

Presbyterian Church in Sudbury

Annual Report 2015

Docket
Annual Meeting of the
Presbyterian Church in Sudbury
January 31, 2016 - 12:15 PM

Meeting of the Congregation

1. Call to Order, Opening Prayer/Devotion, Hymn
2. Purpose of Annual Meeting
3. Quorum (15), Requests for New Business, Approve Docket
4. Approve 2015 Meeting Minutes (pp. 6-10)
5. Select 3 Members to Review 2016 Meeting Minutes
6. Elect 5 Members (minimum, non-officers) to 2016 Nominating Committee
 - a. Nominees: Jane Dossett, Sally Millar, Andy Roosa, Linda Smith, Don Soulé
7. Dismiss 2015 Nominating Committee
8. [With a called and installed pastor, the congregation would normally approve the terms of call during this meeting; this does not apply to temporary pastoral relationships.]
9. Review Annual Reports
 - a. Attendance (add to Clerk of Session Report): Average 2015 Sunday attendance was 87. Averages for recent years were:

2014: 93	2011: 101	2008: 116
2013: 85	2010: 97	2007: 120
2012: 92	2009: 109	2006: 129
10. New Business
11. Adjournment of Meeting of Congregation

Meeting of the Corporation

1. Call to Order, Opening Prayer
2. Requests for New Business, Approve Docket
3. Approve 2015 Corporation Meeting Minutes (pp.8, 10)
4. Select 3 Members to Review 2016 Meeting Minutes
5. Review Board of Trustees Report
6. Presentation of the 2016 Budget
7. New Business
8. Adjournment
9. Benediction

Contents

Interim Pastor’s Report.....	3
Director of Christian Education’s Report.....	4
Music Director’s Report.....	5
Meeting Minutes.....	6
Clerk of Session Report.....	11
Education Team Report.....	12
Mission Team Report.....	14
Shepherding Team Report.....	17
Worship Team Report.....	18
Flower Coordinator Report.....	19
Personnel Committee Report.....	19
Pastor Nominating Committee Report.....	20
Nominating Committee Report.....	21
Board of Deacons’ Report.....	22
Board of Trustees’ Report.....	23
Financial Secretary’s Report.....	24
Financial Reports.....	25

Interim Pastor's Report

Dear members and friends of PCIS,

This could be the third year in a row your pastor is writing her or his "final" annual report. Time, and the Holy Spirit's leading, will tell if the work of your elected Pastor Nominating Committee will result in the call of a woman or man who is gifted to lead and called to travel with this congregation in 2016.

I will defer to the leaders of the congregation to summarize the year 2015. I encourage you to read through the reports of our boards, teams, and committees, which both highlight our work and ministry this past year, and set forth challenges and opportunities for the coming year and beyond.

I will express my appreciation for the staff who share this ministry with me: Matthew who offers his musical skills and creativity in composition in our music ministry, and has a gift of choosing praise music in touch with the week's Scripture texts; Matt, with whom I enjoy a collegial sharing of ministry ideas, and whose approach and application to youth ministry spurs others' gifts; Peggy, who brings years of experience in a church office that allows me to focus on ministry while we share this unique working relationship; and Donna, who I rarely see on Sundays, but who is the trusted anchor for parents who leave their young children in her care in the nursery.

Now in my eighth interim pastorate, I come to each congregation understanding that even though sharing the name Presbyterian, it is unique from other churches in its membership, tradition, and personality. For me, a part of PCIS' uniqueness is its age. PCIS is the youngest congregation I have served. I have celebrated 200 year anniversaries with two churches, with a third close to that age, and others were over a hundred. A congregation in its mid-fifties has the uniqueness of still having a few charter members, and quite a few more who have been part of the church for more than half its history.

Whatever the age or size or demographic composition of a congregation, I approach each from the concept of our Reformation tradition that a church is gathered by God's design, not our choice. I find this to be a profound understanding, though tinged with godly humor. Quite simply, when I look at most any church, and see the diversity of its members and staff, I sometimes wonder what God had in mind in gathering such a rag tag group of people into a community of faith. Yet, if we take this concept seriously, if we truly believe God has gathered this unique "us" of PCIS, in this place and for this time, we humbly focus on ministry. For when we allow God's guiding Spirit to lead us into the future, we may be told to leave behind some of our cherished traditions, sacred practices, and personal preferences.

I do not pretend to know what PCIS, or any church, will look like in five or ten years. I wonder if that is too far a reach for planning in an age of rapid change. Ten years ago, Twitter did not exist. I do not tweet, but I will be surprised if your next pastor does not, and may have even incorporated tweeting and other social media into her or his ministry. Could we imagine God suggesting worship that did not take place on Sunday, in a sanctuary, with an organ and a choir? If we are rooted in God's call for us, who knows? I have recognized a need to set aside my own traditions of ministry as being in any sense "the way things should be done," if I believe God's Spirit is enlivening the next generation of the church.

One caution on the idea of things being different. We are often open to the new in times of desperation, when we wonder if we will survive, and people begin to say, "Let's at least try something different." We may try the latest ecclesiastical fad because it works in the church across town, even though that church has a different personality. How often I hear the solution to be in communication and marketing. It rarely is, though I think Jesus was promoting marketing and media when he told his disciples not to keep their light under a bushel. Most often our call in the future is not to be different, but to be faithful, to be in tune with God's Spirit, drawing us toward something new, perhaps something not yet defined, that will increase the vitality of our ministry for Christ's sake.

I am looking ahead to continue to journey with you on this adventure of discovery in 2016, as we not only prepare for a new pastor's arrival, but for the ministry God seeks to work through us, a unique, diverse, rag tag community of followers of Jesus Christ named the Presbyterian Church in Sudbury.

With Christ's peace,



Director of Christian Education's Report

Our past year in Christian Education was a very good one! By the grace of God, we have come to have such a strong and committed community of leaders here at PCIS who are engaged and enthusiastic about Christian Education.

Much of our work begins with the Education Team comprised of Ron Ten-Hove (Chair), Andy Roosa (Superintendent of Sunday School), Catherine Crow, Debbie Johnson, Christine Clark (as of Jan. '16) and myself. The Ed. Team oversees all facets of our education programming here at PCIS from adult Bible study all the way through to our nursery. We have a wonderful, collegial team that has been a joy to work with.

The scope of Christian Education (which the Ed. Team oversees) includes our many adult small groups (Book Club, Women's Bible Study, Compassionate Knitting, Men's Breakfast, to name a few), the Youth Ministry program, the Sunday School program and children's nursery.

