	\$614,941	\$43,364
	Difference	<u>\$38,021</u>	<u>\$10,199</u>	<u>(\$9,132)</u>	

2020 Admin Committee Highlights

- Leveraged \$112,000 from the Roots and Wings campaign to expand funding for Mission, Personnel and Programs, and Capital Improvement—2021 is 3rd and final year for this
- Mortgage balance as of 12/31/20 was \$110,214 down from \$281,077 a year ago – to be paid off as of December, 2021
- 2021 Budget reflects pandemic impact, pastor transition
- Creation of a Capital Improvement Reserve Fund - Bill Fritz
- Several important accomplishments in 2020
 - Automatic Door Openers in Fellowship Hall, Basement Water/Mold Problems Resolved, Fire Sprinkler Repair
 - Worked with Pastor Peggy on : Livestreaming Strategy, Church By-laws, Building Use Policy, Emergency Management Plan, Operating Procedures Manual ,and Memorial Garden Policy

Presbyterian Church of Okemos - Okemos MI
Presentation Budget Report for General Fund

16-Nov-20

Page 1 of 4

Account #	Account Name	2021 (Proposed)	2020 Budget
Income			
4.10.100	Prepledges for 2021	40,000.00	38,873.00
4.10.200	Pledges and Contributions	434,146.00	421,972.00
4.10.300	Loose Offering	1,000.00	1,000.00
4.10.400	Per Capita Contributions	5,000.00	
4.15.500	Roots and Wings Transfer	112,000.00	112,000.00
	Total General Contributions	592,146.00	\$573,845.00
4.20.100	Interest Income (GF)	100.00	100.00
4.30.100	Building Use Income	100.00	840.00
4.40.100	Payroll Protection Loan	0.00	29,024.00
4.50.100	Other Income	1,000.00	1,000.00
	Total Misc Income	1,200.00	\$30,964.00
			0.00
	Total Income	593,346.00	\$613,941.00
Expense			
5.12.100	Interim Pastor Salary (Peggy)	42,500.00	27,500.00
5.12.200	Interim Pastor Housing	10,000.00	10,000.00
5.12.300	Interim Pastor Professional	500.00	500.00
5.12.400	Interim Pastor Cont Ed	400.00	400.00
5.12.500	Interim Pastor Milage	500.00	500.00
5.12.600	Interim Pastor Bd. of Pensions	19,425.00	13,875.00
5.12.700	Interim Pastor SECA	4,016.00	2,869.00
	Interim Pastor Expenses	77,341.00	\$55,644.00
5.10.100	Installed Pastor Salary	29,167.00	Assumes 8/1 start est \$70,000 annual salary
5.10.200	Installed Pastor Housing		Included in Salary
5.10.300	Installed Pastor Professional	1,000.00	est \$2,000 annual
5.10.400	Installed Pastor Cont Ed	1,000.00	est \$2,000 annual
5.10.500	Installed Pastor Milage	400.00	est \$800 annual
5.10.600	Installed Pastor Bd of Pensions	10,821.00	est \$25,970 annual
	Installed Pastor Expenses	42,388.00	
5.11.100	Asst. Pastor Base Salary (Alice)	23,333.00	36,151.00 Assumes thru 5/31 Worked for
5.11.200	Asst Pastor Housing Allowance	0.00	24,000.00 Included in Salary
5.11.300	Asst Pastor Prof	250.00	1,000.00
5.11.400	Asst Pastor Cont Ed	500.00	500.00
5.11.500	Asst Pastor Mileage	500.00	1,000.00
	Asst Pastor Expenses	24,583.00	\$62,651.00
5.13.100	Future Assoc Pastor Salary and Housing	15,323.00	Assumes 9/1 start est \$45,970 annual
5.13.300	Future Assoc Pastor Cont Ed & Prof	700.00	est \$2,000 annual
5.13.600	Future Assoc Pastor Bd of Pensions	5,750.00	est \$17,000 annual
5.13.500	Future Assoc Pastor Mileage	250.00	est 800 annual
	Future Assoc Pastor Expenses	22,023.00	

Presbyterian Church of Okemos - Okemos MI
Presentation Budget Report for General Fund

Account #	Account Name	2021 (Proposed)	2020 Budget
5.14.100	Director of Christian Ed	24,390.00	23,912.00 2% increase
5.15.100	Office Manager	27,300.00	20,136.00 \$21/hr, 25 hrs/wk, 1 week paid v
5.16.100	Organist/Muisic Coordinator	19,750.00	19,283.00 2% increase
5.17.100	Music Director	10,000.00	11,608.00 Connor gone in June
5.18.100	Sexton	25,350.00	23,520.00 \$19.50/hr, 25 hrs/wk 2 weeks pa
5.19.100	Video/Webmaster	5,000.00	7,670.00
5.19.200	Nursery Workers	600.00	1,200.00
	Total Lay Staff Expense	112,390.00	\$107,329.00

5.19.500	Fed/Tax/Med/SS	7,000.00	7,000.00
5.19.600	Misc Personnel Expenses	600.00	600.00
	Total Staff Expense	286,325.00	\$225,624.00
5.20.100	Office Equipment	6,000.00	6,000.00
5.20.200	Office Supplies	2,000.00	2,000.00
5.20.300	Internet/Phone	3,000.00	3,000.00
5.20.400	Information Technology	5,000.00	1,500.00
5.20.500	Postage	2,000.00	2,000.00
	Total Office Expense	18,000.00	\$14,500.00
5.30.100	Utilities	19,000.00	19,000.00
5.30.200	Property Maintenance	12,000.00	12,000.00
5.30.300	Property Improvement	40,000.00	40,000.00
5.30.400	Insurance	9,000.00	9,000.00
5.30.500	Mortgage	112,983.00	112,893.00
5.30.600	Custodial Supplies	4,000.00	4,000.00
5.30.700	Kitchen Supplies	200.00	200.00
	Total Property Expense	197,183.00	\$197,093.00
5.35.100	Session	500.00	500.00
5.35.200	Stewardship	1,000.00	1,000.00
5.35.300	Per Capita Presbytery	17,438.00	17,242.00
5.35.400	Bank Charges	800.00	500.00
5.35.500	Misc. Admin Expenses	1,200.00	1,200.00
5.35.600	Pastoral Nominating Committee	2,000.00	0.00
	Total Misc Admin Expense	20,938.00	\$20,442.00

Presbyterian Church of Okemos - Okemos MI
Presentation Budget Report for General Fund

Account #	Account Name		
5.40.100	Chancel Choir	1,000.00	1,000.00
5.40.150	Choir Scholarships	4,500.00	5,600.00
5.40.200	Bell Choir	800.00	800.00
5.40.300	Instrument Maintenance	600.00	600.00
5.40.400	Worship Supplies/Decor	1,000.00	1,000.00
5.40.500	Musicians	1,750.00	1,750.00
5.40.520	Musician Study Allowance	800.00	800.00
5.40.600	Pulpit Supply	600.00	2,000.00
5.40.700	Children's Choir	150.00	150.00
	Bulletin Boards	200.00	
	Total Worship Expense	11,400.00	\$13,700.00
5.50.100	CE Study Allowance	500.00	200.00
5.50.200	Vacation Bible School	700.00	0.00
5.50.300	Confirmation	500.00	0.00
5.50.350	Youth and Young Adults	1,600.00	800.00
5.50.400	Family Camp	300.00	300.00
5.50.500	Curriculum	900.00	800.00
5.50.600	Christian Ed Supplies	500.00	500.00
5.50.700	Church Drama	200.00	200.00
5.50.800	Youth Interns	3,500.00	3,500.00
5.50.900	Youth Scholarships	1,500.00	1,500.00
5.55.100	Adult Education	3,500.00	3,500.00
5.55.200	Library	200.00	200.00
5.55.300	Lenten Dinner Serice	2,500.00	
5.55.400	Friendship Dinner	500.00	
	Total Christian Ed Expense	16,900.00	\$10,300.00
5.60.100	Engagement and Communication	1,500.00	1,500.00
	Total Engagement and Communication Exp	1,500.00	\$1,500.00
5.70.100	General Mission	40,000.00	40,000.00
	Total Mission Expense	40,000.00	\$40,000.00

5.80.100	Parish Life	1,000.00	1,000.00
5.80.200	Parish Life Coffee/Refreshments	100.00	100.00
	Total Parish Life	1,100.00	\$1,100.00

Total Expense **593,346.00**

n \$56,000 annual

vacation

paid vacation

Endowment Fund By-Laws (Amended 1/25/2021)

WHEREAS, THE PRESBYTERIAN CHURCH OF OKEMOS (PCO) located at 2258 Bennett Road, Okemos, MI 48864, is desirous of maintaining an Endowment Fund for the purpose of providing a vehicle for faithful members to glorify God and to serve the world through gifts of long-range financial support; NOW, THEREFORE, the following shall govern the management of the Endowment Fund.

