

# Session Agenda

January 20, 2019

## Call to Order

### Introduction and welcome new session members

- Committee Assignments

### Report of the Clerk:

- **Approve/Amend** the minutes of the Session Minutes of December 23, 2018.
- Election of Treasurer
- Election of Clerk
- Elect Session member to serve on Nominating Committee
- Communion Dates for 2019

## Report of the Pastor

### Report of the Commissioner to Presbytery

**Review the Report of the Deacons**      Included

**Review the Report of the Trustees**      Included

**Review the Financial Statements**      Included

### Reports of the Ministry Teams:

- Christian Ed:      Included
- Congregational Life:      Included
- Evangelism:
- Mission:
- Personnel:      Included
- Stewardship      Included
- Worship

Meeting adjournment with prayer

Next Meeting Sunday, February 24, 2019, following worship.

# Session Meeting Minutes

December 23, 2018

The pastor was involved in the Christmas Pageant rehearsal and gave Elder Paul Willbanks to begin the meeting with prayer at 12:08 p.m. and a devotion based on 2 Corinthians 3:7-11—*The Spirit is always with us*. The meeting was held in the pastor's office and a quorum was established.

**Present:** The Moderator: Jeff Howard  
The Clerk: Joel Leeson  
Elders: Sandy Boyce, Pam Leeson Carol McBride, Barbara Montazella Susan Pedersen, Ben Urban and Paul Willbanks.

## Report of the Clerk:

- **Approved** the minutes of the Session Meeting of November 25, 2018, and the Congregational meeting of December 9, 2018.
- **Correspondence**
  - Received a letter from Bryce Wiebe, Director of Special Offerings of Presbyterian Mission, thanking us for supporting the denominations Special Offerings.
  - Trinity Presbyterian Church requested a transfer of membership for Patricia Genzel. Session **approved** the transfer of her membership.
  - Donna Scully sent information from the Presbytery office pertaining to background investigations. Applications are available through the church office.
- **Approved**, as amended, Disclosure & Authorization and Acknowledgement & Authorization Document to be used for background screening purposes. [*Amended copy attached*]
- **Sexual Misconduct Policy:** Continuing to work on.
- **Approved** the baptism of Colten Padgett, son of Justin and Melissa (nee Matula) Padgett on February 10, 2019. Session will meet with the parents at 9:30 a.m. on February 10, 2019.
- **An audit** covering 2017 and 2018 will be done at the end of January 2019.
- **Current membership:** 134
- **Approved** the report of the Clerk.

## Report of the Interim Pastor:

- **Believe the Story** will continue in January with the focus on Christian practices. The themes in Worship will be the sermon topic on January 6<sup>th</sup>, followed by Prayer on January 13<sup>th</sup>, Bible Study on January 20<sup>th</sup> and Single-Mindedness on January 26<sup>th</sup>.
- **Vacation:** **Approved** a week vacation beginning on December 26<sup>th</sup>.
- **Approved** the report of the Interim Pastor.

Report of Commissioner to Presbytery Meeting\_ was given by Joel Leeson.

- **Elected** Barbara Montazella to serve as Commissioner on January 12, 2019, from 10:00 to 3:30 at Limestone Presbyterian Church.
- **Approved** the report of the Commissioner to Presbytery

**Report of the Deacons:** Received and approved the report of the Deacons.

**Report of Trustees:** Received and approved the report of the Trustees

**Financial Reports:** Received and **approved** the Financial Reports.

## 2019 Proposed Budget

- **Adopted** the Budget for 2019 as amended to include the figure of \$86,572 for line 4070 Pledged Income.

The Pastor resumed moderating the meeting.

## Ministry Teams:

**Christian Education:** Carol McBride

- **Youth Group Ice Skating** at Patriot Ice Center on January 18<sup>th</sup> from 8:00-10:00 p.m.

**Congregation Life:** Pam Leeson

- 58 people attended the Annual Christmas Dinner that was held on December 16, 2018. The Youth Group served the meal and the Drama Club presented a snippet of their Christmas play. Leftovers were taken to the Port Penn Veterans Home by Al Grimminger. A Free will offering was taken and given to the Youth Group.