I spend the vast majority of my time in Youth Ministry (YM) and I can report from this quarter that 2015 was a year that was filled with both joyful, life-giving experiences as well as challenges that require further study and development within our YM community. Two remarkable highlights of 2015 were the Philippines Mission Trip, which was just tremendous! A big shout out, as most everyone knows, goes to Sally Millar who was a tremendous organizer and leader for and on this trip. She's cemented her status as honorary Youth Leader for life 😊

The second really special experience of 2015 was our first High School Winter Retreat in many years here at PCIS. We traveled to Camp Wilmot for a weekend the end of this past January. It was an exceptional weekend both in it's fun quotient as well as being a time for our HS Youth Group (students & leaders) to think more deeply about their life and faith in God. It was such a good time we decided to do it again—we head back to Camp Wilmot for Winter Retreat II in two weeks!

These above two experiences, and many others (including our middle schoolers serving at Miracle Kitchen, other local service activities, weekly Youth Group & Sunday School, the Graduation Banquet, Meats & Sweets and other fundraisers, participation in Sunday worship, etc.) all happen because of the leadership (see first paragraph!) we have in our PCIS Youth Ministry community—Stacey Angle, Christine Clark, Preston Crow, Adam Dossett, Gerard DuToit, Debbie Johnson, Andy Roosa, Betsy Whipple, Tammy Wilson & Nadene Worth all contribute wonderfully in our High School & Middle School Youth Ministry programs.

There remains a lot of room for growth, particularly in high school local missions and a more

Peace To You,
Matt Crane

Music Director's Report

Music at the Presbyterian Church in Sudbury

Normally, for these reports, I try to identify (or conjure) one or two overarching themes or goals specific to the music program at PCIS during the previous year. For 2015, however, that seems superfluous. In the midst of transition, change, and ongoing reflection, the music program and the musicians at PCIS were, to an even greater extent than usual, tasked with versatility: responding to the desire and need for experimentation with style and worship format, adapting to the requests and wishes of the church's various and growing constituencies. Which is as it should be.

So, in lieu of any neat summary (which are always inherently a bit too neat, anyway), I'll instead append this quotation from John Case's 1586 treatise, *The Praise of Musicke*, which, despite its Elizabethan spelling (and lack of inclusive language), still, I think, distills the ongoing mission of any church music program:

And surely if there be any one thing in man, more excellent than another, that is Musicke: and therefore good reason, that he which hath made us, and the world, and preserveth both us and it, should be worshipped and honored with that thing which is most excellent in man, dividing as it were his soule from his body, and lifting up his cogitations above himselfe.

Thanks to all the musicians of PCIS who lent their talents this year:

Praise Team

Dave Jarvis
Sally Millar (honorary)
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

Tina Lurz-Osterhoudt
Mark Nelson
Emilie Read
Jessie Robinson
Don Soule
Doris Soule
Peter Welsh
Ruth Westlake

In addition, many thanks to Doug Nicholls, Diana Tetzlaff, Jonathan Tetzlaff, and Jimmy Read for their service to and support of the PCIS music program.

Respectfully submitted,

Matthew Guerrieri
Director of Music

Tetzlaff Peter
Welsh Ruth
Westlake

Respectfully
submitted, Matthew
Guerrieri Director of
Music

The Annual Meeting of the Presbyterian Church in Sudbury January 25, 2015

The Annual Meeting of the Presbyterian Church in Sudbury was called to order by the moderator, The Rev. Dr. Carolyn Hesel, at 12:35 pm in the Fellowship Hall. Pastor Hesel 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, followed by a reading from scripture. 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.

The docket was voted approved.

Approval 2014 meeting minutes The congregation voted to approve the following minutes:

- Annual Meeting of the Presbyterian Church in Sudbury, February 2, 2014
- Called Meeting of the Congregation, May 4, 2014
- Called Meeting of the Congregation, August 24, 2014
- Called Meeting of the Congregation, October 19, 2014
- Called Meetings of the Congregation and Corporation, November 2, 2014

Reviewers for 2015 meeting minutes Dottie Keene, Sally Millar, and Peter Welsh volunteered and were appointed to review the 2015 congregational meeting minutes.

Dismissal of 2014 Nominating Committee The congregation voted to dismiss the 2014 Nominating Committee with thanks.

Election of 2015 Nominating Committee The congregation nominated and voted a single ballot in favor of the following slate of nominees to serve on the 2015 Nominating Committee:

- Jane Dossett
- Sally Millar
- Jessie Robinson
- Andy Roosa
- Linda Smith
- Don Soulé

Review of Ministries and Reports

Mission Team Bob Diefenbacher thanked the congregation for its generosity. He also thanked the people who served on the team.

Giving totals:

- Total mission giving was 13.6 percent of the operating budget
- Shared mission giving (Presbytery of Boston, Synod, and General Assembly), set by Session, was 8.7 percent
- Locally controlled mission giving, as distributed by the Mission Team, was 4.9 percent

Recipients of local mission are listed in the report. Close to \$29,600 was distributed from Special Offerings in 2014. The results of the New Beginnings program will be emphasized in 2015.

Error correction: Amount listed in the table of financials for General Assembly should be \$3,000.00 (not \$3.00).

Worship Team Mark Nelson highlighted the largest project of the year: installation of a new sound and video system in the sanctuary. He noted that a sound board operator will be needed when Jim Read leaves for school in 2015.

Error correction: Music Director's report omitted Sally Millar in the list of those who lent their talents to the music ministry in 2014.

Hymnal dedications continue to be organized by Moira Ten-Hove. Inscriptions are being provided by Catherine Crow. Special thanks were given to Catherine Crow for her children's sermons on Sunday morning. Flower coordinator, Jane Dossett, was thanked for her work (see her report under Flower Coordinator Report). Matthew Guerrieri was also thanked for his music leadership.

Education Team Ron Ten-Hove began by thanking Sunday school teachers who taught in 2014.

Joan Wernick has retired from her position with the nursery after 30 years of service. Donna Fleishman continues to work in the nursery with Megan Platt, who has been recently hired. Andy Roosa was also thanked for his work as Sunday school superintendent.

Director of Christian Education Matt Crane and volunteers were thanked for the efforts with youth ministries.

Adult and small group ministries are highlighted in the report. A book club has been started, with its first meeting last week. The goal is to discuss a different book each month.

Shepherding Team Aileen Gardner thanked the dedicated people who helped the Shepherding Team in 2014, including those who worked on several hospitality events throughout the year. Donya Platt was thanked for her work in keeping the congregation informed about upcoming events. With New Beginnings, the team will be focusing on outreach to the community. This emphasis will not be done by the Shepherding Team alone, but with the help and support of others, especially the Deacons.

Greeters are needed for the 9:30 service. Those who can help greet at this service were encouraged to contact Roz Fisher.

Aileen was recognized for her dedication to visiting members of the congregation on weekdays.

Personnel Committee The report of the committee was noted. A part-time administrative assistant has been hired.