I. Endowment Committee

- A. The congregation shall elect the members of the Endowment Committee (Endowment Directors) at the Annual Congregational Meeting. The Endowment Directors shall be elected from a slate of nominees put forth by the Congregation's Nominating Committee. The election shall be held under the ordinary election protocols of the Congregation as set forth in the Book of Order.
- B. Serving staggered terms, there shall be six (6) Endowment Directors elected from the members of the congregation. At the Annual Congregation Meeting, the congregation shall elect two (2) Endowment Directors to three-year terms.
 1. One Endowment Director shall hold a position on the Session.
 2. Endowment Directors may be re-elected for an additional three-year term but may not serve more than two (2) consecutive terms.
 3. Additional members of the Endowment Fund Committee shall include the Senior Pastor/Head of Staff, and the Church Treasurer each without vote.
 4. To maintain visibility and transparency, all Endowment Committee members shall endeavor to maintain a high degree of communication with the Session, all church committees, and members of the congregation.
- C. The Endowment Committee shall adopt by-laws and policies related to donations to the fund, investment and maintenance of the fund balance and expenditure of monies from the Endowment Fund.

- D. The Endowment Committee may establish and maintain accounts with a financial institution(s) of its choice. All checks and other documents shall be reviewed quarterly by both the Chairman of the Endowment Fund Committee, and the Treasurer of the congregation.
- E. The Endowment Committee may employ, at the expense of the Endowment Fund, such professional counseling on investments and legal matters as it deems to be in the best interests of the Fund.
- F. The Endowment Committee shall maintain complete and accurate books of the accounts and may employ such professional help as it deems necessary in this regard. The Endowment Committee shall assure that the funds of the Endowment are maintained separately and are clearly delineated from the general operating fund of the Presbyterian Church of Okemos. The books shall be reviewed annually through the same review protocols applied to the congregation's other financial records and shall be included in the annual report to the congregation.
- G. No Endowment Director shall engage in any self-dealing or transactions with the Endowment Fund in which the Endowment Director has direct or indirect financial interest. Each Endowment Director shall at all times refrain from any conduct in which his or her financial interest conflict with the interests of the Endowment Fund. However, any licensed Endowment Director who, in the ordinary course of business, effects purchases and sales of securities, may act on behalf of the Committee as long as there is full written disclosure to the Committee regarding commissions and other fees earned by the licensed salesperson/Director.
- H. All congregational members nominated or standing for election to the Endowment Committee should declare any conflicts of interest with respect to the Endowment Fund. After election, any Endowment Director shall declare any conflicts of interest with any matter coming before the Endowment Committee and excuse himself or herself from discussion and voting in the matter for which there may be conflict.
- I. Any actions required by the Endowment Committee shall only be undertaken upon an affirmative vote of a quorum of at least four of the Endowment Directors.
- J. The Endowment Committee shall meet as needed but no less that twice per year. The Chairperson of the Endowment Committee may call additional meetings as needed.
- K. Vacancies shall be filled at the next regular Annual Congregational Meeting. Vacancies may be temporarily filled by appointment made by the Endowment

Directors upon approval by the PCO Session. The Endowment Directors shall elect from amongst themselves, the following Endowment Officers:

1. **Chairperson:** The Chairperson shall be the presiding officer at all meetings of the Endowment Directors and shall act as liaison between the Endowment Fund Committee and the PCO Session.
 2. **Vice-Chairperson:** The Vice-Chairperson shall perform all the duties of the Chairperson when the Chairperson, by reason of absence, is unable to act.
 3. **Secretary.** The Secretary shall keep records of all meetings and actions of the Endowment Directors and shall be recorder of all formal resolutions of the Endowment Fund Committee. The Secretary shall also prepare a written annual report to provide to the PCO Session and the congregation. The annual report shall detail the condition of the Endowment Fund assets, the current investment strategy of the Endowment Committee, the earnings on each of the investments included within the Endowment Fund, the distributions made during the year from the Fund, and any other data that the Secretary deems important for review by the PCO Session.
- L. All new Endowment Directors are to receive a copy of the by-laws, and policies and shall become acquainted with the function and purposes of the Endowment Fund.
- M. Except in the case of gross negligence, legal misconduct, or intentional conflict of interest, Endowment Directors shall be immune and indemnified from personal liability for acting on the Endowment Committee.

II. Duties

- A. The Church may receive funds intended for deposit into the Endowment Fund through gifts, bequests, wills, estates, or trusts from any source whether in cash or property. All Endowment Fund monies and property shall be kept and maintained separate, distinct, and independent from the funds and property otherwise belonging to the church. However, all assets received shall be approved as appropriate by the Endowment Fund Committee prior to final acceptance.

Endowment funds may be combined and managed together as long as the Endowment Committee has established and follows accounting standards to determine the relative portion of assets and/or earnings accruing to the benefit of any specific designated, undesignated, restricted, or unrestricted purposes.

This provision shall not apply to any restricted gifts that expressly require segregation of investments regarding said gifts.

- B. The Endowment Committee shall investigate ways in which the Endowment Fund can best be used to the Glory of God. Other boards and committees within the church and members of the congregation may make written requests to the Endowment Committee, which shall be taken into consideration.
- C. The Endowment Committee shall determine the various Endowment sub-accounts within the Endowment Fund.
- D. The Endowment Committee shall determine the distribution of earnings from the various endowed assets. This may be done at any meeting of the Endowment Committee.
- E. Should the Endowment Committee receive a restricted gift, the Endowment Committee shall review said restrictions and make recommendations to the PCO Session as to whether to 1) accept said gift subject to the restrictions, 2) reject the gift, or 3) accept said gift with adjustments to the restrictions. Any restricted gift shall include an agreement between the donor and the Endowment Committee setting forth such restrictions. Said agreement shall be approved by the PCO Session prior to becoming effective.
- F. Should the Endowment Committee receive an offer of an unrestricted gift, the nature of which would be difficult to manage, or which might seem unacceptable to the church, the Committee may recommend to the PCO Session that the gift not be accepted.

III. Powers

In the administration of the Endowment Fund, the Endowment Committee shall have all powers and authority necessary to carry out the purposes of the Endowment Fund, including the following powers and authority on behalf of the Presbyterian Church of Okemos.

