

2011 Annual Report



The Presbyterian Church in Sudbury
Sudbury, Massachusetts

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Passages

persons and moments dear to our memory

NECROLOGY

Jesus said, "I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die."

- **Mary Elizabeth Moldenhauer** — April 14, 1924 – January 25, 2011
- **Robert Griffiths Mugford** — February 20, 1928 – June 6, 2011

Staff Reports

PASTOR'S REPORT

When I write an annual report, I'm often mindful of the well-known words of Psalm 90. "Lord, you have been our dwelling place in all generations. Before the mountains were brought forth, or ever you had formed the earth and the world, from everlasting to everlasting you are God." When considering God's eternity and power, the psalmist becomes aware of human frailty and transience. So the psalm continues: "You turn us back to dust, and say, 'Turn back, you mortals.' For a thousand years in your sight are like yesterday when it is past, or like a watch in the night. You sweep them away; they are like a dream, like grass that is renewed in the morning."

The psalmist, however, doesn't get stuck on apparent human insignificance. In verse 12 he writes: "So teach us to count our days that we may gain a wise heart." Our living is wiser if somehow we count or reckon our days. In other words, we should pay some attention to what we're doing.

I can reckon some of what I did this past year. I can tell you how many sermons I preached (45), worship services led (76), and communions served (21). Somewhat unusually, there were no baptisms in 2011. While we don't do many weddings at PCIS, I was privileged to officiate the wedding of our son David last summer in Bellingham, Washington. I led two memorials service as we witnessed to our faith in the resurrection and honored the lives of Libby Moldenhauer and Bob Mugford. I also count a few other things such as the hours I work each week (a lot) and the number of evening meetings I attend (also a lot).

But as I've said before, to count things at all brings to mind questions about what I did or didn't do. How many times did I pray? Many, many times, of course. But did I pray enough? How many times did I read the scriptures just to listen for God's Word and not to prepare a sermon or a Bible study? Well, I read the Bible a lot. But, enough? That's much harder to say.

So is there really any wisdom in my counting or the other kinds of reckoning reflected in this annual report? I think the wisdom is contained in the last verse of Psalm 90. The psalmist concludes, "Let the favor of the Lord our God be upon us, and prosper for us the work of our hands — O prosper the work of our hands!" Yes, God is eternal. Yes, our lives hardly count at all in light of the eternal. And yet God gives us our days and we dare pray that God might prosper the work of our hands. We dare trust that the little things we do make a difference to God and, therefore, make a difference even in light of eternity. It is my constant prayer that the favor of the Lord will be upon PCIS and prosper the work of my hands and of all our hands as we serve the Lord together.

All of which makes me especially mindful in this annual report of three things. First, I am mindful of our boards: Session, Deacons, Trustees. The Session is elected for governance; almost all decisions that are made in a Presbyterian church connect back in some fashion to the Session. The Deacons are elected for service and care and our Deacons provide prayer for spiritual support, comfort and assistance in times of need, celebration in times of joy, and encouragement to everyone to be involved in the community of faith. The Trustees are elected to tend to a myriad of tangible, institutional matters without which the church could not function: maintenance of the building and grounds, tracking finances and contributions, maintaining proper insurance, relationships with vendors, and clearing the sidewalks when it snows! All of these are the elected leaders of our church and some of what they do is detailed in this report. What a profoundly faithful and talented group of people they are, with whom I am privileged to work and serve on a daily basis.

Second, I am mindful of our church's staff. We are a small congregation with a small staff but they do great work. I've been privileged to work with many talented musicians over the years of my ministry. The skill and knowledge that Matthew Guerrieri brings to our music ministry is a constant

blessing to me. Susan DeHoff was an enormous help as parish assistant through August 2011 when she had to turn her every waking moment to completing her doctoral dissertation. Priscilla Prado began a field education placement in October 2010 during her final year at Harvard Divinity School. But we've been blessed that she has been able to continue ministry with us through the summer of 2012. She has a great gift for relating to young people and has greatly enhanced our youth ministry. Largely unseen by most of us, are the caring ministrations of Joan Wernick and Donna Fleishman who provide nursery care for our wee ones during worship. To know their little ones are cared for, safe, and loved while they are attending worship makes a big difference for parents. And in Donya Platt I am blessed with the finest administrative assistant I've ever had. She routinely makes my work easier and better, and not just my work. Her work blesses the entire congregation.

Third, I am mindful of worship. When all is said and done, what is a church except a community that worships? To be together with you as we all together come into the worshipful presence of God, that is that greatest privilege that I can imagine. Worship and all that goes along with and into it is by far the biggest part of my work here. And my constant prayer and concern is that what happens in worship at the Presbyterian Church in Sudbury is both a blessing to you and pleasing to God.

I am daily, often hourly, thankful for the immense privilege to serve with and for this congregation. As always, we face many challenges. But I am looking forward to meeting those challenges with you in the year ahead.

D. William McIvor
Pastor

MUSIC DIRECTOR'S REPORT

Music at PCIS in 2011 was marked by both thematic exploration and focused consolidation. In the winter and spring, the Chancel Choir surveyed both unfamiliar works from the late 19th and early 20th centuries, as well as a Lenten tour of settings of the 23rd Psalm. Autumn brought both a premiere for the 50th anniversary of PCIS and a collaboration with singers from throughout the local community for the annual Sudbury Interfaith Thanksgiving service. The Praise Team finished the last program year expanding their repertoire on a near-weekly basis; in the new program year, that repertoire was distilled into a collection of songs comprising the best of old and new.

Thanks to all the musicians who helped enrich worship at PCIS in 2011:

Praise Team:	Chancel Choir:	
Dave Jarvis Doug Nicholls Aline Rober (honorary) Tom Shineman Linda Smith Betsy Surratt Rob Surratt	Mary Ann Angle Linda Booth Bob Diefenbacher Mark Faulkner Diana Fraser Jim Fraser Aileen Gardner Dave Jacob Kathy Jacob Mark Nelson Ed Pichon	Emilie Read Jessie Robinson Don Soulé Doris Soulé Peter Welsh Special Guests Megan Hollembaek Daniel Jacob Anna Read Chip Read

Members of both ensembles also assisted in Easter and Christmas services at Wingate, as well as

additional anniversary celebrations and the annual carol sing in December. Thanks are due to Diana Fraser, Mark Nelson, and Doris Soulé for maintaining a semblance of organization in the choral library despite the hindrance of a thoroughly disorganized music director. Also, special thanks to Doug Nicholls and Jonathan Tetzlaff for their indispensable technical services to music at PCIS.

Matthew Guerrieri
Director of Music

YOUTH MINISTRY DIRECTOR'S REPORT

Middle School Youth Group

The goal this past fall with the middle school youth group was to promote an atmosphere of solidarity and belonging for the kids. I'm a big proponent of helping small things grow up to be big things, like an acorn later becoming an oak tree. Jesus talked about just needing faith the size of a mustard seed because a mustard seed later grows up to be a big tree that provides shade and shelter. I think that is what we have here at PCIS. We are in the initial stages of the growth process. It takes time. I believe PCIS is seeking an enduring youth program and that which endures does so because of a strong foundation. Perhaps it is difficult to see any major impact now, but the Holy Spirit is always working, whether we see it or not.