Bruce Soulé was thanked for his decades of service as Clerk of Session. Bruce will be retiring as Clerk of Session at the end of February.

Board of Deacons Andy Ware reported that two slots remain open on the board. The board, past and present, was thanked. Focus in 2015 will be on the results of the New Beginnings program. In addition, the parish structure is being reviewed. At least one social event is being looked into for the spring.

Koko Atupem will be the new prayer list coordinator.

Director of Christian Education Matt Crane began his review by thanking his wife Kim and those who helped lead youth ministries. He also thanked those parents who brought youth to meetings and the youth themselves for attending.

Approximately 18 high school youth have attended Sunday school. A much smaller group of middle school youth attended on Sunday morning. Middle school will be a focus for the coming year.

Fundraising for the Philippines mission trip has been very successful.

The Family Promise ministry for the homeless was started in 2014. PCIS has become a support church. Nadene Worth was thanked for coordinating this ministry. Training to become a volunteer with Family Promise can be found on the organization's website.

Volunteers who helped with youth and children's ministries were thanked:

- Education Team leadership and Superintendent of Schools Andy Roosa
- Nadene Worth, Family Promise Coordinator
- Philippines mission trip fundraisers
- Sally Millar, Philippines trip coordinator

Transitional Pastor Carolyn Hesel shared a brief review of her journey over the past nine months. In her role as transitional pastor, she oversaw five areas:

- New Beginnings

- Storytelling
- Sound and video system
- Stewardship campaign
- Visioning

Rick Otty was introduced as interim pastor. He thanked Rev. Helsel for her work as transitional pastor.

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

Corporation

Board of Trustees report Martha Welsh provided an overview of Trustee responsibilities. Several were thanked for their work:

- Barry Fiske – Inspections, boiler evaluation and repair
- Joshua Lalrempuia – Grounds and pathways
- John Lauderbach – Treasurer
- Linda Smith – Assistant Treasurer
- Nancy Kohl – Financial Secretary

Corporation New Business A presentation was given to highlight the need for additional operating budget funding. In her overview to start the presentation, Martha Welsh described how the congregation has been very generous over the years. However, pledges toward operating funds of the church have declined. As a result, the Stewardship campaign will be reopened through the end of February, with an eye toward funding the core programs that are the foundation of the church’s mission.

Alan Dossett then presented the financial picture for 2015 and how a balanced operating budget for 2015 and 2016 might be accomplished. Several items were highlighted, without drawing any conclusions about how the congregation might proceed. The Session will need to weigh the congregation’s response to the request for additional pledges with what needs to be accomplished to meet the church’s vision and goals, especially in light of the transition to a new pastor and the results of the New Beginnings program.

Items in the presentation included:

- 2014 total income, unrestricted and restricted
- 2014 income and spending, operating budget, budgeted mission, DCE special offering, and designated funds
- 2015 possible spending and projected income (\$284,451 to-date)

A period of question and answers followed the presentation. The presentation will be made available for those who would like to review it.

Adjournment with Prayer After a thank you gift presentation to Carolyn Helsel, the congregation voted to adjourn the Annual Meeting at 2:30 pm. The meeting was closed in prayer by Rev. Helsel.

Respectfully Submitted,

Bruce D. Soulé
Clerk of Session

Minutes

Special Meeting of Congregation

March 15, 2015

Interim Pastor Rick Otty opened the Special Meeting of the Congregation with prayer at 12:05pm on Sunday, March 15, 2015 in the Sanctuary. The meeting's purpose was to receive the report of the Nominating Committee and elect two deacons to fill vacancies on the Board of Deacons. Elder Roland Kyei Atupem was named acting clerk for the meeting. Elder Dave Jacob, chair of the Nominating Committee, introduced Molly Anderson and Pat Trusell, whose names were placed in nomination to be elected as Deacons for a three and two year term, respectively. The moderator asked for nominations from the floor, and there being none, a motion was made, seconded and approved that nominations be closed and the two nominees elected. The Session was to meet the following evening to examine the two deacons-elect, with the anticipation they would be ordained and installed on March 22.

There being no other business, a motion was made, seconded and approved to adjourn.

The meeting was adjourned with prayer at 12:15pm.

Respectfully Submitted,

Roland Kyei Atupem

Acting Clerk of Session

Minutes

Special Meeting of Congregation

September 13, 2015

Interim Pastor Rick Otty opened the Special Meeting of the Congregation with prayer at 11:05pm on Sunday, September 13, 2015 in the Sanctuary. The meeting's purpose was to receive the report of the Nominating Committee and elect a Pastor Nominating Committee.

Elder Dave Jacob, chair of the Nominating Committee, told of the committee's work in seeking to fulfill its responsibility to nominate a committee representative of the congregation. He indicated that while initially considering a pastor nominating committee of six or seven, the committee believes the slate of eight it was presenting fulfills its goal to have a representative PNC.

The following names were then placed in nomination to serve on the Pastor Nominating Committee: Wren Collé, Catherine Crow, Alan Dossett, Beth DuToit, Jill Johnson, Sally Millar, Doug Nichols, Andy Roosa, The moderator asked for nominations from the floor, and there being none, a motion was made, seconded and approved that nominations be closed and the nominees elected. There being no other business, a motion was made, seconded and approved to adjourn.

The meeting was adjourned with prayer by the Moderator at 11:20pm.

Respectfully Submitted,

Dave Jacob

Acting Clerk

Called Meeting of the Congregation The Presbyterian Church in Sudbury

Sunday, November 1, 2015, 12:15 pm

The meeting was called to act on the recommendation of the Nominating Committee for new elders and deacons.

Moderator Rick Otty (Interim Pastor) opened in prayer.

A Quorum of the congregation was present.

Nominating Committee Chair David Jacob presented the following for election to three year terms on the Session.

Jessie Robinson

Barry Fiske

Christine Clarke

Carol McKenna

The Moderator called for additional nominations from the floor and there were none.

A motion was made, seconded and approved to close nominations and elect those nominated.

Nominating Committee Chair David Jacob presented the following for election to three year terms on the Board of Deacons.

Koko Atupem (second term)

Megan Hollembaek

Peter Curran (second term)

The Moderator called for additional nominations from the floor and there were none.

A motion was made, seconded and approved to close nominations and elect those nominated.

A motion to adjourn the ecclesiastical meeting was moved, seconded and approved.

The congregation moved into a meeting of the corporation.

Called Meeting of the Corporation

The meeting was called to act on the recommendation of the Nominating Committee for new Trustees.

Head of Trustees Martha Welsh was out of town. The Meeting of the Corporation of PCIS was called to order by Trustee John Moldenhauer. By practice, the clerk of session takes minutes for corporation meetings.