- A. To take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects part thereof, as they in their judgment and discretion shall deem wise and prudent.
- B. To retain any property in the form in which received; to convert and reconvert the property, or any part thereof, into other kinds and forms of property, real or personal or mixed; and to invest or reinvest the Fund or assets herein, or any thereof, as they shall deem wise and prudent, including in such common or preferred stocks, bonds, debentures, mortgages, notes or other securities, investments, or property, whether real or personal, which they in their absolute

discretion may select or determine, and including without limitation, savings deposits, or any bank, mutual savings bond, federal home loan bank or savings and loan association, or in any common trust fund, mutual fund, or any like fund, subject to the usual standards of prudence required of trustees of similar funds;

- C. To receive the income, profits, rents, and proceeds of the Endowment Fund and to collect and receipt for the same and pay all administrative and necessary expenses in connection with it. Expenses are to be paid from the Endowment Fund.
- D. To receive gifts, both designated and undesignated.
- E. To make, execute, and deliver all instruments necessary or proper to accomplish the purposes of the Endowment Fund of any of the following: deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, releases, and settlements.
- F. To determine on not less than an annual basis and notify the PCO Session of the amounts to be available for distribution for the purposes for which designated or undesignated funds have been established; to solicit and accept requests for funds from committees, members, groups, and other interested parties. Subsequently, Session shall approve the amount of funds to be allocated from earnings of the Endowment Fund and shall by vote of the Session delegate to the Endowment Committee authority for approval and distribution of funds up to the amount approved.
- G. To determine what is principal and income according to accepted accounting procedures.
- H. To hold investments in the name of the Presbyterian Church of Okemos Endowment Fund on behalf of the Congregation and to sign checks and all other necessary documents on behalf of the congregation in furtherance of the Endowment Fund purposes.
- I. To employ and reasonably compensate from the Endowment Fund income, accountants, agents, investment advisors, and attorneys to assist and advise in the execution of the Endowment Fund, without liability for the commissions or neglect, but using reasonable care in their selections, and to rely on the advice of the persons so employed.
- J. To develop investment and asset management policies that are consistent with the purpose of the Endowment Fund.

IV. Compensation

The Endowment Directors shall not receive any compensation but may be reimbursed from the income of the Trust Fund for reasonable expenses.

V. Indemnification

The Endowment Committee shall not be liable for any losses, which may be incurred upon investments of the Endowment Fund except to the extent that such losses shall have been caused by gross negligence, bad faith, or intentional misconduct of the Endowment Directors. No Endowment Director shall be personally liable as long as he or she acts in good faith and with ordinary prudence in discharging the duties of the office. No Endowment Director shall be liable for the acts or omissions of any other Endowment Director, or of any account, agent, attorney, or custodian selected with reasonable care.

VI. Invasion of Principal

Invasion of principal (corpus) shall be discouraged and only done after all of the following actions have been taken:

1. A vote of the Endowment Committee is taken approving said invasion.
2. A vote of Session is taken approving said invasion.
3. Notice is given to the congregation that a vote on said invasion is scheduled at least two weeks subsequent to the notice.
4. A vote is taken of the congregation at a regular or special meeting of the congregation which requires a three-fourths (3/4) majority vote of those voting members present.

a) Notwithstanding the above, in the event any restricted gift provides for a distribution of principal, then the Endowment Fund Committee will make the distributions as set forth in the restricted gift agreement.

b) Should there come a time when the purposes of the Endowment Fund have been met and no further need for the endowed monies exist, then in that event, the Endowment Committee will make a recommendation to the PCO Session regarding a designated change of use of said funds. The PCO Session will make a recommendation to the congregation for a vote on the change of use of said funds. Any changes in use of funds must be approved by a three-fourths (3/4) vote of all voting members of the congregation present at a meeting dealing with the proposed action.

VII. Amendment

This Endowment Fund Resolution may not be altered or amended except by a three-fourths (3/4) majority vote of the congregation voting members present at an annual meeting of the congregation, or at a special meeting called specifically for the purpose of amending the resolution.

VIII. Use of Funds

Any gifts given to the Endowment Fund, as well as all income derived from it, shall be used exclusively for religious, charitable and education purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law. This Endowment Fund is created and shall be operated exclusively for church purposes. No part of the income or property of this Fund shall inure to the benefit of or be distributable to any member, director, or officer of the church or to any other private person, except that the Endowment Fund Committee is authorized and empowered to pay reasonable compensation for services rendered to investment advisors and paid professionals who are acting in the normal course of business by the licensed professional and to make payments and distributions in furtherance of the purposes set forth herein. No part of the activities of the Endowment Fund shall be used for lobbying or otherwise attempting to influence legislation, and further shall not be used to intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Endowment Fund shall (a) not carry on any activities not permitted to be carried on by an entity exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law or (b) do any act which would render contributions to the Endowment Fund non-deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

IX. Dissolution

This Endowment Fund may be dissolved in accordance with the laws of the State of Michigan. Upon dissolution of the Endowment Fund, and after payment of all liabilities, obligations, costs, and expenses incurred by this Endowment Fund, any remaining assets shall be distributed to such entities organized and operated exclusively for one or more purposes described in Section 170 (c)(2) and Section 501 (c)(3) of the Internal Revenue Code of

1954 or the corresponding provision of any future United States Revenue Law. Any restricted gift shall be distributed as set forth in the agreement. Should there be no contingent beneficiary designated, then in that event the funds shall be distributed to the Presbyterian Church (USA) or its successor organization to be used for purposes similar as set forth in the rules, regulations, and bylaws of the Endowment Fund Committee.

X. Miscellaneous

- A. Expenses of the Endowment Fund Committee shall be a charge back against restricted and unrestricted funds in proportion to the gross assets under supervision.
- B. The purpose of the Endowment Fund is not to provide a source of funding for regular, ongoing, or routine operations.
- C. To the greatest extent possible, the solicitation of gifts to the Endowment Fund shall be distinguished from Stewardship and Capital Campaigns.
- D. Upon approval of the PCO Session, any existing funds operated as endowments may be placed under the control of the Endowment Committee and be operated and managed as set forth herein.

2020 Garden Landscape Report

The daffodil display in the spring of 2020 was spectacular outside in front of the Chapel stained glass windows. These bulbs were planted in the fall of 2019 for first bloom in spring of 2020. They bloomed after the Covid-19 lockdown so very few people were able to see the beauty.

Frank Hatfield pruned the trees during the winter of 2020.

Lou and Linda Cravotta cut down the ornamental grasses in the spring. This task goes much faster if 2 people work together, one holding the grass and the other cutting, which makes it a Covid-19 spreading project. They also spent a morning weeding in July. Lou and I also spent time in late July weeding.

That morning in July a woman named Mary Hahn stopped at the church and asked us about burying ashes. We referred her to Alice. She offered to pay for a tree or plants as a memorial to her husband, David Hahn. Alice and Session approved of scattering ashes.

We decided on the plant *Amsonia Hubrichtii* also known as Blue Star. Mary did most of the work in planting 5 of these plants north of the chapel. They will have pretty 5 petal sky blue flowers in the spring. In summer the plants have thin green leaves on 3foot tall stems, which dance n the wind. Fall brings golden leaves along with 3inch long narrow seedpods. It is a perennial and will regrow the 3foot stalks every spring.

Covid-19 is still here, vaccines are here and will take time to administer. So there will NOT be a call to come weed as a group.

I will be available to work and guide anyone who wants to work in the gardens on an individual or family basis. Kids are welcome. Covid-19 protocols will be followed while working.

We are still working on information about the care of garden plants for people to use when working in the garden.

Thank you to all who have and will work in the gardens.

Submitted by Mary Lou Hatfield <hatfield@msu.edu>

Christian Education Annual Report 2020

As Chair of Christian Education, I worked with both the Adult and Children/Youth committees throughout the year. January – March brought events as expected, and the pandemic caused our world to change in March. It is with pride and gratitude that I recognize the time, effort, and the significant talents, imagination, and patience of the entire CE team. Our church shifted, in a matter of two weeks, from our regularly scheduled events to providing opportunities for growth in our faith in a virtual space. The teams worked together, meeting weekly for the first three months, to provide ongoing activities and connections to our church family. It is with my deepest thanks that I recognize those integral to our church's CE program: Barbara Fretwell-Cooke, Eunice Creswell, Rebecca Urban, Tanya Stokes, Christine Meland, Jane Bobay, Emily Conroy-Krutz, Sandy Detrisac, Sarah Mayhew, Rick Gierman, Michael Townley, Roy Meland, Bob Boldrey, Kent Workman, Ewen Todd, Jennifer Gordon, Kathy Richardson, Teri Grady, Katie Norton, Richard Norton, Ben Baldwin, Sue Schnackenberg, Rev. Dr. Rob Carlson (ret.), Rev. Alice Townley, and Rev. Peggy Casteel-Huston.