We have a core group of kids that attend youth group regularly and those kids are paramount in this process. They are helping to set things up for other kids to pass through PCIS, later. These kids are trailblazers in their own right! We spend most of our time in fellowship because being comfortable in one's settings is important for fostering good relationships. I work to incorporate the Sunday school lesson into youth group programming to reinforce what was learned on Sunday. The kids have a lot going on and I have noticed that youth group is a good place for them to just be themselves and have fun, apart from all of their other responsibilities and commitments. I will continue to keep this basic structure for youth group, but I am beginning to seek ways to incorporate parental support in helping their children retain some things learned in Sunday school.

Senior High Youth Group & Sunday School

I've had some really big shoes to fill. Coming onto the Senior High Youth Group scene after Dan Olsen and his team is not ideal. It's like a rookie following a really great act by a seasoned performer. Again, not ideal. But, God's call is God's call and I believe this is where God wants me right now. It's humbling, yes, but fortunately my confidence is in God.

My goal at the outset was to help the senior high kids acclimate to the transition. I know Dan was very loved by the kids, so my aim was to help the kids feel comfortable with me in their pre-established dynamic. Fortunately, the kids have been very welcoming and receptive to this shift and I think we have our own group dynamic going on, while still holding on to things they are already familiar with and look forward to doing in youth group. Much like the middle school youth group, my goal is to give these kids time for fellowship, and I also work to provide programming that reiterates and emphasizes what was taught in Sunday school. I work to foster an easy-going environment where the kids can offer their thoughts and opinions on biblical teachings, in hopes that they can find ways to apply what they learn into their lives. The kids have done a fantastic job with participation AND thinking about scripture and how it could apply to their lives.

Stacy Angle and I co-teach senior high Sunday school and, personally, I think we make a great team! It is wonderful having the perspective of someone who is more seasoned in life (Stacy) and juxtaposing his wisdom and experience with someone who is not too far from identifying with the senior high kids (me). The curriculum has been a very helpful tool in assisting us with teaching

Sunday school. We often find ourselves talking about our experiences with faith and being a Christian and the kids ask us questions that I think Stacy and I enjoy tackling with the kids. We do our best to open up the classroom setting to also be discussion-oriented, instead of just drilling the kids with information. The kids don't want more school on top of school, so we work to make it interactive and interesting based on their needs. By the end of class, we try to have the kids walk away with three things they learned from the lesson because we want to make sure something is taken away from the lesson.

Priscilla Prado
Director of Youth Ministry

Clerk of Session

Annual Meeting of the Congregation and Corporation of the Presbyterian Church in Sudbury February 6, 2011

The Annual Meeting of the Congregation of the Presbyterian Church in Sudbury was called to order by the moderator, The Rev. Dr. D. William McIvor, at 1:00 PM in the Fellowship Hall. President of Trustees, Trevor Haydon also convened a concurrent Annual Meeting of the Corporation. Trevor Haydon led the congregation in prayer followed by Pastor McIvor reading Psalm 90:1-17. The singing of a hymn followed (*Our God, Our Help in Ages Past*).

Quorum. A quorum was noted.

Docket. A request for time on the docket under New Business to present information regarding the 50th anniversary celebration was received. The docket was **voted** approved.

Minutes. The congregation **voted** to approve the following minutes:

- Annual Meeting of the Congregation, January 31, 2010
- Annual Meeting of the Corporation, January 31, 2010
- Called Meetings of the Congregation and Corporation, October 23, 2010

2010 Meeting Minutes Reviewers. Mary Ann Angle, Dottie Keene, and John Thies volunteered and were appointed to review the 2010 congregational meeting minutes.

Dismissal 2009 Nominating Committee. The congregation voted to dismiss the 2010 Nominating Committee with thanks.

2011 Nominating Committee. The congregation nominated and **voted** a single ballot in favor of the following slate of nominees to serve on the 2011 Nominating Committee:

- Jim Fraser
- John Moldenhauer
- Karen Penn Quinlan
- Emilie Read
- Peter Welsh

Bylaws Change. The congregation **voted** to approve the recommendation of Session to amend the Bylaws of the congregation, Article 4, Section 3 of the church bylaws as follows (delete strikeout text and replace with **bold** text):

~~As soon as possible after election of officers and not later than the last meeting in the fiscal year, the board shall organize by choosing a president and a secretary. The terms of trustees shall coincide with the church's fiscal year.~~ **As soon as feasible after election of officers, the board shall organize by choosing a president and a secretary. As stipulated in the Book of Order (G-7.0401), the terms for trustees shall be the same as provided for elders.**

Pastor's Call. Pastor McIvor was excused from the room. Bruce Soulé moderated this portion of the meeting. The congregation **voted** to approve the following changes to the Pastor's compensation for the year 2011, as recommended by Session.

Annual Cash Salary	\$50,678
Housing Allowance	31,000
SECA Tax Allowance (7.65%)*	6,248
Travel Expense	2,300
Business Expense	3,600
Continuing Education	1,500

Pension and Medical (31.5%)*	25,729
TOTAL	\$121,055

*percentage of salary plus housing

Travel Expense and Business Expense shall be reimbursed up to the stated total for the two accounts. Continuing Education shall be reimbursed up to the stated amount, cumulative up to three years. As required by the denomination, pension and medical coverage shall be provided through the PCUSA Board of Pensions. Annual vacation shall remain at five weeks. Annual study leave shall remain at two weeks, cumulative up to six weeks. Annual sermon study leave shall remain at two weeks.

Review of Ministries and Reports

Board of Deacons. Gail Hamel thanked past members and welcomed future members to the board. She listed several accomplishments of the Deacons. The parish lunches for 2011 were announced. Beth du Toit was thanked for organizing the prayer concerns list.

Education Team. Jake Warden thanked many for their work in 2010 including team elders, teachers, Dan Olsen (youth group) and Priscilla Prado (seminary intern). A question from the congregation regarding small groups for 20-30 year-old members was briefing discussed.

Mission Team. Bob Diefenbacher thanked Sally Miller for all her work leading the Mission Team over the last several years. He also thanked other members of the team.

The Mission budget for 2011 as presented in the Annual Report will be revisited by Session to provide more money toward local mission. The currently presented budget should be considered an interim budget, to be revised as better information on giving for 2011 is received.

Several questions were received and discussed, regarding:

- Total mission as it pertains to Special Offerings
- Participation of other churches in Little Children of the Philippines, including those in the Boston Presbytery
- Local mission donations, ranking and selection
- Defunding of the Neighbor-to-Neighbor program for 2011

Shepherding Team. Alan Dossett singled out Diana Fraser (Fellowship) and Peter Welsh (Visitors and Newcomers) for thanks. He also appealed to everyone to make a concerted effort to welcome visitors to the church.

Worship Team. Jessie Robinson thanked team members for their support. Also briefly mentioned was the improvement in communications around severe weather alerts. After a brief review of the Worship Team report, she invited those interested in the congregation to attend monthly meetings of the team

Pastor. Pastor McIvor started by stating his gratitude for the work of Matthew Guerrieri and Susan DeHoff. He also thanked Donya Platt for her work, including her effort in creating this year’s annual report. Also thanked were those whose help he has received over the past year, including the Clerk of Session, Bruce Soulé and the previous President of the Trustees, Karen Penn Quinlan.