Nominating Committee Chair David Jacob presented the following for election to three year terms on the Board of Trustees.

Sam Calandra

Karen Penn

John Moldenhauer called for additional nominations from the floor and there were none.

A motion was made, seconded and approved to close nominations and elect those nominated.

A motion to adjourn the corporation meeting was moved, seconded and approved.

Moderator Rick Otty thanked the Nominating Committee and closed in prayer.

Respectfully Submitted,

Jessica L. Robinson

Clerk of Session

Clerk of Session Report

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
Jim Read	Ted Welte	Ron Ten-Hove
	Aileen Gardner (term vacated by T. Welte)	

In February, Bruce Soulé ended his service as clerk of session that extended over fourteen years. During the spring and fall, elders on session served as acting clerks until I was elected in the fall.

Stated Session meetings were held every month in the year 2015.

Additionally two Called Session Meetings were held to receive new members.

There were four Congregational Meetings during the year:

January—the Annual Meeting

March—a special meeting to elect two deacons to fill vacancies

September—a special meeting to elect the Pastor Nominating Committee

November—a stated meeting to elect new officers.

There were two baptisms of infants in 2015.

Communion was served on the first Sunday of each month, with the exception of April when we served on April 12. In addition, we celebrated the sacrament at special services on Ash Wednesday, Maundy Thursday, and Christmas Eve. Our worship at the Wingate team, under the leadership of the Rev. Dr. Susan DeHoff celebrated Communion quarterly.

Worship Attendance

The average attendance at Sunday worship for the year 2015 was 86. The average attendance over the last 10 years is: 2005-119, 2006-129, 2007-120, 2008-116, 2009-109, 2010-97, 2011-101, 2012-92, 2013-85, 2014-93.

Membership

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

Active membership, January 1, 2015 171

Additions

Adult baptism 0

Profession of faith or reaffirmation of faith 14

Certificate of transfer 0

Total Additions..... 14

Losses

Certificate of transfer 2

Inactivated 30

Request 0

Death 0

Other 3 (Ken Young, Jane Young, John Nye)

Total Losses..... 35

Active membership, December 31, 2015..... 150

Respectfully submitted,
 Jessie Robinson
 Clerk of Session

TEAMS, COMMITTEES, AND BOARDS

Education Team Report

"Receive my instruction, and not silver; and knowledge rather than choice gold. For wisdom is better than rubies; and all the things that may be desired are not to be compared to it."

Proverbs 8:10-11

The Education team is responsible for educational activities at PCIS, as well as the development of small groups. Our faith is informed and strengthened by the study of God's Word. We also learn of the character of God, and our relationship with Him and our community of fellow believers.

Sunday School Ministries

It takes many hands to make our Sunday school ministries work. As a congregation we offer our profound thanks to all the teachers who their love of God, and our children, in our classrooms week and week.

Teachers January to May, 2015

Nursery Attendant	Donna Fleishman
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, Stacy Angle

Teachers September to December, 2015

Nursery Attendant	Donna Fleishman
Pre-Kindergarten/Kindergarten/1st/2nd	Tammy Wilson, Debbie Johnson, Tracey Calandra
3rd/4th/5th	Catherine Crow, Megan Hollembaek
Middle School	Christine Clark, Andy Roosa
High School	Matt Crane, Stacy Angle

The Sunday school continues to use the "Feasting on the Word" curriculum, except for the high school class. The "Feasting on the Word" program is based on the weekly lectionary, allowing all classes, as well as the sermon, to focus on the same Bible text each week. This provides families with the opportunity to discuss the morning's lessons from multiple perspectives.

Our thanks go to Andy Roosa, who has served as our Sunday school superintendent for many years, and continues in that key role.

Youth Ministries

The middle school youth group was led by Betsy Whipple and Tammy Wilson. The high school youth group was led by Christine Clark, Preston Crow, Gerard DuToit, Debbie Johnson, Nadine Worth, and Adam Dossett. Both groups met on selected Sunday evenings.

2015 was Matt Crane's second full year in his role as Director of Christian Education. He led the middle and high school youth groups in a variety of activities, including:

- Bible study and both large and small group discussions
- An international mission trip to support Little Children of the Philippines.
- Local missions, such as Family Promise, Community Day Center, Crop Walk, and Salvation Army
- Monthly participation in worship services
- Confirmation classes for the high school students (completed in May 2015)
- Fun activities and fellowship
- Winter retreat

The Director of Christian Education report for details.

Adult Ministries

Adult ministries consist of Christian education and growth of fellowship through small groups:

- Adult education — led by Ron Ten-Hove, Alan Dossett, and Andy Roosa. (This group, like most of the other Sunday school classes, follows the lectionary by using the Feasting of the Word curriculum.)
- Women's Wednesday morning Bible study and fellowship — led by Jessie Robinson.
- Men's breakfast Bible study — led by Carolyn Helsel (January) and Rick Otty. The group meets on the second Friday of each month.
- Artist group — led by Aline Rober. The group meets most Monday evenings.
- Compassionate knitting — led by Rose DeBoer. The group meets the second Tuesday evening of each month.
- Book group — led by the group participants. The group meets the fourth Friday evening of each month.

Education Team. The 2015 Education team consisted of Debbie Johnson, Catherine Crow, Andy Roosa, Matt Crane, and Ron Ten-Hove.

Respectfully submitted on behalf of the PCIS education team,

Ron Ten-Hove
Chair

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, youth mission trips, and Family Promise MetroWest.
- **_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, Little Children of the Philippines, Parmenter Children’s Bereavement Programs, Family Promise, Crop Walk, etc.
- **_Needs beyond our local reach:** Support programs and people in the Boston area and world-wide through supporting selected mission opportunities including the Telores, missionaries in India.
- **_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
Dave Jacob

Dottie Keene
Darlene Lauderbach
Aline Rober
Martha Welsh

Darlene Lauderbach joined the Mission Team in 2015, and the Salee’s left the team to work in other PCIS area.

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.

2015 MISSION TEAM FINANCIAL SUMMARY

The Mission Team met eight 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 congregational involvement throughout the year. We stayed within our year-to-date Mission budget with our monthly allocations throughout the year.

From an overall perspective, as in 2014, the Mission Team, with Session approval, divided the mission giving in the church budget into two categories: connectional ministries (quarterly contributions to the Presbytery of Boston, Synod and General Assembly) and locally determined Team selected ministries). In 2015, connectional ministry contributions totaled \$13,937.25 (4.5% of PCIS 2015 expenditures) and locally determined contributions totaled \$15,390 (5% of the PCIS 2015 expenditures). In addition to the budget allocations, the Mission Team conducted five special offering emphases in 2015. We also supported a number of youth mission funding activities (coordinated by Matt Crane) for the 2015 youth mission trip to the Philippines to visit the Little Children of the Philippines organization in Dumaguete City. The congregation, travelers, and parents generously contributed \$62,723.67 for this once-in-a-lifetime experience for our youth. We extend a special thank-you to Sally Millar, Matt Crane and the accompanying adults for the success of this trip. Excluding the LCP trip, the distributions from our special offerings totaled \$23,534.85 this year. Furthermore, the PCIS congregation contributed gifts-in-kind for Framingham Back-to-School and at Christmas; Operation Christmas Child; and Salvation Army Miracle Kitchen, and supported the Presbyterian

Coffee Project by purchasing coffee, tea, and other goods.

