

Westminster Presbyterian Church Annual Report 2016



A Letter from Our Pastor

Thank you for taking time to read our 2016 annual report. Within this packet you will find out a lot about Westminster and all of the wonderful things that we have been involved with over the past year.

While we celebrated our 125th anniversary in 2016, we are in many ways still a young and vibrant congregation, with a willingness to try new things and a call to meet the needs of our community. Our flexibility and faith have become well respected in our community and are something that our neighbors rely on.



But the church only happens because of the people. Those who are here keep the programs and ministries going, and those who we serve keep us grounded, witnessing to God's grace and hope. Our theme for both stewardship and our congregation this year is "I Am Important to God's Mission Here." This comes from one of the basic reformed theological understandings of the priesthood of all believers. This is an understanding that all who are called to a congregation are ministers of that congregation and called to be in mission with God!

As we continue into 2017, I know that we will see a lot of new things happen, and maybe even a few other things vanish. But that is OK, because whatever happens, we know that we will be doing what God calls us to do.

So again, thank you for taking the time to read through this and learn more about WPC's 2016. Hopefully it will get you just as enthusiastic about 2017 as I am writing this now!

In Christ,

Bryan

Contents

A Letter from Our Pastor	1
Contents	2
Westminster Staff	3
Staff Overview	3
<i>Report from Rev. Dr. Bryan J. Franzen, Pastor</i>	<i>6</i>
<i>Report from Rev. Nancy Schell, Parish Associate</i>	<i>7</i>
<i>Report from Chris McKee, Director of Children’s and Youth Ministry</i>	<i>8</i>
<i>Report from Amber Rasura, Revive Worship Leader.....</i>	<i>9</i>
<i>Report from Mary Anne James, Music Director</i>	<i>10</i>
<i>Report from Ann Sherman, Office Administrator.....</i>	<i>11</i>
Church Boards	12
Clerk’s Statistical Report	13
Deacons’ Report	14
Committees of the Congregation.....	15
Report of the Audit Committee	15
Report of the Nominating Committee	15
Ministry Committees.....	16
Report of the Christian Education Committee.....	16
Report of the Evangelism Committee	18
Report of the Music and Worship Committee	19
Administrative Committees	20
Report of Stewardship and Finance Committee	20
Report of Property and Maintenance Committee	21
Report of the Personnel Committee	22

Westminster Staff

Staff Overview

All staff directly reports to the Pastor/Head of Staff and the Personnel Committee. In addition, each staff member is accountable to certain Session committees. If a staff person is a church member and serves on a committee, they do so in the role as a member of the congregation, not as a staff person, unless otherwise stated in their job description. For example, music staff would be expected to be part of the Music and Worship Committee.

Pastor/Head of Staff: Rev. Dr. Bryan James Franzen

bryan@westpres-sj.org

408-771-9853

The Pastor is a member of Session and moderates meetings, but is not a member of the congregation. The Pastor is also an *ex officio* member of all church committees except the Audit Committee, on which no staff member may serve. The Pastor goes to meetings at the request of the committee, or when the Pastor sees fit. The Pastor is supervised by the Session and the Presbytery's Committee on Ministry. The Pastor is responsible for studying, teaching, and preaching the Word, for administering Baptism and the Lord's Supper, and for praying with and for the congregation. With the elders, the Pastor is to encourage the people in the worship and service of God; to equip and enable them for their tasks within the church and their mission in the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the church's decision making, and its task of reaching out in concern and service to the life of the human community as a whole. With the deacons, the Pastor is to share in the ministries of sympathy, witness, and service. In addition to these pastoral duties, he or she is responsible for sharing in the ministry of the church in the governing bodies above the Session and in ecumenical relationships.

Parish Associate (Minister of Pastoral Care)**Rev. Nancy Schell****nancy@westpres-sj.org**

The Parish Associate, Minister of Pastoral Care, is a position designed to make sure that the congregation is cared for and supported. In this position they guide the deacons and work in conjunction with the various committees as needed or requested. If this person is female, they oversee the women's ministry. The Parish Associate, in dialog with the Pastor, oversees homebound members and those in need. The Parish Associate is also invited to attend all Session meetings. They are accountable to the Pastor and the Personnel Committee.