**Evangelism:** Susan Pedersen

- Candy canes will be given out at the Christmas Eve Service
- Will plan an **Invite a Friend Sunday** once the parking lot is done.

**Mission:** Paul Willbanks

- **Approved** sending 100% of the Christmas Eve Offering to Neighborhood House.
- **Received** a Thank you certificate from Our Daily Bread for our support.
- As an Elder rotating off session, Paul has prepared a Mission Notebook for the new Mission Chair describing offerings and missions that we support.

**Personnel:** Sandy Boyce

- **Approved** a 3% raise in the Terms of Call for the Pastor.
- **Approved** closing the church office on December 26, 2018.

**Stewardship:** Ben Urban

- **Budget**  
Met with the Trustees, Cyndi, Pastor Jeff and Paul to review the 2019 budget expense recommendations.
- **Pledge Drive**  
34 pledges for \$86,572 (we approximate 134 members/83 families). Thank-you letters have been mailed as well as 2<sup>nd</sup> notice reminders for
- **Per Capita**  
An announcement describing Per Capita will be in the January Newsletter and an announcement has been made to the congregation.
- **Offering Envelopes**  
The envelopes were placed in the back of the church on December 2<sup>nd</sup> and most have already been picked up.
- Next Discussion on Pledges and Per Capita will probably be at the January Congregational meeting. Now that the Pledges/Per Capita and Offering Envelopes have been addressed, time to start looking at the other parts of stewardship.

Worship:

Barbara Montazello

- **Calendar:**

December 23, 2018

4<sup>th</sup> Sunday in Advent

December 24

6:00 p.m. Christmas Eve Service with pageant

December 30

Deacons Fund Offering

January 6, 2019

Epiphany/Communion/Ordination & Installation of Officers

January 27

Congregational Meeting

The meeting was adjourned with prayer at 1:50\_p.m.

The next meeting of Session: **January 20, 2019**, following worship

Respectfully submitted,

Joel Leeson

Clerk of Session

# Disclosure & Authorization

[Important—Please read carefully before signing authorization]

New Covenant Presbyterian Church (“the Company”) may obtain information about you for employment or volunteer purpose from a third part consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics and/or mode of living which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (driving record), verification of your educational or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history. The scope of this notice and authorization will be used for background screening purposes only and will not be used as hiring or volunteering criteria.

## Acknowledgment & Authorization

I acknowledge receipt of the **Disclosure Regarding Background Investigation** and certify that I have read and understand this disclosure. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer report by the Company at any time after receipt of this authorization and only as long as the consumer is under care of the New Covenant Presbyterian Church. To this end, I hereby authorize, without reservation, any law enforcement, agency, administrator, state or federal agency, institution, school or university (public or private), information service. Bureau, employer or insurance company to furnish any and all background information requested by organization on behalf of the Company and/or the Company itself. I agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original.

## Consumer Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Other Name (Alias): \_\_\_\_\_ SS #: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City/State/Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This information will be used for background screening purposes only and will not be used as hiring or volunteer criteria.

Email address is used solely in the event a criminal record is located. The screening company, *litellincorp*, may notify the consumer via email of the result.

Signature of Consumer: \_\_\_\_\_ Date: \_\_\_\_\_

## New Covenant Presbyterian Church

### 2018 Deacons Annual Report

The Deacons held the majority of their meetings during the year on the third Sunday of each month after Sunday service. This timeframe provided the best schedule for members' attendance including Rev. Jeff Howard. Meetings were held in Rev. Howard's office conference area. Listed below are some of the activities accomplished during the year of 2018.