Beginning with the children and youth activities of January – March, late January brought the annual Souper Bowl of Caring, where our youth glazed soup bowls and made delicious soups for our congregation to enjoy at church and at home. The youth raised \$876.50 for the local food bank with that event and had loads of fun! The confirmation class worked with Rev. Dr. Carlson and Rick Gierman each Sunday, learning and preparing to become adult members of the church. The youth were always excited to participate, asked great questions about Theology, and kept Rev. Carlson and Rick on their toes throughout their time together. We welcomed them, virtually through Zoom, at the Session meeting in September.

Moving to the activities of adult education during that same time period, we read and discussed *Inspired*, by the late Rachel Held Evans. This discussion was deep and personal, as is the book, bringing many memories to the discussion and seeing the Bible through a different perspective. We also brought Rev. Liz Miller to our church to lead the Wednesday evening Lenten series on anti-racism. As in 2019, we catered the evening meals with dishes from local, refugee and immigrant-owned restaurants, and enjoyed trying new flavors. We were blessed to be able to support these business owners in this way and look forward to doing so again. We had two great weeks with Rev. Miller before we had to end our time together, due to the pandemic. Rev. Miller has agreed to return to our congregation to lead us in this work, once we can be physically together again.

On Tuesday, March 24, the adult and children/youth teams met via Zoom, our first post-shut down meeting to discuss the possibilities in what our church might offer to continue to feed the congregation. Though not all members of this team have a history of being an ordained elder or deacon, they all committed to praying for and seeking to serve the people with *energy, intelligence, imagination, and love*. Never have these commitments been so poignant as in 2020.

The adult team quickly created Zoom coffee hour, to be held every Sunday immediately following the virtual church service. These coffee hours provided a space for members to check in on each other, an opportunity to share resources (who needs masks?), and a space for community and love. This time for community and love has been sacred for this congregation. As we moved closer to the retirement of our beloved pastor, Rev. Dr. Rob Carlson, we offered several coffee hours in conversation with Rob. We asked about his favorite hymns and scriptures, the hardest part of his career, and the most remembered, and everything in between. This was a lovely way to begin the process of saying goodbye.

The Conversation and Contemplation class moved to Zoom immediately following shelter-in-place, never missing a session. All other adult education opportunities were moved to Zoom format the week of March 30, and were continued throughout the summer months, when normally experience a break. The retiree group, men's group, artists way, conversation & contemplation, and Bible study have continued via Zoom, which has had some blessings beyond the expected continued connectivity. Moving to the virtual meeting space has allowed participation by those unable to get to church. We have folks joining the men's group from across the country, and Bible study has become a world-wide event, welcoming participants from Canada and Lebanon! Moving to Zoom also opened our participation to those in hospitals, nursing homes, and those in quarantine at home. Recognizing these blessings of participation is a wonderful consideration for continued access post-pandemic.

Tragically, summer brought protests and violence in the wake of continued racial injustice and the deaths of Breonna Taylor and George Floyd. Our church once again asked what we can do, and the adult team began conversations on Racial Justice, led by Kent Workman. This provided a safe space for unlearning, learning, and relearning, and a place to be vulnerable in those processes.

Our work toward peace was not inhibited by the pandemic. We participated in PeaceQuest with the viewing of and conversation about the documentaries *Paris to Pittsburgh*, and *Cody High – A Life Remodeled Project*. We continued our conversations with our friends and neighbors from the East Lansing Islamic Center in October, utilizing the Zoom platform we have all become accustomed to. And, the work toward Racial Justice was continued.

The Advent devotional through Sanctified Art was passed out by Pastors Peggy and Alice, as a part of the Advent Kit, during a drive-thru pick up on a cold November 22. The kit included the devotional, advent candles for families to participate in the weekly wreath lighting, and a Christ candle for lighting during the Christmas Eve service. Participation in the kit pick up was beyond wildest expectations, and additional kits were ordered and picked up at the church, once reordered supplies were delivered. Thank you to Terri Grady and Richard and Katie Norton for leading the Advent devotional conversations.

Returning our focus to the children and youth program, classes for children of all ages, including the children's choir, began via Zoom the week of March 30. Participation in the Zoom classes increased over our in-person numbers, as children were sheltering in place with their families. We all missed our friends and Zoom allowed space for children to interact with each other. Sarah Mayhew and Sandy Detrisac even provided space for the children's choir to meet – more pet sharing happened than singing, which is exceedingly difficult to do over Zoom, but the children were fed by fellowship. The youth even requested to meet twice each week, instead of once, and Ben Baldwin and Sue Schnackenberg made that happen. Netflix watch parties and online games became the activities, along with having time to share thoughts, fears, hopes, and dreams. Oh, how blessed we were (and still are) to have Zoom!

The children and youth planning team shifted their focus to family camp, as it became clear we would not yet be able to meet in person. Those families who participated were bolstered by the time together, and in fellowship with other church families. Sue and the planning team, which included Matt from Camp Greenwood, did exceptional work. Rev. Alice even delivered that Sunday's sermon from the woods (Baker Woodlot on campus), to remind us all of the healing grace of nature.

Online classes continued into the summer, as the teachers and team realized how much the kids needed the interaction. Normally, classes end for summer, but 2020 was anything but normal! Family VBS was

offered for four evenings in June. Those who participated enjoyed the activities. Following Family VBS, some of the children's classes took a break, while others continued with the incredible volunteerism of the teachers, and the patience of the families who had to help the younger kids connect.

A drive-thru Rally Day was held in September, to kick off the new academic year. It was a blessing to have so many drive through the parking lot to see Pastor Alice and Sue (and Edward!), and to meet, in-person, Pastor Peggy. It was the success of the Rally Day event that led to additional drive-thru opportunities, including the Advent Kit pick up.

All children's classes continued throughout fall, though children's choir has been rightfully paused for the pandemic. Classes returned to Sundays, since children returned to their classes remotely during the week. Youth group has continued to meet on Saturday afternoons, with strong participation. Teachers incorporated lessons of the advent candles in their classes, to teach the children that each candle represents a different part of the Advent story. Again, I am so proud of the teams who continued to ask, "how can we" given the demands of the pandemic, to continue to provide nourishment for our congregation while in the midst of this crisis.

As will likely be touched on in the report from Worship and Music, I would also like to recognize that the children and youth had many moments of participation in virtual church services, including an incredibly sweet and fantastically presented Christmas Eve pageant with beautiful music from our talented high schoolers. The participation of all the children and youth, and the folks that made it happen, was a special light in the lives of those who viewed all those services, reminding us of the hope and energy of youth. Thank you!

Finally, the levels of programming offered during the summer months was an historic first for PCO. As the vaccine and more seasonal weather may make some gatherings possible, it may be helpful for committees to consider the benefits of continued togetherness in summer months after so much transition and isolation.

As I close out my time as the chair of Christian Education, I thank the many, many volunteers who freely give of their time and talents to teach us all how to be more loving, caring Christians to the world in such desperate need. You are all an incredible blessing to this world-wide congregation.

Respectfully submitted,

Laurin Gierman

Race and Justice Discussions

In July of 2020, in response to the increase of racial and justice incidents across the country, the Presbyterians Church of Okemos decided we needed to learn more about what was happening and why it was happening. We also wanted to offer members an opportunity to discuss issues and discover how we should be responding as individuals and as a church.

