

# Presbyterian Church in Sudbury

Annual Report 2014

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# Transitional Pastor's Report

As this is my first and only annual report, let me begin by narrating how it came that the church hired a "transitional pastor." At the beginning of 2014, I had just received news from my Ph.D. dissertation advisor, Tom Long, that he thought the chapters of my dissertation were ready to be revised, circulated among my committee members, and defended *this spring*. So in the months of January and February 2014, I revised the six chapters of my dissertation according to the recommendations of my advisor and the two other faculty members on my committee, and by the end of February and 250 pages later, I was ready to defend.

The moment I hit "send" with the e-mail attachment of the final version that would be used on the day of my defense, I felt immense relief. And then, several hours later, I was already bored. What now?

Bill McIvor announced his retirement in January, and I knew that the academic job searches I would be applying for would not start until the following fall, so I had some availability. And I was eager to return to ministry after spending four years on my Ph.D. So I sent him an e-mail, asking Bill whether I might be able to help in the transition? He responded right away, saying: let's ask the Session, but I think that would be a great idea.

At their April meeting, the Session voted to contract with me for a period of four months, beginning May 1<sup>st</sup>, the first two of which would be part-time as I shadowed Bill, and the next two full time as I began as head of staff. In August, the Session renewed my contract for another four months so that I would be able to provide continuity during our New Beginnings process. In November, the Session voted to renew my contract for another month, in order to provide adequate time for the Interim Search Committee to find an Interim Pastor. So the end of January, 2015 marks the end of my term as Transitional Pastor at PCIS. This has been a rich nine months! In what follows, I will summarize the primary programs that I focused on during this time: New Beginnings, Stories, Sound, Stewardship, and Vision.

In my role as Transitional Pastor, I oversaw the New Beginnings program which the Session voted to pursue last year. This included meeting with the assessor on May 1<sup>st</sup>, recruiting leaders to guide the House Meetings, participating in the leadership training event led by New Beginnings staff June 6-7, and coordinating with the various leaders to set up time for their House Meetings that would make participation a possibility for the majority of our congregation. We had eleven leaders and nine House Meeting groups. One of those groups canceled due to low enrollment, but eight met, with a total participation rate of 64% of our average worshipping attendance being part of one of these groups. Our New Beginnings Finale took place on October 26<sup>th</sup>, and nine newly-formed groups met to discuss the summary and to make a decision for how we can become more missional. The groups presented their ideas, and their notes collected. A Mission Study Team has been formed to take these ideas and to use them as guidance for the Mission Study that has to take place before a Pastor Nominating Committee can be formed.

Another focus of my time here has been storytelling, beginning with preaching a summer sermon series on the stories of the Bible, and inviting members of the congregation to share their stories with me, and with the congregation. The sermons I preached in the summer were all related to the lectionary texts from Genesis and Exodus, focusing on the stories of the biblical characters. So along with these stories of biblical characters, we also heard the stories of one another. During our summer worship services, a member would share at the beginning of the service a small snapshot of their story as it relates to how they see God working in their lives. This took place just after the announcements and before the call to worship, as a way of inviting worshippers to consider in worship how it is that God works in each of our lives. At the end of the summer, several people asked that we do this again as a church.

The installation of our new sound system was another project completed during my brief tenure. Bill McIvor and the Worship Team had been considering proposals for a new sound system for well over a year, and just before Bill officially ended his time here, the Session voted to go ahead with the project. I oversaw the installation, completed by Adtech Systems during the first week in September, which was impressive and also overwhelming. We are lucky to have Jim Read, our youth elder, working our sound system in the back on Sunday mornings, but looking ahead, we will need to make sure others are trained in how to operate it in the event that Jim is unable to be present on Sunday mornings or other worship times.

In September, I began working with a small group to plan our stewardship campaign for this year, set to run in October. Martha Welsh, Kyei Atupem, and Alan Dossett helped talk through possible visions and ways to convey to the congregation the need to give. In previous years, stewardship campaigns have been organized and planned single-handedly by the pastor in coordination with the administrative assistant. We took a different approach this year by making it a lay-led endeavor, allowing the emphasis to come from the laity instead of the pastor. While we received a good number of pledges this year, we are still well below our projected budget, so an ad-hoc team of leaders will look to have another fundraising campaign beginning in February.

Lastly, in helping to oversee the New Beginnings process, I was able to hear a lot of different stories and visions for what people wanted this church to be. We wanted to be more welcoming, more inviting, and more missional. At the session retreat in early December, we discussed ways to communicate the vision of who we saw ourselves as a church, and the Session voted to approve a new vision statement: "Led by the Spirit, we are a welcoming and inclusive Christian community, responding to God's call in the world." With this vision statement, the Mission Study Team will build on the ideas expressed at the retreat and through the summaries from New Beginnings to create a mission statement moving forward. A special thanks go out to Aileen Gardner who offered to us at the Session retreat a statement about her experiences with inclusivity and why it is important as a church that we be clear to all that we are as welcoming as we believe ourselves to be.

This has been a gift to me to serve with all of you. I would like to thank Dave Jacob particularly for the amount of time he has devoted to the transition, meeting with me at the multiple stages of this process, going before COM with me in July, asking me about my own vocational discernment through all of this, and providing me honest and supportive feedback. This was on top of the duties he performed as Chair of Nominating Committee and the other business he tended to as Chair of Personnel. Additional thanks go to Martha Welsh, President of Trustees, for the many things that she accomplished this year without the help of any institutional memory on my part. Martha has taken on this role with dedication and professionalism, and the church is in good hands as it makes another transition.

There are so many others of you who have blessed me through your personal sharing, your active service to this church, and your buoyant faith in the midst of uncertainty. This church is strong because of its members, and it will continue to thrive as it lives out its mission to serve Jesus Christ in the world. Thank you for letting me journey with you for this time.

The Rev. Dr. Carolyn Browning Helsel  
Transitional Pastor, May 1, 2014~January 31, 2015

# Director of Christian Education's Report

This has been a busy, exuberant and faith-building year in Christian Education at the Presbyterian Church in Sudbury. Along with a truly wonderful group of partners, I have had the privilege to see our church family grow in our understanding of what it means to follow Jesus Christ and love our neighbors as ourselves.

We have a special group of adults who give generously of their time and talents to see that Christian education and spiritual formation happen at a high level for our all of our members and friends--children, youth and adults. This special group is also a large group and it includes our Education Team, Sunday School teachers and Youth Ministry Leaders--over 20 adults active in one or more of these three areas. What has come to pass in Christian Education this past year does not come to pass without the generosity of spirit of these fellow leaders!

Equal appreciation is due to all our members and friends who participate in the Christian Education opportunities that PCIS offers. We are thankful for the children, youth and adults who attend our Sunday School classes, Youth Group and the many activities that we host. We say thank you also to the parents who bring their children to these events and activities! Because of this mutual dedication on the parts of those who are leading, participating and supporting our efforts, we have been able to provide good and compelling options for spiritual formation.

Our Sunday School program has been a consistent and well-planned weekly opportunity for our children, youth and adults to encounter, explore and grow in their faith in God. Our group of Sunday School teachers have been truly dedicated to the populations they serve and they have been very creative in their use of the "Feasting on the Word" curriculum as well as other curriculums they have utilized.

In Youth Ministry, where I spend a great deal of my time, we have had quite the year. We have seen a commitment to a weekly Youth Group that has served an increasingly engaged community of high school students. We set out on two separate mission trip experiences this past summer, one to Albany, NY and the other to Shamokin, PA. Our congregation had a chance to see first-hand the fruits of these two trips as our students led our kick-off worship service this past September and shared about the great impact these trips made on them as they served their neighbors and experienced the real presence of God in their lives!

Additionally, this past year saw our first Graduation Banquet. The banquet recognized our graduating high school seniors as well as our 8th graders and was a very special evening. There was also no shortage of fun-filled fundraising events including the Youth Auction, two Meats & Sweets events and numerous work-days, all of which were very successful both in the money raised and, just as importantly, connecting our youth to our larger congregation in meaningful ways. Because of the great efforts of so many in these endeavors, we have reached and exceeded our fundraising goal for this coming summer's mission trip to the Philippines.

Lastly, and of particular note in our Youth Ministry, is the commitment we initiated this past year to local, regular mission work through Family Promise Metrowest. Family Promise serves families who are homeless in the Metrowest communities and shelters them in participating houses of worship. We have trained 45 youth and adults in this work and have already had more than 20 of those trained volunteer with Family Promise this past year and now in these first days of 2015.