- Officer training was provided by Rev. Jeff Howard in February 2018 for new officers.
- Visitor Bags were updated with our church brochure and other relevant items. Deacons are distributing the bags when "visitors" are identified either prior or after the Sunday service. Over a dozen bags have been distributed.
- New Member Bags have been updated and are awaiting the service when members are accepted. The new Church Directory will also be included in the bag.
- Deacons have been reviewing attendance and sending "We Miss You" postcards when some members are not seen recently during Sunday service.
- The Deacon Card Ministry led by Kathleen Henry continues to send cards for birthdays, anniversaries, illness and general concern.
- Don Bauer leads the Deacon Transportation Ministry and provides assistance when requested.
- Landa Lindgren updated the Meal Ministry volunteer list which is used whenever there is a need for meal assistance. During 2018 meals were provided to a number of members.
- A replacement was purchased for the NCPC Memorial Book. The Deacons will continue to update the book with known donations.
- A scholarship donation was made to the "World Mission College of the Greater Washington" for Dadius Mongendi. This is the college where Rev. Grace Howard teaches and is assisting him in fund raising so that he can continue with his religious studies and then return to Kenya.
- Melissa Padgett donated a small cabinet to be used for Deacon materials only.
- Deacon expenses are being tracked via spreadsheet by the Deacon Moderator. All expenses have to be approved by the Deacon Ministry and receipts are signed by a Deacon so that expenses can be reimbursed from the Deacon Fund.
- Church bulletin boards are updated quarterly by Deacons.

Respectfully submitted,



December 21, 2018

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# Trustee Minutes (Unapproved)

December 6, 2018

## Present:

- Cyndi Daniels Treasurer
- Al Grimminger Trustee
- Alan Pedersen Trustee
- Tom Kimble Trustee Moderator
- Jeffrey Howard Pastor
- Paul Willbanks Elder
- Ben Urban Stewardship Elder

The meeting was opened with prayer by Tom Kimble at 7:11 p.m.

The November 5, 2018, Minutes were approved.

The next meetings are **Monday** January 7, 2019, **Tuesday** February 5, 2019, and **Tuesday** March 5, 2019.

## Financial

- **Fund Activity (Designated Funds)**, YTD November 30, 2018 [Attachment 1]
  - **Peacemaking** – Treasurer reported that \$27 was received after the deadline. Recommended that funds be held for next year's disbursement. Accepted by Trustees.
- **Budget vs Actuals**, January – November 2018 [Attachment 2]
- **Revenue versus Expenditures** – Again it was noted that Total Revenue was \$17,065.74 and Total Expenditures was \$18,243.57. That is why we are solvent. We are taking in less, but our expenses are a lot less than expected.
- **Statement of Financial Position** November 30, 2018 [Attachment 3]  
This statement was noted, but not discussed

## Budget

A 2019 Budget Expenditures worksheet was reviewed by the Trustees, the following changes from the 2018 budget were made:

5040 Local Missions	\$1020
5125 Snow	\$1000
5136 Utilities	\$6000
5215 Postage	\$200
5225 Supplies	\$300
5228 Software/Web Expenses	\$1600
5320 VBS	\$1500
5330 Youth Programs	\$1200
5540 Supplies	\$700
5545 Banners	\$0
5560 Stewardship Costs	\$500
6147 Pulpit Supply	\$1000

It was agreed that 7250 Office Staff and 7210 Pianist would receive a 3% increase. The interim Pastor Jeff Howard would also receive a 3% increase in all Pastoral Expenses.

The Session Personal Committee wanted to include the new pastor salary in the 2019 budget. The Trustees decided not to do this. The new pastor's salary is yet to be negotiated. The 2019 budget can be adjusted when the new pastor is hired.

The Trustees voted 2 for and 1 recused. Since the pianist is his daughter Al Grimminger felt he could not vote. The 2019 Expenses were approved by the Trustees.

The Session will add revenue to the budget and complete it in December. No further approval is needed by the Trustees.

## Deed Task

- **Emmerson annual fee** – Paul Willbanks will supply a prototype contract.
- **Tax Abatement** – Al Grimminger reported that all feedback stated that we will receive our money in December. He did not want to push too hard, but advised us to wait and see what happens in December.

## Pastor Search Committee

Pastor and Al Grimminger reported that the list has been reduced to 3 people. One was interviewed and two will be interviewed.

**Sanctuary Committee:** No report

## Facilities

- **Ground Maintenance – Septic Tank:** Weaver sent a 2 year notice that our septic tank is due to be pumped out. The Trustees approved this maintenance. Al Grimminger will schedule this.
- **Building Maintenance – Christmas Banners:** Pastor had some large Christmas Service Banners that matched our Christmas Eve Service. It was agreed that they could be attached to our Route 896 Sign.
- **2019 Calendar:** Al requested purchase of a 2019 planning calendar. This was approved.

