

**THE ANNUAL MEETING of The Presbyterian Church of Okemos
February 7, 2021**

I.OPENING PRAYER- CALL FOR THE MEETING, DECLARATION OF QUORUM and RESOLUTION

The meeting was opened in zoom because our church building is closed due to COVID 19. Moderator, Rev. Peggy Casteel Huston, Interim Minister, welcomed over 80 members, opening with prayer at 11:07. She read the Call for Annual Meeting and the clerk declared a quorum.

MOTION made that the actions of the Congregation be the actions of the corporation. **APPROVED.**

II.APPROVAL of MINUTES

MOTION to approve the minutes of the Congregational Meeting of January 26, 2020 **APPROVED**

MOTION to approve the minutes of the Congregational Meeting of May 3, 2020 **APPROVED**

III. THE ELECTIONS-

Patty Wilson, chair of nominating committee, thanked her committee and presented the following slate:

MOTION to elect

Elders, Class of 2024: David Cook- CE Youth Committee, Barb Dorr- Parish Life Committee, David Horner-Mission Committee and Matt Pearson – Communication and Engagement Committee.

Elder, Class of 2023: Ewen Todd-CE Adult Committee;

Elder, Class of 2022: Steve Mayhew – Worship and Music Committee **APPROVED**

MOTION to elect

Deacons, Class of 2024: Brad Curtis, Rick Gierman, Richard Norton, and Mary Prygoski

Deacons Class of 2023: Elaine Davis Assisting next year – Jane Bobay Youth Deacon – 1 year term – Jake Stokes

APPROVED

MOTION to elect

Endowment Trustees - Class of 2024 – Barb Given and Jan Krehbiel **APPROVED**

The congregational at-large representatives to the 2021 nominating committee consists 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 2022 . **MOTION** to elect Jerri Gillette, Lance Boldrey, Brett Cone and Patty Wilson. **APPROVED.** Ellen Hoekstra will chair the committee in her role as Elder. Five mail in ballots were received.

IV RECOGNITION OF ELDERS AND DEACONS COMPLETING THEIR SERVICE

Pastor Peggy thanked the retiring Elders and Deacons for their years of service to this congregation:

Elders: Nancy Frank, Laurin Gierman, Bill Given, Patty Wilson. Also to Paula Zichi and Gretchen Hill who resigned.

Deacons: Kent Workman, Brett Cone, Barbara Hoewel and Esther Thorson and Jane Bobay. Jane Bobay will continue assisting the Deacons.

V. REPORT OF THE ENDOWMENT COMMITTEE – Ed Gillespie wanted to thank Stephanie Beckhorn and Christine Meland who are completing their 3 years on the endowment committee. He reported that they have \$420,146.77 in the endowment fund. To determine the amount to distribute, they take an average of the last twelve quarters and multiply by 5.5%. Last year it was \$19,650.00. The committee did some by-law changes (the by-laws are in the annual report) since the original start was a resolution. Some highlights were that they added that one session member will serve on the committee, the committee can disperse money without session approval once session tells them the annual amount to give out, and there would need to be a vote of session if the committee planned to invade the principal (which they have not done and have no intention of doing) **MOTION** to approve these small changes in the By-Laws. **APPROVED**

VI. BY-LAW APPROVAL – Part of Pastor Peggy’s job is to make sure we have all appropriate documents for the church. We could not find any By-laws which we need for our incorporated status. A team worked on the By-Laws and session reviewed and approved the ones presented. But they must be voted on by the entire congregation. She asked for questions and two amendments were proposed: **MOTION** that. Line 67 would change to “votes on video conferencing technology should be done by the necessary supporting feature (e.g. raising and lowering of hand) and should be communicated at the beginning of the meeting” **APPROVED**

The next MOTION was “ youth elders or deacons may be elected to a one year term in addition to the 12.” APPROVED. Therefore on line 148 we would add “youth elders may be elected to a one year term in addition to the 12” and Line 173 would add “youth deacons may be elected to a one-year term in addition to the 12.”

On Line 150 there was a clarification to add calendar in front of year.

MOTION to approve By-Laws as submitted with additional amendments approved today. APPROVED

VII. ELDER CHECK-IN TIME

A .Clerk’s Report: Dorinda VanKempen addressed the significant membership drop and the process used to come to our current membership number of 291. Fifty-four were adult children of church members who were confirmed but never removed from the rolls. The other 217 were identified as not attending nor contributing to the church in the last 5 years. They were sent a letter, if we had a current address, and asked to respond about membership. We sent out more letters than the 217 and did get responses from those who wished to remain as members. When someone is no longer a member, they can’t vote but can access all other services of the church or reinstate their membership if they desire. With this membership change, we also will be saving the \$35.23 per capita money we pay to the Presbytery with a total yearly saving of \$7,200.00. There were no other questions.

B. Staff Reports:

1. Rev. Peggy Casteel Huston - Pastor Peggy said her report is included and as always, contact her with any questions or concerns. She will discuss more about next steps at the end of the meeting.
2. Rev. Alice Fleming Townley – Pastor Alice’s report is also included and she discussed how far we have come since the annual meeting last year. She outlined what we have done and accomplished, not only sustaining our ministry in a challenging time but expanding, doing hard work throughout. She knows we are in a good, good place and thanks us and encourages us as we move forward to what is ahead.

C. Session Committees:

1. **Administration:** Jeff Arbour -The committee is proud that we were able to use our end of year surplus of \$27,000 for mission needs in the community. Also will be using the Roots and Wings campaign to continue funding for mission, personnel and paying off the mortgage in full by end of this year. This year’s budget reflects the uncertainties with changes again with Pastors and church happenings so will be doing a midyear review. The \$15,000 gift from Bill Fritze was received to establish a reserve fund for large property projects and hopefully serve as an impetus for others to do the same. Happy to announce that the MOLD problem is fixed and there is no mold in the basement with our last testing. See the report for budget figures for this year and last.
Garden Landscape report is outlined by Mary Lou Hatfield indicating work by various people with maintaining our garden and adding new plants
2. **Endowment** – see above .
3. **Christian Education** – Laurin Gierman thanked all education contributors for 2020 as they did wonderful things to not only keep the program going and strong but adding to it. See her report for further information.
4. **Communication and Engagement** – Bill Given gave thanks to those who moved us to the on-line service in March and now working toward the move to live stream our services. The committee is also reaching out to help those who can’t view the service, considering purchasing and tutoring those folks on ipads so they can participate. A plea also went out for volunteers to help with the live streaming once we get started.
5. **Mission** – Nancy Frank said to look at her report outlining all the projects we have been able to support. We do local, state, national and international projects. There is something for everyone to do and thanks to the congregation for contributing money and time and talents in helping with the mission projects.
6. **Parish Life** – Deb Major talked about the goal of Parish Life is to bring people together in fellowship which was difficult this last year. There were some on-line events and some small group meetings still occurring including the Retiree group. March 20 will be another on-line game night.
7. **Personnel** – Emily Conroy-Krutz gives kudos to the staff for navigating their jobs in this tough year. Question about Pastor Peggy’s length of stay and her contract is from August 1, 2020 to August 1, 2021 with chance to renegotiate if needed. Please see her report.
8. **Self-Study Committee** – Ellen Hoekstra wanted to thank her committee for a job well done. They had a diverse range of skills and talents that worked well together to produce a 35 page report that got high marks with the Presbytery Committee on Ministry. It will now be used by the Pastor Nominating Committee for their work.
9. **Stewardship** – Bill Given thanks his committee and Pastor Peggy with her stewardship sermons. Time and talent documents have been tabulated and are now available. The stewardship time went well.

10. **Worship and Music** – Steve Mayhew said to review his report but highlights Alice’s leaving the end of the month and that our Choir Director, Connor Koppin is completing his 3 years for his degree and will be leaving this year.
11. **COVID Task Force** – Keith Camann has a detailed report but wants to thank staff and his committee for working together to keep us all safe. Special thanks to our Sexton, Edward, for managing the church for safe use. The committee used State of Michigan HHS emergency orders along with MIOSHA and OSHA guidelines to make their recommendations. A notebook by the mailboxes has all the data used by the committee. Things are encouraging as we slowly look to our next process for reentering the church!

C. Board of Deacons: An oversight as Deacons are not in the report, but will be added. Kent Workman gave thanks to all the Deacons for their ministry of caring, love, compassion and prayer. They do so much to care for the congregation. In many ways we are all Deacons, This past year, they have met more often to reach out and keep people involved so no one is left out. The “quiet shepherd” program has helped with that and thanks go out to Alice’s leadership these last years.

For next steps – the nominating committee for 2021 will be starting their work to find and present names for the Pastor Nominating committee (PNC). These names will be brought to session and after that meeting, the selected names will be asked if they are willing to serve. Once those names are selected, we will have another congregational meeting to affirm those on the PNC.

Thanks to our staff for everything they do and to all members who make it possible to be a vibrant and present congregation and ministry for the gospel of Jesus Christ even in the midst of a pandemic.

VIII. ADJOURNEMENT AND CLOSING PRAYER (zoom link 434-304-558)

MOTION to adjourn at 12:34

The meeting was closed with Blessings to All!

Rev. Peggy Casteel Huston, Interim Minister, Moderator

Dorinda VanKempen, Stated Clerk

**Special Congregational Meeting of the
Presbyterian Church of Okemos to
Elect the Pastor Nominating Committee (PNC)
March 14, 2021**

Meeting held on ZOOM because our church building is closed due to COVID 19.

Meeting was opened at 11:08 A.M. by Moderator, Rev. Peggy Casteel-Huston with prayer. The purpose of the meeting was announced with one agenda item, to elect a Pastor Nominating Committee (PNC) and the process was explained.

Stated Clerk, Dorinda VanKempen, declared a quorum.

Ellen Hoekstra, Elder, Chair of the Nominating Committee, explained the process for her committee to come up with this slate of names for the PNC. First, session determined the number of people to serve on the PNC to be 8, including one youth. This was done per the Book of Order. The committee then reviewed a list of names that they had received and looked for people that represented different parts of the congregation. Hardest part for the committee was to reduce it down to 8 names.

On Feb. 17, 2021, session received and approved the names.

The nominating committee put forth the **MOTION** to submit the following 8 names to serve on the PNC. All were asked and are willing to serve:

Emily Conroy-Krutz; Judi Harris; Scott Locke; Katie Norton; Frank Hatfield; Sarah Mayhew; Kent Workman and youth: Sophia Juarez. These nominees left the zoom meeting while the congregation discussed and voted and returned after the vote.

Also, per Book of Order, Pastor Peggy invited any other nominations coming from the congregation. Because it was on ZOOM people could raise their hand, speak up or put a request in the chat room. There were no further nominations.

The congregation voted unanimously to **APPROVE** the PNC slate presented. It was clarified that the liason from Presbytery to our PNC, was Rev. Kristin Stroble. The PNC will also be keeping the congregation informed monthly of their activity but was cautioned that their work is extremely confidential and to be patient with the committee.

MOTION to adjourn at 11:30AM APPROVED. Pastor Peggy ended in prayer.