To conclude, I want to recognize a number of our adults with whom I have worked directly and who have made Christian Education at the Presbyterian Church in Sudbury happen in such an exceptional way this past year: Ron Ten-Hove and Debbie Johnson, who have both led the Education Team in 2014; Andy Roosa who serves as Sunday School Superintendent; Catherine Crow, Hal Goetsch, Rev. Carolyn Helsel and Andy who all served on the Education Team; Nadene Worth who is our Family Promise coordinator; Nicholas Baker, Christine Clark, Preston Crow, Gerard

DuToit, Joshua Lalrempua, Chris Lalmalsawma, Elizabeth Mubarek and Nadene who are all youth leaders extraordinaire; Wendy Braceland, Christine, Emilie Read and Tammy Wilson who served as leaders on our summer mission trips and our absolutely, positively fantastic Philippines fundraising team: Christine, Jane Dossett, Beth DuToit, Gerard (world-renowned auctioneer), Gail Hamel (the 'Rocket'), Debbie, Sally Millar (the 'Queen'), Donya Platt and Andy.

With gratitude to these dear brothers and sisters and to all of you,  
Matt Crane

## Music Director's Report

### Music at the Presbyterian Church in Sudbury

In a year of transitions, large and small, at PCIS, the music program was the beneficiary of one significant culmination: the new sound system, installed in the summer of 2014. Enhancing both the worship experience and the archival potential of the musicians' efforts, the system promises both expanded flexibility and expansive possibility for PCIS music—and PCIS worship—as we look to the future.

In terms of repertoire, a greater focus on ensuring that the music selections reinforce and reflect on the weekly message of lectionary and text took priority over any specific historical or thematic focus (although the Chancel Choir did perform a somewhat high concentration of British music, from the Renaissance era to the period between world wars—a tendency, it should be admitted, more reflective of the whims of the music director than any specific liturgical goal). But the consistent, week-to-week effort and achievement of PCIS volunteer musicians remains, I believe, something that should be of great pride to this church as a whole.

Thanks to all the musicians who lent their talents:

#### Praise Team

Carolyn Helsel  
Phil Helsel  
Dave Jarvis  
Doug Nicholls  
Aline Rober (honorary)  
Tom Shineman  
Linda Smith

#### Chancel Choir

Mary Ann Angle  
Linda Booth  
Mark Faulkner  
Diana Fraser  
Jim Fraser  
Aileen Gardner  
Dottie Keene  
Dave Jacob  
Kathy Jacob

Mark Nelson  
Emilie Read  
Jessie Robinson  
Don Soule  
Doris Soule  
Jonathan Tetzlaff  
Diana Tetzlaff  
Peter Welsh  
Ruth Westlake

In addition, many thanks to Doug Nicholls, Jonathan Tetzlaff, and Jimmy Read for technical services to the PCIS music program.

Respectfully submitted,  
Matthew Guerrieri  
Director of Music

## CLERK OF SESSION

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### The Annual Meeting of the Presbyterian Church in Sudbury February 2, 2014

The Annual Meeting of the Presbyterian Church in Sudbury was called to order by the moderator, The Rev. Dr. D. William McIvor, at 1:15 pm in the Fellowship Hall. Pastor McIvor led the congregation in prayer. President of Trustees Martha Welsh also convened a concurrent meeting of the corporation. Martha Welsh led the congregation in prayer. The congregation sang a hymn ("God of Our Life"), followed by a reading from scripture (Philippians 4.4-9) and a brief word from Pastor McIvor. A "Litany of Thanksgiving" was read responsively by the congregation.

#### Quorum, Docket, Minutes, Nominating Committee

**Quorum, requests for congregational new business, approval of docket** A quorum was noted. No requests for new business were made.

Music Director Matthew Guerrieri noted with an apology that Dottie Keene was left off the list of Chancel Choir musicians in his report.

The docket was voted approved.

**Approval 2013 meeting minutes** The congregation voted to approve the following minutes:

- Annual Meeting of the Congregation and Corporation, February 3, 2013
- Called Meeting of the Congregation and Corporation, November 10, 2013
- Called Meeting of the Congregation and Corporation, December 29, 2013

**Reviewers for 2014 meeting minutes** Peter Welsh, Moira Ten-Hove, and Peter Curran volunteered and were appointed to review the 2014 congregational meeting minutes.

**Dismissal of 2013 Nominating Committee** The congregation voted to dismiss the 2013 Nominating Committee with thanks.

**Election of 2014 Nominating Committee** The congregation nominated and voted a single ballot in favor of the following slate of nominees to serve on the 2014 Nominating Committee:

- Mike Carder
- Sally Millar
- Emilie Read
- Jessie Robinson
- Andy Roosa
- Linda Smith
- Don Soulé
- Peter Welsh

#### Review of Ministries and Reports

**Mission Team** Bob Diefenbacher started his review by thanking the congregation for its generosity. Eight people served on the team. Matt Crane was welcomed to the team and served as a point of contact for youth mission trips.

Giving totals:

- Shared mission giving (Presbytery of Boston and General Assembly), \$23,400 (8% of receipts)
- Locally controlled mission giving, \$13,419
- Special Offerings, \$40,424

Review of supported ministries:

- Student scholarship for Roxbury Social Impact Center, \$2,500
- Little Children of the Philippines (LCP) preschools; Special Offering to be received in February
- 17 boxes shipped to LCP for Christmas, \$1,126 donated to offset shipping costs
- Hunger awareness, \$1,054 given to two local food pantries
- Presbyterian Chaplain at MIT, meeting on November 17
- Mission at the Eastward (MATE), over \$8,000 donated through Special Offering
- Pastor Efrain Campos Briones of Costa Rico, \$500 to directly help poor
- Camp Wilmot accreditation, \$1,000 from Local Mission, \$4,050 from Special Offering
- Parmenter Health, Camp Erin bereavement camp, \$500
- Salvation Army, Christmas bell ringing outside of Sudbury Farms
- Tim Horton, co-founder of The Grace House, \$500

Due to potential lack of receipts at the end of 2013, some money from the local mission budget was not distributed. When an actual surplus was recognized at the end of 2013, the Session voted to transfer the amount not distributed in 2013 to the 2014 budget.

A brief explanation was given on how an organization can become a mission cause of PCIS. A Presbyterian mission in India will be a new PCIS cause in 2014.

**Worship Team** Jessie Robinson thanked members of the 2013 Worship Team. The team met seven times, including a mini-retreat in July. Five holy week services were held. Readers were organized for Advent.

Shinae Kim was thanked for her care of the sanctuary banners. Jean Mugford was thanked for preparing communion throughout the year.

Events and highlights for the year included:

- New hymnals and praise books purchased
- New brass communion service was used for the first time
- Reformation Sunday featured bagpipes at both services
- Cookies and Carols was cancelled due to weather

Plans for 2014 include:

- Joint services involving both the Praise Team and Chancel Choir
- Upgrading the sanctuary sound system
- Special activities for Pentecost Sunday
- Continuing involvement of youth in worship

**Education Team** Debbie Johnson thanked members of the 2013 Education Team. Teachers were asked to stand as they were thanked. Warren Fagan was thanked for being nursery school coordinator. Warren is leaving the position after many years of service.

The “Feasting on the Word” curriculum has received positive feedback.



For 2014, the team will be looking to get more children and adults involved with Sunday school and adult education. Adult education teachers are wanted.

**Shepherding Team** Alan Dossett stated the mission of the Shepherding Team for 2013: to invite and welcome new people, and to help deepen relationships and communication. He highlighted several responsibilities of the team by asking those in attendance about times they were involved with something organized by the team.

Diana Fraser was thanked for her work as kitchen coordinator. Church Administrator Donya Platt was thanked for her work with the newsletter (email and print) and the upgrade to the church's web site.

A PDF copy of the church directory is available via email from Donya. Printed versions of sermons from prior weeks are available on the church's web site.

**Board of Deacons** Moira Ten-Hove presented the report for the Board of Deacons. Tom Shineman could not be present due to his hospitalization in Las Vegas. Moira thanked retiring Deacons, Linda Booth, Merrie Mclvor, and Tom Shineman. She invited members of the congregation to allow the Deacons to "come alongside" in prayer for times of need or celebration.