When the 2015 PCIS budgeted mission giving, cash distributions to our denomination's connectional ministries, and to all mission programs selected and supported through PCIS special offerings (including the LCP trip) are totaled they amounted to \$115,585.77. This is indeed a testament to the mission emphasis of the congregation, and is nearly double the amount in 2014, primarily due to the contributions for the youth mission trip to the Philippines.

In 2015 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—Sally Millar
Community Day Center, Waltham—Martha Welsh
Crop Walk—Matt Crane
Family Promise MetroWest—Matt Crane
Framingham Back-to-School—Heather Goetsch
Framingham Christmas—Heather Goetsch
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 & Jane
Dossett
Parmenter Foundation—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—Darlene
Lauderbach
Youth Group Mission Program—Matt Crane
Youth Group LCP Trip Coordinator—Sally Millar
Women's Christmas Dinner Gift —Linda Smith

2015 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. In December we sent an additional \$500 to support their new Trauma program.
- _We continued our support of Little Children of the Philippines (LCP) pre-schools with gifts from our budget and the LCP special offering of over \$11,000, as well as with direct sponsorship of specific pre-schools by several members. Thirty-seven children and their families in the LCP program are sponsored individually by PCIS members resulting in additional gifts exceeding \$16,000, which is not included in these figures. 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 16 huge boxes. The shipping cost to the church was only \$540, thanks to generous shipping contributions from the congregation.
- _Sally Millar and Matt Crane spent considerable time organizing and leading the 20 person youth mission trip to LCP in the Philippines. In September the youth led our worship service and showed slides of their mission activities in Dumaguete City,
- _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 and the mission budget totaling \$9,666.
- _Our gifts to Camp Wilmot in 2015 have helped the camp with needed recreational equipment and provided \$600 for camperships. The total given to Camp Wilmot was \$2,745.
- _We sent \$500 to Parmenter Foundation as a silver sponsor for their fundraiser for children's bereavement programs.
- _In the fall the youth participated in the Concord Crop Walk and we contributed \$250 towards the program, a portion of which goes to our local food banks.
- _We met with Cindy Kohlman, the Resource Presbyter for the Presbytery of Boston, to learn more about the Presbytery's ministries and plans.
- _During two weekends in December, PCIS congregation and youth braved the cold to ring the bell all day for the Salvation Army at Sudbury Farms and Shaws.
- _The youth participated in Family Promise MetroWest which provides housing and resettlement for the homeless in the area. We contributed \$1,000 this year for their ministry.
- _We continued our support of the Telores, missionaries in India, with a gift of \$500.
- _Our cash gifts to the Sudbury Community Food Pantry totaled \$1,500 in 2015.
- _We contributed \$1,500 to the Community Day Center in Waltham, and Aline Rober assisted in the construction of their new community food garden.
- _We provided \$1,500 to the Salvation Army Miracle Kitchen, members of the congregation, including youth, cooked and served eight dinners during the year, and in December Dave Jacob and Dottie Keene spent part of the \$1,500 on over \$500 in consumables needed by the Kitchen.

· _Emily Read 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.

CONNECTION MINISTRIES: BUDGET \$13,927		AMOUNT
Per Capita to Presbytery of Boston		\$7,000
Presbytery of Boston Unified Mission		5,000
Synod		\$700
General Assembly Mission		\$1,237
MISSION RECIPIENTS: BUDGET \$16,150		
ACTUAL DISTRIBUTED \$15,390		
NEW ENGLAND AREA MINISTRIES		
Boston Cambridge Ministry in Higher Education		\$500
Camp Wilmot		\$1,600
Mission at the Eastward		\$1,000
Roxbury Pres. Church Social Impact Center		\$3,000
Community Day Center, Waltham		\$1,500
Parmenter Foundation		\$500
Salvation Army Miracle Kitchen Framingham		\$1,500
Sudbury Community Food Pantry		\$1,500
INTERNATIONAL MINISTRIES		
Little Children of the Philippines Pre-schools		\$2,000
KCC Missionaries, India (The Telores)		\$500
MISCELLANEOUS		
LCP Christmas Shipment expenses (net after \$760 in contributions from congregation for shipping)		\$540
SPECIAL OFFERINGS DISTRIBUTED (\$86,258)		
Little Children of the Philippines		\$9,035
Camp Wilmot		\$1,145
One Great Hour of Sharing		\$2,628
MATE		\$8,666
Youth Group Mission Trip to the Philippines (LCP)		\$62,724
Christmas Joy Offering (2014 amount received and sent in January 2015)		\$1,735
Women's Christmas Dinner Gift (Sudbury Food Pantry)		\$326
TOTAL 2014 MISSION DISTRIBUTIONS		\$115,586

Shepherding Team Report

TEAM MEMBERS: Aileen Gardner (Chair); Kyei Atupem; Richard Smith; Roz Fisher; Diana Fraser; James Fraser (Deacon Rep)
Rev. Rick Otty.

Communications.

Our Shepherding Committee meetings this year were characterized by a plethora of good ideas. Some were implemented and some put on hold for the future. Many concerned various aspects of communication as they apply to the welcoming and integration of new members, enhancing communication with existing members of the congregation, and providing access to relevant information for all who may need it. While some parts of publicity and media contact have been done by the Shepherding Committee, through our discussions, it was clear to us that it would be valuable to create a separate Communications Team to oversee publicity, media, website, signage and other aspects of public and internal contact with PCIS. Rick Otty developed a draft of a communications outline, and in 2016 it is expected this new team will be formed by the Session. We are especially grateful to Richard Smith, and Kyei Atupem for their ideas and research efforts on the topic of communications.

Membership.

We were delighted to welcome three new members to PCIS in 2015, in addition to our confirmation class of eleven. Jill Johnson, Francis Kemegue and Tina Lurz-Osterhoudt. The Shepherding team explored a number of ways to ensure that new members and regular visitors became comfortably integrated into their new church home. These included organizing lunches with existing members who shared their interests and encouraging new members to join small groups, or to form small groups around their own interests and passions. Jill now serves on a search committee for our new pastor, and Tina sings in choir. Shepherding has also cooperated with Deacons to ensure that visitors who attend regularly, in addition to all new members, are promptly assigned a parish and contacted by their deacon. Thanks to Sally Millar, they are also provided with a nametag. We are hopeful that several of our most recent regular visitors will plan to join PCIS in the coming weeks.