Signed,

Rev. Peggy Casteel-Huston, Moderator

Dorinda VanKempen, Stated Clerk of Session

**Special Congregational Meeting Minutes of the
Presbyterian Church of Okemos to
Present The Pastor Nominating Committee Report
September 12, 2021**

Meeting was convened at 11:20 A.M. by Moderator, Rev. Kristin Stroble, who introduced herself and opened with prayer. The meeting was held in person in the sanctuary with attempts to include others on zoom. (We had technical difficulties but those on zoom were able to cast their vote through a poll on zoom.) The purpose of the meeting was to act on the report by the Pastor Nominating Committee(PNC) to elect Lisa Marie Schrott as the next called Pastor for the Presbyterian Church of Okemos. A quorum was declared.

Kent Workman, chair of the PNC introduced Lisa Schrott as the recommendation of the PNC to be our next called Pastor and Head of Staff. He put forth a **MOTION** for the Presbyterian Church of Okemos to approve the terms of Call presented for Rev. Lisa Marie Schrott, effective Nov. 8, 2021, as the next Pastor and Head of Staff for the Presbyterian Church of Okemos. It was seconded and ballots were distributed. They were counted by 3 members and the results were 100 yes, 1 no and 2 abstains. **MOTION APPROVED**

Lisa was brought in to a standing congregation of greeting and her replying by giving thanks and hope for our shared future.

Ellen Hoekstra, Elder, Chair of the Nominating Committee, explained the process for her committee to come up with this slate of names for the Associate Pastor Nominating Committee (APNC) She thanked the nominating committee for their work as this is third time they have had to work on nominations. The nominating committee put forth the **MOTION** to submit the following 6 names to serve on the APNC. All were asked and are willing to serve.

Jeff Conroy-Krutz; Kelly Locke; Christine Meland; Tom Schaberg; Trudy Sturk; Andrew Mayhew (youth candidate).

Also, per Book of Order, Pastor Stroble invited any other nominations coming from the congregation. There were no further nominations.

MOTION to close nominations and elect these 6 people for the APNC. Discussion followed and **MOTION APPROVED**.

MOTION to adjourn 11:39. APPROVED

Rev. Lisa Schrott closed the meeting with prayer.

Respectfully Submitted,

Dorinda VanKempen, Stated Clerk of Session

Rev. Kristin Stroble, Moderator

PRESBYTERIAN CHURCH OF OKEMOS

Nominating Committee Report 2021

Committee: Jane Bobay, Lance Boldrey, Brett Cone, Barbara Dorr, Jerri Gillett, Patty Wilson, Ellen Hoekstra (Chair) and Pastor Peggy Casteel-Huston/Pastor Lisa Schrott (ex-officio)

Current Nominations: The Nominating Committee has completed the nominee slates to be considered by the PCO congregation at the 2022 Annual Meeting. We are nominating four members as Deacons for the full 3-year terms, class of 2025. We are also nominating four members as Elders for the full 3-year terms, class of 2025. Finally, we are nominating two members as trustees to the Endowment Fund for full 3-year terms, class of 2025. We are nominating four members for 1-year terms for the Nominating Committee following Article VII (3) of the current By-laws. The remaining three members of the Nominating Committee will be Ellen Hoekstra and Barbara Dorr as selected by Session and one Deacon who will be selected by the Deacons.

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 2025): Sandy Detrisac, Beth Layhe, Jane Paterson, and Trudy Sturk.

Elders: 3-year terms (Class of 2025): Angie Boldrey, John Juarez, Steve Mayhew, and David Rumminger.

Endowment Trustees: 3-year terms (Class of 2025): Nancy Frank and Bruce Timmons.

Nominating: 1-year term: Brett Cone, Gail Lira, Mickey Martin, Tom Schaberg.

Other work: The nominating committee completed work begun by the predecessor nominating committee (with special assistance from Jerri Gillett) on a database of church members' activities and expressed interest in future activities to assist future nominating committees.

Furthermore, at a March 14, 2021 congregational meeting, the congregation approved members of the Pastor Nominating Committee recommended by the Nominating Committee: Emily Conroy-Krutz, Judi Harris, Frank Hatfield, Sophia Juarez (youth member), Scott Locke, Sarah Mayhew, Katie Norton, and Kent Workman. Subsequently at a special congregational meeting on September 12, 2021, the congregation approved members of the Associate Pastor Nominating Committee recommended by the Nominating Committee: Jeff Conroy-Krutz, Kelly Locke, Andrew Mayhew (youth member), Christine Meland, Tom Schaberg, and Trudy Sturk.

I would like to thank the committee members who served on the committee this year, a year with special challenges due to the pandemic, and one in which candidates for two pastoral nominating committees were recommended in addition to the usual nominations.

Respectfully submitted,

Ellen Hoekstra (Chair)

Terms of Call

Effective Salary	80,000
<i>Salary</i>	50,000
<i>Housing Allowance</i>	30,000
Pension and Medical Benefits:	29,600
<i>Medical</i>	21,600
<i>Pension</i>	6,800
<i>Death and Disability</i>	800
<i>Temporary Disability</i>	400
Dental	633.48 (with spouse)
Vision	92.28 (with spouse)
Moving Expenses	Fully reimbursed
Vacation	4 weeks annually, plus 2 additional Sundays
Continuing Education	2000 (reimbursed) and 2 weeks annually
Ministry Expenses	1000 (reimbursed)
Mileage	1000 (reimbursed)
Sabbatical	3 months after 7 years

PCO Endowment Fund 2021 Annual Report

The Endowment Fund was created in 2010 as a means of generating investment income to fund grant requests not included within the church's established operating budget.

The Endowment Fund Committee's (EFC) policy is to divide investment income between increasing the fund's principal and awarding grants. In 2021, the available balance for new grants was \$20,583 based on an invested principal of \$394,000.

2021 EFC members included Jeff Arbour, Dan Bollman, Ed Gillespie, Barbara Given, Jan Krehbiel and Ken Zichi.

This past year, the EFC conducted four Zoom meetings and four email voting sessions which led to awarding eight grants totaling \$12,157.61 benefiting the following committees: Christian Education, Personnel (PNC), Communications (Livestreaming), Worship and Music, and PCO's recently created Green Team.

Due to the pandemic, the EFC also monitored and made distributions for approved 2020 carry-over grants totaling \$3,950 (\$1,405.26 paid out, \$1,000 remaining to be paid, and \$1,544.74 in unused funds to be returned to the fund balance).

While the EFC's policy calls for disbursing funds within one year of grant approval, the committee has been flexible regarding distribution deadlines due to COVID-created circumstances.

A \$1,662 grant, awarded to the Green Team in December, will be disbursed in 2022.

This past year the EFC clarified and updated its by-laws, distribution policy and grant application process.

In anticipation of the EFC assuming the responsibility of overseeing PCO's Memorial Fund in the 2022, the committee also reviewed and made recommendations to update and amend the Memorial Fund's by-laws and distribution policy.

Over the past year, the Endowment Fund realized a 13.9 percent (\$54,850) return on investment, resulting in a 1/1/2022 principal balance of \$449,016.

EFC's 2021 financial transactions have been reconciled with those of PCO financial secretary, Doug Paterson, and determined to be in alignment with his records.

Submitted by Ed Gillespie 1/17/2022

Clerk of Session 2021 Report

December 31, 2021

Additions in 2021

Losses in 2021+

Professions of Faith	0	Letters of Transfer	1
Reaffirmation of Faith	<u>0</u>	Deaths	<u>3</u>
Totals	0		4

TOTAL COMMUNICANT MEMBERSHIP – December 31, 2021 = 287

Infant Baptism - None

Joined by Letter of Transfer - none

Entering the Church Triumphant

Nancy (Novak) Snow

Rev. John Duley – attended PCO, member of the Presbytery

Kent Creswell

Robert Brittain

Weddings

Brian Tribell and Erin Simpson

Submitted by

Dorinda VanKempen, Stated Clerk of Session

Annual Report:
Rev. Lisa Schrott
Senior Pastor/Head of Staff

The Lord will guide you continually, and satisfy your needs in parched places, and make your bones strong; and you shall be like a watered garden, like a spring of water, whose waters never fail. Your ancient ruins shall be rebuilt; you shall raise up the foundations of many generations; you shall be called the repairer of the breach, the restorer of streets to live in. - Isaiah 58:11-12

I shared the words of the prophet Isaiah above during the worship service on September 12, 2021, prior to the Congregational Meeting in which you voted to call me as your next Pastor. I chose that text because it speaks to my call in ministry and is a reminder to me that the Lord is my source, the one who leads me in my life. I also chose it because from what I had learned about PCO before arriving here, I had a sense that PCO is a congregation who sought to be repairers and restorers in your own lives, as well as the community, the nation, and the world. In my first few months here, I have been delighted to see the creative and faithful ways you live into this call.

Gratitude was the theme of the Stewardship Campaign this year and makes a fitting focus for Annual Report. First, no words can do justice to the gratitude I feel for the welcome Brian and I received upon our arrival in November. You have embraced us with warmth and generosity. We immediately felt part of the PCO family.

I am deeply grateful for the incredible staff at PCO who has made my transition as smooth as possible. Anna Thiel's grace and patience as I learn the ropes and her diligence and attention to detail have blessed me beyond measure. We are also deeply blessed by Edward Ennen's care of our facilities. His dedication and enthusiasm ensures we can worship, study and fellowship. I especially appreciate his help in getting me settled in.

The music staff so richly blessed us throughout the Advent and Christmas season. Thank you Marlene Brewbaker and Colleen Chester for faithfully leading us each Sunday and inspiring us with special music. A special thank you for the organization of an Evening of Lessons and Carols. It truly is a gift to the church and the community. Thank you Irene Shutt for the beauty of the handbell music that uplifts us and to Sarah Mayhew for ensuring our children's voices are heard musically, even if they are not able to sing in person. I am also grateful for Troy Forbush, Maria Schoon and Katie Sundeen, our MSU scholarship students, whose voices add so much depth and beauty to services each week. I also deeply grateful to Yusuf Sultani who coordinates our technology, making sure we are seen and heard on Sundays. Thank you for your good humor and technical know-how and your guidance of our volunteer AV Team.

In addition to the staff, I am deeply grateful to faithful, Spirit-led work of our church leaders. The Elders and Deacons served with thoughtfulness, dedication and enthusiasm during a time of significant staffing changes and the COVID-19 pandemic. They rose to the challenge, be it guiding us

via financial oversight and through a stewardship campaign; building maintenance (yay for the newly paved parking lot that greeted me!); coordinating and overseeing worship and music, including pulpit supply after Pastor Peggy's departure; keeping us safe during the pandemic; ensuring meaningful study and programs for children, youth, and adults; helping us transition to livestreaming and communicating who we are and what we do; and extending God's love to so many in the community and throughout the world through our mission partners. A special thanks to the Board of Deacons who shouldered the work of pastoral care after Pastor's Alice's departure. I hope you will read their more details reports on the following pages and give your thanks to them for their work.