Pastor McIvor next provided brief insight into trends in church attendance, citing a *Wall Street Journal* article titled *Where Have All the Presbyterians Gone?* Fewer people associate themselves with a Christian denomination. The rise of large “mega-churches” from 1950 (0 mega-churches) to now (greater than 850) is an indication of this trend. With regard to PCIS, worship attendance has been down recently. Bill invited the congregation to discuss this, asking several rhetorical questions with regard to this topic. In addition, pledging numbers seem to be down as well, even though contributions have been up.

The budget was discussed next. Bill reiterated that the current budget is for a third of the year and is tentative. For example, some money may be able to come from other areas to increase mission giving.

50th Anniversary. Doris Soulé presented plans for the 50th anniversary celebration on October 14, 15, 16. The planning committee is in the process contacting past members about these plans.

- Friday night — Program with a soup supper
- Saturday afternoon — Afternoon reception with former members
- Saturday night — Gala dinner with program at the Charter Oaks Country Club
- Sunday morning — Breakfast and brunch with 2 worship services

Trustees Report. Trevor Hayden thanked Karen Penn Quinlan for all her energy, time and devotion over the past years in leading the Trustees and for her work in shepherding recent capital improvements to the church. He invited Karen to present the trustee report for 2010.

Karen began by thanking the Board of Trustees, past and present. She also thanked the finance team, Linda Smith, Dirk Hofschire and Nancy Kohl.

Ed Huppi was remembered for his efforts with the Capital Campaign. Many worked to raise the funds and several worked on the capital improvements after the funds were raised. For 2011, some funds remain for additional work.

The Treasurer's Report shows that income projections for 2010 were accurate. In addition, there were less expenditures than expected.

Coats and Gloves. Members were asked for donations of winter coats and gloves.

Adjournment. The congregation voted to adjourn the meetings of the congregation and corporation at 2:25 PM. The meetings was closed in prayer by Pastor McIvor.

Bruce D. Soulé
Clerk of Session

Called Meetings of the Congregation and Corporation of the Presbyterian Church in Sudbury November 6, 2011

The Called Meeting of the Congregation of the Presbyterian Church in Sudbury was called to order by the moderator, Pastor D. William McIvor, who opened the meeting with prayer at approximately 10:40 AM in the sanctuary. The purpose of the meeting was to elect officers of the congregation. The congregation was notified of the meeting by announcements at worship over the two prior consecutive weeks.

Quorum. A quorum was noted.

Election of Deacons and Elders. Ted Welte, representing the Nominating Committee, listed and thanked the committee for their work.

- Ted Welte, MODERATOR
- Wendy Braceland, ELDER
- Mary Ann Angle, DEACON
- Kathy Rivet, TRUSTEE
- Jim Fraser, AT LARGE
- John Moldenhauer, AT LARGE
- Karen Penn, AT LARGE
- Emilie Read, AT LARGE
- Peter Welsh, AT LARGE

- Bill McIvor, ex officio, PASTOR

He placed the following names in nomination for deacon and elder.

Deacons, Class of 2015

Mary Ann Angle
 Mike Carder
 Amy Shroff

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

Elders, Class of 2015

Rosalind Fisher
 Hal Goetsch
 Mark Nelson
 Ed Pichon

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

The congregation **voted** that a unanimous ballot be cast in favor of the slates of nominees and the moderator declared them duly elected.

After noting that the adjourning prayer would follow the meeting of the corporation, the moderator called on Trevor Haydon, president of the Board of Trustees, who convened the meeting of the corporation with prayer.

Election of Trustees. Ted Welte placed the following names in nomination for trustee.

Trustees, Class of 2015

Barry Fiske
 Joshua Lalrempuia

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

The corporation **voted** that a unanimous ballot be cast in favor of the slate of nominees and the president declared them duly elected.

Adjournment. The congregation **voted** to adjourn the meeting at approximately 10:50 AM. Pastor McIvor closed the Called Meetings of the Congregation and Corporation with prayer.

Pastor D. William McIvor
 Moderator of Session

CLERK OF SESSION REPORT

SESSION

Class of 2012

Hal Goetsch
 Ruth Jarvis
 Anna-Lisa Kroll
 Jake Warden
 Tammy Wilson

Class of 2013

Bob Diefenbacher
 Diana Fraser
 Debbie Johnson
 Ted Welte

Class of 2014

Alan Dossett
 Aileen Gardner
 John Lauderbach
 Jessie Robinson

Stated Session meetings were held in February, April, June, August, October and December. Called meetings of Session were held in April (receive new members), May (hire Priscilla Prado to lead middle school youth ministry for summer), September (receive new member), and December (receive new members).

Session's Team Responsibilities

Education (Sunday School, Adult Education, Small Groups)

Jake Warden (Chair), Hal Goetsch, Debbie Johnson, Anna Lisa Kroll, Tammy Wilson, Bill McIvor

Mission (Outreach and Service, Mission Interpretation and Promotion)

Bob Diefenbacher (Chair), Ruth Jarvis, John Lauderbach, Bill McIvor

Shepherding (Communications, Community, Fellowship, Newcomers, Visibility)

Alan Dossett (Chair), Diana Fraser, Aileen Gardner, Ted Welte, Bill McIvor

Worship (Worship, Music Ministries)

Jessie Robinson (Chair), Matthew Guerrieri, Bill McIvor

Key Team (Calendar, Coordination, Communication, Routine Approvals)

Bill McIvor (Moderator), Jake Warden (Education), Bob Diefenbacher (Mission), Alan Dossett (Shepherding), Jessie Robinson (Worship), Beth du Toit (Deacons), Trevor Haydon (Trustees), Bruce Soulé (Clerk)

Youth Mission Trip. The high school youth went to Costa Rica for their mission trip this year.

August Staffing and Leadership Resignations. Susan DeHoff resigned as Parish Assistant to concentrate on her studies. Senior high youth leaders, Dan Olsen, Charlie and Meg Keene, resigned to take a well-deserved break after so many years — Dan especially! — of dedicated service.

New Sunday School Curriculum. A new curriculum for Sunday school was evaluated and adopted.

Youth Leadership. Throughout the year Priscilla Prado continued her work with the middle school youth. After her graduation in May, Priscilla was hired to lead the middle school youth ministry over the summer. She was subsequently hired for one year to work with middle and high school youth, starting in the fall.

50th Anniversary Celebration. The big event of the year was the church's 50th anniversary, culminating in a celebration weekend in October. The celebration goals were to:

- Celebrate what God has done in this place over the 50 year journey
- Remember the milestones along the way
- Start envisioning a new path for PCIS in the changing world of Christ's church.

Excellence in Education Campaign. In conjunction with the 50th celebration, a 3 year campaign the Excellence in Education giving campaign was launched. As a result, an allocation of \$13,300 for compensation of the new Director of Christian Education position was included in the budget for 2012. The proposed budget assumes a tentative \$40,000 annual base salary for four months of employment at the end of 2012.

Ordinances. Elders and deacons were installed and 8 new members were received. One infant was baptized.