## Projects

- **DeIDOT Projects**
  - **Sign** – Nothing was reported.
  - **Bamboo Removal** – Pastor and Al Grimminger reported that on 12/5/18 the bamboo was cut down and “blue” herbicide was applied to the ground. The trees were left standing. Al Grimminger's DeIDOT contacts did not know about this. Al Grimminger expressed concern that no one knew when DeIDOT would return to dig up the bamboo roots and dispose of this soil. He was also concerned about the remaining trees and shrubs. They are not pretty and are on DeIDOT land.
  - **Road Construction:** Al Grimminger reported that the new Jameson Corner Road was being black-topped. In the process our entrance road dips were filled in.
  - **Sanctuary Ceiling Fans & Lights** – Alan Pedersen reported that Superior Electric quoted on converting our sanctuary lights to LED for \$2012. The prior fan quote was \$2845. They give a 10% discount for churches.

09/10/18 fan quote	\$2845
12/06/18 LED quote	\$2012
10% discount	\$485
Total	\$4372



Al Grimminger said that Bill Shields had some thoughts about changing the light fixtures to increase the cone of light. There were other technical concerns. It agreed that this was direction we wanted to go, but we wanted to meet with the contractor. Alan will arrange a meeting in January.

- **Audiovisual Equipment** – Tom Kimble reported that Ken Hudson continued to use his equipment for the pulpit mics and prayer mics.
- **Mower Shed** – Al Grimminger reported that based on our discussions about future mower and outside equipment storage, he felt that a 35ft X 14ft shed with two single doors was needed. The Trustees agreed that he should obtain a quote for this size shed.

Allan Pedersen closed the meeting with prayer at 9:32 p.m.

Respectfully submitted,  
Thomas Kimble, Moderator

# New Covenant Church

## BUDGET VS. ACTUALS: BUDGET 2018 - FY18 P&L

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>				
40100 General Fund				
4031 Fund Raiser Income				
4025 Easter Egg Sales	970.00		970.00	
<b>Total 4031 Fund Raiser Income</b>	<b>970.00</b>		<b>970.00</b>	
4050 Interest Income	125.17		125.17	
4055 Non Pledge Income	45,575.74	55,635.00	-10,059.26	81.92 %
4030 VBS	36.00		36.00	
4035 Non-Profit Revenue In-Kind Gifts	4,531.96	4,500.00	31.96	100.71 %
4042 Per-Capita	95.00		95.00	
4045 Loose Plate Offerings	1,946.42	2,600.00	-653.58	74.86 %
<b>Total 4055 Non Pledge Income</b>	<b>52,185.12</b>	<b>62,735.00</b>	<b>-10,549.88</b>	<b>83.18 %</b>
4065 Building Use Income	2,701.00	3,000.00	-299.00	90.03 %
4070 Pledged Income	73,264.00	78,500.00	-5,236.00	93.33 %
<b>Total 40100 General Fund</b>	<b>129,245.29</b>	<b>144,235.00</b>	<b>-14,989.71</b>	<b>89.61 %</b>
Christian Education	100.00		100.00	
<b>Total Revenue</b>	<b>\$129,345.29</b>	<b>\$144,235.00</b>	<b>\$ -14,889.71</b>	<b>89.68 %</b>
<b>GROSS PROFIT</b>	<b>\$129,345.29</b>	<b>\$144,235.00</b>	<b>\$ -14,889.71</b>	<b>89.68 %</b>
<b>Expenditures</b>				
15000 Mission & Stewardship Exp				
5035 Retreats		600.00	-600.00	
5040 Local Missions	814.06	960.00	-145.94	84.80 %
<b>Total 15000 Mission &amp; Stewardship Exp</b>	<b>814.06</b>	<b>1,560.00</b>	<b>-745.94</b>	<b>52.18 %</b>
15100 Bldg & Prop. Exp.				
5105 Bldg Maintenance	2,277.05	4,000.00	-1,722.95	56.93 %
5110 Equipment Purchases	2,272.11	3,500.00	-1,227.89	64.92 %
5112 Equipment Maintenance	1,042.44	2,000.00	-957.56	52.12 %
5115 Insurance	2,643.00	2,700.00	-57.00	97.89 %
5125 Snow	650.00	1,500.00	-850.00	43.33 %
5130 Utilities	5,041.72	7,500.00	-2,458.28	67.22 %
5145 Franchise Tax	25.00	25.00	0.00	100.00 %
<b>Total 15100 Bldg &amp; Prop. Exp.</b>	<b>13,951.32</b>	<b>21,225.00</b>	<b>-7,273.68</b>	<b>65.73 %</b>
15200 Church Office Exp.				
5199 Bank Charge Exp.	15.00		15.00	
5210 Miscellaneous	155.00		155.00	
5215 Postage	561.00	1,300.00	-739.00	43.15 %
5220 Service Contract	569.33	500.00	69.33	113.87 %
5225 Supplies	299.80	1,200.00	-900.20	24.98 %
5228 Software/Web Expense	1,570.66	1,500.00	70.66	104.71 %
5230 Telephone	1,822.65	2,000.00	-177.35	91.13 %
<b>Total 15200 Church Office Exp.</b>	<b>4,993.44</b>	<b>6,500.00</b>	<b>-1,506.56</b>	<b>76.82 %</b>