I have deep gratitude for the ways in which the congregation of PCO has stepped up and responded in gratitude financially and through sharing your time and talents, especially during a time of transition and the COVID-19 pandemic. Whether it is sharing your voice in song or as a liturgist, opening your mind to explore scripture through study or contemplation, using your hands to create art, decorate and care for facility, or opening your heart to care for those in our midst and those whose names we do not know, you are faithful stewards. I thank you and I thank God for your ministry. And I thank God for the pastors who have proceeded me, a proud and rich history. Thank you Interim Pastor Peggy Casteel-Huston, the Rev. Alice Townley Fleming, and the Rev. Dr. Rob Carlson for nurturing this community of faith. I feel blessed and privileged to share in the future work of this congregation, as we minister together in the name of Lord Jesus Christ.

Pastor Lisa

2021 Deacons' Annual Report

Our board of deacons has the focus of caring for others. During this long pandemic we have adjusted our ministry to help our church family in different ways. We meet monthly on a Zoom meeting. Our book study this year has been *Boundless Compassion* by Joyce Rupp. The reading and discussion have helped us to strengthen our interactions with people using more compassion and caring.

Quiet Shepherding: We have been striving to have some form of communication with every church member and special friend of our church. It could be in the form of an email, phone call, card or social media post.

Youth birthday cards: These have been sent out for all our youth to remind them that they are an important part of our church family.

Holiday cards: Easter, Thanksgiving and Christmas cards have been sent to members/church friends who are on our care and concern list. This list is compiled through our contacts with the Quiet Shepherd program, as well as finding individual needs that may have been given to our head of staff Pastor Peggy and/or Lisa Schrott.

Memorial service/funerals: We have coordinated many memorial services/funerals this last year. For a few we worked with the family to set up food, beverage and flower donations. Once COVID rates started rising again, we worked with caterers to set up food and beverages according to the requirements of our Covid-19 task force. We have provided ushers for many of these services, also.

Flower delivery: We delivered flowers from our services in the late summer and early fall when COVID rates were lower. These were given to people on our congregational care list, or to people who were in need of lifting up.

Nominating committee: One of our deacons, Jane Bobay, served on this committee and helped to find candidates to nominate for deacons and session.

Session liason: We send a deacon, Richard Norton, to each session meeting so he can share what we are doing and in return, Richard can share session news with the deacons.

Meal delivery: Jane Bobay has coordinated meal delivery via Meal Train which enables members of our congregation to provide meals for people who are in need during difficult times.

Visitation: We have tried to visit with people in person when the pandemic lessened. We especially wanted those in care facilities or the elderly living on their own to have contact with our church family.

We have tried to provide a conduit for the church family as we transitioned from interim pastor to no pastor to a new pastor. We have welcomed Lisa Schrott into our church family with open arms! It has been a challenging year for many reasons, but we hope that our ministry has helped in some small way to bind our church members/staff and friends together with God.

A big thank you to our outgoing deacons; Terri Grady (co-moderator), Jill Tribell (co-moderator and youth birthday cards), Catherine Holdway (secretary), Jane Bobay (meals and nominating), Sue Long (youth birthday cards) and Jake Stokes (youth deacon).

Submitted by,
Jill Tribell co-moderator

PRESBYTERIAN CHURCH OF OKEMOS
ADMINISTRATION COMMITTEE REPORT- 2021

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

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.
- Oversight of the newly formed Green Team.
- 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**
 1. Work with the Sexton to ensure proper use of the kitchen facilities.
 2. Work with the Sexton to assure proper scheduling and use of facilities.

Budget is tracked and reviewed each month by bookkeeper Doug Paterson and is reviewed monthly by the entire committee. Recommendations for necessary adjustments are presented to Session.

The budget process for 2021 faced some uncertainties at the start of the year with the pending transition from interim pastor to newly installed pastor along with ongoing impact of the coronavirus pandemic. The budget for 2021 was \$590,700 and was adjusted to \$567,336 in November to reflect the reduction of actual expenses incurred during this transition period. This was the final year for the budget to receive \$112,000 from the Roots and Wings fund. This coincides with the mortgage being paid off in 2021 which represented a recurring annual cost of \$112,893. The proposed budget for 2022 is \$469,240 which reflects the combination of the mortgage being paid off and the final year of the Roots & Wings funding.

A financial review was completed between PCO and the First Presbyterian Church of Holt where each church examined and commented on each other's financial operations and procedures. Doug Paterson and Dave Detrisac handled the review which covered both 2019 and 2020 since the review of 2019 was held off until now due to the pandemic. Several action items were identified for follow-up.

Work continued on planning for future large scale capital projects in conjunction with the newly established Capital Improvement Fund. The foundation of this fund resulted from a gift from Bill Fritz and family, part of which was used to pay for parking lot repaving.

As of December 31, 2020 the General Fund balance was \$31,726 despite the disruptive nature of the pandemic on people's lives and the operation of the church.

Memorial Fund oversight responsibilities were clarified in regard to accounting, record keeping and acknowledgement of contributions. The Endowment Committee agreed to assume this responsibility since it is very similar to its role relative to the Endowment Fund. Updated Memorial Fund by-laws were approved by the Endowment Committee and will be submitted for approval by the congregation at the 2022 Annual Meeting.

Our committee, working with Pastor Peggy, worked on several **policies and procedures** to be addressed prior to the new pastor coming on board. The development of an emergency management plan was the final piece completed as part of the church's operations manual. A formal single page history and policy for the Memorial Garden was developed. Working with Matt Pearson the livestreaming equipment and software was ordered and installed. Funding of the livestreaming system was made possible as a result of the Chris Doemel bequest and a plaque reading "In appreciation of the gifts of Chris Doemel" was affixed to the livestreaming cabinetry out of respect for the interest Chris had in technology and music.

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. Dave Rumminger worked with Edward to paint the four primary offices along with oversight of carpet replacement for all four offices. Gary Sturk led the annual cleanup day which took place in the spring. Gary also installed a handrail for easy access along the west wall of the sanctuary to the pulpit area.

Progress was made in key areas of need including the repaving of the church parking lot. Cold weather precluded resolution of two problem areas which will be addressed in the spring. A contract was executed with F.D. Hayes Electric to repair or replace much of the lighting in the sanctuary including the five lighting tracks, recessed cans and spotlights as well as the recessed lighting under both canopy entrances. This work will take place in January to be followed later in 2022 or 2023 with a possible upgrade of the pendant lighting. A-1 Pro Services was brought in to take air samples which confirmed the mold problem of 2020 was resolved. Results showed zero mold spores in the church basement.

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

Green Team formation occurred in March, 2021 with thirteen (13) church members initially joining the team. The Green Team reports through the Administration Committee. Subcommittees have been established in areas of interest including native plants, recycling, composting and solar energy. The Green Team also participates with the Capital Area Chapter of the Michigan Interfaith Power & Light organization. One activity with the Capital Area Chapter involved fundraising for solar panels for a Lansing community organization called the Southside Community Coalition. PCO members contributed \$2250 to the successful campaign.

In December the Administration Committee advanced a motion to Session to consider committing PCO to become a PCUSA Earth Care Congregation. An application template and other information was shared so that Session could discuss this more fully at the January Session meeting.

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



***Workmen from McKearney Asphalt prepare to resurface
The PCO parking lot in the fall of 2021.***

2021 Admin Committee Highlights

- Leveraged \$112,000 from the Roots and Wings campaign to expand funding for Mission, Personnel and Programs, and Capital Improvement—2021 was 3rd and final year for this
- Mortgage paid off as of September, 2021
- 2021 Budget reflects pandemic impact, pastor transition
- Formation of the PCO Green Team
- Several important accomplishments in 2021
 - Repaving of parking lot, all, painting and recarpeting of offices, handrail installed on west wall of sanctuary leading to pulpit
 - Worked with Communication and Engagement on Livestreaming System Acquisition, Updated the Emergency Management Plan, Memorial Fund oversight clarified and by-laws updated

Presbyterian Church of Okemos - Okemos MI
Balance Sheet as of December 31, 2021

Tuesday, January 11, 2022

Page 1 of 1

Account #	Account Name	YTD Balance
Assets		
1.10.150	Horizon Checking GF 1325	121,826
1.10.250	Horizon Memorial Checking 0399	3,220
1.10.350	Horizo Endow Checking 0409	14,219
1.10.450	Horizon Doemel Checking 2154	3,242
	Total Checking	\$142,508
1.50.350	Vanguard Wellesley -Memorial	16,651
1.60.100	New Covenant Balanced Growth	449,016
1.60.200	New Covenant Trust Company - Doemel	578,335
	Total Investments	\$1,044,003
	Total Assets	\$1,186,511
Liabilities		
2.20.100	State Tax Withholding	1,170
2.40.100	Prepaid 2022 pledges	5,604
	Total Liabilities	\$6,775
Fund Balance		
3.10.100	General Fund	31,756
3.20.100	Memorial Fund	19,871
3.20.200	Memorial Garden Fund	727
3.30.100	Endowment Fund	463,227
3.30.200	Doemel Bequest	581,577
3.40.100	Special Offerings Fund	670
3.50.100	Kitchen Fund	344
3.50.200	Deacon's Fund	24,267
3.50.300	Designated Mission Fund	3,035
3.50.500	Youth Group Fund	1,174
3.60.100	Designated Music Fund	1,101
3.60.200	Doemel Fund for Traditional Music	16,981
3.75.100	Capital Improvement Fund	15,000
3.80.100	Reserve Fund	20,000
	Total Fund Balance	\$1,179,736
	Total Liabilities and Fund Balance	<u>\$1,186,511</u>

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021 for General Fund**

Tuesday, January 11, 2022

Page 1 of 3

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
Income					
4.10.100	Prepledges made in 2020	0	35,571	38,873	3,301
4.10.200	Pledges and Contributions	30,687	393,060	408,445	15,384
4.10.300	Loose Offering	452	2,298	1,000	(1,298)
4.10.400	Per Capita Contributions	0	70	100	29
	Total General Contributions	\$31,139	\$431,001	\$448,418	\$17,416
4.20.100	Interest Income	3	48	50	1
4.20.200	Building Use Income	0	250	250	0
4.20.300	Other Income	30	604	500	(104)
	Total Misc Income	\$33	\$902	\$800	(\$102)
4.15.100	Roots and Wings Transfer	29,047	109,047	112,000	2,952
4.15.200	Transfer from Endowment	0	2,008		
	Total Transfers	\$29,047	\$111,056	\$112,000	\$2,952
	Total Income	\$60,220	\$542,960	\$561,218	\$20,266
Expense					
5.10.100	Installed Pastor Salary	6,869	8,014	8,333	318
5.10.110	Installed Pastor Housing	3,750	4,375	5,000	625
5.10.120	Installed Pastor Professional	186	186	250	63
5.10.130	Installed Pastor Cont Ed	250	250	250	0
5.10.140	Installed Pastor Bd of Pensions	5,419	5,419	5,500	80
5.10.150	Installed Pastor Mileage	60	60	200	139
5.10.160	Installed Pastor Moving Expense	0	13,747	14,000	252
5.10.200	Interim Pastor Salary	0	54,663	54,663	(0)
5.10.210	Interim Pastor Housing	0	18,845	18,845	0
5.10.220	Interim Pastor Professional	0	400	400	0
5.10.230	Interim Pastor Cont Ed	0	300	300	0
5.10.240	Interim Pastor Mileage	0	41	42	0
5.10.243	Interim Pastor Bd. of Pensions	0	25,381	25,381	(0)
	Senior Pastor Expenses	\$16,535	\$131,684	\$133,164	\$1,479
5.11.100	Assistant Pastor Base Salary	0	14,033	14,033	0
5.11.300	Assistant Pastor Housing Allowance	0	9,300	9,300	0
5.11.400	Assistant Pastor Cont Ed	0	0	0	0
5.11.500	Assistant Pastor Professional	0	0	0	0
5.11.600	Assistant Pastor Mileage	0	0	0	0
5.11.700	Future Asst Pastor Salary and Housing	0	0	0	0
5.11.710	Future Asst Pastor Cont Ed and Prof	0	0	0	0