Being in the beginning stages of a pandemic, we decided we would meet twice a month in zoom meetings. We established guidelines for our meetings; including the use of dialogue, deep listening skills, confidentiality, and respect for each other's views and opinions.

In the months that followed we read books, listened to Pod Casts, watched videos, and read a variety of articles. We have had lively discussions and learned a great deal about the racial history of our country, structural racism, "white fragility," slavery, the treatment of Indigenous populations, and more. In the fall of 2020, we talked about how what we have learned might guide our voting, as well as how we might influence elected officials.

The learning that is taking place here has also transferred into other church group discussions.

Communication and Engagement Committee

This year the Communication and Engagement committee of the Presbyterian Church of Okemos focused initially on disseminating to the congregation steps in the transition to the installation of a new permanent pastor following the announcement of Reverend Carlson's retirement. However, with the onset of the pandemic and the closing of our church, Carl Lira and Matt Pearson from this committee led a critical effort to transfer our services online, first via livestreaming on Facebook and later on You Tube. Most recently, they have led the purchase and installation of hardware and software which will enable our church livestream services and to record and livestream events that our church hosts. Finally, the committee continues to mail each week sermons to those members who do not have access to online viewing of services.

**PRESBYTERIAN CHURCH OF OKEMOS
MISSION COMMITTEE
2020 ANNUAL REPORT**

Committee Members: Keith Camann, Jean Cymbalski, Paula Frantz, Becky Gillespie, Jennifer Gordon, Judi Harris, Ellen Hoekstra, Iris Horner, Andrea Kaitany, Mary Schuring, Barbara Scott, Kent Workman, Jayne Zuhlke, Nancy Frank (Chair). Pastoral guidance was provided by Rev. Alice Townley and Rev. Peggy Casteel-Huston.

Meetings: The committee had a planning meeting and 11 monthly meetings in 2020. Beginning in April, all meetings were on Zoom.

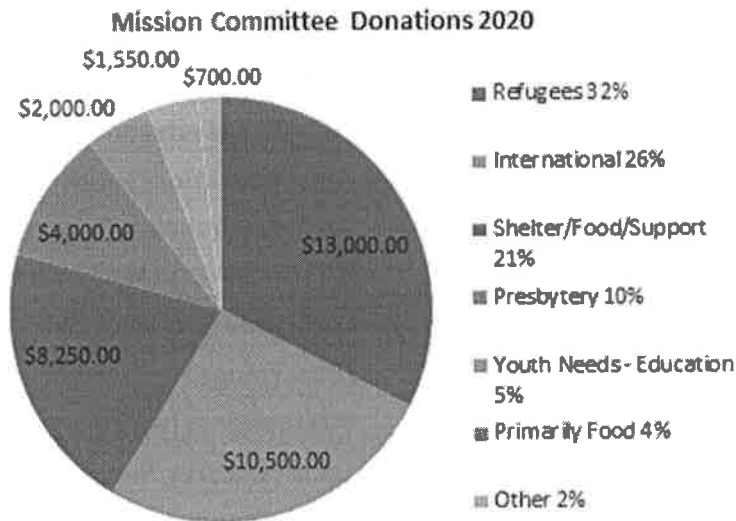
Funding: Mission Committee funds come from Session through the approved PCO annual budget. The church also has a Designated Mission Fund, funded by individuals who make special contributions, generally for a specific organization or project. The church Treasurer distributes these funds as requested by the donor. Unrestricted donations may be used by the Mission Committee. The Endowment Committee, may, at times, approve grants from the Endowment Fund to support organizations or projects, too. In 2020, the Endowment Committee supported two grants for projects recommended by the Mission Committee. One was for Advent House Ministries and one was for Communities in Schools Michigan.

In 2020, Mission Committee funds of \$40,000 were distributed to the organizations listed below. You can find information about these organizations on the PCO website. Several organizations are featured in blogs on the PCO website.

Advent House Ministries	Local shelter/food/support
Cass Community Social Services	State shelter/food/support
Communities In Schools Michigan	Local/State education/youth needs
Communities In Schools Michigan -Waverly District	Local education/youth needs
Edgewood Village Programs	Local food/shelter/support
Edgewood Scholars	Local food/shelter/support – education specific
Greater Lansing Food Bank	Local primarily food
Global Institute of Lansing	Local refugee education
Haiti Nursing Foundation	International health
Loaves and Fishes Ministries	Local primarily food
Medical Benevolence Foundation	International health
Michigan Refugee Hope	Local refugee housing and support
Mikey23 Foundation	Local other - fight poverty and violence

Okemos Community Church Meridian Cares Holliday Baskets	Local primarily food
PCUSA Niger Mission (Michael Ludwig Family)	International health/peace/economic development
PeaceQuest	Local peace
Relief efforts in Beirut, Lebanon	International
St. Vincent Catholic Charities Immigration Law Clinic	Local refugee support
St. Vincent Catholic Charities Refugee Services	Local refugee support
St. Vincent Catholic Charities Refugee Housing	Local refugee support
Shared Mission – Presbytery of Lake Michigan	State and global multiple use
Simbolei Girls’ Preparatory Academy Kenya	International educational
Souper Bowl Fundraiser for Greater Lansing Food Bank	Local food
UKirk College Ministries Michigan State University	Local other

Overall, the committee focused on welcoming and supporting refugees; fighting poverty and violence; feeding those in need; providing shelter for those in need; supporting education for youth in need; supporting cross cultural relations, economic development and health through mission work in Niger; fostering community relations and education for less privileged girls in Kenya; and supporting global health initiatives, especially in Haiti. Most funding goes toward serving local needs. Here is a graph that shows how funds were distributed.



Besides providing financial support, the committee engaged in hands-on activities, despite the coronavirus pandemic. The committee appreciated guidance from the PCO COVID Task Force to help ascertain safe practices for church members and those being served. Here is a summary of our activities:

- Site visit to Winans Elementary School in Lansing for a first-hand look at activities of Communities In Schools Michigan.
- Mission trip to Detroit in March to work on four tiny homes for Cass Community Social Services. Seventeen volunteers, including 3 youth, participated in this trip.
- Sock drive in April for students in the Waverly school district who are supported by Communities In Schools Michigan.
- Drive up and drop off donations for Advent House, Global Institute of Lansing and Communities In Schools Michigan and delivery of the items to the organizations.
- Picnic style lunch bag meal for Advent House in August. 125 meals were prepared. The Retiree Group provided 125 applesauce cups, 17 dozen cookies and 150 bottles of water. KFC provided biscuits, honey, and some of the chicken tenders.
- Sponsored a virtual movie discussion for PeaceQuest in September. The film was *Cody High: A Life Remodeled Project*.
- Participated in Crop Walk.
- October distribution of USDA food boxes with the Islamic Center in East Lansing.
- Hosted Jerry Veldman at a committee meeting for updates on the Haiti Nursing Foundation and the Medical Benevolence Foundation.
- Hosted the Ludwig family to talk about their mission activities in Niger on a Zoom Coffee Hour in November.
- Thanksgiving Basket project changed to a partnership project with Okemos Community Church to provide Meijer gift cards to 197 local families allowing purchase of food for a holiday meal thanks to Becky Gillespie.
- Alternative Christmas Market event changed to an on-line shopping platform thanks to Jayne Zuhlke and Anna Thiel.
- Christmas Giving Tree project changed from shopping list tags on a Christmas tree in Fellowship Hall to supporting refugees and others through shopping for needs based on the St. Vincent Catholic Charities Wish List on Amazon.