The Shepherding team agreed to the implementation of a gradual and inclusive process of leading folks to explore membership. The process, suggested by Rick Otty, is in tune with our goal of offering people (both existing members and prospective members) insight into the life and ministry of our church. It will take place over a more extended period of time.

Friday Night Forums.

Shepherding presented two Friday night forums in 2015, designed to address the interests and needs of the local community – as recommended by our New Beginnings process. We remain very grateful to PCIS presenters of these programs, Amy Shroff and Alan Dossett.

While both programs were greatly enjoyed by attendees, they alerted the Shepherding team to some of the challenges involved in attracting an audience from outside the church membership. For this reason 2016 forums planned for March and April, will be publicized more widely and well in advance. At least one, involving a panel of experts addressing the needs of struggling children, will be held in the more neutral territory of Peter Noyes School. A ground swell of support for a Friday night forum from within the church is also perceived to be critical to the success of these events.

Hospitality.

Diana Fraser's ability to follow through on a task, and her attention to detail ensure the success of our PCIS hospitality program. This year in particular, Diana has been most grateful to Deacons for working alongside the Shepherding Committee members to provide a range of events. Thank you Diana, and thank you Deacons. Your cooperation has made our task in providing hospitality more manageable. Thanks are also extended to James Fraser, Deacon representative to the Shepherding Committee, for making sure that our communications are shared.

Diana continues as Kitchen Manager and assumes responsibility for the Fellowship Hour sign-up. Thanks to all those who signed up to provide treats for our weekly coffee hour and especially to those who took the time to greet and chat with visitors who participated in this time of fellowship.

This year Diana enlisted the help of an ad hoc committee to elicit the best possible idea for our Women's Christmas dinner. Although we continue to figure out ways include those who have not yet attended this event, the evening was a great success.

For many years now Shepherding members have counted an inconspicuous and very faithful partner in Jane Dossett. She supports every hospitality event with food and her time. She provides for fellowship hour when no-one else is available. When a choir member providing coffee hour needs to run upstairs to choir practice, Jane quietly washes up. This year she has organized a fellowship lunch and refreshments for a Friday night forum - and all of that while she continues to fulfill her other church duties! Jane is one of our PCIS angels and we all thank God for her presence among us.

Greeting

Roz Fisher has coordinated the greeting program efficiently and with enthusiasm again this year. She joins with us in expressing her gratitude to all those who have greeted on schedule, and to those, noticing an absence of greeters, have stepped in. Finding greeters for first service has proved challenging, so those who attend adult Bible class in the Grange have been asked to come early and to help out when possible.

Updating the church directory.

The Shepherding Team helped Peggy in her efforts to update the church directory this fall by identifying members who could be moved to the inactive roll.

Events supported by the Shepherding team in 2015 include:

- * March 8: Welcome lunch for the Otty family
- * April 2: Maundy Thursday soup supper

New Member Orientation.

- * May 28: Lunch for family of the late Jane and Ken Young.
- * August 4: Memorial lunch for John Nye.
- * September 3: Start -up picnic
- * October 9: Friday Forum – “A Question of Pets,” led by Amy Shroff
- * October 24: Memorial lunch for family of Lorraine and John Theis.
- * October 25: New member orientation.
- * November 6: Friday Forum, What is Financial Management? led by Alan Dossett
- * December 4: Women’s Christmas dinner.

Worship Team Report 2015

It is the objective of the Worship Team to coordinate the varied elements of the worship environment at PCIS to provide for God-centered worship experiences. Worship remained a constant reassuring presence as we welcomed Interim Pastor Rick Otty and said goodbye to Carolyn Helsel, our first-ever transitional pastor.

The team met 7 times during 2015. The team members this year included Mark Nelson, Shinae Kim, Matthew Guerrieri, Dave Jarvis, Matt Crane, James Read, Peter Welch, Jessie Robinson and Rick Otty. Besides planning the organization of worship, the team discussed long-term topics such as service times, hymn types and balance, and how inviting our order of service is to newcomers.

Special services this year included Ash Wednesday; Easter and Holy Week services; and Cookies & Carols leading up to Christmas.

In addition to making sure that worship banners are in place each week, Shinae Kim has been leading a task force for creation of new banners. With the wonderful sewing skills of Moira Ten-Hove and Rose DeBoer, they graced our sanctuary with new handmade banners for Pentecost and Advent. A special thanks to these ladies! These new banners join our library of worship banners, which was reorganized and moved to a safer storage location.

A special thank-you to James Read, who has operated the audio console in the back of the sanctuary throughout the year to enable all of us to hear and be heard. He will be glad to train anyone who would like to join him in helping to “make a joyful noise to the Lord” from that perch – “no experience necessary.”

Mark Nelson Chair, Worship Team

Flower Coordinator Report

As adjunct member of the Worship Team, I have been responsible for coordinating flowers in the worship service, Christmas, Easter, and special occasions. Our church has an arrangement with English Garden Florist in Southborough. If a member signs up to donate flowers, the florist will deliver them on Saturday (no delivery charge). There is a sign-up poster in the Fellowship Hall. I also will pick up flowers to have in the service. This is a very special way to honor or remember a special person or a special occasion.

In addition, I arrange for poinsettias at Christmas. These are purchased at Trombetta's Farm in Marlboro. They are supplied by donations from members of the church. I also hang the wreaths in the Sanctuary and on the outside of the church. The Easter lilies and spring flowers for Easter Sunday are also purchased at Trombetta's Farm and are donated by church members as well.

We had orders for 25 poinsettias this year. The number is about the same for Easter lilies and spring flowers. We got about 8-10 orders for arrangements during the year. I get flowers for worship on many weekends during the year also.

Thank you to all the members of the church for your donations this year to help beautify our Sanctuary for worship. It is a joy for me to do this small part for this wonderful church community.

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

We transitioned in February from a Transitional Pastor, Carolyn Helsel to an Interim Pastor, Rick Otty. Thanks to Bob Diefenbacher for his work on the terms of the call.

We also hired an Administrative Assistant, Peggy Harrison and a part time Nurse attendant.

Dave Jacob, Moderator

Pastor Nominating Committee Report

The eight-member Pastor Nominating Committee (PNC), representative of the PCIS congregation, was elected at a special congregational meeting on September 13, 2015. The following committee members were elected:

Wren Collé
Catherine Crow
Alan Dossett
Beth du Toit
Jill Johnson
Sally Millar
Doug Nicholls
Andy Roosa

Orientation to the PNC was provided by Jane Wilson from the Committee on Ministry at the Presbytery of Boston on September 28. The PNC began meeting weekly on October 12. PNC members selected the following people to the leadership roles: Alan Dossett, Chair; Beth du Toit, Communication with Candidates; Sally Millar, Secretary.