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021 for General Fund**

Tuesday, January 11, 2022	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.11.720	Future Asst Pastor Bd of Pensions	0	0	0	0
5.11.730	Future Asst Pastor Mileage	0	0	0	0
	Assistant Pastor Expenses	\$0	\$23,333	\$23,333	\$0
5.12.100	Director of Christian Ed	0	16,260	16,260	0
5.13.100	Office Manager	2,367	28,050	27,300	(750)
5.14.100	Organist/Music Coordinator	0	19,749	19,750	0
5.15.100	Music Director	1,200	13,200	13,200	0
5.16.100	Sexton	2,262	26,783	23,350	(3,433)
5.16.500	Video/Webmaster	216	3,095	3,500	405
5.17.100	Nursery Workers	0	0	0	0
	Total Lay Staff Expense	\$6,045	\$107,138	\$103,360	(\$3,778)
5.18.100	Fed/Tax/Med/SS	462	8,083	9,000	916
5.18.200	Misc Personnel Expenses	0	0	600	600
	Total Staff Expense	\$23,044	\$270,239	\$269,457	(\$782)
5.20.100	Utilities	4,621	18,258	19,000	741
5.20.200	Property Maintenance	1,255	13,735	12,000	(1,735)
5.20.250	Property Improvement	0	3,657	40,000	36,342
5.20.300	Insurance	0	6,528	9,000	2,472
5.20.350	Mortgage	0	113,018	113,018	(0)
5.20.400	Custodial Supplies	9	762	1,000	237
5.20.500	Kitchen Supplies	0	0	200	200
	Total Property Expense	\$5,886	\$155,960	\$194,218	\$38,257
5.25.100	Office Equipment	428	4,821	6,000	1,178
5.25.200	Office Supplies	441	1,582	2,000	417
5.25.300	Internet/Phone	510	2,444	3,000	555
5.25.320	Information Technology	338	2,002	5,000	2,997
5.25.500	Postage	275	1,766	2,000	234
	Total Office Expense	\$1,994	\$12,617	\$18,000	\$5,382
5.30.000	Pastoral Nominating Committee	0	1,860	2,000	139
5.30.100	Session	67	67	500	432
5.30.200	Stewardship	427	1,076	1,200	123
5.30.300	Per Capita Presbytery	0	17,438	17,438	(0)
5.30.350	Bank Charges	84	986	950	(36)
5.30.400	Misc. Admin Expenses	53	114	250	135
	Total Misc Admin Expense	\$632	\$21,544	\$22,338	\$793
5.40.100	Chancel Choir	319	319	350	30

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021 for General Fund

Tuesday, January 11, 2022

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.40.150	Choir Scholarships	0	3,800	4,500	700
5.40.200	Bell Choir	0	1,067	1,200	132
5.40.300	Instrument Maintenance	0	1,538	1,800	261
5.40.400	Worship Supplies/Decor	177	541	500	(41)
5.40.500	Musicians	0	150	150	0
5.40.520	Musician Study Allowance	0	0	0	0
5.40.600	Pulpit Supply	0	947	1,200	252
5.40.700	Children's Choir	0	133	0	(133)
	Total Worship Expense	\$496	\$8,498	\$9,700	\$1,201
5.50.100	CE Study Allowance	0	105	105	0
5.50.200	Bulletin Boards	0	0	0	0
5.50.250	Vacation Bible School	0	0	0	0
5.50.300	Confirmation	0	0	0	0
5.50.350	Youth and Young Adults	0	526	500	(26)
5.50.650	Family Camp	0	0	0	0
5.50.700	Curriculum	359	992	900	(92)
5.50.770	Christian Ed Supplies	0	228	500	271
5.50.790	Church Drama	0	0	0	0
5.50.900	Youth Interns	0	1,150	2,500	1,350
5.50.950	Youth Scholarships	0	0	0	0
5.55.100	Adult Education	73	453	500	46
5.55.200	Library	92	696	600	(96)
5.55.300	Lenten Dinner Series	0	0	0	0
5.55.400	Friendship Dinners	0	0	0	0
	Total Christian Ed Expense	\$525	\$4,153	\$5,605	\$1,451
5.60.100	Engagement and Communication	0	64	1,500	1,435
	Total Engagement and Communication Expense	\$0	\$64	\$1,500	\$1,435
5.70.100	General Mission	0	37,800	40,000	2,200
	Total Mission Expense	\$0	\$37,800	\$40,000	\$2,200
5.80.100	Parish Life	0	187	300	112
5.80.200	Parish Life Coffee/Refreshments	0	0	100	100
	Total Parish Life	\$0	\$187	\$400	\$212
	Total Expense	\$32,580	\$511,065	\$561,218	\$50,152
	Difference	\$27,640	\$31,894	\$0	\$0

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021**

Tuesday, January 11, 2022

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
Income					
4.10.100	Prepledges made in 2020	0	35,571	38,873	3,301
4.10.200	Pledges and Contributions	30,687	393,060	408,445	15,384
4.10.300	Loose Offering	452	2,298	1,000	(1,298)
4.10.400	Per Capita Contributions	0	70	100	29
	Total General Contributions	\$31,139	\$431,001	\$448,418	\$17,416
4.20.100	Interest Income	3	48	50	1
4.20.200	Building Use Income	0	250	250	0
4.20.300	Other Income	30	604	500	(104)
	Total Misc Income	\$33	\$902	\$800	(\$102)
4.15.100	Roots and Wings Transfer	29,047	109,047	112,000	2,952
4.15.200	Transfer from Endowment	0	2,008		
	Total Transfers	\$29,047	\$111,056	\$112,000	\$2,952
4.30.100	Memorial Fund Gifts	0	2,195		
4.30.200	Memorial Fund Interest and Earnings	485	1,304		
4.40.100	Endowment Fund Gifts	0	0		
4.40.200	Endowment Fund Interest and Earnings	22,568	55,630		
4.40.300	Doemel Bequest Earnings	0	52,812		
4.50.100	Deacon's Fund Income	1,051	1,151		
4.60.100	Designated Mission Income	5,350	35,254		
4.60.150	Special Mission Income	0	0		
4.60.200	Designated Youth Group	0	0		
4.60.300	Designated Music Income	0	500		
4.60.400	Doemel Music Fund Income	0	13,599		
4.60.500	Designated Parish Life	0	0		
4.70.100	Roots and Wings Income	391	18,190		
4.70.108	In and Out income	0	735		
4.80.100	One Great Hour/Easter	0	1,615		
4.80.200	Peace Offering Inc.	0	1,355		
4.80.300	Christmas Offering Inc.	670	720		
4.83.100	Live Streaming Revenue	0	1,807		
4.87.100	Capital Improvement Income	0	0		
4.87.200	Capital Improvement Transfer	0	80,000		
4.90.100	Reserve Fund Income	0	10,000		
	Total Income	\$90,738	\$819,830	\$561,218	\$20,266
Expense					

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021**

Tuesday, January 11, 2022

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.10.100	Installed Pastor Salary	6,869	8,014	8,333	318
5.10.110	Installed Pastor Housing	3,750	4,375	5,000	625
5.10.120	Installed Pastor Professional	186	186	250	63
5.10.130	Installed Pastor Cont Ed	250	250	250	0
5.10.140	Installed Pastor Bd of Pensions	5,419	5,419	5,500	80
5.10.150	Installed Pastor Mileage	60	60	200	139
5.10.160	Installed Pastor Moving Expense	0	13,747	14,000	252
5.10.200	Interim Pastor Salary	0	54,663	54,663	(0)
5.10.210	Interim Pastor Housing	0	18,845	18,845	0
5.10.220	Interim Pastor Professional	0	400	400	0
5.10.230	Interim Pastor Cont Ed	0	300	300	0
5.10.240	Interim Pastor Mileage	0	41	42	0
5.10.243	Interim Pastor Bd. of Pensions	0	25,381	25,381	(0)
	Senior Pastor Expenses	\$16,535	\$131,684	\$133,164	\$1,479
5.11.100	Assistant Pastor Base Salary	0	14,033	14,033	0
5.11.300	Assistant Pastor Housing Allowance	0	9,300	9,300	0
5.11.400	Assistant Pastor Cont Ed	0	0	0	0
5.11.500	Assistant Pastor Professional	0	0	0	0
5.11.600	Assistant Pastor Mileage	0	0	0	0
5.11.700	Future Asst Pastor Salary and Housing	0	0	0	0
5.11.710	Future Asst Pastor Cont Ed and Prof	0	0	0	0
5.11.720	Future Asst Pastor Bd of Pensions	0	0	0	0
5.11.730	Future Asst Pastor Mileage	0	0	0	0
	Assistant Pastor Expenses	\$0	\$23,333	\$23,333	\$0
5.12.100	Director of Christian Ed	0	16,260	16,260	0
5.13.100	Office Manager	2,367	28,050	27,300	(750)
5.14.100	Organist/Music Coordinator	0	19,749	19,750	0
5.15.100	Music Director	1,200	13,200	13,200	0
5.16.100	Sexton	2,262	26,783	23,350	(3,433)
5.16.500	Video/Webmaster	216	3,095	3,500	405
5.17.100	Nursery Workers	0	0	0	0
	Total Lay Staff Expense	\$6,045	\$107,138	\$103,360	(\$3,778)
5.18.100	Fed/Tax/Med/SS	462	8,083	9,000	916
5.18.200	Misc Personnel Expenses	0	0	600	600
	Total Staff Expense	\$23,044	\$270,239	\$269,457	(\$782)
5.20.100	Utilities	4,621	18,258	19,000	741