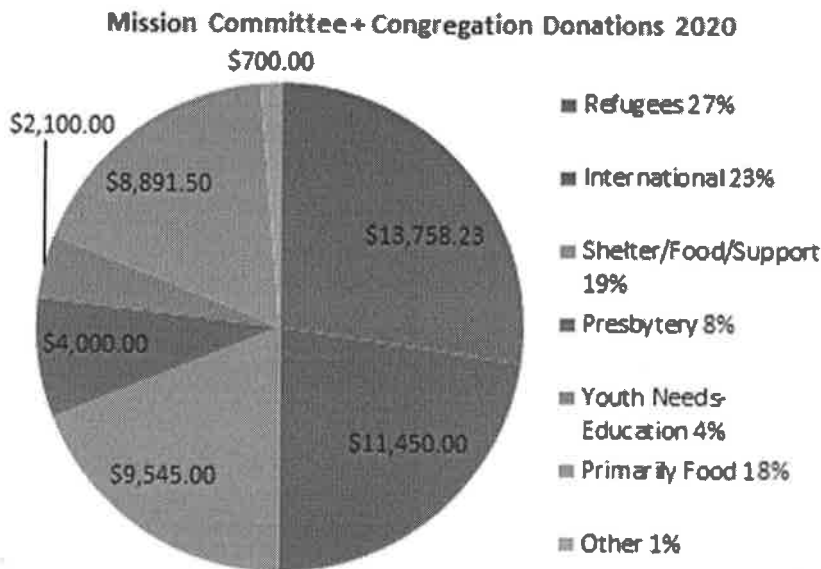
Beyond the committee's efforts, PCO and individuals within PCO made significant additional contributions. This includes time, talent and funding. Time and talent includes Pastor Alice Townley's leadership with the All Faith Alliance for Refugees (AFAR); Judi Harris's leadership with St. Vincent Catholic Charities Refugee Services; Paula Frantz's leadership with the Global Institute of Lansing (GIL); Andrea Kaitany's leadership with Simbolei Academy; Tom Schaberg's

work with Edgewood Village; Bill Given’s work with Advent House; Ellen Hoekstra’s work with Communities In Schools Michigan and Cass Community Social Services; Diane Allen’s work on Crop Walk; and Barbara Dorr’s work with Loaves and Fishes Ministries.

Financial support from individuals is reflected in donations to the Designated Mission Fund. In 2020, donations totaling \$11,931.00 were made to the organizations and projects listed below. The top four organizations/projects supported were Crop Walk, OCC Meridian Cares Holiday Baskets, Greater Lansing Food Bank and Advent House.

Advent House Ministries
Cass Community Social Services
Christmas Joy Special Offering
Communities In Schools Michigan
Crop Walk
Deacons Fund
Edgewood Village Programs
Greater Lansing Food Bank
Global Institute of Lansing
Haiti Nursing Foundation
Medical Benevolence Foundation
Okemos Community Church Meridian Cares Holiday Baskets
One Great Hour of Sharing Special Offering
PCUSA Niger Mission (Michael Ludwig Family)
PeaceQuest
Peace and Global Witness Special Offering
Relief efforts in Beirut, Lebanon
St. Vincent Catholic Charities Refugee Services
Simbolei Girls’ Preparatory Academy Kenya
Souper Bowl Fundraiser for Greater Lansing Food Bank

Here is a graph that shows how combined funds of the Mission Committee and the Designated Mission Fund were allocated. Numbers are rounded and donations to PCUSA Special Offerings are not included.



Numbers are rounded and do not include PCUSA Special Offiating Donations.

Communication: The committee maintained communication with church members and the public, though we modified approaches during the pandemic. Nearly all meetings were held on Zoom. The church website was used for blogs and announcements. Minutes for Mission were recorded and presented during Sunday services. The addition of notices and photos posted in slides prior to the broadcast of Sunday services was of great help.

Following national and state government policy on social justice issues: The committee received monthly updates on federal and state legislation being proposed or enacted that would create new policies or change current policies related to social justice. Public policy is part of the government safety net for the well-being of all people. As Ellen Hoekstra has explained, *“Our church donates funds, food, and labor to help feed the hungry, but public policy can help meet this need as well.”* Being informed about the bigger picture helps the committee best target how we distribute our resources of time, talent, and funding.

Finally, it needs to be noted that the mission activities and funding in this report are only part of the contributions made by the congregation and staff members. More time and talent is provided than ever recorded and more giving is done on-line and through venues we do not track as a committee. For example, 50 walkers, rockers, and supporters generated \$12,135.00 for Crop Walk in 2020 – a major accomplishment not reflected in this report.

Retiree Group Annual Report

The Retiree Group had a few changes over the year. We went from a monthly meeting at noon in Fellowship Hall to bi-monthly meetings at 11. The majority of the time, meetings were on zoom but in-person outdoor meetings were added for a while in the fall. The average number of attendees was twelve. We participated in one Advent House meal this year. Monthly topics discussed included the following: Volunteer opportunities for retirees, nutrition needs related to aging and accompanying conditions with Barb Geske, communication with family and friends, homebound projects, maintaining our mental health during the pandemic, why we like being a PCO member, Show and Tell with meaningful mementos, sharing our favorite books, movies, television series and theater productions, relating times we felt God's presence in our lives, favorite fall activities, creative ways of having celebrations during Covid, reading our favorite Psalms, caring for our planet by reducing, reusing and recycling with Dorinda Van Kempen, Christmases past and present, Climate change and reducing our carbon footprint with guests from the Citizens Climate Lobby and Haslett Community Church and sharing words of hope. Leadership was shared between the Bobays, Jennifer Gordon and Kent Workman.

Personnel Committee Annual Report

January 2021

The past year was one of tremendous transition for the staff of the Presbyterian Church of Okemos. As we reflect on the many changes and challenges that the church has faced, we give thanks for the dedication and skill of our staff who have allowed the church to continue to thrive even in the midst of a pandemic and leadership changes. This has been a very difficult year for so many of us and for so many reasons. In spite of everything, the staff has continued to fulfill the mission of the church: to grow in faith, in learning, in community, and service.

This year marked the retirement of Rev. Rob Carlson as Pastor and Head of Staff after twenty-four years at PCO. In May, health concerns led Laurie Horstman to resign from her twenty years as Office Manager. We are grateful for the service that both Rob and Laurie gave to the church over many years. Rob's final Sunday was on May 3, in the midst of the pandemic and with all church events taking place online. The occasion was marked with virtual celebrations and a parade of cars. We look forward to the day that we can welcome Rob back to the church building for a final in-person celebration of Rob's preaching, teaching, pastoral care, and many other gifts he provided to this congregation.

The transition to online worship required a quick transition for the entire staff, and we are so grateful for their creativity, perseverance, and flexibility. Special thanks go to Carl Lira and Matt Pearson for helping staff to navigate the requisite technology. As it became clear that online worship would be the way forward for many months to come, the Personnel Committee advertised for a new position of video editor. In the summer, the church hired Adam Zipple to serve in this role, though he soon left the position and we brought in Ben Baldwin to serve in this capacity. Ben's work has been excellent, and we are so grateful for his skills and good cheer in creating our worship videos every week.

As will be evident in the reports from the Worship and Music and Christian Education Committees, the staff in those areas have done excellent work in transitioning to an online format. Our deepest thanks to Marlene Brewbaker and Connor Koppin for their creativity in finding ways to continue the music program of the church through these difficult months. Sue Schnackenberg, too, has found ways to continue the Christian Education program for children and youth in an online format. With the help of Ben Baldwin, the Youth Group has continued to meet. We celebrate our staff's willingness and ability to adapt to new formats and find ways to advance the mission of the church in these challenging months.

While much of the life of the church took part online, the church building continued to be well cared for by our wonderful Sexton, Edward Ennen. He has helped to keep the building clean and safe. We have been very lucky to welcome Anna Thiel to the church staff as our new Office Manager. Anna has already shown herself to be a tremendous asset to the life and work of the church with her skillful and efficient work in the front office.