Deaths. Two distinguished members of the congregation passed away, Mary "Libby" Moldenhauer, in January, and Robert "Bob" Mugford, in June; they both will be missed.

Worship. Special services included Holy Week services, Reformation Sunday, Christmas Eve services, and a hymn-sing service. PCIS hosted the community Thanksgiving interfaith service in November.

CONGREGATION AND CORPORATION

Meetings

The congregation held 1 annual meeting and 1 called meeting (elect elders and deacons). The corporation held 1 annual meeting and 1 called meeting (elect trustees).

Worship Attendance

The average attendance at Sunday worship for the year 2011 was 101, which is an increase of 4.0 percent from 97 in 2010. The annualized rate of change in worship attendance was — 4.4 percent per year over the ten-year period 2001 to 2011.

Membership

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

Active membership, January 1, 2011 192

Additions:

Adult baptism	0
Profession of faith or reaffirmation of faith	4
Certificate of transfer	4
Total Additions	8

Losses:

Certificate of transfer	0
Inactivated	0
Request	0
Death	2
Total Losses	2

Active membership, December 31, 2011 198

The active membership of the Presbyterian Church in Sudbury reached its all-time high of 295 in 2000. On January 1, 2011 membership was 192. On December 31, 2011, membership was 198, which is a one-year increase of 3.1 percent. The annualized rate of membership loss for the ten-year period 2001 through 2011 was 3.5 percent per year. Note: membership gains and losses are dependent on roll reviews to remove inactive members. A roll review has not been performed in a few years.

Bruce Soulé
Clerk of Session

50th Anniversary

ANNIVERSARY PLANNING TEAM

The 50th anniversary of PCIS was celebrated the weekend of October 14, 15, & 16, 2011. Planning started the end of 2010. Three goals were adopted: to celebrate what God has done in this place over the 50-year journey; to remember the ministry milestones along the way; to start envisioning a new path for PCIS in the changing world of Christ's church.

Because of the high mobility of PCIS membership over the years, many hours were devoted to preparing a data base of hundreds of past members and pastors. The importance of the research and early contacts became evident in several ways. Many people sent photos and memories that informed and inspired the current congregation. Some former leaders responded with their weekend attendance, and delighted in the reunion time. Some former members just treasured the reminder that PCIS was blessed by their years-ago presence in its life and ministry.

A group to tour the Holy Land (for the end of October) was assembled — seven in total, with three from PCIS. That turned out to be an inspiring pilgrimage.

The Planning Team scheduled pre-weekend events and communications: regular information in the newsletters; preparation of an anniversary DVD that held 50 years of PCIS photos; memento PCIS ornament-making, involving the children; an exterior banner to alert the community; a timeline mural in the Fellowship Hall that gave a visual history of PCIS. Also, the history of eight ministries and missions were presented on Sunday mornings — to feature how God was at work in the congregation over the years. In early 2012 there will be a commemorative history book available.

The weekend celebration included six events. A Friday evening family night supper also became a reunion event for some returnees. At the Saturday afternoon Reunion Reception there was a lot of give-and-take between current PCISers and returning pastors and members. Saturday evening was truly a gala party, with an original dramatic production that highlighted the gifts God has blessed PCIS with, in its 50 year history. On Sunday there were two hospitality events — coffee hour and lunch. Sunday worship was a celebration, with special music and the preaching of the Word by two returning pastors.

The Planning Team had an original budget of \$3190. Session had a fundraising sale of anniversary pins. Home hospitality was offered to save returnees' housing costs. There were many generous donors, who supported general expenses and some Saturday dinner costs. The final net cost to PCIS was a little under \$2,000, not including the "hidden" costs of increased office support, and guest preachers' honoraria.

The Team gives thanks to God for a celebration that not only remembered the past, but also renewed today's ministry. Signs of reaching the third goal of envisioning for the future are just starting to show — note the Session's new Excellence in Education Campaign. The prayer is that our history and memories will enlighten the search for what PCIS is called to do in the future.

Bill McIvor, Don Soulé, Doris Soulé — Co-Coordinator. Betty Mudie, Honorary Chairperson. Team members: Mary Ann Angle, Bob Diefenbacher, Alan Dossett, Aileen Gardner, Dave Jacob, Mark Nelson, Dan Olsen, Jessie Robinson, Martha Welsh

Also thanks to: Stacy Angle, Janice Collén, Lew Collins, Catherine Crow, Jane Dossett, Cindy and Mark Faulkner, Roz Fisher, Jim Fraser, Matthew Guerrieri, Ruth Jarvis, Dottie Keene, Jack & Wendy Kaiser, Darlene Lauderbach, Sally Millar, Kay Nelson, Donya Platt, Chip Read, Emilie Read, Aline Rober, James Robinson, Tom Shineman, Diana Tetzlaff, Tammy Wilson, Board of Deacons, McCombovers quartet, and the cast and crew of the Saturday night dramatic presentation.

Teams, Committees, Boards

EDUCATION REPORT

You then, my son, be strong in the grace that is in Christ Jesus. And the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others.

— The Apostle Paul, 2 Timothy 2.1-2 (NIV)

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

CHILDREN'S MINISTRIES

Teachers — January - June, 2011

Nursery Coordinator — Warren Fagan
PreK/K — Tracey Calandra, Sara Hofschire
1st/2nd — Kathy Rivet, Wendy Braceland
3rd/4th/5th — Debbie Johnson, Gail Hamel
Middle School — Christine Clark, Andy Roosa

Teachers — September - December 2011

Nursery Coordinator — Warren Fagan
PreK/K/1st/2nd — Heather Goetsch, Jake Warden
3rd/4th — Allison Latta, Gina Fenton
Middle School — Christine Clark, Mary Ann Angle, Andy Roosa
High School — Priscilla Prado, Stacy Angle
"Bullpen" — Emile Read, Kathy Rivet, Debbie Johnson, Tammy Wilson

One of the Education Team's highlights for the year has been our new curriculum, "Feasting on the Word" (FOTW). The FOTW curriculum is based on the weekly liturgy, meaning that all Sunday School classes, as well as the sermon, focus on the same Bible text each week. We have received a lot of positive feedback about the curriculum, and look forward to the rest of the academic year.

We are most grateful to all the teachers who are dedicated to providing their students a meaningful and inspirational experience. Their service to our children is an inspiration to us all, and in the best Christian tradition. We also extend our thanks to Donna Fleischman and Joan Wernick for their terrific work in the Nursery during worship services and other PCIS events.

YOUTH MINISTRIES

After many years of service, Dan Olsen and Charlie Keene elected to step down from their roles as the PCIS youth leaders. Dan and Charlie concluded their tenure with a successful "Youth Gone South" trip to Costa Rica during late July and early August. We extend our thanks to Dan and Charlie for their amazing service to our youth over the past several years, and to the dozens of other volunteers and parents who helped out with planning and fundraising for the Costa Rica trip and other youth activities this year.

Despite Dan and Charlie's departure, we have been blessed with another talented youth leader. After serving as our Seminary Intern for the 2010-2011 academic year, Priscilla Prado officially became our Youth Minister in September. Priscilla, who graduated from the Harvard Divinity School in May, leads both the Middle School and High School Youth Groups. Priscilla also teaches

the High School Sunday School class, and exceed a very memorable “no rehearsal” Christmas Pageant, during this year’s family Christmas Eve service.