**Director of Christian Education** Matt Crane reported on the youth ministry of the church. In general, some aspects are going well, some aspects need improvement. He is encouraged by the congregation's involvement. He thanked those who led adult bible study classes, as well as those who helped as youth leaders.

High school youth are helping to lead the 9:30 am worship. Both high school and middle school youth will be holding mission trips in 2014. A mission trip to the Philippines is being organized for 2015.

Two meetings will be held in the near future: one for the mission trips in the summer and another for youth leaders.

**Pastor** Bill Mclvor began by briefly reflecting on the life and ministry of Peter Raymond, stating, "He will be missed." He next reviewed the record of baptisms, membership, marriages, and memorial services listed in his report. He asked those in attendance to find and celebrate their baptism date.

Pastor Mclvor thanked and praised Matthew Guerrieri for his work with the church's music. He also thanked Bruce Soulé for his work as Clerk of Session.

Other items brought to the congregation's attention, included:

- **Education Team** Joan Wernick will be retiring after more than 31 years as nursery attendant. A special acknowledgement is being planned for a future worship service. Members were encouraged to write letters of appreciation.
- **Nominating Committee** The 27 leaders currently serving the church represent about 15% of the congregation. Members were asked to give serious consideration to any request to serve.
- **PowerChurch** Software is now in place, giving secure access to membership and financial information.
- **Financial** Expenses for 2013 ended up less than budgeted.
- **Special Needs Fund** The account was originally funded by a \$10,000 donation and is for the discretionary use of the pastor (e.g., those in need or special project). The congregation was asked to consider this fund for extra charitable giving.

PCIS will be participating in "New Beginnings," a program led in consultation with the national church and large participation and input from the congregation. Beginning in March, the process will start by looking at the church

community and the surrounding area. "New Beginnings" will probably help the church to more quickly develop the mission study required as part of the process for finding a new pastor.

As mentioned in a letter to the congregation, Pastor McIvor will be retiring around the middle of 2014. Bill led the congregation through the general process the church will need to take, both before and after the retirement date. The congregation, Session, and the Presbytery of Boston will be partnered in the process. Bill will be helping in several ways, such as educating the congregation in the process and lining up preaching for the period after he leaves. By rule, once he and Merrie leave the area for Seattle, WA, they will not have contact with the congregation, to allow the direction of the church to take shape.

Bill asked that there be no large farewell, that plenty of time remains to say good-bye.

Tom Pye was again thanked by the congregation for his help behind the scenes. An usher for the 9:30 am service is still needed.

**Congregational New Business** No requests were made for congregational New Business

## **Corporation**

**Review of Board of Trustees report** Martha Welsh thanked Trevor Haydon for all his work on Trustees, in particular for his work on getting the PowerChurch software in place. Dottie Keene and Kathy Rivet were both thanked for their service on the Board of Trustees.

Trevor Haydon thanked several people who helped and served while he was a Trustee, including:

- Richard Smith, Trustees
- Dave Jarvis, Trustees
- Kyei Atupem, Trustees, recycling
- Dirk Hofschire, retired Treasurer
- Linda Smith, Assistant Treasurer
- Nancy Kohl, Financial Secretary
- Barry Fiske, Trustees, sanctuary air conditioning, work day coordinator
- Joshua Lalrempuia, snow removal
- John Lauderbach, current Treasurer

A period of question and answers included:

- Thanks to Trevor for his work behind the scenes
- Capital Campaign Fund, \$26,000 remains, projects may include a new sound system
- Special Needs Fund (mentioned by Pastor McIvor above) goes privately to those in need and is available quickly

**Corporation new business** No requests were made for corporation New Business.

**Adjournment with prayer** The congregation voted to adjourn the Annual Meeting at 2:35 PM. The meeting was closed in prayer by Pastor McIvor.

Respectfully Submitted,

Bruce D. Soulé, Clerk of Session

# Called Meeting of the Congregation The Presbyterian Church in Sudbury May 4, 2014

The Called Meeting of the Congregation of the Presbyterian Church in Sudbury was called to order by Moderator Pastor D. William McIvor at 11:17 am in the sanctuary, following worship. The meeting was opened with prayer by the Moderator. The purpose of the meeting was to dissolve the pastoral relationship with the Reverend Dr. D. William McIvor and to present the next steps the congregation will need to take. The meeting was called by Session at their meeting on March 17, 2014. The congregation was notified of the called meeting by announcements at worship over the two prior consecutive weeks. Clerk of Session, Bruce Soulé took minutes of the meeting.

**Introduction of Liaison from the Committee on Ministry (COM) of the Boston Presbytery.** Rev. Diane Cusumano was introduced to the congregation by Pastor McIvor, who then left the room. Rev. Cusumano moderated the remainder of the meeting, beginning with a few more introductory remarks.

**Quorum.** A quorum was noted.

**Vote to Dissolve the Pastoral Relationship.** The congregation voted in favor of the following motion, as presented by the Session.

VOTED: That the pastoral relationship with the Reverend Dr. D. William McIvor be dissolved effective upon his retirement from pastoral ministry on June 30, 2014.

**Next Steps.** As explained by Rev. Cusumano, COM will receive her report on the vote of the congregation. In turn, COM will report at the next meeting of the Presbytery of Boston, on May 19 at the Church of the Covenant. At that meeting, Pastor McIvor will be recognized for his years of service in pastoral ministry.

A retirement celebration is being planned by the congregation for later in June.

Next, Ms. Cusumano explained a few professional ethics that pastors follow when leaving a church. Retiring pastors must act in support of the incoming pastor and will defer any questions or issues to the incoming pastor. Also, while friendships can be maintained, the leaving pastor must not discuss church matters with members of the congregation.

In July, as previously planned, Pastor McIvor will be officiating a wedding at the church.

Dave Jacob was asked to provide a brief report as chair of the church's Personnel Committee. The committee has kept involved with Pastor McIvor's retirement. The Session voted to present Bill with \$25,000 mostly representing two additional months of pay and compensation for unused study leave time.

**Transitional Pastor and Head of Staff.** Dave Jacob then explained that the Session has contracted with Rev. Dr. Carolyn Browning Hesel to serve as Transitional Pastor and Head of Staff, effective July 1, 2014. Rev. Hesel will be contracted (reported by tax form 1099) for May and June. For July and August Pastor Hesel will be given a salary in line with terms and guidelines set by the Boston Presbytery. In addition to her other duties, Carolyn will be assisting with the New Beginnings program. The goal will be to have an interim pastor by September.

**Questions.** A period for questions followed. Several questions were asked about the interim pastor position and the relationship Rev. Hesel would have with the congregation if she were to be asked to become the interim pastor. A list of potential interim pastors will be provided by COM to the Session, which will be making the appointment of interim

pastor. The Nominating Committee of the congregation will nominate members to a Pastor Search Committee, which will be voted on by the congregation. The process of finding a pastor may take 1 ½ years or more.

Pastor Helsel was then asked to make a few remarks. She spoke about her process of discernment at this point in her life, having just finished her PhD. She also talked briefly about the New Beginnings program that the church will undergo later in the year. In the summer, she will be preaching on stories, with emphasis on stories of the congregation.

**Adjournment.** The congregation **voted** to adjourn at approximately 11:51 am. Rev. Cusumano closed the Called Meeting of the Congregation with prayer.

Respectfully Submitted,

Bruce D. Soulé  
Clerk of Session

## **Called Meeting of the Congregation The Presbyterian Church in Sudbury August 24, 2014**

The Called Meeting of the Congregation of the Presbyterian Church in Sudbury was called to order by Moderator Pastor Carolyn Helsel at approximately 11:05 am in the sanctuary, at the end of worship. The meeting was opened with prayer by the Moderator. The purpose of the meeting was to elect an officer of the congregation. The meeting was approved by Session at their previous meeting. The congregation was notified of the meeting by announcements at worship over the two prior consecutive weeks.

**Quorum.** A quorum was noted.

**Election of Elder.** The following name was placed in nomination by the Nominating Committee.

Elder, Class of 2015

Jim Read

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

The congregation **voted** in favor of the person duly nominated. Pastor Helsel declared the person to be duly elected.

**Adjournment.** The congregation **voted** to adjourn the meeting at approximately 11:10 am. Pastor Helsel closed the Called Meeting of the Congregation with prayer.