Over the winter of 2019-2020, Session named an Interim Search Committee that conducted its work over the spring to select and hire an Interim Pastor. The Session approved a contract with Rev. Peggy Casteel-Huston to begin on August 1, 2020. In the months between Rob's retirement and Peggy's arrival, Rev. Alice Townley served as full-time bridge pastor and helped the congregation navigate the first stages of our transition to a new pastor. We are very grateful to Alice for her leadership in that role.

Pastor Peggy has done excellent work so far in helping the church work through this interim period. Her good efforts will be evident throughout the various committees' reports. She has been hard at work shepherding the church through the process to find its next called and installed pastor, working with Session and the various committees to review organization and process, and assisting the Self Study Committee to accomplish its task efficiently. Among other things, she has helped this committee to finalize the Employee Handbook, which received Session approval this fall. In addition to all of this work "behind the scenes," Pastor Peggy has led us in worship and has provided pastoral care to our members.

In February, the congregation celebrated Pastor Alice's ten-year anniversary with PCO. It was a joyful occasion to give thanks for her many years of leadership in the life of this congregation, particularly in mission and community engagement. As we approach the end of Alice's time with PCO in the spring of 2021, we would like to pause here to recognize not only her incredible talents over her entire tenure at PCO, but in particular her work in 2020 to help our congregation respond to the multiple challenges that it faced. Over the years, Alice's preaching, teaching, and community organizing have helped to lead this congregation and its many members towards a deeper relationship with God and our neighbors. Her pastoral care has seen us through so many transitions and challenges. Thank you, Alice.

The committee in 2020 consisted of Keith Camman, Emily Conroy-Krutz (chair), Barb Hoevel, Kelly Locke, Steve Mayhew, Tom Schaberg, and Dave Rumminger.

Faithfully submitted,
Emily Conroy-Krutz, chair

SELF-STUDY COMMITTEE REPORT FOR PCO ANNUAL MEETING, FEBRUARY 7, 2021

The Self-study Committee was an *ad hoc* committee established to prepare a report on the Presbyterian Church of Okemos as part of the church's preparation to hire a new "called and installed" Pastor, Head of Staff. Committee members were Barbara Dorr, Barbara Given, Ellen Hoekstra, Sarah Mayhew, Tom Schaberg, and Kent Workman. In addition to doing research on topics covered, the committee solicited input from all members of the congregation through a survey on "pastoral preferences" and by small focus group meetings on a wider range of topics. Comments from church staff were also sought.

With the assistance of Interim Pastor Peggy Huston, we prepared a 35 page report that had three purposes: to provide the Committee on Ministry (COM) with the information needed to enable PCO to establish a Pastor Nominating Committee (PNC); to give the PNC information necessary to publicize the position and evaluate candidate suitability; and finally, to help potential nominees evaluate whether PCO is a good fit for their experience, strengths, and pastoral goals.

A draft of the report was thoroughly reviewed by Session, with many elders recommending modifications that were incorporated. The final document was approved by Session unanimously. PCO's self-study has been submitted to and received by COM, which plans to review it and our request to form a PNC when COM next meets, January 26. All members will be sent a copy of this report. It will not be posted on the church's website as it is intended for the purposes described above rather than for general dissemination.

The committee gratefully and humbly hopes that the confidence shown by their selection for this task will be justified by the usefulness of this report as part of our pathway to a new Pastor, Head of Staff.

The 2020 Annual Report of the Stewardship Committee of the Presbyterian Church of Okemos

This year the pandemic required the Stewardship Committee to alter its work on behalf of the church and its members. With the suspension of in-person church services most members continued to make contributions to the church by mailing in checks and cash regularly. In addition, the Stewardship Committee added a link on the church website that allowed loved contributions to be made online. By the end of December, the church had received approximately \$39,000 through online giving. In addition, we were blessed this year to have been awarded a loan from the Small Business Administration through the CARES act passed by Congress last spring. These sources of revenue all together enabled our church to meet and slightly exceed our expenditures and end the year with a positive balance.

The fall 2020 Stewardship campaign was nurtured and invigorated through guidance from our interim pastor. Pastor Peggy Huston delivered four sermons each addressing our responsibilities as members of our faith community. The first focused on creation and our responsibilities for the environment. The second focused on the giving of our time and talent. The third and fourth sermons focused on tithing and our legacy to the church.

To communicate the many ways our giving serves our members, our community, and the world beyond, each church committee summarized in a brief report 1) the work our church continues to do, 2) how the pandemic has changed our efforts and how we spend our money and, 3) what we hope to accomplish in the coming year. This report, along with newly revised time and talent request form and a pledge card, were mailed to all members in October.

This mailing was sent to 197 families. Eighty-six (86) responses were received and a total of \$353,326 was pledged toward an annual 2021 budgeted pledge amount of \$425,164.

Our committee continues to appreciate the financial and personal support our congregation provides that allows our church to continue to be vital and engaged in God's service despite challenges outside of our control. We look forward to a time when we can gather together again and celebrate the positive work we continue to do together.

Update on Roots and Wings Campaign

The Roots and Wings Capital Campaign was conducted in 2018 with the goal of raising \$225,000 in pledges from the Congregation, to be matched 2:1 with funds from the bequest from Chris Doemel (\$450,000) for a total of \$675,000. The congregation actually pledged \$235,000. These funds would be used over the next three calendar years (2019, 2020, and 2021) to pay down the mortgage by December 2021 and to supplement the three budget years with \$112,000 that would otherwise be available if we did not have a mortgage and that will be available after 2021 for future years after the mortgage is paid off. Through December 2020 the congregation has given \$200,156 toward the \$235,000 pledged, leaving \$34,844 to be collected in 2021.

The additional funds added to the budget have allowed us to substantially increase the mission budget (\$40,000 per year), hire a Sexton, make many needed property improvements (basement remediation, new electric doors to improve handicap access, make renovations to the music and choir rooms, retrofit lighting to LED fixtures, purchase a snowblower, and address badly needed repair and retrofitting of our fire prevention system) as well as expand programming such as Lenten and Advent dinner series and expansion of adult ed opportunities.

2021 will be the final year of the Roots and Wings campaign and all the goals of the campaign will have been achieved. On December 10, 2021 we will make our last mortgage payment on the new building and renovations and we will be DEBT FREE. The Stewardship committee would like to thank the congregation for its support of this campaign and all that we have been able to do as a result.

With gratitude: Doug Paterson, Jeff Arbour, Jane Bobay, Ellen Hoekstra, Barb Hoevel, Frank Webster, Gary Van Kempen, Keith Camann, and Bill Given

Annual Report of the Worship and Music Committee

Members of the Presbyterian Church of Okemos, 2020 was an eventful year for us. Pastor Rob Carlson retired in May. Pastor Peggy Casteel-Huston was selected as our Interim Pastor. We remember Rob's many gifts with fondness and are grateful for Peggy's energy and determination to help the church find a new pastor.

One consistent blessing through 2020 has been Pastor Alice Fleming Townley's leadership and service. We have again been fortunate to share in her gifts, a much-needed constancy in the turbulent year just past. Gratefully, Pastor Alice served as Bridge Pastor for part of 2020, after Pastor Rob's departure and before Pastor Peggy's arrival. After over 10 years of service as our church's Assistant Pastor, we acknowledge that Pastor Alice is in her last two months with us as assistant pastor and we will miss her when her time with us ends this spring.

In spite of the fact that we have been separate from each other more than together this year, our church remains healthy and vital. We have worshipped together online every Sunday and taken in-home communion monthly. We have had drive-in services and drive-by communion, with pre-packaged wafers and juice, so that we could be safely in each other's physical presence as the pandemic allowed. We were also blessed to have several 'visiting' pastors during 2020, one of whom was our own Rick Gierman. We are grateful to him and to all who helped fill the Sunday pulpit each week. We also recognize and thank the many liturgists who assisted during the year.

While some things changed, we are fortunate that some things did not. The children of the church continued to receive a message from our pastors, and also from Sue Schnackenberg, through the children's sermon. Our youth also participated in our services many times throughout 2020, including performances through instrument and voice, and through readings and storytelling.