ADULT MINISTRIES

Our adult ministries consist of ongoing Christian education and fellowship through small groups.

Christian Education

Teachers — January – June 2011

Dan Garber, Ron Ten-Hove — “Disciple”

Teachers — September – December 2011

Ron Ten-Hove — “Feasting on the Word”

Small Groups

Men’s Group: Peter Welsh led our men’s fellowship group, meeting on the second Friday morning of each month.

Women’s Group: Jessie Robinson and Emilie Read led the women’s fellowship group, meeting on Wednesday mornings.

Our Artist’s Group also met periodically during the year, led by Aline Rober.

We continue to try to cultivate new groups that promote fellowship and a greater understanding of God’s word and teachings.

Excellence in Education Campaign. In honor of the 50th Anniversary of PCIS, the Session launched the “Excellence in Education” campaign this fall. The goal of the campaign is to raise a total of \$150,000 to fund a Director of Christian Education position for three years. Alan Dossett continues to lead these efforts.

The Education Team. The 2011 Education Team consisted of Jake Warden (chair), Tammy Wilson, Hal Goetsch, Andy Roosa, Debbie Johnson, and Anna-Lisa Kroll.

Jake Warden
Chair, Education Team

MISSION TEAM FOR OUTREACH AND SERVICE 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 Matthew 25.37(b)-40

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

MISSION TEAM GOALS

Housing: Provide opportunities for housing ministry in programs such as MATE and youth mission trip work camps.

Economic Justice: Support economic justice through the Presbyterian Fair Trade Coffee Project,

SERRV, and Heifer International, for example.

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 Community Health, and others.

Needs beyond our local reach: Support programs and people in the Boston area and world-wide through selected mission giving.

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. Bob Diefenbacher (chair), Roz Fisher, Barry Fiske, Aileen Gardner, Dave Jacob, Ruth Jarvis, John Lauderbach, Bill McIvor, Aline Rober

2011 MISSION TEAM ACCOMPLISHMENTS

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

From an overall perspective, the Mission Team, with Session approval, divided the mission giving in the church budget into two categories: shared mission (quarterly contributions to the Presbytery of Boston, Synod, and General Assembly) and locally controlled contributions (PCIS Mission Team selected ministries). In 2011 shared mission contributions totaled \$26,700 (8.3% of the PCIS budget) and locally controlled contributions totaled \$15,013.43 (4.7% of the PCIS budget.) In addition to the budget allocations, the Mission Team conducted seven special offering emphasis months in 2011. The gifts from these totaled \$32,185.21 this year, which included \$17,221.96 for the youth mission trip to Costa Rica that included funds that had been held over for that purpose in several prior years. Also, members participated in these projects: purchase of \$220 of Christmas ornaments made in Ecuador and distributed through SERRV, and the women’s Christmas dinner which contributed \$253 to Household Goods Recycling of Massachusetts (HGRM.) Furthermore, PCIS members contributed gifts-in-kind for Framingham Back-to-School, Framingham Christmas, Operation Christmas Child, Salvation Army Miracle Kitchen, Emergency Clean-up Buckets, and supported the Presbyterian Coffee Project by purchasing coffee.

When the 2011 PCIS budget and individual member cash contributions to all mission programs are totaled the generosity of PCIS members is clearly evident: \$73,898.64. Truly this is a testament to our response to the Holy Spirit working in our midst and urging us to spread the Gospel through meeting people at the point of their need while sharing our Christian love and compassion.

Early in 2011 we reviewed the missions we support and identified a liaison/coordinator for each of them. The following list identifies the people helping ensure that our money is used effectively in these ministries. We thank them for this important role.

Alongside Ministry in Nicaragua — Merrie McIvor
AMPATH Kenya — Aileen Gardner
Boston Cambridge Ministry in Higher Ed. — Bill McIvor
Camp Wilmot — Don Soule
Christmas Joy Offering — Ruth Jarvis
Community Day Center, Waltham — Bill McIvor
Costa Rica Pastor Efrain — Merrie McIvor
Domestic Violence Task Force — Aileen Gardner

OGHS — John Lauderbach
Operation Christmas Child — Linda Laughlin
Parmenter Community Health — Bob Diefenbacher
Presbyterian Coffee — Emilie Reed
Presbytery of Boston — Bob Diefenbacher
Roxbury PC Social Impact Center — Dave Jacob
SERRV — Ruth Jarvis
Youth Group Mission Trip Coordinator — Ruth Jarvis

Framingham Back-to-School — Heather Goetsch
 Framingham Christmas — Heather Goetsch
 Framingham Evangelical Free Church — Bill McIvor
 Little Children of the Philippines — Sally Millar
 MATE — Aline Rober

Heifer International — Merrie McIvor
 Crop Walk — Merrie McIvor
 Women's Christmas Dinner Gift — Jane Dossett
 Salvation Army Miracle Kitchen — Aileen Gardner/Barry Fiske

2011 MISSION TEAM HIGHLIGHTS

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

- We provided a \$2,500 student scholarship for the Roxbury Social Impact Center summer program, and added \$200 in December for the SIC turkey program.
- We gave \$6,080 for the LCP pre-schools. This excludes the substantial value of Christmas gifts and shipping paid for by members and the value of members' sponsorships of children in the LCP program.
- We supplied clothing and extensive on-site hands-on support to Mission at the Eastward in July.
- We provided 10 Emergency Clean-Up Buckets to Church World Service in response to the need to restock after the tornado cleanup in western Massachusetts. We later received a note of thanks saying they were used in Rutland County, VT to clean up after the hurricane last year.
- We sent our youth to Costa Rica where, in addition to their hands-on service activities, they met Pastor Efrain Campos Briones who ministers to the desperately poor, illegal immigrants there, and who needs funds to help them, which the Mission Team provided with a \$500 gift.
- We continued our support of Camp Wilmot after extensive research and determined that their effort for accreditation deserved financial support, for which we designated a gift of \$1,000.
- Jean Mugford provided warm hats to MATE in Maine.
- In December Barry Fisk and Dave Jacob purchased \$473 worth of consumable supplies for the Salvation Army Miracle Kitchen which was in great need of the items.
- We sent \$500 to Parmenter Community Health and \$750 to the Waltham Community Day Center, both of which supply important services to people in our area.

These are only a few examples of how your gifts to PCIS are helping others. There are many more instances where we are acting as your representatives in distributing needed support to others outside our church family. Following is a summary of 2011 Mission giving.