Office Administrator:**Ann Sherman****ann@westpres-sj.org**

The Office Administrator is the office and secretarial support for all church committees and other staff. The Office Administrator is not a member of any committees, but may attend if asked. The Office Administrator also acts as building manager and is the primary contact for all renters. They are accountable to the Pastor, and the Personnel Committee, with the guidance of the Finance Committee, which oversees office expenses and efficiency.

Director of Children's and Youth Ministries:**Chris McKee, M.Div.****chris@westpres-sj.org**

The Director of Children's and Youth Ministries runs and manages all children's and youth education in the congregation. They are a member of the Christian Education Committee and advise other committees on education or developmental matters. They come to Session upon request, but are not required or expected to attend all Session meetings. They are accountable to the Pastor, and the Personnel Committee, with the guidance of the Christian Education Committee.

Worship Leader:**Amber Rasura****amber@westpres-sj.org**

The Worship Leader is in charge of the Revive! worship team and the music, and in consultation with the Pastor, the order, themes, and activities for the Revive! service. They are an *ex officio* member of the

Revive! Committee. They are accountable to the Pastor, and the Personnel Committee, with the guidance of the Revive! Committee.

Music Director: **Mary Anne James**

maryanne@westpres-sj.org

The Music Director is in charge of music programs for the congregation. The Music Director is an *ex officio* member of the Music and Worship Committee. They are accountable to the Pastor, and the Personnel Committee, with the guidance of the Music and Worship Committee.

Organist: **Christine Merjanian**

The Organist works with the choir director on service music. The Organist is an *ex officio* member of the Worship Committee. They are accountable to the Pastor, and the Personnel Committee, with the guidance of the Worship Committee.

Staff Reports

Report from Rev. Dr. Bryan J. Franzen, Pastor

Overview

2016 was busy year for Westminster. As often happens with an early Easter, we took off running and just kept going and going and going! We saw lots of new programs start, like the women's bible study, the Music Camp, and the summer concerts, and other programs expand, like Revive! and Vacation Bible School. Of course, the highlight was our 125th anniversary celebration! We welcomed our community and reached out to members, both past and present. More than anything, we showed once again that when we put our minds to something, we can pull off anything!

In Session this year, we changed things around, taking the first half of our meeting time to discuss the book that our staff read the previous year, *"A Field Guide for the Missional Congregation: Embarking on a Journey of Transformation."* This was a great aid to help us think through some real questions that are facing our congregation and ask ourselves where we need to be putting our energies, as well as where we may need not. This has also been a great help in the 2016 goal of moving our session from being a committee of the whole to a visioning body focused on discerning God's call and direction for our congregation.

Thanks to the Revive! service, we saw the largest new member class we have had since I came. There were nine new members in that class and other classes throughout the year, which meant that this year we brought in more members than we lost! We also saw the launch of the first confirmation class in years. The seven that are part of the class are a great group of young adults, and I am sure come Confirmation Sunday this spring, all of you will be as impressed as I am!

On a personal note, I was once again called to serve the church by being a delegate to the General Assembly. This was another great experience, and an honor.

Highlights in the community

- Continued to Work with PACT to help develop and implement the Beloved Community, a forum for discussions between the minority community and police, while pushing for initiatives which make law enforcement more transparent and fair.
- I became more active in the Rose, White, and Blue Parade, helping with their social media and technology committee.
- I also spent a great deal of time earlier in the year with our city and county working on LGBT+ concerns, giving the invocation at the county office for Pride Month, and helping both the Billy DeFrank Center and county offices respond to the LGBT+ tragedies and harassment.

Highlights in the church

- We have been working a great deal on our website and digital information. Information, forms, and our church documents can now be accessed through our website in a logical and easy way.
- Wrote the grant for our Revive! service, which we received.
- With the change in the office, we also spent a great deal of time digitizing files and generally reorganizing. Granted we only broke the surface, but it was a big task!