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
15300 Christian Ed Exp.				
5310 Christian Ed	685.76	1,300.00	-614.24	52.75 %
5320 VBS	1,016.17	1,000.00	16.17	101.62 %
5330 Youth Programs	112.76	1,000.00	-887.24	11.28 %
<b>Total 15300 Christian Ed Exp.</b>	<b>1,814.69</b>	<b>3,300.00</b>	<b>-1,485.31</b>	<b>54.99 %</b>
15400 Evangelism Exp.				
5410 Advertisements	1,173.41	2,000.00	-826.59	58.67 %
<b>Total 15400 Evangelism Exp.</b>	<b>1,173.41</b>	<b>2,000.00</b>	<b>-826.59</b>	<b>58.67 %</b>
15500 Worship Exp.				
5510 Guest Music	300.00	500.00	-200.00	60.00 %
5520 Music		800.00	-800.00	
5540 Supplies	886.76	1,000.00	-113.24	88.68 %
5545 Banners	563.59	1,000.00	-436.41	56.36 %
<b>Total 15500 Worship Exp.</b>	<b>1,750.35</b>	<b>3,300.00</b>	<b>-1,549.65</b>	<b>53.04 %</b>
15600 Stewardship				
5060 Per Capita	5,481.00	5,500.00	-19.00	99.65 %
5560 Stewardship Costs	287.00	350.00	-63.00	82.00 %
<b>Total 15600 Stewardship</b>	<b>5,768.00</b>	<b>5,850.00</b>	<b>-82.00</b>	<b>98.60 %</b>
16100 Pastoral Exp.				
6110 Cont. Ed & Book Allow		500.00	-500.00	
6120 Medical	13,431.24	13,785.00	-353.76	97.43 %
6135 Dental	905.28	900.00	5.28	100.59 %
6140 Pensions	5,909.76	5,616.00	293.76	105.23 %
6145 Death/Disability Insurance	537.24	511.00	26.24	105.14 %
6147 Pulpit Supply	542.77	1,800.00	-1,257.23	30.15 %
6150 Travel	1,299.83	3,000.00	-1,700.17	43.33 %
6155 Business and Professional Expen		1,000.00	-1,000.00	
6160 Soc Sec Allow	2,025.00	4,050.00	-2,025.00	50.00 %
<b>Total 16100 Pastoral Exp.</b>	<b>24,651.12</b>	<b>31,162.00</b>	<b>-6,510.88</b>	<b>79.11 %</b>
17000 Payroll Expenses				
17200 Wages and Salaries				
7230 Clergy Housing Cash	25,524.96	25,525.00	-0.04	100.00 %
7250 Office Staff - Regular Pay	11,254.56	10,300.00	954.56	109.27 %
7270 Pastoral Salary	25,524.96	25,525.00	-0.04	100.00 %
<b>Total 17200 Wages and Salaries</b>	<b>62,304.48</b>	<b>61,350.00</b>	<b>954.48</b>	<b>101.56 %</b>
7100 Employer Payroll Taxes	860.97	788.00	72.97	109.26 %
7210 Pianist	4,800.00	5,200.00	-400.00	92.31 %
<b>Total 17000 Payroll Expenses</b>	<b>67,965.45</b>	<b>67,338.00</b>	<b>627.45</b>	<b>100.93 %</b>
6200 Congregational Life	1,777.30	2,000.00	-222.70	88.87 %
<b>Total Expenditures</b>	<b>\$124,659.14</b>	<b>\$144,235.00</b>	<b>\$ -19,575.86</b>	<b>86.43 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$4,686.15</b>	<b>\$0.00</b>	<b>\$4,686.15</b>	<b>0.00%</b>
Other Revenue				
15010 Designated & Special Giving Income Accounts				
1553 Joy Offering Inc.	1,349.00		1,349.00	
1554 One Great Hour of Sharing Fund Income	991.00		991.00	
1555 Peacemaking Inc.	629.00		629.00	