Respectfully Submitted,

Pastor Carolyn Helsel  
Moderator of Session

## **Called Meeting of the Congregation The Presbyterian Church in Sudbury October 19, 2014**

The Called Meeting of the Congregation of the Presbyterian Church in Sudbury was called to order by Moderator Pastor Carolyn Helsel at approximately 10:35 am in the sanctuary. The meeting of the congregation was opened with prayer by the Moderator. The purpose of the meetings was to elect officers of the congregation. The meeting was approved by Session at their meeting on September 15, 2014. The congregation was notified of the meeting by announcements at two prior services of worship.

**Quorum.** A quorum was noted.

**Election of Elders and Deacons.** Elder Jacob placed the following names in nomination for elder, deacon.

Elders, Class of 2018

Roz Fisher

Richard Smith

Peter Welsh

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

Deacons, Class of 2018

Mike Carder

Cindy Faulkner

Jim Fraser

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

The congregation **voted** in favor of those persons duly nominated. Pastor Helsel declared all to be duly elected.

**Adjournment.** The congregation **voted** to adjourn the meeting at approximately 10:45 am. Pastor Helsel closed the Called Meeting of the Congregation with prayer.

Respectfully Submitted,

Cindy Faulkner

Designated Recording Secretary

## **Called Meetings of the Congregation and Corporation The Presbyterian Church in Sudbury November 2, 2014**

The Called Meetings of the Congregation and Corporation of the Presbyterian Church in Sudbury was called to order by Moderator Pastor Carolyn Helsel at approximately 10:35 am in the sanctuary. The purpose of the meetings was to elect officers of the congregation and corporation. The meetings were approved by Session at their meeting on October 20, 2014. The congregation was notified of the meetings by announcements at worship over the two prior consecutive weeks.

The meeting of the congregation was opened with prayer by the Moderator.

**Quorum.** A quorum was noted.

**Nominating Committee.** Dave Jacob, representing the Nominating Committee, listed and thanked the committee for their work.

- Dave Jacob, MODERATOR
- Koko Atupem, DEACON
- Martha Welsh, TRUSTEE
- Mike Carder, AT LARGE
- Sally Millar, AT LARGE
- Emile Reed, AT LARGE
- Jessie Robinson AT LARGE
- Andy Roosa, AT LARGE
- Linda Smith, AT LARGE
- Donald Soulé, AT LARGE
- Peter Welsh, AT LARGE
- Carolyn Hesel, ex officio, PASTOR

**Election of Elders.** Elder Jacob placed the following names in nomination for elder.

Elder, Class of 2016 (vacated by Ted Welte)

Aileen Gardner

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

Elder, Class of 2018

Mark Nelson

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

The congregation **voted** that a unanimous ballot be cast in favor of those persons duly nominated. Pastor Hesel declared all to be duly elected.

The meeting of the corporation was opened with prayer by the President of Trustees Martha Welsh.

**Election of Trustees.** Elder Jacob placed the following names in nomination for trustees.

Trustees, Class of 2018

John Moldenhauer

Lynn Sallee

No additional nominations were received from the floor. The congregation **voted** to cease nominations.

The congregation **voted** that a unanimous ballot be cast in favor of those persons duly nominated. President Welsh declared all to be duly elected.

**Adjournment.** The congregation **voted** to adjourn the meeting at approximately 10:45 am. Pastor Hesel closed the Called Meetings of the Congregation and Corporation with prayer.

Respectfully Submitted,

# Clerk of Session Report

## Session

Class of 2015	Class of 2016	Class of 2017
Rosalind Fisher	Catherine Crow	Kyei Atupem
Hal Goetsch	Bob Diefenbacher	Diana Fraser
Mark Nelson	Debbie Johnson	Dave Jacob
Ed Pichon	Ted Welte	Ron Ten-Hove
Jim Read	Aileen Gardner (term vacated by T. Welte)	

Stated Session meetings were held every month in the year 2014. Called meetings of Session were held in January (receive new members), March (receive new members), June (audio and video contract), September (receive new members), and December (pastor transition).

### Session Team Responsibilities

Education (Sunday school, adult education, small groups)

Ron Ten Hove (Chair), Debbie Johnson, Catherine Crow, Hal Goetsch (Fall), Staff: Matt Crane

Mission (mission outreach and service, mission interpretation and promotion)

Bob Diefenbacher (Chair), Dave Jacob, Staff: Carolyn Hesel

Shepherding (communications, community, fellowship, newcomers, visibility)

Ted Welte and Aileen Gardner (Chairs), Kyei Atupem, Rosalind Fisher, Diana Fraser, Staff: Carolyn Hesel

Worship (worship, music ministries)

Mark Nelson (Chair), Jim Read, Staff: Matthew Guerrieri and Carolyn Hesel

**Sudbury town center renovation.** Town center renovations were presented and discussed. Some requested input was provided to the town.

**Sudbury 375<sup>th</sup> anniversary.** The town was provided use of the Fellowship Hall for the anniversary celebration.

**New Beginnings.** Seminars and group meetings were held throughout the year.

**Philippines mission trip 2015.** The trip was approved. Fundraising and plans for the trip continued in 2014.

**Sanctuary audio and video system.** A new audio and video system was installed in the sanctuary.

**Pastor Mclvor retirement.** Bill and Merrie Mclvor left for Washington after Bill's retirement. A retirement celebration party was held in June.

**Pastor Transition.** The Rev. Dr. Carolyn Browning Hesel was hired as Transitional Pastor through January 2015. In the meantime, an Interim Search Committee was created. The Rev. Richard E. Otty was hired as Interim Pastor. His position will begin on February 1, 2015.

**Vision, Inclusion, and Mission statements.** New vision statement was created:

Led by the Spirit, we are a welcoming and inclusive Christian community, responding to God’s call in the world.

A new Statement of Inclusion and a new Mission Statement are being drafted for 2015.

**Ordinances.** Elders and deacons were installed and 6 new members were received. No baptisms were performed. Susan DeHoff was ordained as a minister by the Presbytery of Boston.

## Congregation and Corporation

### Meetings

The congregation held 1 annual meeting and 4 called meetings (dissolve pastoral relationship, elect elders and deacons). The corporation held 1 annual meeting and 1 called meeting (elect trustees).

### Worship Attendance

The average attendance at Sunday worship for the year 2014 was 93, which is an increase of 9.4% from 85 in 2013. The annualized rate of change in worship attendance is –3.1% per year over the ten-year period 2004 to 2014.

### Membership

The status of the roll of active members is as follows:

**Active membership, January 1, 2014** .....175

#### Additions

Adult baptism	0
Profession of faith or reaffirmation of faith	0
Certificate of transfer	6
Total Additions.....	6

#### Losses

Certificate of transfer	0
Inactivated	9
Request	0
Death	0
Other	1
Total Losses.....	10

**Active membership, December 31, 2014** .....171

On January 1, 2014 membership was 175. On December 31, 2014, membership was 171, which is a one-year decrease of 2.3%. The annualized rate of membership loss for the ten-year period 2004 through 2014 is 1.2% per year.

Respectfully submitted,

Bruce Soulé  
Clerk of Session



# Education Team Report

*“And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.”*

Ephesians 6:4

Our faith is informed and strengthened by the study of God’s Word. We also learn much of the character of God, and our relationship with him by being in community with and part of the body of Christ. With this in mind, the Education Team is responsible for educational activities within PCIS, as well as developing small groups within our church.

## Sunday School Ministries

### Teachers January to June 2014

Nursery coordinator — Warren Fagan

Pre-Kindergarten/Kindergarten/1st/2nd — Heather Goetsch, Tammy Wilson

3rd/4th/5th — Catherine Crow, Megan Hollembaek

Middle School — Emilie Read, Christine Clark

High School — Matt Crane, Stacey Angle, Ed Pichon

### Teachers September to December 2014

Nursery coordinator — Warren Fagan

Pre-Kindergarten/Kindergarten/1st/2nd — Heather Goetsch, Tammy Wilson

3rd/4th/5th — Catherine Crow, Megan Hollembaek

Middle School — Emilie Read, Christine Clark

High School — Matt Crane, Stacey Angle

The Sunday School continues to use the curriculum “Feasting on the Word.” The “Feasting on the Word” curriculum is based on the weekly lectionary, meaning that all Sunday school classes, as well as the sermon, focus on the same Bible text each week. This provides families with great opportunities to discuss the morning’s lessons.