Looking forward

- I look forward to another great year. We have a lot of the foundation work done so that we may begin to grow, and that group of new members that came in last year are already looking for ways to get more active and start more things in 2017!
- I am looking forward to seeing some of the new initiatives we started last year expand, such as the summer concerts and the Music Camp.
- I am looking forward to another great Session who will help us keep moving forward as a congregation as we continue to discern how God is calling us to serve here on the corner of Shasta and The Alameda.

Respectfully Submitted,

Rev. Dr. Bryan Franzen

Report from Rev. Nancy Schell, Parish Associate

Overview

My job description is as the visiting pastor. Theodora Box, who is even older than I, is a joy to visit. Our church has three other shut-ins, but they are unable to communicate. In addition, I am the staff liaison for the Deacons, who have divided the congregation into parishes. Together we reach out to those who need special care. I also assist in our worship services and preach when Bryan is away.

Highlights in 2016

I had the honor of officiating at the memorial service for Jack Mahaffey. My son Donald and I officiated at my granddaughter Lori's wedding.

Looking forward

It is an honor to serve in our church as it grows and becomes healthy after so many years of dysfunction. I look forward to 2017 as another year when we reach out into our community.

Report from Chris McKee, Director of Children's and Youth Ministry

Overview

The Director of Children's & Youth Ministry is responsible for administering curriculum for children and youth; providing teacher support and training; teaching Sunday School as necessary; ministering to children, youth & parents; delivering the weekly children's message; and organizing special children's/family programming.

Highlights of 2016

The 2016 year has been an incredible journey for Christian Education at Westminster Presbyterian Church. In 2015, we introduced the Whirl curriculum, and this last year we fine-tuned the programming to include more experiential learning opportunities. Since we have a diverse group of children at various learning levels, it is important to have a variety of ways to connect with the biblical narrative for their faith development. The result produced an interactive Children's Church experience which provided the children rotational activity stations of their choosing. I also designed last year's "VBS Green Team" program with the experiential component in mind by centering the theme on environmental stewardship and relating that to Christology. The five-night program encouraged the participants to get involved with earth-based projects and games, including an onsite butterfly garden.

Other accomplishments in 2016

- My participation with The Association of Presbyterian Church Educators in Chicago was beneficial and inspiring. The combination of the educational workshops, meeting fellow educators and attending inspirational worship made it a fruitful experience.
- CE Educators Rosaleen Zisch and Mary Jo Blazek provided our parents and teachers an informative children's bible study workshop
- The launching of Sunday morning Youth Express and Youth Fellowship for middle school and high school students, and continuation of Wednesday Revive Youth.
- I coordinated our children & youth in a memorable Children's Sabbath.
- Community Outreach: Increased our movie nights to every month. Participated in Stroll the Alameda, WPC 125 Anniversary, Trunk or Treat, Community Christmas Tree Lighting Ceremony and Easter Egg Hunt. I coordinated a partnership with The Health Trust- First Five program on the Rose, White and Blue Parade float entry.

Looking forward

- In January 2017, I attended my second year at the Association of Presbyterian Church Educators conference in Denver.
- Locally, plan to make connections with fellow CE educators in the area.
- Launch Parent's Prayer Huddle & Parent Co-op Babysitting

- Provide additional workshop(s) for teachers and parents
- Continue to expand our children's and youth ministries.
- Bringing on additional CE teachers.

I appreciate the opportunity to be in ministry with you.

Respectfully submitted,

Chris McKee, M.Div.

Report from Amber Rasura, Revive! Worship Leader

Overview

2016 was an eventful year in many ways. I felt I found a firmer footing in my work as worship leader, and that Revive! has found a firmer footing as a congregation. My work this year has been more varied, with more creative tasks that were constantly changing.

2016 was a year for event planning. I booked bands for the new concert series, "Summertime on the Alameda," and helped plan Revive's participation in Trunk-Or-Treat.

I saw our band stride miles ahead from where we were in 2015. The band played several events outside of worship services and bonded together, forming friendships and creative teams. The sound has improved, thanks to David Lee, and the band is finding its groove playing the Revive repertoire.