	ACTUAL	TOTAL		
		BUDGET	OVER BUDGET	% OF BUDGET
1556 Neighborhood House	473.00		473.00	
1557 Deacon's Special Funds	1,264.78		1,264.78	
1563 Trustee Special Fund	500.00		500.00	
1750 Kenya Mission	813.00		813.00	
1900 Capital Campaign Income	5,000.00		5,000.00	
<b>Total 15010 Designated &amp; Special Giving Income Accounts</b>	<b>11,019.78</b>		<b>11,019.78</b>	
<b>Total Other Revenue</b>	<b>\$11,019.78</b>	<b>\$0.00</b>	<b>\$11,019.78</b>	<b>0.00%</b>
Other Expenditures				
17510 Designated & Special Giving Disbursement Accounts				
7553 Joy Offering Exp.	1,535.00		1,535.00	
7554 OGHS Exp.	990.00		990.00	
7555 Peacemaking Exp.	1,625.59		1,625.59	
7557 Deacons Special Account	1,448.61		1,448.61	
7562 Neighborhood House Expenses	473.00		473.00	
7563 Trustee Special Fund	11,779.28		11,779.28	
7650 Kenya Mission	813.00		813.00	
<b>Total 17510 Designated &amp; Special Giving Disbursement Accounts</b>	<b>18,664.48</b>		<b>18,664.48</b>	
<b>Total Other Expenditures</b>	<b>\$18,664.48</b>	<b>\$0.00</b>	<b>\$18,664.48</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$ -7,644.70</b>	<b>\$0.00</b>	<b>\$ -7,644.70</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$ -2,958.55</b>	<b>\$0.00</b>	<b>\$ -2,958.55</b>	<b>0.00%</b>

# New Covenant Church

## STATEMENT OF FINANCIAL POSITION

As of December 31, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1110 PNC - General Funds	11,939.26
1115 PNC - Money Market	67,771.51
<b>Total Bank Accounts</b>	<b>\$79,710.77</b>
<b>Total Current Assets</b>	<b>\$79,710.77</b>
Fixed Assets	
1400 Church Property	417,933.68
<b>Total Fixed Assets</b>	<b>\$417,933.68</b>
<b>TOTAL ASSETS</b>	<b>\$497,644.45</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Taxes (941/944)	430.48
<b>Total Payroll Liabilities</b>	<b>430.48</b>
<b>Total Other Current Liabilities</b>	<b>\$430.48</b>
<b>Total Current Liabilities</b>	<b>\$430.48</b>
<b>Total Liabilities</b>	<b>\$430.48</b>
Equity	
3000 Opening Bal Equity	36,177.30
3900 Retained Earnings	463,995.22
Net Revenue	-2,958.55
<b>Total Equity</b>	<b>\$497,213.97</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$497,644.45</b>