We extend our thanks to Donna Fleishman, Megan Platt and Joan Wernick for their work in the nursery during worship and other PCIS events. Joan retired from the nursery early in 2014, after 30 years of faithful service. Megan started in the autumn.

Our thanks also go to Andy Roosa, who has served as our Sunday School superintendent for many years, and continues in this key role in this important ministry.

## Youth Ministries

The middle school and senior high school youth groups were led by Christine Clark, Matt Crane, Preston Crow, Gerard DuToit, Joshua Lalrempuia & Nadene Worth and met on selected Sunday evenings.

2014 was Matt Crane's first full year in his role as Director of Christian Education. He led the middle school and senior high school youth groups in a wide variety of activities, including:

- Bible study and small group discussions
- Mission trips (see below)
- Local missions (such as Family Promise)
- Participation in worship services
- Confirmation classes for the senior high group (started in the autumn)
- Fun activities and fellowship

## Youth Mission Trips

- Albany, New York: June 29th through July 5th.
- Shamokin, Pennsylvania: July 20th through the 26th.

In addition, a lot of planning and fundraising occurred in 2014 for the 2015 mission trip to the Philippines.

## Adult Ministries and Small Groups

Adult ministries consist of Christian Education and fellowship through small groups.

- Adult Christian Education — taught by Ron Ten-Hove, Alan Dossett, and Andy Roosa
- Women's Wednesday Morning Bible Study and Fellowship — Led by Jessie Robinson.
- Men's Breakfast Bible Study — meeting on the second Friday morning of each month — Led by Bill McIvor (January through June) and Carolyn Helsel (September through December).
- Artist group meets most Monday evenings — Led by Aline Rober.
- Compassionate Knitting group meets the second Tuesday evening of each month — Led by Rose DeBoer.

In addition, a new book group was organized, and will begin meeting monthly, starting in January 2015.

**Education Team.** The 2014 Education Team consisted of Debbie Johnson, Hal Goetsch, Ron Ten-Hove, Catherine Crow, Andy Roosa, and Matt Crane.

Ron Ten-Hove  
Chair, Education Team

# Mission Team Report

## Mission Statement

As good stewards of the blessings God has provided us, we are called to reach out with hands-on service and with our finances to those beyond our faith community who need our help.

*“Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?” The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’” --NIV Matt. 25:37(b)-40*

As a team, our role is to encourage everyone in the PCIS community to participate actively in Christian outreach and service, and to facilitate and coordinate their participation.

## Mission Team Goals

- **Housing:** Provide opportunities for housing ministry in programs such as MATE and youth mission trips.
- **Economic Justice:** Support economic justice through the Presbyterian Fair Trade Coffee Project, hunger awareness programs, cash and food donations to local food banks, and Crop Walk.
- **Social Justice:** Minister to and provide hands-on support for appropriate social justice issues within the surrounding MetroWest communities.
- **Immediate Needs:** Serve those who need immediate help through the Salvation Army Miracle Kitchen, Grace House, Little Children of the Philippines, Parmenter Community Health, Family Promise, etc.
- **Needs beyond our local reach:** Support programs and people in the Boston area and world-wide through supporting selected mission opportunities.
- **Coordinate special offerings:** Provide mission interpretation presentations during worship and special events that emphasize particular mission opportunities selected to receive designated gifts from PCIS members and friends.

## Team Members-12/31/14

Bob Diefenbacher, chair  
Matt Crane  
Carolyn Helsel  
Dave Jacob

Dottie Keene  
Linda Sallee  
Lynn Sallee  
Martha Welsh

In 2014 we welcomed Linda and Lynn Sallee to the Mission Team and thanked Aileen Gardner and John Lauderbach as they resigned to participate in other PCIS activities.

The Mission Team is grateful for the continuing support of PCIS mission programs by the congregation. You are very generous in expressing Christ’s love for our brothers and sisters in need through your mission giving. We are mindful of the importance the congregation places on this important ministry and thank you for trusting us with this responsibility.

## 2014 Mission Team Financial Summary

The Mission Team met six times during the year and carefully reviewed its mission outreach budget allocations at each meeting in addition to reviewing the “hands-on” mission activities supported by PCIS member involvement throughout the year. We stayed within our year-to-date Local Mission budget with our monthly allocations throughout the year.

From an overall perspective, as in 2013, the Mission Team, with Session approval, divided the mission giving in the church budget into two categories: shared mission (quarterly contributions to the Presbytery of Boston, Synod and General Assembly) and locally determined contributions (PCIS Mission Team selected ministries). In 2014 shared mission contributions totaled \$27,300.00 (8.7 % of the PCIS annual budget) and locally determined contributions totaled \$15,406.30 (4.9 % of the PCIS annual budget)

In addition to the budget allocations, the Mission Team conducted six special offering emphasis months in 2014. We also supported a number of youth mission funding activities (coordinated by Matt Crane) for both the summer 2014 Youth Mission Trips with Group Mission Trips, and for the 2015 trip to the Philippines to visit the Little Children of the Philippines operations in Dumaguete City. The distributions from our special offerings totaled \$29,630.10 this year. Furthermore, PCIS members contributed gifts-in-kind for Framingham Back-to-School and Christmas, Operation Christmas Child, and Salvation Army Miracle Kitchen, and supported the Presbyterian Coffee Project by purchasing coffee, tea, and other goods. Jean Mugford continues to provide many warm, knitted hats to MATE. Also, a number of members contribute directly to Little Children of the Philippines to support individual children and their families and for ongoing sponsorship of the LCP Pre-schools.

When the 2014 PCIS budgeted mission giving and additional cash distributions to all mission programs selected and supported through PCIS are totaled they amounted to \$45,036.40. This is in addition to PCIS support of our connectional ministries including the Presbytery of Boston, Synod and General Assembly that totaled \$27,306 in 2014.

The total distributions from our congregation to all beneficiaries totaled \$72,336.40. This continues the PCIS emphasis on mission. In 2015, as a result of our New Beginnings study, we expect this emphasis to continue to grow and reach out to more people, especially locally.

In 2014 we continued our efforts to maintain connections with the ministries we support so that we have a more direct, personal relationship with the recipients of your generosity. We want to understand how the gifts from PCIS help carry out our mission in the world.

Boston Cambridge Ministry in Higher Education—Bob Diefenbacher  
Camp Wilmot—Don Soule  
Christmas Joy Offering—Linda Sallee  
Community Day Center, Waltham—Martha Welsh  
Framingham Back-to-School—Heather Goetsch  
Framingham Christmas—Heather Goetsch  
Grace House, Framingham—Bob Diefenbacher  
Kohlapur Church Council, India Missionaries--Matt Crane  
Little Children of the Philippines—Sally Millar  
Mission at the Eastwood (MATE)—Aline Rober  
One Great Hour of Sharing—John Lauderbach

Operation Christmas Child—Linda Suzuki  
Parmenter Community Health—Bob Diefenbacher  
Presbyterian Coffee—Emilie Reed  
Presbytery of Boston—Bob Diefenbacher  
Roxbury PC Social Impact Center—Dave Jacob  
Salvation Army Miracle Kitchen—Dottie Keene  
Sudbury Community Food Pantry—Bob Diefenbacher  
Youth Group Mission Program—Matt Crane  
Youth Group LCP Trip Coordinator—Sally Millar  
Wayland Food Pantry—Bob Diefenbacher  
Women’s Christmas Dinner Gift —Linda Smith

## 2014 Mission Team Highlights

Here are the highlights of the year made possible by the generosity of PCIS members and their active participation in our mission activities:

- We again provided a \$2,500 student scholarship for the Roxbury Social Impact Center TEEP summer program
- We continued our support of Little Children of the Philippines (LCP) pre-schools with gifts from our budget and the LCP special offering, as well as with sponsorship of specific pre-schools by several members. In addition our LCP support is further increased with the value of Christmas gifts sent by members to their sponsored children and the preschools. This year we filled and shipped 14 huge boxes. The shipping cost to the church was only \$495, thanks to generous shipping contributions from the congregation.
- Sally Millar and Matt Crane continued to organize and sign-up participants for the summer 2015 Mission Trip to LCP in the Philippines.
- Our support of Mission at the Eastward (MATE) in Maine continued this year with a hands-on work week coordinated by Aline Rober and supported by congregational gifts totaling nearly \$3,200.00
- Our gifts to Camp Wilmot over the past several years, including \$2,835 this year, have helped the camp become accredited and provided needed recreational equipment.
- We again sent \$500 to Parmenter Community Health designated for Camp Erin, a Boston summer bereavement camp for young people.
- During two weekends in December, PCIS members braved the cold to ring the bell all day for the Salvation Army at Sudbury Farms.
- Our gift of \$500 to Pastor Tim Horton co-founder of The Grace House in Framingham provided needed funds for this struggling ministry that helps food-challenged households with meals on weekends when the Miracle Kitchen is closed.
- We decided to support Good Shepherd Bible School, part of Kohlapur Church Council, a Presbyterian ministry in India, by assisting missionaries Ramesh and Sheba Telore, who leave in February 2015, for a three-year, self-supporting mission to train pastors and lay leaders, who are desperately needed for the KCC ministry.
- We hosted Pat Mullen, manager of the Sudbury Food Pantry, in January to present a Minute for Mission about the hunger problem here in Sudbury.
- An analysis of 2013 Special Offering receipts made by Bill McIvor showed that 60% of our giving units participate in one or more of our Special Offerings. These offerings afford the congregation the ability to focus some of their contributions on one or more selected mission needs.
- In July members of the Mission Team were guests of the Telores at their home in Roxbury for an authentic Indian style dinner and to learn more about their future work with KCC Bible School.
- PCIS staffed a booth at Sudbury's 375<sup>th</sup> Anniversary Celebration Day at LHRHS to promote the church to the community. We also were open for the Sudbury Old Time Fair on August 23<sup>rd</sup> and distributed literature and Bibles to visitors.
- Jean Mugford generously knitted 50 wool hats and sent them to children connected with MATE in Maine.
- In March during the Special Offering emphasis on LCP, we hosted Glenna Waller, president of Little Children of the World, Inc., and Marie Lou Abbott (an LCP program graduate) who shared the story of LCP in worship on March 2, 2014.
- Emily Reed continues to manage the church Presbyterian Coffee program that helps support small farmers. Members purchased hundreds of dollars of coffee and other products on the honor system.

The following table represents the financial view of the PCIS Mission Program. While it is an important way to measure the effectiveness of our service and outreach, it is not the only way. The true worth of Christian mission is in the lives touched for Christ...lives transformed and healed through the Holy Spirit. We give to make Christ real for others.

<b>Shared Mission: Budget \$27,300</b>	<b>Amount</b>	<b>12/31/13 Balance</b>
Per Capita	\$10,251.00	n/a
Presbytery of Boston Unified Mission	13,555.00	
<b>TOTAL to Presbytery of Boston</b>	<b>\$23,800.00</b>	
Synod	\$500.00	n/a
General Assembly Mission	\$3.00	n/a
<b>LOCAL Mission Recipients (Budget \$17,000)</b>		
<b>Presbytery Ministries</b>		
Boston Cambridge Ministry in Higher Education	\$1,000.00	n/a
Camp Wilmot Accreditation Fund	\$1,000.00	n/a
Community Day Center, Waltham	\$1,000.00	n/a
Mission at the Eastward	\$1,000.00	n/a
Roxbury PC Social Impact Center	\$2,500.00	n/a
<b>Local Ministries</b>		
The Grace House, Framingham	\$500.00	n/a
Camp Erin, Parmenter Community Health	\$750.00	n/a
Salvation Army Miracle Kitchen Framingham	\$1,991.60	n/a
Sudbury Community Food Pantry	\$1,000.00	
Wayland Community Food Pantry (Parmenter)	\$250.00	
<b>International Ministries</b>		
Alongside Ministry in Nicaragua	\$1,000.00	n/a
Little Children of the Philippines Pre-schools	\$2,170.00	n/a
KCC Missionaries, India (The Telores)	\$1,000.00	
<b>Miscellaneous</b>		
LCP Christmas Shipment expenses (net after \$740.00 in contributions from congregation for shipping)	\$495.00	n/a
<b>Special Offerings Distributed (\$29,630.10)</b>		
Little Children of the Philippines	\$3,955.00	\$500.00
Camp Wilmot	\$1,835.00	\$50.00
One Great Hour of Sharing	\$2,181.55	\$0
MATE	\$6,140.00	\$0
Youth Group Mission Trips Summer 2014	\$9,231.00	\$327.86
KCC Missionaries, India (Telores)	\$3,727.00	\$0
Christmas Joy Offering (2013 amount received and sent in January 2014)	\$2,131.25	\$871.00
Women's Christmas Dinner Offering	\$289.00	\$0
Miscellaneous Special Offerings (Sudbury Food Pantry)	\$140.00	
<b>Total 2014 Mission Distributions \$72,336.40</b>		

The Mission Team is indeed blessed with the opportunity and responsibility to represent your generosity to those outside our fellowship whose needs we are able to meet. Please follow the results of our mission activities throughout the year on the Mission Bulletin Board.

Respectfully submitted,  
Robert H. Diefenbacher, chair

# Shepherding Team Report

This has been a year of hellos and goodbyes for the Shepherding Team, but focusing on the continuing goal of welcoming and integrating new members into our church community, the team has adapted well to the gains and losses that have characterized the year.

We are very grateful to Ted Welte for his very effective leadership of the Committee until November 2014 when in anticipation of back surgery he handed over the reins to Aileen Gardner. We also extend our thanks to his wife Kathy who faithfully served the team as deacon representative until recent weeks when she left to focus on supporting Ted's recovery.

The Shepherding Committee currently includes: Kyei Atupem; Diana Fraser; Roz Fisher and Aileen Gardner. In August we welcomed Rev. Dr. Carolyn Helsel to the team as she shadowed Pastor Bill Mclvor in preparation for her transitional ministry with PCIS. Our thanks to both Bill and Carolyn for their valuable insights and suggestions, and our best wishes to Carolyn as she embarks on the next stage of her pastoral career.

2014 will be remembered as the year of the BIG EVENT - the grand celebration of our time with Pastor Bill Mclvor and his wife Merrie as they prepared to leave PCIS for retirement in Seattle. From January to the evening of 22<sup>nd</sup> June Ted masterfully guided each component of the event to ensure its success. In the process he co-opted onto the team, Martha Welsh, Jane Dossett, Don Soule, Jim Fraser, Alan Dossett, and others as needed. All graciously contributed their particular skills and much of their time. Few will forget seeing Beth and Gerard Du Toit drive Merrie and Bill to the event site in their magnificent antique sport's car. And few saw Kyei Atupem kindly drive them back home into the sunset! Additional thanks are extended to all those who provided wonderful musical entertainment during the evening, including Matthew Guerrieri, Diana Tetzlaff, our PCIS choir/praise team, and the McCombovers. Our sincere and heartfelt thanks go to our friends at Wayland Community Media Center (WayCam) for their support in the videotaping and broadcast of the Mclvor's retirement party.

Over the summer months we have enjoyed many visitors to our services and we are happy to welcome Lenann and John Nye, Wren Colle and Hernan Vilarroel to our membership. We provided four new member orientation opportunities last year and will plan to renew that schedule in the coming year.

Roz Fisher coordinated our greeters again this year – a very important aspect of our welcoming mission. Along with her thanks to all those who warmly shook hands with our visitors and members each Sunday, Roz has expressed the need for additional volunteers to greet at the first service.

Diana Fraser has graciously assumed the role of fellowship hour coordinator and Kitchen Manager. Like Ted before her, Diana is thankful for all those who hosted the program throughout the year and tidied the kitchen. She has asked that we remind members of our sign-up opportunities on line at <http://pcsudbury.org/volunteer-at-pcis/> and on our bulletin board in fellowship hall.

Several members of the Shepherding team assisted at an event held at Sudbury Lincoln High School on August 23<sup>rd</sup> to celebrate the 375<sup>th</sup> anniversary of the founding of Sudbury. Interested participants were invited to read our display boards and receive information on our church programs.

Additional events supported by the Shepherding team included:

- Presbytery dinner on March 24<sup>th</sup>
- Soup supper on Maundy Thursday
- Start-up Sunday brunch and barbeque September 7th
- Two Sunday brunches hosted and organized by Jane Dossett on September 28<sup>th</sup> and October 26<sup>th</sup>.
- Advance Directive Care – a Friday night main event provided by Kyei Atupem in conjunction with Parmenter on October 28th
- An afternoon tea party reception following the ordination of Rev. Dr. Susan DeHoff on November 30th
- The Ladies Annual Christmas Dinner and Yankee gift swap on December 5<sup>th</sup>.