The PNC has the ultimate responsibility for nominating a minister to PCIS for election as the next pastor. Since October, the first step in the Presbyterian Church [PC(USA)]'s well-defined process in calling a pastor is to complete a ministry information form (MIF) that characterizes our congregation and community, and communicates our vision for the future. A completed MIF will tell prospective pastors about us, and the opportunities we offer. As the PNC considered how best to answer questions posed by the MIF, we realized our vision and mission statements are critical and should guide us as we respond to each MIF question. The PNC has been engaged in an exercise to refine our congregation's vision and mission statements, based on a variety of input.

Next steps for the PNC in 2016 include:

1. Via a survey, seek input from the congregation as to what each person thinks our congregation will look like a few years from now. (Survey sent the week of January 18).
2. Refine our mission and vision statements.
3. Assess our financial resources as they relate to supporting a new pastor.
4. Complete the MIF and obtaining approval from both the Session and the Presbytery of Boston's Committee on Ministry.
5. Receive and review Personal Information Forms that are sent by candidates.
6. Request materials from candidates in whom we are interested, e.g., sermon videos, church websites of the candidate.
7. Meet the prospective candidates face-to-face.
8. Check references on the final candidate, select the nominee, extend a Call and negotiate the Terms.
9. Obtain approval from the Presbytery of Boston Committee on Ministry.
10. Report the Call to the Session for approval.
11. Present the nominee to the congregation.
12. Authorize a congregational meeting to elect the pastor (Session).

Respectfully submitted,
Sally Millar

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. In addition, this year we were tasked with nominating a Pastor Nominating Committee to begin the senior pastor search and call. In both cases, the various positions are presented at a called congregational meeting for election.

This year's committee had the following members:

Dave Jacob, moderator

Cindy Faulkner

Martha Welsh

Sally Millar

Jessie Robinson

Andy Roosa

Linda Smith

Don Soulé

Peter Welsh

Jane Dossett

Rick Otty

Nominated for the Session class of 2019

Jessie Robinson

Carol McKenna

Christine Clark

Barry Fiske

Drew Clark (youth – one-year term)

Nominated for the Board of Deacons class of 2019:

Koko Atupem

Pete Curran

Megan Hollembaek

Nominated for the Board of Trustees class of 2019

Sam Calandra

Karen Penn

Nominated for the Pastor Nominating Committee:

Sally Millar

Alan Dossett

Catherine Crow

Jill Johnson

Doug Nicholls

Beth Du Toit

Wren Collé

Andy Roosa

Dave Jacob, Moderator

Board of Deacons' Report

Class of 2016	Class of 2017	Class of 2018	Class of 2019
Koko Atupem	Moira Ten-Hove	Molly Anderson	Koko Atupem
Pete Curran	Pat Trusell	Cindy Faulkner	Pete Curran
Andy Ware	Tammy Wilson	Jim Fraser	Megan Hollembaek

Many thanks to Andy Ware, Koko Atupem and Pete Curran for their service on the PCIS Board of Deacons. Andy served for 2 consecutive terms, most recently as moderator, and has rotated off the board for some well deserved respite. We will miss his leadership. Koko and Pete have both agreed to serve a second term and join Megan in the class of 2019. We are also grateful to board members Pat and Molly who stepped in to fill the unexpired terms of Kathy Welte and Mike Carder respectively.

Meetings are held at the church on the third Tuesday of every month except August. The December meeting is usually held at a member's home. This year Tammy again volunteered her home but passed on inviting the Sudbury Fire Service to join us! Approximately 30 minutes of each meeting is devoted to taking up the joys and concerns of parish members and their extended community of friends and family in prayer. This is, and continues to be, our primary mission. Other regular agenda items include scripture study, discussion on how best to attend to any special parish member needs such as home-delivered meals after an operation or accident, new baby or other life event, and transportation to medical appointments or church events, and planning for congregational events such as the summer ice cream socials.

This year's specific opportunities for service included hosting the Easter Sunday Coffee Hour and the celebration of the lives of John and Lorraine Thies, providing meals for Mary Ann and Stacy Angle after Mary Ann broke her elbow, and hosting two ice cream socials to celebrate the commissioning of the Philippines team and to mourn the end of summer.

Ongoing individual responsibilities included being in regular communication with our parish members—both to support them as needed in their busy lives and to seek to encourage their continued involvement in the life of PCIS by making sure they are aware of upcoming church events and initiatives. Deacons also serve in Sunday worship as liturgists and communion servers, hosting several coffee hours, and introducing new church members to the sort of support they can expect from their assigned deacon.

Specific roles of board members for 2015 were: Moderator: Andy Ware; Vice-Moderator: Moira Ten-Hove; Secretary: Pete Curran; Assistant Secretary: Cindy Faulkner; Prayer Ministry Coordinator: Koko Atupem; Hospitality: Tammy Wilson (lead), Koko Atupem, Cindy Faulkner and Pat Trusell; Nominating Committee: Cindy Faulkner; Personnel Committee: Pete Curran; and Shepherding Team: Jim Fraser.

Respectfully submitted,

Moira Ten-Hove

Vice-Moderator, Board of Deacons

Board of Trustees

The members of the Board of Trustees for 2015 were:

- Class of 2016 Warren Fagan and Aline Rober
- Class of 2017 Dave Liu and Martha Welsh
- Class of 2018 John Moldenhauer and Lynn Sallee

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 2015:

- Martha Welsh – President, Nominating Committee, Budget and Fiscal
- Dave Liu – Vice President, Personnel Committee, Office Equipment Requirements, Budget and Fiscal
- Warren Fagan – Secretary, Insurance, Budget and Fiscal
- Aline Rober – Supplies, Budget and Fiscal
- Lynn Sallee – Building Maintenance and Inspections, Budget and Fiscal
- John Moldenhauer – Grounds Maintenance, Budget and Fiscal

Budget and Financial Responsibilities guided by the Financial Procedures of the Presbyterian Church in Sudbury:

- On a weekly basis, count the offerings, entering the contributions into the computer database, turn the money over to the Treasurer to make the bank deposit
- Coordinate or generate necessary reports and recommendations to Session for the management of income and expenses
- Conduct a yearly review of the accounts and books of the church
- Handle and process stock donations to the church
- Exercise general oversight of the work of the Treasurer, Assistant Treasurer and Financial Secretary
- Perform as leader in the development of the annual budget

Business Administration Responsibilities:

- Understand town requirements and restrictions including those of the Sudbury Historic 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 copiers, computers, sound system and audio/video equipment and telephone systems
- Participate on other church boards and committees such as the Personnel Committee, Nominating Committee, Stewardship, Session and other teams
- Publish a quarterly report to the congregation

Additionally, we routinely coordinate and/or supervise activities to maintain the church building and grounds such as:

- 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 removal of trash and recycling services

The Board of Trustees extends our deep appreciation to John Lauderbach, Treasurer, and Linda Smith, Assistant Treasurer, for their faithful commitment to receive funds, pay staff, process invoices and maintain the books and records of the church. We also truly thank Nancy Kohl, our longtime Financial Secretary, for tracking the estimates of giving and issuing the quarterly and annual statements of giving.