<b>New Covenant Presbyterian Church</b>			
<b>Year To Date - December 31, 2018</b>			
<b>Fund Activity December 2018</b>			
Fund Balances January 1, 2018		82,238.84	
General Fund - Giving: Pledged & Other	129,345.29		
General Fund - Budgeted Spending	(124,659.14)		
Increase/(Decrease) General Funds		4,686.15	
Designated Funds - Giving	11,019.78		
Designated Funds - Spending	(18,664.48)		
Increase/(Decrease) Designated Funds		(7,644.70)	
Federal Tax Liability		430.48	
<b>Fund Activity Balances</b>			<b><u>79,710.77</u></b>
<b>Fund Balances - December 31, 2018</b>			
General Fund Balance		54,450.26	
Designated Funds			
Bethel Training Fund	1,918.96		
Deacon's Special Fund	3,096.80		
Hi Club	1,523.42		
Ignite	5,000.00		
Joy Offering	529.00		
Kenya Mission	-		
Neighborhood House	-		
One Great Hour of Sharing	1.00		
Peacemaking	27.00		
Seminary Intern/Youth Worker Fund	8,100.00		
Trustee Special Fund	5,064.33		
Total Designated Funds		25,260.51	
<b>Total Fund Balances</b>			<b><u>79,710.77</u></b>
<b>Fund Investments - December 31, 2018</b>			
Cash - PNC Checking Account		11,939.26	
Cash - PNC Money Market Account		67,771.51	
Cash - Edward Jones Account		-	
<b>Total Fund Investment Balances</b>			<b><u>79,710.77</u></b>

# Christian Education

January 20, 2019

**Thanks to:** The McBride/Easter family, Don Bauer and Mark and Karen Urban who took all the Christmas decorations down.

**Art Exhibit:** Nancy Carol Willis featured artist exhibition January 26, 2019, Biggs Museum of American Art, 406 Federal St, Dover, DE 19901. Come out and support our Nancy!

**Youth Club** This meeting this month was on Friday, January 18, 2019, 8:00 p.m. to 10:00 p.m. Ice Skating at Patriot Ice Center. We had 19 people reserve! A record!

The meeting next month will be held on Friday, February 15, 2019, 7:00 p.m. to 9:00 p.m. at New Covenant Church. Bring your favorite game and join us for Game Night and Valentine's Day celebration! - and celebrate Valentine's Day! New Covenant Church.

**RSVP To:** Carol A. McBride Home Phone: 302-378-5359 Cell Phone: 267-994-1623  
E-Mail: carolamcbride19709@icloud.com

**Adult Bible Study:** Sundays, 8:45 a.m. - Studying the "Believe Program"

**Bethel Bible Classes:** Sundays, 8:45 a.m. New Testament study and 11:15 a.m. for the Old Testament study.

**Church Service:** Sundays, 10:00 a.m.

**Children's Sunday School:** Sundays, 10:00 a.m. - Studying the "Believe Program"

**Praise Band:** Every Sunday at 11:15 a.m. (First meeting January 13, 2019, was canceled due to snow.) Bring your musical instrument and join us in this newly formed band. Singers are also welcome.

**Drama Club:** Will restart in several months for an Easter performance.

**Nursery:** Sundays, 10:00 a.m. - We still need volunteers for Babysitting on an as need basis. Thanks to those who have signed up in the past.

Respectively submitted,

Carol A. McBride  
Christian Education

# Congregational Life

January 20, 2019

In 2018, Congregational Life sponsored the following events which were all well attended:

- Progressive Dinner: In April we held our annual Progressive Dinner. Thank you to all the families who hosted! Special thanks to Jane and Michael Adams for inviting everyone to begin the dinner at their house with wine and appetizers and to Donna and Jim Casey for inviting everyone to gather for dessert at their home.
- Spring Pignic: In June we gathered for the Pignic. Thank you to all who brought delicious side dishes and desserts to share!
- Fall Steak Fry: In September, we enjoyed a wonderful Steak Fry. Many thanks to everyone who furnished yummy desserts!
- Christmas Dinner: In December, we finished up the year with our Chicken Dinner. Thanks to Cheryl and Bill Shields for the mashed potatoes and gravy. To the Youth who served dinner and gave us a snippet preview of the upcoming Christmas Pageant.

Again, thanks to everyone who helped make these events a special time of fellowship!