Thanks to Donya Platt, our administrative assistant, who has been critical to the successful publication of church news and services in the local press. To sign up for weekly email, visit <http://pcsudbury.org/join-our-mailing-list>

Respectfully submitted,  
Aileen Gardner (Chairperson)

## Worship Team Report

This was year of changes at PCIS. Worship remained a constant reassuring presence as we bade farewell to Rev. McIvor on his retirement and welcomed Rev. Helsel as transitional pastor. It is the Worship Team's objective to coordinate the varied elements of the worship environment to provide for God-centered worship experiences at PCIS.

The team members this year included Mark Nelson, Shinae Kim, Matthew Guerrieri, Dave Jarvis, Matt Crane, James Read, Carolyn Helsel, Bill McIvor, and Ed Pichon. The team met 7 times during the year.

The largest single project the Worship Team undertook was the selection and installation of a new sound and video system for the sanctuary. With input from the team, Ed Pichon created a proposal which was put out for bids. Three bids were received and evaluated, and a vendor selected. Installation took place in September, and involved replacing all the amplifiers, speakers, mixers and recording equipment, most of the microphones, plus the projector and screen. The new system provides a cleaner and more balanced sound to both the musicians and the congregation, plus easier setup and operation. James Read volunteered to learn and operate the new mixing console in the back of the sanctuary. He will be happy to train anyone who would like to help us "make a joyful noise to the Lord" from that perch – "no experience necessary."

Special services this year included Ash Wednesday; the 5 Holy Week services; and Cookies & Carols leading up to Christmas. We had a hymn sing Sunday on Nov. 23, which included an opportunity to dedicate one of the new hymnals with a custom bookplate, and obtain one of the old hymnals if desired.

The Team would like to thank and honor Jean Mugford for her many years of faithful work in preparing the Communion elements for so many celebrations of the Lord's Supper. We also thank Sally Millar for taking up the mantle Jean has carried. Though not officially members of the Worship Team, they are both exemplars of what it means to be in the Lord's service.

Mark Nelson  
Chair, Worship Team



## Flower Coordinator Report

We were able to beautify our Sanctuary on several Sunday's in 2014. There is a sign-up sheet posted in Fellowship Hall for members and friends to sign up for a particular date. It is a very nice way to honor or remember a loved one on a special occasion.

We have an on-going arrangement with English Garden Florist in Southborough. They will deliver the arrangements to the church the day before worship. ( with no delivery charge ! ) I check the calendar on a regular basis and order the flowers by phone.

I also coordinate the Easter lilies and spring flowers for Easter as well as the poinsettias at Christmas. We have an on-going arrangement with Trombetta's Farm in Marlborough who sells us the plants at a discounted price. I also hang the wreaths in the Sanctuary and outside the church at Christmas.

I bring flowers to worship on several Sunday's throughout the year. There are dates available on the Flower Chart for this New Year.

Thank you to all the members and friends who contributed money towards flowers to beautify our Sanctuary and the worship service each Sunday.

Jane Dossett  
Flower Coordinator

## Personnel Committee Report

The personnel committee is responsible for hiring, evaluating and recommending salary guidelines for paid staff at PCIS including Senior Pastor, Director of Christian Education, Music Director, Administrative Assistant and Nursery staff.

### **This year's committee had the following members:**

Dave Jacob	Moderator
David Liu	Trustee
Pete Curran	Deacon

With the retirement of Bill McIvor, the committee was tasked with hiring Transitional Pastor, Carolyn Helsel. She began part-time in May 2014 and will conclude her service on January 31, 2015 with the installation of Interim Pastor , Rick Otty.

The committee also had to hire a part-time nursery attendant and a part-time administrative assistant.

Dave Jacob  
Moderator, Personnel Committee

# Nominating Committee Report

The nominating committee is responsible for preparing a slate of officers for Session, Deacon and Trustees for the following year as well as filling terms of those members who aren't able to finish their elected terms. The nominees for the various officer positions are presented at a congregational meeting for election.

## **This year's committee had the following members:**

Dave Jacob	Moderator
Koko Atupem	Deacon
Martha Welsh	Trustee
Bill McIvor	Pastor
Carolyn Helsel	Pastor
Mike Carder	At Large
Sally Millar	At Large
Emilie Read	At Large
Jessie Robinson	At Large
Andy Roosa	At Large
Linda Smith	At Large
Don Soule	At Large
Peter Welsh	At Large

## **Nominated for the Session**

### **Class of 2018**

Mark Nelson  
Peter Welsh  
Roz Fisher  
Richard Smith

### **Class of 2016**

Aileen Gardner  
Jim Read

## **Nominated for the Board of Deacons**

### **Class of 2018**

Mike Carder  
Jim Fraser  
Cindy Faulkner

## **Nominated for the Board of Trustees**

### **Class of 2018**

Lynn Sallee  
John Moldenhauer

Dave Jacob  
Moderator, Nominating Committee

## BOARD OF DEACONS

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Class of 2015	Class of 2016	Class of 2017
Mike Carder	Koko Atupem	Kathy Welte
Amy Shroff	Peter Curran	Tammy Wilson
Mary Ann Angle	Andy Ware	Moira Ten-Hove

Many thanks to Mary Ann Angle, Mike Carder and Amy Shroff who have rotated off of the Board after serving faithfully in a number of capacities. We are delighted to welcome new board members Cindy Faulkner and Jim Fraser.

Meetings were held on the third Tuesday of every month except August, with our December get-together held in a member's home (this year at Tammy Wilson's). Regular agenda items included scripture study, discussion on how best to attend to special parish member needs (e.g. home-delivered meals and transportation to church events) and planning for Deacon sponsored congregational events. Approximately 30 minutes of each meeting was devoted to taking up the joys and concerns of parish members and their extended community of friends and family in prayer. This is and will continue to be our primary mission.

Ongoing responsibilities included keeping parish members current on church initiatives and events, periodically supporting Sunday worship as liturgists and communion servers, hosting a monthly coffee hour in-between Sunday services, and introducing new church members to the sort of support they can expect from their assigned Deacon.

Specific opportunities for service this year included hosting the well attended fellowship hour for Easter services, encouraging the congregation to deliver updated photos for the directory, assisting with the ordination celebration for Susan DeHoff, and managing the delivery of food and other assistance here and there throughout the year. As with other committees and groups within the church, we spent a fair amount of time discussing the New Beginnings process and the transition forward at PCIS.

Another topic we've recently discussed was alternative ways to organize parish groupings that might make communication and socialization a little more synergistic. A specific idea is demographic organization that might include families by age of child, singles, empty nesters, teens, etc. The Deacon's have also discussed returning to progressive dinners or parish luncheons this year, which we decided against last year because of the many other competing activities on the schedule.

Roles and responsibilities of board members included: Moderator: Andy Ware; Vice-Moderator: Moira Ten-Hove; Prayer Ministry Coordinator: Mike Carder; Secretary: Pete Curran; Hospitality: Koko Atumen, Tammy Wilson, Amy Shroff; Nominating: Koko Atupem; Personnel: Peter Curran; and Shepherding Team Representative: Kathy Welte.

Andy Ware  
Moderator, Board of Deacons

## BOARD OF TRUSTEES

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The members of the Board of Trustees for 2014 were:

- Class of 2015 Barry Fiske and Joshua Lalrempuia
- Class of 2016 Warren Fagan and Aline Rober
- Class of 2017 Dave Liu and Martha Welsh

The Board of Trustees is responsible for the maintenance of the building and grounds, tracking finances and contributions, insurance and other temporal matters of the church. These responsibilities were divided as follows for 2014:

- Martha Welsh – President, Nominating Committee, Budget and Fiscal
- Dave Liu- Vice President, Personnel Committee, Office Equipment Requirements, Budget and Fiscal
- Warren Fagan- Secretary, Insurance
- Barry Fiske- Building Maintenance and Inspections
- Joshua Lalrempuia – Grounds Maintenance

We routinely coordinate and/or supervise activities to maintain the church building and property such as:

- The Spring and Fall work days
- Landscape and lawn maintenance, including snow removal
- Inspection and maintenance of safety equipment: fire extinguishers, the elevator, the boilers and furnaces
- Special requests — signs, storage, new kitchen equipment, etc.
- Procuring the necessary cleaning services and maintaining adequate supplies of paper goods, trash bags, light bulbs, etc.
- Arranging the necessary trash removal and recycling services

The board also has several business administration responsibilities:

- Understand town requirements and restrictions including those by the Sudbury Historic Districts Commission.
- Annually review the church's insurance policies for adequacy of coverage and ensure that all premium payments and other correspondence with the church's insurance agents are promptly executed.
- Manage utility providers and review periodically for service or price improvements.
- Perform equipment maintenance, obtain maintenance contracts or procure maintenance services for the church's equipment, such as the copier, computers, audio /video equipment, and telephone systems
- Participate on other church boards and committees such as the Personnel Committee, Nominating Committee, Session and Key Team

The trustees also have several finance related responsibilities:

- Count the offerings, entering the contributions into the computer database, and turning the money over to the Treasurer, or someone designated by the Treasurer to make the bank deposit
- Coordinate or generate the necessary reports church leadership requires to manage income and expenses.