Highlights for 2016:

- Regular, committed band members for the entire year
- Booked performers for the 10-week "Summertime on the Alameda" concert series
- Band sound has improved, both musically and technically.
- One-month maternity leave, with band members leading worship.
- Greater participation in church life and events, including Trunk-or-Treat.
- Began a bi-weekly parent group for neighborhood parents.

Goals for 2017:

- Continue work with the Revive! band, including entering a contest
- Grow the Revive! service and provide a variety of worship opportunities
- Complete requirements for 1001 NWC grant
- Book a successful Summertime on the Alameda
- Grow the parent group

Respectfully submitted,

Amber Rasura

Report from Mary Anne James, Music Director

Overview

Traditional music at Westminster is thriving. The recurring theme for our traditional music in 2016 was children and youth. The programs for them have grown in many ways, and there were a couple of outstanding musical events during the year. The Sanctuary Choir, the Youth Handbell program, and the organ ministry also contributed to our corporate worship in exciting ways.

Much of the work for the traditional music program is done by our organist and auxiliary musical staff. Organist Christine Merjanian is there to support the choir at rehearsals and back again on Sunday mornings to share organ music which is always suitable to the season or occasion, always interesting and compelling, sometimes quite exciting. Our partnership leads congregation and choir to the heart of worship. Choir Assistant Jessica Nguyen was given a renewed contract in the fall to continue as alternate conductor when the Music Director is absent. She uplifts the choir, and is very competent and organized in her position. Nick Mollé, not officially on staff, is, nonetheless, important to the choir, not the least because he sings tenor. Nick also finds ways to support, help, and fill in when unexpected needs occur.

Highlights in 2016

Summer Music Camp was the new program last year. Small but mighty, kids entering grades four through eight worked diligently all week long and presented a costumed, semi-staged children's musical, *The Elephant's Child*. All who attended the performance enjoyed it very much.

Good News! Choir for elementary-aged children sang five times during the year, including a presentation of the short musical *A Night for Dancing* for the children's Christmas pageant. Each child had a solo, and two of our youth singers sang solos with us, as well. Good News! was the representative choir at Westminster's 125th anniversary celebration in October. They looked and sounded terrific in their special anniversary T-shirts.

Youth Handbells had enough ringers to play some three-octave music this year. This team of players gains skill, musicianship, and independence week by week. They were able to offer music in worship four times in 2016.

Our Sanctuary Choir, the regular choir in Sunday morning worship, was blessed with the arrival of two new sopranos and one new alto during the year. Their presence enables us to broaden our anthem choices and, more important, lifts our morale! The Sanctuary Choir goes above and beyond, week after week. Their crowning accomplishment this year was a beautiful presentation of *The Seven Joys of Christmas* accompanied by Ricky

Rasura on harp. Members of this choir also participated in our annual Service of Lessons and Carols on Christmas Eve.

Summer music was often provided by volunteers who sang or played solos in worship. Alternately, choir members and others from the congregation participated in Summer Singers, an *ad hoc* group that prepared songs and anthems right before worship and offered them the same morning.

Looking Forward

For 2017, we ask God's continuing blessing on our efforts to bless God's holy name and fill the ears of the congregation with God's praise. We look forward to our hearts being touched as they sing both familiar and new anthems. The Summer Music Camp is being expanded to two weeks this year, with a choral and instrumental concert at the end. Finally, we look forward to the blossoming of our children and youth as they learn to serve the Lord through music.

Respectfully submitted,

Mary Anne James

Report from Ann Sherman, Office Administrator

Overview

Working 20 hours a week, the Office Administrator manages the church's main office and provides administrative support for its programs and outreach, staff, Session officers, committees and ministry teams. The administrator also coordinates and schedules the use of the church's facilities by staff, long-term building tenants and event rentals, and collects and records rent payments and facility use fees. In a typical week, I did the following:

- Answered phone, replied to voicemail and emails
- Edited, prepared and scheduled the weekly email newsletter
- Produced and printed weekly bulletins and announcements, signage, funeral programs
- Emailed Liturgist's Guide to scheduled reader and reminder to scheduled acolyte's parent; prepared large-print copy of guide for liturgist's use
- Compiled and distributed information packets for monthly Session meetings
- Updated and edited web content
- Accepted deliveries and distributed mail
- Greeted and directed visitors; provided resource referrals and sack lunches to homeless visitors
- Processed daily accounts payable and check requests
- Wrote and mailed special donation acknowledgment letters

- Mailed weekly pastor's letter and announcements to shut-ins
- Provided facility tours and information to potential renters

Highlights in 2016

- Assisted with coordination of anniversary event volunteers
- Updated church database
- Prepared multiple mailings (anniversary acknowledgments, Christmas cards, annual pledge cards) and donation acknowledgments
- Replaced office printer with more efficient, versatile leased unit, eliminating most outside print jobs without increasing total printing costs
- Imported previous church calendar to Google Calendar, maintained the schedule of events, and administered over 12 event rentals

Goals for 2017

- Update church directory
- Go through old office files, both hard copy and digital, and reorganize
- Improve information sharing between administrator and rental manager
- Because this is a part-time position, it would be most appreciated if requests for additional project support were submitted several weeks in advance of the deadline.

Respectfully submitted,

Ann Sherman



Church Boards

Our church has two boards: the Session, which is given the charge of overseeing the mission, ministry, and operation of the congregation; and the Deacons, who are given the responsibility of care. In 2016, Session and the Board of Deacons met on the third Tuesday of each month; in 2017, they will meet on the third Monday. All meetings are open to the congregation. However, when the committees are dealing with issues concerning individuals, they may choose to move to a closed session.

The Session	The Deacons
Dave Burgess, Clerk	
<u>Class of 2016</u>	<u>Class of 2016</u>
Rob Heiser	Martha Orellana
Melinda Schell	<u>Class of 2017</u>
<u>Class of 2017</u>	Ruth Eddlemon
Betty Slater	Jim Kilty
Pat DeWhitt	Ann Kilty
<u>Class of 2018</u>	Rachel Notor
Ross Barrons	Ron Schuler
Heather Escoto	<u>Class of 2018</u>
Cathy Akem	Lorraine Chretien
<u>Class of 2019</u>	<u>Class of 2019</u>
John Notor	Christy Frost
Jennifer Seguin	Kristina Musgrave

Clerk's Statistical Report

Active members as of December 31, 2015	115
Additions during 2016	
By profession of faith	0
By reaffirmation of faith	9
<u>Other additions</u>	<u>0</u>
Total additions	9
Reductions during 2016	
By letter of transfer	0
Deaths	1
<u>Other losses</u>	<u>3</u>
Total reductions	4
Active members as of December 31, 2016	120
Baptisms during 2016	0

During 2016, the following member passed on to be with the Lord:

Jack Mahaffey—October 26, 2016

Respectfully submitted,

David Burgess
Clerk of Session

Deacons' Report***Overview***

The members of the Deacon Board for 2016 were Ann Kilty (Moderator), Jim Kilty, Ron Schuler, Martha Orellana, Karen Lewis and Lorraine Chretien.

Our responsibility as Deacons is to minister to the needs of members and friends within our congregation as well as the larger community. Ways in which we minister include providing financial assistance to WPC members and friends when needed, providing meals as needed, preparing communion, providing food for memorial services, facilitating the first-Sunday-of-the-month food donations to the Second Harvest Food Bank, and keeping in touch with our parish members with visits, phone calls, or cards.

Highlights of 2016

- Donated quarterly to Second Harvest Food Bank and Sacred Heart
- Provided financial support for the monthly homeless shelter meals
- Provided hot cross buns for Easter breakfast
- Provided financial assistance to WPC members
- Gave a last-minute Christmas donation to the Bill Wilson Center for Christmas gifts for their Foster Children Program

Looking Forward to 2017

- Continue our community support with Second Harvest, Sacred Heart and San Jose Family Shelter.
- Consider donating to the Bill Wilson Center
- Continue ministering to our parish members
- Continue following up with visitors and potential new members
- Be more aware of the needs of our congregation and respond as appropriate

Deacon Board for 2017: Ann Kilty, Jim Kilty, Lorraine Chretien, Karen Lewis, Martha Orellana, Ron Schuler, Christy Frost and Kristina Musgrave.