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021

Tuesday, January 11, 2022

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.20.150	Memorial Garden Maintenance	0	62		
5.20.200	Property Maintenance	1,255	13,735	12,000	(1,735)
5.20.250	Property Improvement	0	3,657	40,000	36,342
5.20.300	Insurance	0	6,528	9,000	2,472
5.20.350	Mortgage	0	113,018	113,018	(0)
5.20.400	Custodial Supplies	9	762	1,000	237
5.20.500	Kitchen Supplies	0	0	200	200
	Total Property Expense	\$5,886	\$156,022	\$194,218	\$38,257
5.25.100	Office Equipment	428	4,821	6,000	1,178
5.25.200	Office Supplies	441	1,582	2,000	417
5.25.300	Internet/Phone	510	2,444	3,000	555
5.25.320	Information Technology	338	2,002	5,000	2,997
5.25.500	Postage	275	1,766	2,000	234
	Total Office Expense	\$1,994	\$12,617	\$18,000	\$5,382
5.30.000	Pastoral Nominating Committee	0	1,860	2,000	139
5.30.100	Session	67	67	500	432
5.30.200	Stewardship	427	1,076	1,200	123
5.30.300	Per Capita Presbytery	0	17,438	17,438	(0)
5.30.350	Bank Charges	84	986	950	(36)
5.30.400	Misc. Admin Expenses	53	114	250	135
	Total Misc Admin Expense	\$632	\$21,544	\$22,338	\$793
5.40.100	Chancel Choir	319	319	350	30
5.40.150	Choir Scholarships	0	3,800	4,500	700
5.40.200	Bell Choir	0	1,067	1,200	132
5.40.300	Instrument Maintenance	0	1,538	1,800	261
5.40.400	Worship Supplies/Decor	177	541	500	(41)
5.40.500	Musicians	0	150	150	0
5.40.520	Musician Study Allowance	0	0	0	0
5.40.550	Designated Music Fund Expense	443	443		
5.40.600	Pulpit Supply	0	947	1,200	252
5.40.700	Children's Choir	0	133	0	(133)
	Total Worship Expense	\$940	\$8,941	\$9,700	\$1,201
5.50.100	CE Study Allowance	0	105	105	0
5.50.200	Bulletin Boards	0	0	0	0
5.50.250	Vacation Bible School	0	0	0	0
5.50.300	Confirmation	0	0	0	0

Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021

Tuesday, January 11, 2022

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Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.50.350	Youth and Young Adults	0	526	500	(26)
5.50.650	Family Camp	0	0	0	0
5.50.700	Curriculum	359	992	900	(92)
5.50.770	Christian Ed Supplies	0	228	500	271
5.50.790	Church Drama	0	0	0	0
5.50.900	Youth Interns	0	1,150	2,500	1,350
5.50.950	Youth Scholarships	0	0	0	0
5.55.100	Adult Education	73	453	500	46
5.55.200	Library	92	696	600	(96)
5.55.300	Lenten Dinner Series	0	0	0	0
5.55.400	Friendship Dinners	0	0	0	0
	Total Christian Ed Expense	\$525	\$4,153	\$5,605	\$1,451
5.60.100	Engagement and Communication	0	64	1,500	1,435
	Total Engagement and Communication Expense	\$0	\$64	\$1,500	\$1,435
5.70.100	General Mission	0	37,800	40,000	2,200
5.70.200	Designated Mission	9,730	35,142		
5.70.300	Special Mission Expense	0	26,824		
	Total Mission Expense	\$9,730	\$99,766	\$40,000	\$2,200
5.80.100	Parish Life	0	187	300	112
5.80.120	Designated Parish Life Expense	0	0		
5.80.200	Parish Life Coffee/Refreshments	0	0	100	100
	Total Parish Life	\$0	\$187	\$400	\$212
5.20.275	Capital Improvement Expenditure	0	80,000		
5.40.205	Doemel Music Fund Expense	1,886	4,086		
5.80.300	Live Streaming Expense	0	26,807		
5.90.100	Deacon's Fund Exp.	0	819		
5.90.110	One Great Hour Expense	0	1,615		
5.90.130	Peace Offering Expense	0	1,355		
5.90.140	Christmas Offering Expense	0	1,035		
5.90.300	Memorial Fund Expense	0	3,005		
5.90.400	Endowment Fund Expense	0	11,909		
5.90.420	Endowment Fund Capital Loss	0	779		
5.90.500	Doemel Bequest Expense	0	80,000		
5.90.520	Doemel Fund Capital Loss	0	0		
5.95.200	In and Out expense	30	735		

**Presbyterian Church of Okemos - Okemos MI
Treasurer's Report as of December 2021**

Tuesday, January 11, 2022					Page 5 of 5
Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
5.98.100	Roots and Wings Expense	29,047	109,047		
	Total Special Funds	\$30,963	\$321,194		
	Total Expense	\$73,717	\$894,732	\$561,218	\$50,152
	Difference	<u>\$17,021</u>	<u>(\$74,901)</u>	<u>\$0</u>	

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

Friday, January 28, 2022

Page 1 of 3

Account # Account Name

Yr Beg 01/2022

Income

4.01.100	Carry Forward from 2021	31,756.00
4.10.100	Prepledges made in 2021	37,360.00
4.10.200	Pledges and Contributions	398,374.00
4.10.300	Loose Offering	1,000.00
	Total General Contributions	\$468,490.00
4.20.100	Interest Income	100.00
4.20.200	Building Use Income	250.00
4.20.300	Other Income	1,000.00
	Total Misc Income	\$1,350.00
	Total Transfers	\$0.00
	Total Income	\$469,840.00

Expense

5.10.100	Senior Pastor Base Salary	50,000.00
5.10.110	Senior Pastor Housing	30,000.00
5.10.120	Senior Pastor Professional	1,600.00
5.10.130	Senior Pastor Cont Ed	2,000.00
5.10.140	Senior Pastor Bd of Pensions	32,161.00
5.10.150	Senior Pastor Mileage	1,000.00
5.51.160	Senior Pastor SECA	4,960.00
	Senior Pastor Expenses	\$121,721.00
5.11.100	Associate Pastor Base Salary	25,000.00
5.11.300	Associate Pastor Housing Allowance	0.00
5.11.400	Associate Pastor Cont Ed	500.00
5.11.500	Associate Pastor Professional	500.00
5.11.600	Associate Pastor Mileage	500.00
5.11.700	Associate Pastor Board of Pensions	9,250.00
5.11.800	Associate Pastor Moving Expense	14,000.00
	Associate Pastor Expenses	\$49,750.00
5.13.100	Office Manager	28,600.00
5.14.100	Organist/Music Coordinator	20,500.00

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

Friday, January 28, 2022

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Account #	Account Name	Yr Beg 01/2022
5.15.100	Music Director	14,616.00
5.16.100	Sexton	26,325.00
5.16.500	Video/Webmaster	4,810.00
5.16.550	Youth Group Coordinator	1,080.00
5.17.100	Nursery Workers	600.00
	Total Lay Staff Expense	\$96,531.00
5.18.100	Fed/Tax/Med/SS	9,000.00
5.18.200	Misc Personnel Expenses	600.00
	Total Staff Expense	\$277,602.00
5.20.100	Utilities	19,000.00
5.20.200	Property Maintenance	12,000.00
5.20.250	Property Improvement	40,000.00
5.20.300	Insurance	9,000.00
5.20.400	Custodial Supplies	2,000.00
5.20.500	Kitchen Supplies	200.00
	Total Property Expense	\$82,200.00
5.25.100	Office Equipment	6,000.00
5.25.200	Office Supplies	2,000.00
5.25.300	Internet/Phone	3,000.00
5.25.320	Information Technology	5,000.00
5.25.500	Postage	2,000.00
	Total Office Expense	\$18,000.00
5.30.000	Assistant Pastor Nominating Committee	3,000.00
5.30.100	Session	500.00
5.30.200	Stewardship	1,200.00
5.30.300	Per Capita Presbytery	10,688.00
5.30.350	Bank Charges	1,000.00
5.30.400	Misc. Admin Expenses	500.00
5.30.500	Green Team	1,200.00
	Total Misc Admin Expense	\$18,088.00
5.40.100	Chancel Choir	1,000.00
5.40.150	Choir Scholarships	4,500.00
5.40.200	Bell Choir	800.00
5.40.300	Instrument Maintenance	600.00

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

Friday, January 28, 2022

Page 3 of 3

Account #	Account Name	Yr Beg 01/2022
5.40.400	Worship Supplies/Decor	1,000.00
5.40.500	Musicians	1,750.00
5.40.520	Musician Study Allowance	800.00
5.40.600	Pulpit Supply	600.00
5.40.700	Children's Choir	150.00
	Total Worship Expense	\$11,200.00
5.50.100	CE Study Allowance	500.00
5.50.200	Bulletin Boards	200.00
5.50.250	Vacation Bible School	500.00
5.50.300	Confirmation	300.00
5.50.350	Youth and Young Adults	2,000.00
5.50.700	Curriculum	1,200.00
5.50.770	Christian Ed Supplies	200.00
5.50.900	Youth Interns	3,500.00
5.50.950	Youth Scholarships	1,500.00
5.55.100	Adult Education	3,500.00
5.55.200	Library	2,000.00
5.55.300	Lenten Dinner Series	2,500.00
5.55.400	Friendship Dinners	500.00
	Total Christian Ed Expense	\$18,400.00
5.60.100	Engagement and Communication	2,500.00
5.60.200	Outreach/Worship Technology	750.00
	Total Engagement and Communication Expense	\$3,250.00
5.70.100	General Mission	40,000.00
	Total Mission Expense	\$40,000.00
5.80.100	Parish Life	1,000.00
5.80.200	Parish Life Coffee/Refreshments	100.00
	Total Parish Life	\$1,100.00
	Total Expense	\$469,840.00

PRESBYTERIAN CHURCH OF OKEMOS

GREEN TEAM REPORT- 2021

Team Members: Jeff Arbour (Chair), Jeff Conroy-Krutz, Jennifer Gordon, David Horner, Jerri Gillett, Bill Given, Judi Harris, Scott Locke, Jill Schaberg, Fred Svoboda, Ewen Todd, Dorinda VanKempen, Susan Walker-Tigner, Kent Workman

The Green Team was formed in March, 2021 with thirteen (13) church members initially joining the team. The Green Team reports through the Administration Committee. Subcommittees have been established in areas of interest including native plants, recycling, composting and solar energy. All activities of the Green Team are done with the desire to preserve God's creation.

Scott Locke is working with Jennifer Gordon and Jerri Gillett in developing plans for a native plant project in spring, 2022. Over the next several years the group is planning to slowly amend the non-ornamental part of the PCO landscape (such as the rain garden in front of the church) and convert some of the unused turf grass sections to native plants and shrubs. Native plants have many benefits over exotic/non-native plants. Our team will work to educate the congregation about the benefits of native plants via Grapevine articles, minute for mission, and thru the church website for links to other resources.

A composting strategy has been developed by Jeff Conroy-Krutz and will be deployed in early 2022. We will be installing an outdoor tumbling composter along with a countertop compost container for the kitchen. These will be used to capture organic kitchen waste from on-site food preparation and consumption along with paper towels, napkins, pizza boxes, flowers and coffee grounds. This initiative will also include an educational component for the congregation through the Grapevine and minutes for mission. This would educate those who use the kitchen to place the compostable items in the dedicated container. We also hope this will encourage church members to consider composting in their homes and businesses.

Dorinda VanKempen continues to oversee the recycling efforts at the church. She is currently working to obtain green product options for cups and takeout containers to be used when we don't use real cups or have a need for takeout containers. These products can be composted and begins a move away from styrofoam to save products from the landfill that don't decompose.

The solar energy subcommittee members include Bill Given, Ewen Todd, Jeff Conroy-Krutz, Kent Workman and Jeff Arbour. This team is exploring potential solar panel configurations for PCO to leverage a renewable energy source and to reduce carbon dioxide emissions that are contributing to global climate change. This renewable alternative has the potential to save significant dollars for the church over the coming years. A second area the team is focused on is leveraging formation of a limited liability corporation (LLC) to allow the church to take advantage of the federal 26% tax credit for renewable energy projects. The LLC approach will also keep the cost of the solar panels off the church budget. This approach has been leveraged by several other houses of worship in Michigan.