Shared Mission: Budget \$26,700	Amount
Presbytery of Boston	\$22,800.00
Synod	\$1,000.00
General Assembly	\$2,900.00
Locally Controlled Mission: Budget \$14,700*	
PRESBYTERY MINISTRIES	
Boston Cambridge Ministry in Higher Education	\$500.00
Camp Wilmot Accreditation Fund	\$1,000.00
Community Day Center, Waltham	\$750.00
Mission at the Eastward	\$1,000.00
Roxbury PC Social Impact Center	\$2,700.00
LOCAL MINISTRIES	

Evangelical Free Church (Framingham) Grace House	\$500.00
Parmenter Community Health	\$500.00
Salvation Army Framingham	\$1,473.33
INTERNATIONAL MINISTRIES	
Alongside Ministry in Nicaragua	\$1,000.00
Pastor Efrain, Costa Rica Ministry	\$500.00
Kenya (AMPATH)	\$1,000.00
Little Children of the Philippines Pre-schools	\$3,000.00
MISCELLANEOUS	
Travel, George Hardy, MATE Visit to PCIS	\$155.04
LCP Christmas Mailing	\$935.06
SPECIAL OFFERINGS DISTRIBUTED: \$32,185.21	
Little Children of the Philippines	\$3,080.51
Camp Wilmot	\$1,125.02
One Great Hour of Sharing	\$2,442.24
MATE	\$4,450.08
Youth Group Mission Trip	\$17,221.96
Kenya (AMPATH)	\$1,625.24
SERRV Ornaments	\$220.95
Christmas Joy Offering (2010 amount received)	\$1,766.21
HGRM (Women's Christmas Dinner Collection)	\$253.00

**The locally controlled expenditures exceeded the budget by \$313.43 because individual gifts in the amount of \$585.00 designated to offset the locally controlled \$935.06 cost of shipping gifts to LCP in the Philippines were applied to the separate special offerings LCP account #5410, rather than used to offset the shipping cost itself as in the past.*

Thank you for enabling us to share your generous gifts with those in need through the PCIS Mission program. We are blessed to be able to represent the PCIS mission programs here in New England and throughout the world.

Robert H. Diefenbacher
Chair, Mission Team

SHEPHERDING TEAM

The Shepherding Team is responsible for:

- New Members
- Fellowship
- Greeting
- Community Visibility

The team was: Diana Fraser (Fellowship), Ted Welte (New Members), Aileen Gardner (Greeting), Carmen Kroll (Deacon representative), and Alan Dossett (chair). Bill McIvor attends team meetings as well.

During 2011, we redoubled efforts to ensure that visitors receive a warm greeting and helpful assistance when they first arrive. Aileen provided excellent organization, and many volunteers manned their posts Sunday morning. Thank you to those faithful volunteers, and those who spontaneously fill in. Those of us who are long-time members sometimes forget how important this first impression can be. Since we are a warm welcoming church, we can rightfully show it from the

start!

Ted ran three new member classes in 2011 and we received 8 new members. This effort requires follow-up and organization, and Ted's time and energy paid off. We are blessed as a congregation to have new members who bring fresh perspectives and energy.

Ted also created Easter and Christmas ads that ran in the MetroWest Daily News.

Diana led Fellowship activities — a job that requires a lot of work because of the number of events and amount of coordination! Fellowship is an important part of our ministry, and helps us to be a true Christian community. Diana's report follows, as does Aileen's regarding Greeters.

Carmen provided important coordination and input as the Deacon representative.

Donya Platt takes the initiative to submit articles (press releases) to the local papers and has had very good success at getting them published. If any church member wants to publicize an event, please contact Donya and let our team know.

Bill began a revamp of the church website over the summer. The site should be aimed at prospective visitors who want to learn more about our church before arriving. This is an increasingly important part of our visibility to the community.

My thanks to the team, who cheerfully and tirelessly undertake these activities in support of Christ's mission here in our church.

Alan Dossett
Chair, Shepherding Team

FELLOWSHIP 2011 — DIANA FRASER

As members of the Shepherding Team, we are called to provide fellowship and nurture to the congregation. Our team has hosted and coordinated many social events throughout this year and we wish to thank all those who have assisted in so many ways to make these events successful. As Fellowship Coordinator I have the privilege of working with many people in the congregation who contribute their efforts to provide refreshments each week for coffee hour. I am pleased to notice that this year more families and small groups have signed up for these important times of fellowship and friendship. Thanks especially to those of you who have signed up for the first time! Also, more of you have learned to use the dishwasher, contributing to the use of our china plates, cups and glassware, and reducing our dependence on paper products. This furthers our effort to "go green" as a congregation. In association with this effort, the trustees have started a single stream trash collection program, and I am so pleased to notice that we have more outside barrels for recycled items than for regular trash. Our congregation continues to be more aware of recycling in the disposal of used items.

This year saw the addition of new, color coordinated, easy care tablecloths to complement the fellowship hall décor. These tablecloths have worked out very successfully.

This has been a very significant year for our congregation with the celebration of our 50th anniversary and all the special events around that. The 50th committee deserves great praise for the success of these events. As for other events, this year our team coordinated the annual church picnic with start up Sunday in September. It was a very popular event attended by many people. The food and fellowship were awesome!

The women's Christmas Dinner and Yankee gift swap was enjoyed by those ladies who could attend, however attendance was down from previous years. As a result of this, I asked the women of the church to give feedback on how the event might be changed to allow more to participate. Results of this survey showed that a different night rather than the traditional Monday would be better.

Highlights of fellowship events for 2011 included:

- No-host brunch to welcome the new year
- Men's breakfast and Bible Study
- Annual meeting in February hosted by Deacons
- Parish potlucks sponsored by Deacons
- Maundy Thursday soup supper
- Easter continental breakfast hosed by Dossett family and Shepherding team
- Chili Cook-Off, Youth auction sponsored by high school youth and auction committee
- Friday night main event on topic of Lyme Disease arranged and hosted by Mary Ann and Stacy Angle
- Start-up Sunday and family picnic in September
- Events of 50th anniversary in October
- Ladies annual Christmas dinner and Yankee gift swap in December
- Cookies and Carols sponsored by Worship Committee in December
- Coffee hours hosted by various families and other groups throughout the year

GREETERS 2011 — AILEEN GARDNER

Our PCIS Greeter's Program this year took time to establish, but at this point is running fairly consistently. Even though the schedule was posted in fellowship hall at least one month in advance, it was found to be beneficial to remind greeters the week before the Sunday to which they had been assigned, and to thank them by phone or email a few days after completing the task.

It was more difficult to find greeters for first service than for the second service, and understandably, most difficult to find people to fill spots around holiday periods such as Christmas and New Year. However, in general, members listed were very willing to greet when they are able. Some members attended either service on occasion, and so were more flexible.

Whenever possible we had a "back-up" person from the Shepherding Committee present at the front door to take first time visitors in hand as they entered church. This was a useful time to note names, addresses and gather information about the needs and interests of visitors as they related to the church. Visitors would then be introduced to Ted Welte (if he had not already found them!) and be assured of swift and thorough attention.

Thanks are due to our very able church secretary, Donya Platt, who was an extremely helpful liaison in the process — tabulating the schedule for the Shepherding Committee meetings, and emailing the list to assigned greeters. If those scheduled could not be present on their assigned Sunday, they were asked to exchange with others on the list, or contact the coordinator of the greeter's program. All greeters were asked to wait at the door for an additional ten minutes after the services had begun.

WORSHIP TEAM REPORT

In 2011 the Worship Team met 4 times in person and also had a summer mini-retreat, as well as some discussions online. The Worship Team currently consists of Mark Nelson, Bill McIvor, Dave Jarvis, Matthew Guerrieri, Bill McIvor, and myself. We also had participation part of the year from Rob Surratt, Peter Welsh, and Libby Jonczyk.

During Lent and Holy Week, we implemented a moment of silent prayer into the worship services.