Although music during the pandemic has faced many challenges, our Organist Marlene and Choir Director Connor have worked hard, along with our two student scholarship singers, Natalee Sweeney and Maria Schoon, and choir member soloists, including Doug Paterson, Terri Grady, Matt Pearson and Paula Zichi, to offer choral music at a time when it is especially heartening. We raise our thanks to the many other volunteers who we have not named here, too.

The Handbell choir, through Irene Schutt and Lou Cravotta, have offered pre-recorded music during services. The children's choir, under the direction of Sarah Mayhew and Sandy Detrisac, kept going for a number of months into the pandemic. The Lessons

and Carols service deserves mention; this was put together by Marlene through selections from past years combined with some new music. It was much appreciated for inspiration at some of the darkest times during the pandemic.

Our on-line services, conducted through pre-recorded clips by staff, were shared through YouTube and the PCO website every Sunday. The Committee is grateful for those who facilitated this technology, including Carl Lira, Matt Pearson, Ben Baldwin, and Edward Ennen. We also used Zoom throughout the year for church Coffee Hour, an opportunity to connect with members in real time, as well as conducting the business of the Committee. The Committee is grateful for the efforts of so many in the congregation, not only staff, to keep us together virtually where worship and on-line contact is critical to maintaining our faith at times when we cannot meet in person.

Worship and Music formed a new subcommittee, the deco advisory committee, to replace church decorations damaged or destroyed through poor storage conditions. Members are working with endowment funds to replace these materials.

We thank past Elder Gretchen Hill for her Committee leadership these past two years, and welcome Steve Mayhew as incoming Chair. We thank Pastor Peggy for her work with us and wise guidance. We thank the Interim Search Committee for their efforts in bringing Pastor Peggy to us. We thank the COVID Task Force and the Stream Dream Team for their efforts to keep us worshiping safely and vitally. Finally, we thank the members of the committee, Marlene Brewbaker, Connor Koppin, Irene Shutt, Lou Cravotta, Ewen Todd, Jeff Conroy-Krutz, Steve Mayhew, Tom Schaberg and Kathy Richardson.

We look forward to return to the sanctuary once we have been vaccinated and can be in each other's presence safely once again. At that joyful time, we will celebrate events we've been unable to this past year due to restrictions.

Respectfully submitted,
Kathleen E. Richardson and Steve Mayhew

Presbyterian Church of Okemos/2020 COVID Task Force Annual Report

On 5-19-20 Rev. Alice Townley sent an email to the session asking session members to help identify church members to serve on a COVID-related advisory committee. At the 5-20-20 session meeting the formation of a COVID Task Force (CTF) was approved and candidates were identified. By 5-27-20 the committee membership was established. Keith Camann, MD agreed to serve as chair. Other members were David Detrisac, MD, Rev. Townley, Gary Sturk and Paula Zichi, MD.

The CTF held their first meeting by ZOOM on 5-28-20 when we began the research work necessary to establish guidelines for the safe usage of the church building. We decided to use the information provided by such institutions as the State of Michigan, Ingham County Health Department, the Presbytery of Lake Michigan, PCUSA, and the Federal government.

On 6-3-20 Governor Whitmer lifted the "Stay-at-home" order that had been in effect since the onset of pandemic concerns. CTF met that same day to review the 2 documents (a letter to church members announcing the CTF and Phase 1 of the church reopening) authored since the 5-28-20 meeting. The CTF needed session approval of these documents and the session meeting of 6-17-20 gave that approval. These documents were sent to church members on 6-22-20 and were in the July Grapevine. Also, at our 6-3-20 meeting the Worship and Music Committee requested permission for the Bell Choir to use the church sanctuary for a total of 2 recording sessions in July and August 2020. The CTF approved the request with the proviso that the total number of people involved in recording would be limited to 8. At this meeting it was arranged for signage to be developed to guide safe usage of the facility.

CTF met on 6-25-20 to review a request from the Retiree Group to use the church grounds for a meeting. Specific guidelines were provided including the determination that the church lavatory would not be available for use. We discussed the purchase of buying a backpack disinfectant dispenser and asked Gary Sturk to initiate discussion of purchasing online-streaming equipment at the next Administration meeting.

CTF met on 7-28-20 at the request of Rev. Peggy Huston. Rev. Huston had very gratifying experiences with a few drive-in church services at her prior church and requested approval for her proceed to organize the same at PCO. The CTF approved that request and subsequently provided written guidelines for drive-in services. The August session confirmed that approval. CTF also voted unanimously to continue online services, committee work and Christian Education through 10-31-20.

CTF met on 8-25-20 to discuss febrile illnesses occurring in 2 staff members that day. CTF took action to temporarily decrease use of the building and to monitor all the personnel exposed to these people. CTF also initiated authoring a document to guide management of any such occurrences. The congregation was informed by email on 8-26-20 of these actions. CTF also reviewed a document, provided by the choir director, that stated specific limits on the number of singers providing music for church services. CTF approved those guidelines. Finally, CTF approved the use of outside facilities at PCO to NMT 25 people. Guidelines will be authored.

CTF met on 9-30-20 to review the Michigan governor's order of 9-25-20 regarding guidelines that allowed for an increased number of people to use the church facilities. CTF decided that up to 20 people be allowed to use the church building at one time. However, CTF will limit that use to designated staff and designated church members and for Bell Choir performances. Until 9-30-20 we had allowed a maximum of 6 members of the bell choir. With these new guidelines more than 6 bell choir members can perform as long as there are NMT 20 people in the building at one time. Signage was changed to reflect this action and the bell choir director was notified by email re these changes on 10-7-20. Also, CTF established the sanctuary is 12,404 SF in area. This is pertinent as State of Michigan guidelines use SF to determine number of people allowed in a building.

CTF met 10-27-20 to update PCOCTF guidelines as the Michigan Supreme Court has ruled that Governor Whitmer can no longer give executive orders regarding the pandemic. MDHHS issued Emergency Orders on 10-9-20 that did not change our guidelines established 9-30-20. We also met to discuss MIOSHA and OSHA guidelines for safe use of our building. In our opinion, at the present time, the building functions as an office By MDHHS criteria. We decided to designate the building as a Medium Risk environment and applied the MIOSHA guidelines for safe use of the building. The documents supporting our compliance to these guidelines are available in the church office. In other business Reverend Huston requested our approval for a "Blue Christmas" service and that approval was granted and will be reviewed by session. Also, based on feedback from church groups and committees, The CTF has recommended that there will be no other services in the church through 12-31-20. The congregation was informed of these actions in a church email dated 11-18-20. That email also thanked Rev. Townley and Paula Zichi for their services.

CTF met 12-17-20 regarding 12-9-20 letter from the Presbytery of Lake Michigan. The Presbytery has advised that all churches in the Presbytery should consider having no in-house services through 3-31-20. CTF adopted that recommendation and submitted it to session. However, Rev. Huston made a request for a one- time exception to that decision. On 1-30-21 she requested approval for a marriage service in the sanctuary. CTF approved the request with the requirement that all the steps documented in the church signage are followed to the letter and that NMT 10 people be allowed in the sanctuary with that number including the sexton, organist and minister. Finally, session has approved the purchase of streaming equipment. CTF agrees to provide guidance for the safe installation and use of his equipment. On 12-7-20 an email was sent to the congregation regarding our building use guidelines and regarding the decision to defer any in-house church services through 3-31-21.

On 12-18-20 MDHHS issued an order regarding "Gathering Guidelines". This order did not change any of our use building use guidelines established on 10-27-20.

Thank you everyone for the support of the CTF during 2020. We look forward to serving you in 2021.

Submitted. Keith Camann

PCO COVID Task Force: Keith Camann, Rev. Peggy Casteel, Gary Sturk and David Detrisac