The Green Team also participates with the Capital Area Chapter of the Michigan Interfaith Power & Light organization. One activity this past summer involved fundraising for solar panels to support a Lansing based community organization called the Southside Community Coalition (SSCC). The goal was to take a positive environmental step in providing a renewable energy source that will eliminate the electric bills for the SSCC freeing up monies for more productive uses in the community. The PCO Mission Committee provided a base \$500 contribution and combined with individual contributions from PCO members a total of \$2250 came from PCO to support the SSCC initiative.

In December the Administration Committee advanced a motion to Session to consider committing PCO to become a PCUSA Earth Care Congregation. An application template and other information was shared so that Session could discuss this more fully at the January Session meeting. A commitment to become an Earth Care Congregation would create potential for significant additional activities for the Green Team in conjunction with other church committees.

Annual Report Adult Education

Highlights/Accomplishments in 2021

The mission of the Adult Education Committee is to enhance the faith of members through information relating to Scripture and society and our roles at PCO to increase our knowledge on how to respond to issues in church and community. Such education should encourage personal and corporate spiritual growth and make us to be welcoming to visitors and new members.

Meetings were held monthly through Zoom throughout the year with opening devotions given by chair Ewen Todd and closing prayers by pastors when they were present. The Committee was appreciative of Laurin Gierman's leadership over her term of three years. She was replaced by Ewen Todd who will be Chair reporting to Session for 2021 through February 2024. In the spring, the Committee added three new members, Cathy McCarthy, Jill Schaberg and Michelle Nessa. Matt Pearson was guest attendee to help set up the survey of members input for Adult Ed, and the zoom technology for Sunday mornings (along with Yusef Sultani and Carl Lira). In December Bob Boldrey tendered his resignation after 6 years of effective contribution. We will miss Bob's insightful comments and background digging for information on potential speakers. Adult Education includes Sunday morning talks but also other educational events at other times, including Lenten and Advent devotions. In the spring Words Matter (PCUSA, 2015) were selected for Lenten devotional beginning on Ash Wednesday evening and extending on every Sunday evening at 7 pm till Easter; these were well led by members Schabergs, Nortons, and Gradys. On three Advent Sundays evenings at 7-9 pm, Pastor Lisa Schrott led a discussion of what each of the gospels say about the birth of Jesus. She also coordinated the discussion on personal devotional PCO material for Advent.

Adult Education Sunday mornings talks were held in the Boardroom and the Chapel both in person and on Zoom, generally from 11: 20 am to around 12:30 pm. No coffee was available because of COVID restrictions on food, but attendance was generally good whether on Zoom or in person. In February we had conversations facilitated by retiring Adult Ed chair, Laurin Gierman, with Pastor Alice Townley on mission and education. Appreciations were expressed to Alice and her family for all they have done in the congregation. Alice responded by saying it was a shared responsibility with the congregation which would manage fine with its lay leadership for future programming. Pastor Peggy Huston hosted a spring Zoom Saturday morning series and a Sunday afternoon series on open-ended faith questions where topics included predestination, inclusive language, and exploring children's faith questions. In March, Judi Harris and Paula Franz gave updates on refugee status and how the Global Institute of Lansing (GIL) was functioning in times of COVID. There were two presentations by Dr. Roy Meland on COVID affecting loneliness and mental health (July and December). In addition, Choir director Colleen Chester discussed church music and choirs; Ken Bieber (Riverside Terrace) on Interfaith interactions; John Best (retired Presbytery) on disabilities. In the interim period between pastors, John Best and Ewen Todd separately led discussions on transitions, and Jim Kocher on Reformation, and a panel of Bill Given, Jill Schaberg and Jim Kocher shared thoughts on gratitude for stewardship. UKirk Presbyterian students discussed sharing their faith in the MSU community. Kiss the Ground film was shown in conjunction with the PCO Green Team. Israeli and Palestinian relationships were reviewed with Peggy Huston who had been to Israel and later Rev. Elmarie E.R. Parker PCUSA who talked on the crisis in Lebanon and Stav Brener of the Israeli Community Shaliach of the Jewish Agency for Israel who talked on Israel's relations with other Middle East countries. Michelle Nessa reviewed the member on-line survey of preferred topics and times for Adult Ed. On September 21, 7-8 pm members watched on Zoom the Capital Region Interfaith Power and Light Chapter sponsored talk on Floods, Droughts and Wildfires: How Climate Change is Affecting Our Weather by Dr. Nathan Moore, Associate Professor at Michigan State University. Mission: Joy, a film about the joyful faith journeys of the Dalai Lama and Desmond Tutu was shown and discussed on November 21, 7-9 pm. It was much appreciated by those who saw the film. The December Afghan refugee status was shared by Yusuf

Sultani on the Afghan country and culture, and Judi Harris on Afghan resettlement in the Lansing area. Lisa conducted sermon talk backs in December on Advent themes and the theology of Advent and Christmas hymns.

There was limited participation in outdoor events. Walk from Hartrick Park towards Okemos Road' and MSU Bird Observatory at Burke Lake Banding Station. But more will be pursued in 2022.

Library. This has not been well patronized in 2021, partly because of limited PCO attendance because of COVID restrictions, but partly because many people search and read literature on-line today. A subcommittee is being set up to review the purpose of the Library for PCO members and the Committee welcomes volunteers. However, videos and books on Islam and Christianity were reviewed for the Grapevine. All were considered useful for those who wish to learn more about Islam and the Quran to understand what Muslims believe. *Approaches to Islam: Theological and Practical* by David Shenk is a 15-lecture series to explore the Christian faith and Islam and how two communities can be engaged with each other in peacemaking ways. Books were *Islam: What Non-Muslims Should Know, Revised & Expanded Edition* By: John Kaltner; *The Bible and the Qur'an: Biblical Figures in the Islamic Tradition* by John Kaltner, Younus Mirza; *The Islamic Jesus* by Mustafa Akyol. Photographs of church events are taken by Mary Lou Gifford and other PCO members and are put in albums in the Library. It is important that members recognize the legacy we create over the years.

Plans/Vision for 2022

Opportunities for learning and Christian formation include Bible Studies, Advent and Lenten reflection groups, contemplation and meditation, book discussions, field trips, interfaith forums to continue increasing our understanding of each other's faith traditions, community events, and retreats in consultation with the pastors. One example of interfaith exploration is sharing Lent traditions with members of the Islamic Center in the future. The Green Team is forging links with other Houses of Worship, and Adult Ed will partner with the Team to find speakers to broaden our knowledge and commitment to ecojustice and other environmental issues. The Committee also reviewed the input of the Self-Study prepared for hiring our pastor for input into adult education in general and more specifically conducted an on-line survey led by Michelle Nessa for member input into Adult Ed topics which will be reviewed for ideas in 2022.

Members in 2021: Bob Boldrey, Chandra Juarez, Cathy McCarthy, Jill Schaberg, Ewen Todd (Chair), Kent Workman, and Lisa Schrott (ex officio). New member in 2022: Christine Beamer.

Associated Adult Education Groups in the Church

The Adult Education Committee acts an "umbrella" structure for different congregation groups involved with adult discussions and studies. It does not influence the activities of these groups, but can help facilitate links to Session including funding proposals and taking joys and concerns they may have.

Artist Circle has met most Tuesday afternoons by Zoom or in person. This year we also visited the MSU gardens and an exhibit at the Broad Museum. We help with liturgical art for the sanctuary and bulletin boards. We have a mixed range of skills but are all interested in creating art and discovering how art enhances and lets us express our faith. Art and creativity are a big umbrella. We welcome visitors and those who want to join, both men and women. No matter your artistic abilities, we learn and laugh together. Whenever others join us, we are all enriched. The Artists Circle coordinated by Jennifer Gordon and Eunice Creswell.

Caregiver Support Group. A Brain Support Group was started in December and currently meets the third Tuesday of each month on Zoom. Currently, the caregivers are attending and so the name and focus was

changed to the Caregiver Support Group. An open-discussion format has met the needs of the group. Activities, resources, support for each other and conversation are important components of each meeting. It is currently coordinated by Jane Bobay.

The Conversation and Contemplation group met on a regular basis in 2021 starting with a series of 12 sessions hosted by Anita Smith Buckwalter, retreat leader and Representative at Church of Brethren, and subsequently by group members with a focus on contemplative prayer. The group has prepared a mission statement to help members focus on future activities.

The Men's Group coordinated by Doug Paterson meets every Tuesday morning at 8 am with a range of topics including open-ended discussion on Faith Questions and reading books, but there is no specific agenda; members simply converse.

This past year the PCO **Race and Justice** group has been facilitated by Kent Workman with input from PCO members. The group meets two Thursday evenings a month. We have used books, podcasts, videos and more to stimulate our discussions. Topics have included racial issues, white privilege, bias, incidents of hate, structural racism, and more. All are welcome to participate and take turns in leading discussions.

The Retiree Group has met twice monthly, the 2nd and 4th Mondays, in Fellowship Hall or on Zoom. Topics were decided by members each month and covered traditions, meaningful celebrations, favorite fall activities, what we do for fun, Christmas stories, movies, books, and. Some weeks, question starters lead to interesting discussions. It is coordinated by Jane Bobay.

The **Thursday morning Adult Bible Study** led by Ewen Todd is held most Thursdays on Zoom throughout the year between 9:30 and 11 am. In 2021 we studied The Book of Ruth, N. T. Wright courses on 1) 15 Essential Bible Texts and 2) Surprised by Hope, both led by N. T Wright, and Ruth Sandberg on comparing Judaism and Christianity. For Advent we went over the historical and cultural background for the gospel texts and read related dramatized stories written by Ewen. At each meeting, participants shared joys and concerns, and one would volunteer to close in prayer. We had attendees from Beirut, Lebanon and Guelph, Ontario who joined those at PCO.



While most Thursday morning Adult Bible Study sessions were held online, the group was able to gather for a picnic during the summer.

Writing Life Stories has spent the last year reading members' poetry, short stories, letters, interviews, family reminiscences, and autobiographical vignettes. Discussion follows such reading. People can come to converse without contributing something they have written. We meet on Zoom at 2:00 p.m. on the first Sunday of each month, including summer meetings. Meetings are coordinated by Ron Dorr and hosted by Kent Workman. Submitted by Ewen C D Todd, Chair

Presbyterian Church of Okemos
2021 Annual Report
Christian Education for Children and Youth

In February 2021 Session divided the Christian Education Committee responsible for child, youth, and adult Christian Education into two separate committees, Christian Education for Children and Youth and Christian Education for Adults. These two committees were chaired by different elder members of Session. This annual report addresses Christian Education for Children and Youth (CECY).

1. Committee Formation - New members for the CECY Committee were recruited in February and early March of 2021. The recruitment efforts were focused upon increasing the representation in the committee of parents of school age children and youth. A significant number of parents agreed to participate in the work of the committee. Over the course of the next few months, a few of the new members resigned from the committee citing family scheduling issues that conflicted with their participation. Nonetheless, there remained a number of parent members of the committee.