Sunday services took on a new excitement as we weathered Hurricane Irene and subsequently, an early snow storm. Each situation confirmed that plans we had set into place last year for such emergencies, were effective.

In September we purchased a moveable pulpit to assist visiting pastors and to provide more formality than the music stand. Thank you to those who assembled it! (Bob D?)

We coordinated with the 50th Anniversary committee to make sure certain things were included in our October events.

Moving into the fall we enjoyed coordinating Reformation Sunday and its bagpiper; Cookies & Carols; and the Advent and Christmas Day services.

We continue to discuss the musical styles used in worship, particularly the contemporary service; and if any changes need to be made to the present format.

We welcome any new team members who wish to have more involvement in planning services.

Jessie Robinson
Chair, Worship Team

BOARD OF DEACONS

Class of 2012	Class of 2013	Class of 2014
Mary Ann Angle Beth du Toit Amy Shroff	Gail Hamel Carmen Kroll Andy Ware	Linda Booth Merrie McIvor Tom Shineman

Beth du Toit is leaving the board after serving 3 years. Michael Carder comes on as a new Board Member, while Amy Shroff begins another term. Mary Ann Angle begins a 3-year term, after serving a 1-year term to fill the vacancy left by Peter Kaczenas.

Board meetings were held once a month, excluding August. The December meeting was accompanied by a holiday potluck celebration in a member’s home. Regular agenda items included: Scripture reading, praying for the joys and concerns of the church, reviewing the needs of the congregation such as who might need help with meals or transportation, reviewing the assignments of each Deacon, Elder and Key Team reports, and discussion of upcoming events.

Positions and responsibilities of the board members: Moderator: Beth du Toit; Co-Vice-Moderators: Tom Shineman and Andy Ware; Secretary: Gail Hamel; Prayer Ministry Coordinator: Beth du Toit; Hospitality: Amy Shroff and Merrie McIvor; Carmen Kroll: Shepherding; Linda Booth: Personnel; Mary Ann Angle: Nominating Committee

The regular work of the Deacon Board consisted of hosting monthly coffee hours, praying for the needs of the congregation, providing meals for members of the congregation in need, contacting the members of each parish to minister to them, and to keep them informed of schedule changes.

Additional projects included hosting the Annual Meeting luncheon in January, hosting funeral receptions for Libby Moldenhauer and Bob Mugford, hosting 3 Parish Potluck luncheons in March, implementing ways to better inform the congregation in the event of church cancellation, increasing discussion among the Deacons and Pastor about church members who might be having difficulties or who had not been seen for a long time and hosting a Sunday luncheon for the PCIS 50th Anniversary Celebration. Two Board members also coordinated and hosted a Friday Night Main Event about Lyme Disease. Efforts were made to ensure that if a Deacon is away, other Deacons will cover that person’s parish and contact parish members in the event of a schedule change. A Board member also coordinated the coffee hour following the Interfaith Thanksgiving

Service held at PCIS, with help and baked goods contributed by other Board members.

Goals for 2012 are to continue in our efforts to Go Green by using china rather than disposable goods when hosting events; to pray for the needs of the congregation, and form relationships and maintain contact with the members of our parishes; identify and fill needs for meals, transportation, or other assistance for members of the congregation; to ensure that each member of PCIS knows who his or her Deacon is and how to contact them; and to support the PCIS community as needed.

Beth du Toit
Moderator, Board of Deacons

BOARD OF TRUSTEES

The members of the Board of Trustees for 2011 were:

- Class of 2011 — Kyei Atupem and Doug Nicholls
- Class of 2012 — Richard Smith and Trevor Haydon
- Class of 2013 — Kathy Rivet and Dottie Keene

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 2011:

President	Trevor Haydon
Vice President	Kyei Atupem
Secretary	Dottie Keene
Building Maintenance	Doug Nicholls
Grounds Maintenance	Richard Smith
Insurance	Trevor Haydon
Personnel Committee	Kyei Atupem
Nominating Committee	Kathy Rivet

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

- Landscape and lawn maintenance. (A profound thank you to **Bert and Karen Brandse**)
- Inspection and maintenance of safety equipment — fire extinguishers, the elevator, the boilers and furnaces.
- The Spring and Fall work days.
- Special requests — signs, cleaning, etc.
- Cleaning and supplies — including procuring the necessary cleaning services and maintaining adequate supplies of paper goods, trash bags, light bulbs, etc.
- Arranging the necessary trash removal and recycling services.
- Snow and Ice removal. (Thanks to all ushers and members for their assistance)

The board also has several business administration responsibilities:

- 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.
- Equipment maintenance — perform maintenance, obtain maintenance contracts or procure maintenance services for the church's equipment, such as the copier, computers, audio/video equipment, and telephone systems.

- Understand town requirements and restrictions including those by the Sudbury Historic Districts Commission.
- Participate on other church boards and committees such as the Personnel Committee, Nominating Committee, Session and Key Team.

The trustees also have several finance related responsibilities:

- Counting the offerings, entering the contributions in the computer database, and turning the money over to the Treasurer, or someone designated by the Treasurer to make the bank deposit.
- Handling contributions to the church made in the form of stock and other securities.
- Coordinate or generate the necessary reports church leadership requires to manage income and expenses.
- Review annually the accounts and financial records of the church.
- The Trustees also exercise general oversight of the work of the Treasurer, Assistant Treasurer and Financial Secretary.

The Treasurer, Assistant Treasurer and Financial Secretary are guided in the performance of their duties by the Financial Procedures of the Presbyterian Church in Sudbury. The primary responsibilities of the Treasurer and Assistant Treasurer are to receive funds, pay staff, process invoices and maintain the financial books and records of the church. Dirk Hofschire has served this past year as Treasurer and Linda Smith has served as Assistant Treasurer. Nancy Kohl serves as Financial Secretary and has the primary responsibility to maintain pledge information and issue quarterly and year-end statements to contributors. The Board greatly appreciates the hours and timely efforts expended by each of them to perform these important roles and appreciates that each continues to serve into 2012.

In addition to executing the responsibilities above, the 2011 Board of Trustees focused on several special projects. This year the siding of the Church bell tower was replaced after some siding blew off in January 2011. The Board thanks **Kyei Atupem** for ably obtaining estimates for and overseeing the completion of this project. Kyei also investigated trash haulers this past year and we now use a hauler with “single-stream” recycling capability. Notably the new hauler is less expensive than the former hauler. The Board also thanks **Doug Nicholls** for his very significant contribution of time and expertise this past year in his role as building maintenance coordinator. Both Kyei and Doug have made huge contributions to maintain this building. They may have ended their terms this year, but the work they have undertaken as Trustees will continue to result in substantial savings for years to come.

I would like to express our deepest gratitude to all those named above for their dedication and service, everyone who contributed to the Spring and Fall Work days and everyone who assisted us in performing our responsibilities this year.

Trevor A. Haydon
President, Board of Trustees

PERSONNEL COMMITTEE

The 2011 Personnel Committee was chaired by Ted Welte with the assistance from Trustee Representative Kyei Atupem and Deacon Representative Linda Booth.