Project highlights of 2015 include:

- Installation of a new front door
- Close coordination with the Town of Sudbury over the changes that are being made to the Town Center
 - New sidewalks installed by the Town to our front door
 - Plans for a ADA compliant walkway between PCIS and the Grange from the parking lot to the street to be maintained by the Town
 - An expansion of our front lawn by about 12 feet and grass seeded by the Town
- An extremely successful Fall work day during which the grounds were cleared in preparation for new plantings in the Spring
- Painting of one classroom and developing plans to upgrade others
- Welcoming the Early Language School, a French language immersion pre-school to rent space at PCIS

Our deep appreciation to Warren Fagan and Aline Rober as they rotate off the Board of Trustees. Their insights, knowledge and leadership will be missed. At the same time, we welcome Karen Penn and Sam Calandra to the Board of Trustees and look forward to working with them in the coming years.

Respectfully submitted,

Martha Bernard Welsh

President, Board of Trustees

Report of the Financial Secretary

For 2015 we received 60 pledges totaling \$298,372.00. \$292,216 was received toward those pledges.

2016 Total pledges received as of 1/15/16 (59) \$294,720.

Respectfully submitted,

Nancy Kohl, Financial Secretary

Presbyterian Church in Sudbury
Income and Expense Statement
Consolidated - January 2015 - December 2015

		Current Period
INCOME	4000	
UNRESTRICTED INCOME	4020	319,459.28
RESTRICTED INCOME	4200	<u>58,184.54</u>
TOTAL INCOME		377,643.82
EXPENSES	5000	
OPERATING EXPENSES	5005	
Pastor Cash Salary	5061-201	\$35,807.57
Pastor House Allowance	5062-202	26,250.00
Pastor SECA Allowance	5063-203	4,016.25
Pastor Travel	5064-204	363.11
Pastor Business Expense	5065-205	1,555.27
Pastor Continue Education	5067-206	1,263.96
Pastor 403(b) Match	5068-207	8,749.97
Pastor Pension & Medical	5069-207	23,807.2
Trans. Pastor Cash Salary	5072-201	5,416.00
Trans. Pastor SECA Allow.	5073-203	414.00
DCE Salary	5075-201	16,294.9
Music Director Salary	5081-201	37,595.04
Admin Assistant Salary	5155-201	19,956.2
Nursery Attendant 1	5163-201	1,785.00
Nursery Attendant 2	5165-201	5,022.79
Payroll Taxes	5210	7,299.01
Contrib to Mortgage Rsrv	5320	0.00
Insurance	5330	12,164.25
Office Expense	5430	974.21
Treasurer Expense	5450	2,028.70
Pastor Cash Salary	5061-201	\$35,807.57
Pastor House Allowance	5062-202	26,250.00
OFFICE EQUIPMENT AND TECH	5500	7,200.84
UTILITIES	5630	8,327.51
Cleaning Service	5720	8,699.00
MAINT/REPAIR/SECURITY	5740	6,891.29
Landscaping	5810	2,645.00
Kitchen Supplies	5820	66.93
Deacons	6015	55.000
Shepherding	6020	1,505.01
Session	6030	1,100.62
EDUCATION/YOUTH	6200	7,893.51
WORSHIP/LITURGY	6275	1,613.08
Stewardship Expense	6290	128.95
Local Mission	6305	15,575.00
General Assembly Mission	6310-300	1,237.24
Synod Mission	6315-300	700.00
Presbytery Mission	6320-300	5,000.00
Presbytery Per Capita	6325-300	7,000.00
Miscellaneous Expense	6410	<u>0.00</u>
Subtotal Operating Expenses	5005	285,461.72
NON-OPERATING EXPENSES	6550	
Restricted Funds Disb.	6570	91,402.06
DCE Salary	6580	<u>16,294.96</u>
Subtotal Non-operating Expenses	6550	107,697.02

Presbyterian Church in Sudbury
Income and Expense Statement
Consolidated - January 2015 - December 2014

	Current Period
TOTALEXPENSES	393,158.74
TRANSFERS	\$0.00
EXCESS INCOME\EXPENSES	(15,514.92)

Presbyterian Church in Sudbury
Balance Sheet
Consolidated – December 2015

	Current Year	Previous Year
ASSETS		
CHECKING/SAVINGS		
TD Bank NOW	\$193,129.28	\$109,635.89
Middlesex	0.00	115,074.83
VanGuard	26,708.13	26,694.94
FIDELITY		
Fidelity Cash Reserves	22,808.57	6,890.49
Fidelity Brokerage	4,116.76	4,116.76
Fidelity - Other	2,694.96	2,694.96
Subtotal Fidelity	29,620.29	13,702.21
Subtotal Checking/savings	249,457.70	265,107.87
OTHER CURRENT ASSETS		
Boston Community Loan Fun	8,000.00	8,000.00
TOTAL ASSETS	\$257,457.70	\$273,107.87
EQUITY		
OPERATING FUNDS		
Unrestricted Net Assets	\$73,978.63	\$43,788.47
NON-OPERATING FUNDS		
Camp Wilmot	0.00	50.00
Christmas Joy	2,081.00	1,715.00
Coffee Fund	213.71	97.86
Exc. in Ed (DCE)	33,675.50	47,670.47
Flower Fund	254.40	652.77
MATE	20.00	0.00
Memorial Fund	425.00	200.00
Philippines	50.00	500.00
Temporary Holding	0.00	50.00
Youth Mission Philippines	2,200.33	39,537.00
Youth Mission	347.86	327.86
Youth Grp Activities	292.83	0.00
Pastor Loan Fund	40,265.15	40,265.15
Continuing Education	16,206.48	16,206.48
Major Repair Reserve	20,913.38	20,913.38
Building Reserve Fund	7,505.31	2,105.31
Mortgage Reserve	22,050.00	22,050.00
Operating Reserve	36,978.12	36,978.12
Subtotal Non-operating Funds	183,479.07	229,319.40
TOTAL EQUITY	257,457.70	273,107.87
TOTAL LIABILITIES AND EQUITY	\$257,457.70	\$273,107.87