2. Sunday School Teacher's Meeting – For a number of years the Sunday School Teachers meet monthly as a separate group from the Christian Education Committee. Beginning in April 2021 the separate Sunday School Teacher's Meeting was discontinued and the Sunday School Teachers joined the CECY Committee.

3. Zoom Sunday School – Due to the Covid pandemic, regular Sunday morning Sunday School was put on hold in 2020. Weekly Zoom Sunday School was initiated and continued through June of 2021. There was a small core of children and youth who participated but there was no mechanism for accurately collecting attendance. Anecdotal review suggested that children and youth who were participating in online regular school were tiring of remote education activities. Sunday School was discontinued in June for the summer.

4. Director of Christian Education – With the loss of the part-time Associate Pastor in the spring of 2021, Session voted to combine the part-time pastor position with the part-time Director of Christian Education position into a single full-time associate pastor position. As a consequence, the part-time Director of Christian Education position was discontinued in June of 2021.

5. Safe Environment for Children/Youth – As there was no written policy and practices regarding safety for children and youth, the CECY Committee developed one that was approved for implementation by Session in September 2021. The policy included obtaining clearances for all staff and volunteers working with youth from the Michigan State ICHAT system. Subsequently all clearances were obtained.

6. Family Camp – As a consequence of the Covid pandemic and lack of available leadership, there was no organized participation in the traditional Memorial Day Weekend Family Camp in 2021. One or two families from PCO did participate on their own.

7. Summer Bible School – An outdoor summer bible school day in conjunction with two other local churches and focusing upon the Project Heifer Bee Keeping mission was planned by representatives of all three churches. However, only a couple of children registered for the event so the planning group decided to reschedule it for next year when there might be less Covid impact. Subsequently, the park where the event was going to be held was severely flooded on the scheduled date.

8. Youth Group – The Youth Group for middle and high school youth continued to meet via Zoom through early June 2021. In June an outdoor in-person social gathering was held at PCO with 8-9 youth participating. Also in June the Youth Group participated in gathering tools for the CASS program in Detroit. Only one youth group member and a younger sibling participated. Other Youth Group activities during 2021 included a Meet

the Pastor luncheon, a Get to Know the Church scavenger hunt, a trip to a Corn Maze, and making ginger bread houses.

9. Youth Group Coordinator – The youth group coordinator, who had been working with the youth group through June 2021, moved to Texas to further his education and was therefore unable to continue. The CECY Committee developed a new job description for a new Youth Group Coordinator and sought applicants. A joint CECY/Personnel Committee sub-group was unable to recruit an appropriate person for the position and efforts to find someone were discontinued in early December 2021. The CECY Committee continued to plan Youth Group activities which were led by an assortment of youth parents.

10. Sunday School – In person Sunday School resumed in September 2021 with as Rally Day kickoff. The CECY Committee/Teachers chose to use the *Feasting on the Word* curriculum for all grades. We were able to recruit full complement of teachers and substitutes for the five classes (pre-school through high school). A new online system for taking attendance was implemented in September 2021. From September through December of 2021 the average attendance at Sunday School has been 9 youth. The high school class has been the best attended with a typical attendance of 4-5 youth each week. The younger classes have had very weak attendance with usually no more than one or two children in a class. Some weeks some classes had no children attending.

11. Challenges -

- 1a. Participation by children and youth in Sunday School and Youth Group has generally been very weak. How to revive these activities or to identify alternate activities that will meet the Christian Education needs of children and youth of the congregation is an important goal.
- 2b. Sunday School is served by a very dedicated group of teachers and substitutes. However, a number of them have been participating for many years and are likely to be retiring in the future. Finding replacement teachers will be a challenge.
- 3c. Sustaining the Youth Group has been difficult without regular leadership. We will need to procure regular leadership for the Youth Group.
- 4d. Recovering from the effects of the Covid pandemic on the participation in our congregation of children and youth will be a challenge.

David Cook

Elder Chair of the Christian Education Committee for Children and Youth

Communications and Engagement
2021 Annual Report

Charles Given, Carl Lira, Matt Pearson (Chair, ruling elder)
Reach us at communications@okemospres.org

The Communication and Engagement Committee:

- facilitates involvement by assisting with Visitors and new members
- produces various PCO publications: member directory and Welcome Brochure & Pamphlet. Send us a request at the e-mail address above if you would like an electronic version of these publications
- assists with publicity for Special Events, including *Lessons & Carols* and *Jazz Weekend*
- maintains the church's website and social media accounts (Facebook, Twitter and YouTube), and provides website support and training for committee publicity representatives
- maintains PCO email accounts, email alias, and group discussion lists

In 2021, the Committee was active on the following projects:

- Overseeing the enhancements to our livestream capabilities that began in 2020, including:
 - new equipment in March made possible by a significant investment from the Doemel Bequest & the Endowment Funds
 - recruitment of a Technology Coordinator (Yusuf Sultani)
 - development of a team of nearly twenty volunteers to deliver our livestream services
- Enhancements to our video-conferencing capabilities so that standing committees and interest groups continue to carry out the work and spiritual life of our church
- An update to the member directory and the Welcome Brochure to reflect Staff changes
- Formalizing the process for tracking and following-up with Visitors

Special thanks to:

Diane Allen, Mary Lou Gifford, Gail Lytle Lira and Mary Shuring for work in keeping the pictorial records and scrapbooks.

Members of the Livestream Task Force for the design and implementation of our enhanced livestream capabilities: **Jeff Arbour, Sean Clark, Dave Detrisac, Rev Peggy Huston, Kelly Locke and Scott Locke**

All the livestreaming volunteers: **David Allende, Jeffrey Conroy-Krutz, Sean Clark, Lou Cravotta, Mary Hahn, Alex Juarez, Carl Lira, Andrew Mayhew, Steve Mayhew, Doug Paterson, Matt Pearson, Kathy Richardson, Mary Schuring and Sky Tribell**

Consider if you want to join one of the mailing lists or contact us if your group needs an email list:

Announcement lists: Weekly Announcements, Chorus, Bell Choir, Elders, Prayers List

Discussion lists: Deacons, Session, Men's Group, Women's Connection, Contemplation Class, Property Team, Ushers, Mom's night out (Women's Discussion),



PRESBYTERIAN CHURCH OF OKEMOS
MISSION COMMITTEE
2021 ANNUAL REPORT

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

Meetings: The committee had a planning meeting and in compliance with PCO's COVID task force guidelines, all monthly meetings in 2021 were held on Zoom.

Focus: 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.

Activities: The committee's approach to hands-on activities this year took a different form this year due to the persistence of the coronavirus pandemic. Food and beverage were missing at all but one event, some activities related to COVID like the PPE bags, and sometimes items were just left at the door. 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:

- Community Virtual Fund Raiser for Afghan Refugees/evacuees supported by State Representative Julie Brixie. Ellen Hoekstra organized the event with supporting roles played by many in the PCO family including Pastor Lisa Schrott, Yusuf Sultani, Judi Harris, and other in the church's support team.
- Prayer Vigil at the State Capitol building in support for Afghan Refugees/evacuees. Organizers from OPC included Yousef Sultani and Judi Harris. Pastor Peggy, Kent Workman and David Horner attended.
- Organized the collection of kitchen supplies for Afghan Refugees/evacuees.
- Joint project with the youth to collect new and gently used tools for Cass.
- Mission trip to Cass in Detroit to organize and ensure the working condition of the tools collected from various sources by Cass. Nine committee volunteers participated in this trip included Keith Camann, Jennifer Gordon, Ellen Hoekstra, David Horner, Beth Layhe, Mary Schuring, Wayne Scott, Gary Sturk, and Kent Workman.



- Crop Walk was virtual again this year, but 22 people registered and raised \$11,256.
- Several groups brought meals to Advent House in this past year
- PCO has continued its monthly meal to Loaves and Fishes.
- Thanksgiving Basket project continued its partnership with Okemos Community Church and Darla Jackson of Meridian Township. Meijer \$75 gift cards were given to local families to purchase food for a holiday meal. Thanks goes to Becky Gillespie for organizing and coordinating this annual event. \$2530 from PCO.
- 50 Blessing Bags/purses were filled with personal needs for newly arriving Afghan women. Jayne Zuhlke and Becky Gillespie coordinated this project
- Christmas Giving Tree project, coordinated by Trudy Sturk, collected \$6,300 for 18 people in 3 families. Each person received \$300 in gifts and each of the 3 families received \$275 in Meijer gift cards for food.
- PCO was represented at the Communities in Schools (CISM) Leadership in Education dinner by Pastor Peggy Casteel-Huston, Jeff & Michele Arbour, Ellen Hoekstra, David Horner with Mori Rothhorn and Kent Workman.
- Members participated in two "packing" events for mid-Michigan Communities in Schools Michigan, which serves the Lansing and Waverly Districts. The first was packing 50 PPE kits, and 10 members had a St. Patrick's Day celebration to fill and prepare these bags last March. The second took place on September 13 and ten members joined CISM staff to fill school supply bags for 500 local children.



Beyond the committee's efforts, PCO and individuals within PCO made significant additional contributions. This includes time, talent, and funding. Time and talent contributions included 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, Keith Camann and Gary Sturk leadership in the CASS tool project, Kent Workman with Ukirk, Becky Gillespie and Trudy Sturk for their contributions to Thanksgiving and Christmas events and Jayne Zuhlke for working behind the scenes for many projects.

Funding: Most funding goes toward serving local needs. The chart below shows how the \$40,000 from General Mission budget was distributed by activity:

Activity	Amount	Percentage
Refugees	\$12,500	31%
Shelter/Food/Support	\$11,000	28%
International	\$ 9,000	23%
Youth Needs – Education	\$ 2,500	6%
Presbytery	\$ 1,000	3%
Primarily Food	\$ 500	1%
Other	\$ 3,500	8%

General Mission Budget distribution by organization/group:

Advent House Ministries	Local shelter/food support
Cass Community Social Services	State shelter/food support
City Rescue Mission	Local shelter/food support
Communities in School Support	Local/state education/youth needs
Edgewood Village Programs	Local food/shelter/support
Edgewood Scholars & special programs	Local food/shelter/support – educ specific
Greater Lansing Food Bank	Local primarily food
Haiti Nursing Foundation	International Health
Medical Benevolence Foundation (MBF)	International Health
Michigan Refugee Hope	Local refugee housing and support
Mickey23 Foundation	Local Other – fight poverty & violence
PCUSA Niger Mission (Lugwig Family)	International health/peace/economic development
PeaceQuest	Local peace
St. Vincent Catholic Charities Immigration Law Clinic	Local refugee support
St. Vincent CC Refugee Services	Local refugee support
Presbytery of Lake Michigan – shared mission	Ukirk
Simolei Girls’ Preparatory Academy – Kenya	International Education
South Side Community Center (SSCC)	Green Team – solar panels
Ukirk – MSU college ministries	MSU campus ministry

The session allocated the balance of the 2020 general budget (\$26,824) to the Mission Committee to address local COVID related needs. These funds were used to support the following organization:

Advent House; CISM, Greater Lansing Food Bank, Haven House, Loaves & Fishes and the Okemos Community Church.