Respectfully submitted,

Ann Kilty

Committees of the Congregation

Report of the Audit Committee

In 2016, the Audit Committee, comprised of Rick Marovich and Sandy Williams, conducted an audit of church finances for 2015 based on the guidelines provided by Presbyterian Church (U.S.A.), using a checklist which fulfills the requirement of Book of Order provision G-10.0400,4d. The committee found only a few minor inconsistencies, and no major inconsistencies.

Report of the Nominating Committee

The members of the Nominating Committee—Ron Schuler, Burt Corsen, Kristina Musgrave, Emmanuel Nana, Heather Escoto, Steve Jenks, and Melinda Schell—worked with Pastor Franzen to recruit candidates for various positions. In 2016, the committee proposed:

Elders

John Notor—Technology

Jennifer Seguin—Music and Worship

Deacons

Christy Frost

Kristina Musgrave

Ministry Committees

The Ministry Committees are authorized by the Session to carry out many of the hands-on ministries and missions of our congregation. All ministry committee meetings shall be announced at least one week prior to the meeting in the bulletin and are open to the congregation.

2017 Committee Assignments:

Worship and Music

Jennifer Seguin

Christian Education

Cathy Akem

Social Justice

The Deacons

Evangelism

Betty Slater

Revive!

Heather Escoto

Report of the Christian Education Committee

Children & Youth Age Breakdown

Birth to 3:	4
4 Years	0
5 Years:	2
6 Years:	2
7 Years:	2
8 Years	2
9 Years	0
10 Years	4
11 Years	2
12 Years	2
13 Years	5
14 Years	0
15 Years	0
16 Years	2
College	3

Overview

What a wonderful year of ministry for Christian Education (CE) in 2016. WPC has a diverse group of children and youth who are eager to learn about God and discover ways to build upon their budding faith. Throughout the year, CE strived to create experiential programming to stimulate their senses and bring to life the biblical narrative in new and exciting ways. Our experiential programming included interactive children's sermons, and children's church provided multiple rotational activity stations. We are blessed to have an incredible team of parents, church leaders and staff who are called to teach our young people an understanding of the Bible and, most importantly, to develop a lifelong relationship with Jesus Christ.

Highlights of 2016

- Last April we had an informative workshop on "Transforming Bible Study for Children and Enjoying it!" led by Rosaleen Zisch & Mary Jo Blazek.
- Started Youth Express & Youth Fellowship for middle school and high school students. Wednesday Revive! Youth continues to meet during Revive!
- Launched interactive children's sermons in worship
- Added weekly activities stations to the Whirl Children's Church curriculum
- Worship: VBS Sunday, acolytes, instrumental and choir performances, Children's Sabbath, Christmas pageant.
- In July, Chris McKee designed "VBS Green Team" on environmental stewardship. We explored our responsibility to care for the earth and participated in various earth-based projects, including a butterfly garden.
- Provided childcare for babies and toddlers (0-3) in the Family Room for Sunday and Wednesday worship services
- In October, the children and youth participated in Children's Sabbath on "Children of Promise: Closing Opportunity Gaps."
- Community outreach programs like monthly family movie nights, Easter Egg Hunt, One Great Hour of Sharing, July 4th float, Stroll the Alameda, Trick-or-Treat on The Alameda and Community Christmas Tree Lighting

Looking Forward to 2017

- In January, Chris McKee participated in the annual Association of Presbyterian Church Educators conference in Denver. The theme was "God with Us in the Chaos." This will provide WPC with additional resources for program development.
- Provide additional training to CE teachers
- Topical Seminar(s) for Parents/Teachers
- Continue to expand our youth ministries
- Start a Parent's Huddle Prayer Group

- Create a Parent Co-op Babysitting Group
- Recruiting additional Children's Church teachers for children & youth

Respectfully submitted,

Chris McKee, Cathy Akem, Judi Schierling, Karen Jenks, Christy Frost

Report of the Evangelism Committee

The Evangelism Committee's mission is to spread the word of God in the form of Jesus. We endeavor to reach everyone with whom we come in contact, both within and without the church. Each year we try to find new ways to reach those outside our doors and bring them in to enrich their lives with purposeful, Christ-centered activities.