- Conduct a yearly review of the accounts and books of the church
- Handling stock contributions made to the Church
- Exercise general oversight of the work of the Treasurer, Assistant Treasurer and Financial Secretary
- In the fourth quarter of 2014 the trustees published the first quarterly report to the congregation on the church's financial status and the projects underway

These finance officers are guided in the performance of their duties by the Financial Procedures of the Presbyterian Church in Sudbury. Primary responsibilities of the Treasurer and Assistant Treasurer are to receive funds, pay staff, process invoices and maintain the books and records of the church. John Lauderbach took on the role of Treasurer in 2014. The Board extends a very big "thank you" to John for ably serving as Treasurer this past year. Linda Smith continues to serve as Assistant Treasurer. A huge thank you to Linda for all her hard work paying bills and keeping our accounts balanced. Nancy Kohl graciously and adeptly continues to serve as Financial Secretary. The primary responsibility in this position is to track estimates of giving and issue periodic statements to contributors. The Board greatly appreciates the many hours expended by John, Linda and Nancy to perform these important roles.

Our big project in 2014, in partnership with the Worship Team, was the long awaited installation of the new audio/video system. The new system has greatly improved the worship experience, especially for the Choir, Praise Team and those who need hearing assistance. The cost was \$40,000 which was funded from the balance in the capital campaign and other reserve maintenance funds as approved by Session.

As Barry Fiske and Joshua Lalrempuia complete their terms of office as trustees, we wish to extend our deep appreciation to each of them for the time and talents they offered to PCIS. Barry was the building trustee managing the many required inspections and repairs to keep our facility running well. Joshua oversaw the grounds and snow removal during some challenging New England winters.

We welcome new trustees John Moldenhauer and Lynn Sallee and look forward to working with both of them in their new positions.

I would like personally to express my gratitude to the members of the Board for their dedication and service and to thank all in our church family who assisted us in performing our responsibilities this year. Your time and efforts at work days and throughout the year are very much appreciated.

Martha Bernard Welsh  
President, Board of Trustees

*Presbyterian Church in Sudbury*  
**Income and Expense Statement**  
 Consolidated - January 2014 - December 2014

Current Period

<b>INCOME</b>	<b>4000</b>	
UNRESTRICTED INCOME	4020	329,816.72
RESTRICTED INCOME	4200	<u>103,186.32</u>
<b>TOTAL INCOME</b>		<b>433,003.04</b>
<b>EXPENSES</b>	<b>5000</b>	
<b>OPERATING EXPENSES</b>	<b>5005</b>	
Pastor Cash Salary	5061-201	36,154.00
Pastor House Allowance	5062-202	22,115.36
Pastor SECA Allowance	5063-203	4,457.36
Pastor Travel	5064-204	759.36
Pastor Business Expense	5065-205	2,828.27
Pastor Continue Education	5067-206	5,711.35
Pastor Pension & Medical	5069-207	29,160.84
Pension Vacancy Dues	5070-207	0.00
Trans. Pastor Cash Salary	5072-201	36,496.00
Trans. Pastor SECA Allow.	5073-203	2,484.00
DCE Salary	5075-201	0.00
Music Director Salary	5081-201	37,595.04
Seminarian/Intern	5090-201	0.00
Admin Assistant Salary	5155-201	30,167.87
Nursery Attendant 1	5163-201	1,970.00
Nursery Attendant 2	5165-201	5,295.65
Nursery Attendant - other	5170-201	0.00
Payroll Taxes	5210	10,709.38
Contrib to Mortgage Rsrv	5320	5,400.00
Insurance	5330	9,768.75
Office Expense	5430	2,152.21
Treasurer Expense	5450	2,066.83
OFFICE EQUIPMENT AND TECH	5500	7,695.91
UTILITIES	5630	8,481.62
Cleaning Service	5720	8,745.00
MAINT/REPAIR/SECURITY	5740	4,431.76
Landscaping	5810	460.69
Kitchen Supplies	5820	461.13
Deacons	6015	0.00
Shepherding	6020	5,733.94
Session	6030	1,100.62
EDUCATION/YOUTH	6200	6,420.16
WORSHIP/LITURGY	6275	5,183.34
Stewardship Expense	6290	0.00
Local Mission	6305	15,426.30
General Assembly Mission	6310-300	3,000.00
Synod Mission	6315-300	500.00
Presbytery Mission	6320-300	18,677.50
Presbytery Per Capita	6325-300	5,122.50
Miscellaneous Expense	6410	<u>0.00</u>
Subtotal Operating Expenses	5005	336,732.74
<b>NON-OPERATING EXPENSES</b>	<b>6550</b>	
Restricted Funds Disb.	6570	83,415.23
DCE Salary	6580	<u>32,589.96</u>
Subtotal Non-operating Expenses	6550	116,005.19

**Income and Expense Statement**

Current Period

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TOTAL EXPENSES	<u>452,737.93</u>
TRANSFERS	<u>\$0.00</u>
TOTAL TRANSFERS	<u>0.00</u>
EXCESS INCOME\EXPENSES	<u><u>(\$19,734.89)</u></u>

## Balance Sheet

Consolidated - For The Year Ending December 2014

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	Current Year	Previous Year
<b>ASSETS</b>		
CHECKING/SAVINGS		
TD Bank NOW	\$109,635.89	\$0.00
Middlesex	115,074.83	246,257.97
VanGuard	26,694.94	26,692.25
FIDELITY	13,702.21	13,700.94
Subtotal Checking/savings	265,107.87	286,651.16
OTHER CURRENT ASSETS		
Boston Community Loan Fun	8,000.00	8,000.00
TOTAL ASSETS	\$273,107.87	\$294,651.16
<b>EQUITY</b>		
OPERATING FUNDS		
Unrestricted Net Assets	\$43,788.47	\$24,690.59
NON-OPERATING FUNDS		
Camp Wilmot	50.00	400.00
Choir/Praise Team	0.00	1,936.41
Christmas Joy	1,715.00	2,131.25
Coffee Fund	97.86	(68.26)
Exc. in Ed (DCE)	47,670.47	61,134.31
Flower Fund	652.77	1,450.39
MATE	0.00	1,800.00
Memorial Fund	200.00	900.00
One Great Hour of Sharing	0.00	52.00
Philippines	500.00	150.00
SERRV Alt Gift Fair	0.00	11.77
Special Needs	0.00	2,844.61
Temporary Holding	50.00	0.00
Youth Mission Philippines	39,537.00	0.00
Youth Mission	327.86	4,648.86
Pastor Loan Fund	40,265.15	40,265.15
Continuing Education	16,206.48	16,206.48
Office Reserve Fund	0.00	0.62
Major Repair Reserve	20,913.38	22,056.95
Sanctuary Tech Fund	0.00	4,898.01
Building Reserve Fund	2,105.31	2,105.31
Special Events Fund - oth	0.00	17.95
Endowment Fund	0.00	1,194.25
Capital Campaign	0.00	26,566.39
Youth Fellowship	0.00	630.00
Mortgage Reserve	22,050.00	16,650.00
Operating Reserve	36,978.12	36,978.12
Next Year General Contrib	0.00	25,000.00
Subtotal Non-operating Funds	229,319.40	269,960.57
TOTAL EQUITY	273,107.87	294,651.16
TOTAL LIABILITIES AND EQUITY	\$273,107.87	\$294,651.16