The Designated Mission Fund received over \$33,000 from individuals and/or group events. These funds are designed for a specific organization or project. The major benefactors in 2021 were Church World Service (CROP), Simolei Academy, Refugee Services, Christmas Giving Tree, Advent House, and Greater Lansing Food Bank among others.

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, 22 walkers, rockers, and supporters generated \$11,256.00 for Crop Walk in 2021 – a major accomplishment.

PARISH LIFE COMMITTEE
ANNUAL REPORT FOR 2021

The Parish Life Committee spent this year helping church members say Farewell, and then Hello and Welcome. Events took place on the church lawn, always with Covid safety regulations in mind. Deb Major set up a KudoBoard before the Townley Family Outdoor Farewell on May 16. This was a chance to catch up with Alice and her family after Alice's sabbatical. We said goodbye to Conner Koppin and Sue Schnackenberg at the church picnic on June 13. Kathy Richardson presented them with personal bags that she had made. At these gatherings, church members had the opportunity to bring cards that expressed their love and appreciation.

And then on September 12, we had Lemonade on the Lawn for Lisa Schrott and Brian McWilliams after the congregation voted for her to be our newly called Pastor and Head of Staff. The last lawn event was on September 19, when we gathered for Rally Day with our sack lunches, and the committee provided ice cream sundae cups.

The last farewell was on September 26, where more cards were given to the Reverend Peggy Casteel-Huston as she left for her next Interim assignment. And then on November 14, the Reverend Lisa Schrott joined us for her first service as our new minister, found introductions on a KudoBoard and yet more cards, and greeted church members after the service in Fellowship Hall.

We look forward to being able to gather in person or online for activities such as the game nights we had in the spring. In March, we also packed Advent House lunches.

For the group that has been seen as the food committee, it was difficult not to be able to offer coffee, birthday cake, and other snacks after church and then not to have church events accompanied by meals. However, the primary goal has been to maintain a safe environment for everyone in the church building, including children too young to get a Covid vaccine. We all look forward to the time when the congregation once again can sit at table together, and until then we will be thankful that we can see each other and talk together, in person and online, and find joy and meaning in the relationships we have formed.

It has been such a pleasure to work with this wonderful committee: Jerri Gillett, Deb Major, Candy Boldrey, Katie and Richard Norton, Nancy Kanistanaux, Kathy Richardson, Kent Workman, Matt Pearson, Mickey Martin, and Shirley Rumminger.

Respectfully submitted,
Barbara Dorr
Chairperson of Parish Life

Personnel Committee Annual Report

January 2022

As I sit down to write this annual report, I am struck by the fact that this is the third year in a row when I need to open with a reflection on how this has been a time of transition for the staff as well as the congregation at PCO. What a challenging and busy season we have all had. But this has also been a time of joys and new beginnings. The church continues to be blessed by a wonderful staff who bring their many talents to enhance our worship and congregational life. And this year, we have begun a new era with Rev. Lisa Schrott as our Senior Pastor and Head of Staff. We are so very lucky to have this excellent team on the staff at PCO. It is the privilege as well as the duty of the Personnel Committee to support our wonderful staff.

In 2021, the Personnel Committee was overjoyed to welcome new members of staff:

- The PNC completed its work and the congregation welcomed Rev. Lisa Schrott to PCO as our new Senior Pastor and Head of Staff. We are delighted to have Lisa with us now. She has hit the ground running and we can't wait to see where she leads us.
- Collen Chester joined us as Choir Director in the summer of 2021. In her first weeks with us, we were lucky to have her singing enhance our worship, and in the months since, she has helped us to welcome back the choir and congregational singing to Sunday mornings. What a joy to sing together!
- Yusuf Sultani joined the church staff in the brand-new role of Video/Webmaster. Livestreaming our worship has been such an important way to make worship accessible to all during the pandemic. Going forward, we expect that it will continue to be a vital part of the church's outreach ministry. Yusuf brings attention to detail and good cheer to this important role and has helped train many volunteers.

Alongside the joys of welcoming new staff to the church, we have also had the challenges of saying goodbye to several beloved members of our church staff in this past year: Rev. Alice Fleming Townley, Rev. Peggy Casteel-Huston, Sue Schnackenberg, Ben Baldwin, and Connor Koppin all completed their time with us in 2021. We are so grateful to Alice, Peggy, Sue, Ben, and Connor for all that they have done over the years, and we wish them the very best in their future endeavors, knowing that God goes with them.

Edward Ennen, Anna Thiel, and Marlene Brewbaker have continued to do excellent work for the church during very challenging times.

In the coming year, the Personnel Committee has much to look forward to. The Associate Pastor Nominating Committee has been hard at work, and the Personnel Committee looks forward to welcoming their eventual candidate to the staff in the coming year.

The committee in 2021 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

Report from the Stewardship Committee for the 2021 Annual Report

The word gratitude is derived from the Latin word *gratia*, which means grace, graciousness, or gratefulness (depending on the context). In some ways, gratitude encompasses all of these meanings. Gratitude is a thankful appreciation for what an individual receives, whether tangible or intangible. With gratitude, people acknowledge the goodness in their lives. In the process, people usually recognize that much of the source of that goodness lies outside themselves. As a result, being grateful also helps people connect to something larger than themselves as individuals — whether to other people, nature, or in our case to a higher power.

This year's stewardship campaign invited our congregation to be more aware of our gratitude and outlined how we might show our gratitude through supporting the institution (PCO) we have chosen to collectively worship our God and to be part of a specific Christian Community.

The campaign was successful in that, even in a year where we were a bit more disconnected physically, and in a year when our church leadership was in transition, we were able to witness an increase in the amount pledged for 2022 by \$41,286 or 11.7%.

God calls us all to be stewards of both our time and money. Part of the Stewardship Campaign, therefore, also emphasizes the dedication of our time and our talents to the work of our Congregation. We want to thank all those who completed and returned the Time and Talent Survey sheets that were included with the Stewardship mailing and agreed to engage physically in the work of our church. We are currently compiling the results of the surveys and will be in touch to see how you might be of service. However, we truly hope you do not need to wait to be called to volunteer. Please contact the church office or any member of our church's leadership (Elders or Deacons) if you want to help out more in our Church's ministry.

Our committee is grateful to all who work hard to make our Church strong and alive. It is truly a blessing to be part of such a caring Congregation whose members seek every day to serve others. That is our call and our mission, and we again thank everyone for their support!

The Stewardship Committee:

Doug Paterson, Chair, Jeff Arbour David Detrisac Bill Given Mike Morgan

Jane Paterson Gary VanKempen Frank Webster Patty Wilson

Annual Report of the Worship and Music Committee

Members of the Presbyterian Church of Okemos, 2021 was yet another year of transition, but the efforts of which will now be with us for many years to come. We said a heartfelt goodbye to the Reverend Alice Fleming Townley and her beautiful family. Alice's grace, action, and laugh were ever present for eleven years, and we, as a church and individually, are changed and better for it. We wish Alice, Michael, Jonathan, and Grace the very best.

We also finished our time, as short but productive as it was, with Reverend Peggy Casteel-Huston. Peggy not only kept the church on its foundation by embracing the history and traditions of our past, she also challenged us to look forward and asked us to consider what we can become in the future. We are grateful for Peggy and her work.

Of course, all of these changes, both in 2021 and before, as sometimes difficult as they were, have led us to Reverend Lisa Schrott and her husband, Brian McWilliams. Lisa joined us in November and immediately started to be the shepherd who will lead us forward. We have found a brilliant thought leader who has aptly started preaching to us, while getting to know us, and who will embrace the church, its past and its future. We can't wait!

Our church has maneuvered the changes and challenges of seeking a new called pastor with the assistance of so many in our community, both inside and outside of our church. We are grateful to our church members who so ably filled the pulpit during 2021, specifically, Ewen Todd, Emily Conroy-Krutz, and Ron Dorr. We also thank the Reverend Jim Kocher, the Reverend John Best, and Neil Myer and UKirk, each of whom also stepped in as we bridged a planned gap between our interim pastor and Lisa's arrival. We also thank those who volunteered for our Children's sermons, especially Ewen and Zora Todd and their puppets (Chippy, especially), Linda Cravotta and Emily Conroy-Krutz. Of course, assisting were also many lay liturgists, arranged by our faithful member, Ewen. Also key has been Trudy Sturk, Usher Coordinator, for arranging these volunteers in our church. And, the glue that kept worship and music moving each Sunday, while behind the scenes, has been the excellent work of our Office Manager, Anna Thiel, and our Sexton, Edward Ennen.

While 2021 was a whirlwind for much of our staff, we are blessed with the continued gifts of our Organist, Marlene Brewbaker. She filled our sanctuary with beautiful music week after week, lending a much-needed constant to our church. 2021 also brought back a much-loved tradition – Lessons and Caroles, which was music to our ears once again!

New to the church is Colleen Chester, our Choir Director and another music student from MSU with whom we partner. Colleen and our chancel choir, including our scholarship students, help continue the tradition of beautiful music week in and out. We are grateful for their shared gifts. We also enjoyed the gifts that Sarah Mayhew shared with us through her unique approach to bringing the children's choir to some Sunday services. With the gifts of technology and the time and talent of some of our youth, who lent their voices, were layered together to provide a much-missed contribution. We also highlight the use of technology when a group of our high school musicians played several pieces one Sunday.

Of course, another vital aspect to our music program is the long-running directorship that Irene Schutt has given, voluntarily, for 20 years. The Handbell Choir adds yet another complex sound to our worship services. We highlight Linda and Lou Cravotta, Kathi and David Cook, Barbara Fretwell-Cooke, Betty Grzesiak, Sally Belloli, Jeff Conroy-Krutz, Beth Layhe, Sarah Mayhew, Mike Moore, Carolyn Sherrill, Kathleen Schutt, Helen Taylor, and Ewen Todd as our 2021 bell ringers. We also wish to emphasize the roll that Lou Cravotta plays as Organizational Leader, and who was also instrumental to plan for a fifth octave of bells we hope to secure in 2022. Always mesmerizing to watch, our ears ring with joy each time they play.



Members of the PCO HandBell Choir add beautiful music to an Advent service.

Our on-line services, under the direction of Yusuf Sultani, Technology Coordinator, are shared through our new Livestreaming equipment every Sunday. The Committee is grateful for those who facilitated this technology, including Carl Lira, Matt Pearson, and others too many to name. The Committee is grateful for the efforts of so many in the congregation, not only staff, who keep us together in person and virtually where worship and contact is critical to maintaining our faith whether we meet in person or on-line.

We thank Pastor Peggy for her work with us and wise guidance. We thank the Pastor Nominating Committee for their efforts in bringing Lisa Schrott to us. We thank the COVID Task Force for their efforts to keep us worshipping safely and vitally. Finally, I thank the members of the committee: Kathy Richardson, Ewen Todd (Elder), Marlene Brewbaker, Irene Shutt, Lou Cravotta, Jeff Conroy-Krutz, Tom Schaberg, and Colleen Chester.

We look forward to our future and are grateful for our past.

Respectfully submitted,
Steve Mayhew, Chair