2016 Highlights

This year we continued our regular activities: Women's Retreat; Easter brunch; Vacation Bible School; July 4th parade float and free hotdog lunch; and the annual community tree lighting. Having successfully established the Wednesday night Revive service and dinner, we added:

- A summer concert series on our front steps. Due to an overwhelmingly positive response, we will continue this in 2017.
- A weekly morning parent-child Bible study and play group
- Women's Bible study groups, with both afternoon and evening offerings
- A "Taste of Chili" before the community tree lighting to spotlight our Revive! service and dinner that was very well received, and will be repeated in the coming year
- We have become one of the favorite stops on the Trunk-or-Treat map by providing games and fun activities, as well as Halloween-themed music to enjoy while viewing the "Trunk" displays.

The church celebrated its 125th anniversary with a program and dinner. All members, past and present, and visitors were invited. It was a very festive event enjoyed by all.

We are still using all available online tools to advertise our programs. As members of the Alameda Business Association (ABA) and Shasta/Hanchett Park Neighborhood Association (S/HPNA), we have a strong voice in our community.

Looking forward

The committee plans to:

- Continue to offer gift bags to all first-time newcomers
- Hold pancake suppers for each of our rental groups

- Encourage new ways to highlight our monthly potluck and game night
- Hold special events to spotlight our youth activities
- Totally re-envision the biannual rummage and bake sale

All of these activities have been discussed in committee, approved by the Session, and been the focus of much prayer. We have our eyes, ears, and hearts open to God's direction and guidance as we go forward with our activities.

Respectfully submitted,

Betty Slater, Chair

Report of the Music and Worship Committee

Overview

The Music and Worship Committee regularly included Mary Anne James, Dave Burgess, Nan Notor, Bryan Franzen, and Melinda Schell. Our meetings were held monthly, on the first Monday.

Weekly liturgists and acolytes, Maundy Thursday readers, Advent readers, and other participants all came from the congregation. Emails were sent out to solicit acolytes and liturgists. Many liturgists quickly signed up, while some Sundays were without acolytes for a while. The participation of both children and adults in worship is a plus, and the congregation is able to participate even more.

Highlights of 2016

Special services, such as Ash Wednesday, Maundy Thursday, and Easter Sunday services, continued to carry on the traditions of Westminster Presbyterian Church, as well as implement new ideas. Response was positive.

Looking forward to 2017

New committee chair Jennifer Seguin is recruiting the liturgists and acolytes for the coming year.

Respectfully submitted,

Melinda Schell, Chair

Administrative Committees

The Administrative Committees are committees that the Session has authorized to administer the operations of the congregation. Stewardship /Finance Committee, Property and Maintenance Subcommittee and the Technology Committee meetings are open to the congregation. The Personnel Committee is not.

2017 Committee Assignments:

Stewardship and Finance

Ross Barrons

Property and Maintenance Subcommittee

Ron Schuler

Personnel

Pat DeWhitt

Technology

John Notor

Report of Stewardship and Finance Committee

Overview

We just celebrated 125 years of serving God and our community. We had good reason to celebrate our heritage and our vision of the future. In the past couple of years, we invested our cash to build momentum in our outreach programs and in our church staff. We invested it to build a vibrant, diverse congregation with many strengths that would sustain itself for another 125 years. We needed to see those investments pay off last year, because we did not have any more operating cash to invest.

Fortunately, we did begin to see our investments paying off in 2016. Contributions were up in all categories. General offerings were up 25%. Now, this includes some one-time matching gift catch-up, but it is still impressive. Rental income was about the same as last year. So this year, the majority of our revenue came from contributions, not rent. Total revenue was \$378,900.