We look forward to 2019 and welcome ideas from YOU for additional Fellowship Events.

All were attended with great numbers and we continue to grow, and a special thanks to all those who opened their homes and hearts to help make these get togethers successful.

Respectfully submitted,

Pam Leeson  
Congregational Life Ministry



# Personnel Annual Report

January 20, 2019

In January, Personnel met to discuss the Youth Worker situation and decided we would invite the Christian Education Ministry Team to develop a strategy and plan for this position. During the year, Christian Education began a Youth Program to generate youth participation. As this program continues to grow, they will be able to develop a job description for a Youth Worker. We look forward to working with them when they are ready to advertise the position and then together conduct interviews.

On June 8, 2018, Joan and I accompanied Jeff to a Board of Pensions (BOP) presentation in Dover where we learned about the many changes that the Board is making in 2019. In the past, the BOP had offered health and retirement benefits to all clergy and part-time lay employees who worked at least 20 hours per week. Churches who wanted to enroll their lay employee(s) were required to enroll them in both the pension as well as the medical portion of the plan. Most small churches could not afford to offer these benefits.

New for 2019, was the opportunity for churches to select portions of the plan to offer their lay employees. Some no longer had minimum number of hours worked, others had the opportunity to have the employee select a self-paid benefit.

Melanie chose to enroll in the Retirement Savings Plan, a self-paid benefit.

During the year we continued to search for a substitute pianist. We did this through advertisements, contacting local churches for suggestions, reaching out to Greta Myers from MOT School to see if she had any students who would be qualified and might be interested in the job, and we also sought suggestions from Jenny. All our attempts failed.

Feeling frustrated with our failure, we talked with Jeff and he suggested that the Worship Ministry Team might like to provide other kinds of musical accompaniment when Jenny is off. Since music is such an important part of Worship, it makes sense that The Worship Ministry team, working with Ken and members of the choir, develop a plan for substitute musical accompaniment. As with Christian Ed, Personnel looks forward to working with them as needed.

We appreciate our talented staff and are blessed by the outstanding job they do as they serve our church!

Respectfully submitted,  
Sandy Boyce, Personnel chair  
Carolee Burkey  
Joan Sabbato  
Cory Tasker (until she moved)

# Stewardship

January 20, 2019

## Budget

- Met with the Trustees, Cyndi Daniels, Pastor Jeff and Paul Willbanks to “finalize” the 2019 budget income/expenses.

## Pledge Drive

- Final 2018 numbers: 35 pledges for \$87,572 (we have approximately 134 members/83 families).
- Thank-you letters have been mailed out
- 2<sup>nd</sup> notice for Pledges have been mailed out.

## Per Capita

- An announcement describing Per Capita is in the January Newsletter
- An announcement has been made to the congregation.
- Per Capita envelope is in all offering envelope boxes

## Offering Envelopes

- Placed in the back of the church on December 2<sup>nd</sup>. Most have already been picked up. Down to about 6 boxes.

Next Discussion on Pledges and Per Capita will be at the January Congregational meeting.

Now that the Pledges/Per Capita and Offering Envelopes have been addressed, time to start looking at the other parts of stewardship.

Respectfully submitted,

Ben Urban  
Stewardship Chair

# Worship Report

January 20, 2019

## The calendar:

January 6	Epiphany, Ordination and Installation of Officers
January 13	
January 20	
January 27	Congregational Meeting
February 3	Communion, Scout Sunday
February 10	Transfiguration of the Lord
February 13	Ash Wednesday, Communion, Lent begins
February 17	

On Christmas Eve the liturgical color changed to white for Christmas and Epiphany. On January 7<sup>th</sup> the color returned to green for ordinary time.

Skip Leeson preached the sermon on the visit of the Three Kings on December 30<sup>th</sup> and Pam served as the worship assistant. Thanks to both for their leadership.

Our first snow day happened on January 13, 2019, and 15 members, plus Grace and Jeff braved the weather for worship.

Thanks to all who help out each Sunday and for anyone who would like to take a turn reading the Scripture Lesson or being Liturgist please call or speak to me.

Respectfully submitted,  
Barbara Montazella