Overall expenses increased only slightly. We managed our expenses very closely and we were fortunate that that we had no major unplanned maintenance or expenses in 2016. We shifted funds to more effectively meet our priorities, spending less on administrative work and more on programs. We currently have one full-time person and nine part-time staff members to assist us with worship, education and running the church. Total expenses were \$386,300.

As a result, we finished this year with a \$7,400 loss, compared to a loss of \$45,500 in 2015. This is a significant return on the program investments we made. We should all be proud of this accomplishment. In addition, we received a \$50,000 bequest and \$10,000 to repair the stained glass windows.

We do a lot of good with very little cash. We could not do it all without the talents and time that members of the congregation contribute to the upkeep and running of the church.

Looking forward to 2017

We need to keep the momentum building throughout 2017. We would like to invest 7% more in our programs this year. We want to invest more in personnel, outreach, Christian Education (youth and adult) and worship, along with some of the basics, like insurance. We would like to start setting aside money for some deferred maintenance projects (carpet in Mission Hall, repairs to the organ).

This year, we will spend based on the revenue we receive. Our revenue goals, while aggressive, are very achievable. We have already received a \$25,000 grant from Presbytery to help grow the Wednesday Revive! service. We got a better-than-average response to our pledge drive, in terms of both the number of families pledging and the percentage of our budget pledged. Rental income appears stable again this year. With a solid revenue base, we will be able to continue building our congregation and our programs, while maintaining our church.

The money is not the end; it is our means for doing what we need to do as a congregation. Let's use our momentum to build hope.

Respectfully submitted,

Ross Barrons, Chair

Report of Property and Maintenance Subcommittee

Overview

In 2016, the Property Subcommittee focused on maintaining the church facilities, including the Manse. We accomplished most of our goals for the year and responded to issues as they came up to insure all church activities would continue uninterrupted. The maintenance team consisted of Merryl Wiese, Bob Slater, Jim Kilty and Ron Schuler.

Highlights of 2016

1. Placed six yards of cedar chips in the playground yard.
2. Had fallen tree limbs in patio area cut up and removed.

3. Repainted Amber's room and painted new outside window frame.
4. Replaced one parking lot light.
5. Education Building Room 220: Removed 28 folding chairs, 10' tables, seven office chairs, one desk, two old televisions and one old pool table.
6. Replaced many overhead lights around the church.
7. Replaced many sanctuary lights.
8. Replaced many smoke alarm batteries.
9. Replaced batteries in thermostats.
10. Replaced rear fence at the Manse.
11. Had three circuit breakers for the Christmas lights replaced due to an overload problem.
12. Replaced most of the existing Christmas lights on the tree.
13. Had both kitchens in the Education Building cleaned.
14. Placed one new hand towel dispenser in kitchen.
15. Purchased four 6' folding tables to be used around the church.
16. Cleaned carpets in Mission Hall, hallway and entries.
17. Held two work days.
18. Had leaks in roof repaired over Fireside Room, Mission Hall and the apartment.

Looking forward to 2017

1. Establish new locking system for the church and Education Building.
2. Place new light at south end of parking lot {if budget allows}.
3. Remove dirt pile in play yard.
4. Refurbish stained glass windows in sanctuary.

Respectfully submitted,
Ron Schuler, Chair

Report of the Personnel Committee

Overview

2016 was a fairly stable year in the personnel area. The Session and Personnel Committee continued to streamline the personnel structure and procedures of Westminster Presbyterian Church while supporting the daily operations of the staff.

Actions

At the beginning of the year the decision was made to reduce the office manager position to 20 hours per week, and Ann Sherman was hired to fill this position.

There were several child care workers for Wednesday night and Sunday morning hired through the year, most recently Molly Peck.

The committee (with input from others) completed performance reviews of all employees.

The personnel committee recommended and the session approved a 3% increase in the

pay package for the pastor and staff. This is commensurate with the cost of living increase predicted for 2017.

Looking forward to 2017

The personnel committee is looking to a year of greater efficiency and support for staff. Several staff members will be taking part in both formal and informal professional development activities which will contribute to both their job skills and satisfaction.

Respectfully submitted,

Pat DeWhitt, Chair