In 2011, Susan DeHoff ended her parish assistant staff relationship. Priscilla Prado completed her field education placement in May, was hired to work with middle school youth during the summer, and was additionally hired as youth ministry director for September 2011 – August 2012.

Annual staff reviews with Pastor McIvor, Music Director Dr. Matthew Guerrieri, Administrative Assistant Donya Platt and Nursery Attendants Joan Wernick and Donna Fleishman were conducted in December 2010. Summarized comments were presented to Pastor McIvor.

2012 compensation recommendations for staff and Pastor McIvor were presented to Session on December 12, 2011.

Ted Welte
Chair, Personnel Committee

NOMINATING COMMITTEE

2011 Nominating Committee:

Moderator	Ted Welte
Elder	Wendy Braceland
Deacon	Mary Ann Angle
Trustee	Kathy Rivet
At Large	Jim Fraser, John Moldenhauer, Karen Penn, Emilie Read, Peter Welsh
Pastor	Bill McIvor, Ex Officio

Nominated for the Session

Rosalind Fisher	Class of 2015
Hal Goetsch	Class of 2015
Mark Nelson	Class of 2015
Ed Pichon	Class of 2015

Nominated for the Board of Deacons

Mary Ann Angle	Class of 2015
Mike Carder	Class of 2015
Amy Shroff	Class of 2015

Nominated for the Board of Trustees

Barry Fiske	Class of 2015
Joshua Lalrempuia	Class of 2015

Ted Welte
Moderator, Nominating Committee

FINANCIAL SECRETARY'S REPORT

For the year 2011 there were 67 pledges totaling \$298,124. \$281,389 was received toward these pledges.

Nancy Kohl
Financial Secretary

Treasurer's Report for December 31, 2011
Operating Fund Income/Expenses

	Actual	Budget	Variance
INCOME			
3100 Adult Pledges	\$281,389.49	\$297,000.00	(\$15,610.51)
3310 Misc. Loose Contributions	\$34,686.60	\$25,000.00	\$9,686.60
3320 Last Year Pledges	\$594.00	\$0.00	\$594.00
3400 Interest Income	\$104.83	\$0.00	\$104.83
Total Income	\$316,774.92	\$322,000.00	(\$5,225.08)
EXPENSE			
4110 Local Mission	\$15,013.43	\$14,700.00	(\$313.43)
4130 General Assembly Mission	\$3,900.00	\$2,900.00	(\$1,000.00)
4140 Synod Mission	\$0.00	\$1,000.00	\$1,000.00
4150 Presbytery Mission	\$22,800.00	\$22,800.00	\$0.00
4211 Pastor Annual Cash Salary	\$50,678.05	\$50,678.00	(\$0.05)
4212 Pastor Housing Allowance	\$31,010.13	\$31,000.00	(\$10.13)
4213 Pastor SECA Allowance	\$6,237.86	\$6,248.00	\$10.14
4222 Pastor Travel Expense	\$2,300.00	\$2,300.00	\$0.00
4223 Pastor Business Expense	\$3,600.00	\$3,600.00	\$0.00
4224 Pastor Continuing Education	\$1,476.97	\$1,500.00	\$23.03
4230 Pastor Pension & Medical	\$27,696.72	\$25,729.00	(\$1,967.72)
4401 Payroll Taxes	\$7,150.66	\$6,546.00	(\$604.66)
4410 Music Director	\$36,182.00	\$35,472.00	(\$710.00)
4415 Susan DeHoff	\$9,192.64	\$13,789.00	\$4,596.36
4416 Susan DeHoff Bus Expense	\$822.44	\$1,600.00	\$777.56
4420 Administrative Assistant	\$27,441.76	\$26,553.00	(\$888.76)
4430 Nursery Attendants - Other	\$120.00	\$0.00	(\$120.00)
4431 Nursery (Wernick)	\$5,875.00	\$5,760.00	(\$115.00)
4432 Nursery (Fleishman)	\$4,894.96	\$4,675.00	(\$219.96)
4434 Nursery (Additional)	\$0.00	\$0.00	\$0.00
4450 Seminarian / Intern	\$12,392.50	\$2,500.00	(\$9,892.50)
4710 Worship Team	\$5,480.88	\$4,200.00	(\$1,280.88)
4720 Stewardship Expense	\$0.00	\$0.00	\$0.00
4740 Education Team	\$2,909.17	\$4,000.00	\$1,090.83
4760 Deacons	\$407.29	\$800.00	\$392.71
4780 Shepherding Team	\$1,347.18	\$2,400.00	\$1,052.82
4785 Session	\$2,130.24	\$850.00	(\$1,280.24)
4650 Office Expense	\$2,594.40	\$3,300.00	\$705.60
4660 Treasurer Expense	\$1,709.82	\$1,800.00	\$90.18
4670 Per Capita Expense	\$326.74	\$1,500.00	\$1,173.26
4310 Contribution to Mortgage Reserve	\$5,400.00	\$5,400.00	\$0.00
4320 Insurance	\$6,862.00	\$9,000.00	\$2,138.00
4340 Maintenance & Repair	\$3,297.67	\$3,000.00	(\$297.67)
4350 Utilities & Telephone	\$7,471.94	\$11,500.00	\$4,028.06
4370 Cleaning	\$8,650.00	\$8,700.00	\$50.00
4380 Landscaping & Grounds	\$100.00	\$1,200.00	\$1,100.00
4390 Office Equipment Expense	\$4,977.71	\$5,000.00	\$22.29
Total Expenses			
	\$322,450.16	\$322,000.00	(\$450.16)
Year End Surplus/(Deficit)	\$15,013.43	\$0.00	(\$5,675.24)

Treasurer's Report for December 31, 2011
Non-operating Funds

	Balance	Increases	Decreases	Balance
Fund Name	01/01/2011			12/31/2011
5010 Pastor Loan Fund	\$40,216.65	\$26.07	\$0.00	\$40,242.72
5020 Continuing Education	\$16,186.96	\$10.49	\$0.00	\$16,197.45
2210 Pastor CE liability	\$234.04	\$0.00	\$0.00	\$234.04
2220 Assoc. Pastor CE Liability	\$0.00	\$0.00	\$0.00	\$0.00
2250 Mortgage Reserve	\$5,400.00	\$5,400.00	\$0.00	\$10,800.00
5030 Office Reserve	\$0.62	\$0.00	\$0.00	\$0.62
5040 Major Repair Reserve	\$26,329.37	\$15.29	\$4,300.00	\$22,044.66
5050 Flower Fund	\$1,466.47	\$1,701.01	\$1,636.02	\$1,531.46
5060 Sanctuary Technology	\$4,892.13	\$3.17	\$0.00	\$4,895.30
5080 Building Reserve	\$1,902.92	\$201.23	\$0.00	\$2,104.15
5090 Special Events Fund	\$17.94	\$0.00	\$0.00	\$17.94
5095 Coffee Fund	\$326.28	\$767.80	\$518.20	\$575.88
5100 Christmas Joy Offering	\$1,616.21	\$2,599.09	\$1,766.21	\$2,449.09
5110 One Great Hour of Sharing	\$0.22	\$2,442.13	\$2,442.24	\$0.11
5120 Thanksgiving Envelope	\$0.00	\$0.00	\$0.00	\$0.00
5140 Women's Christmas Offering	\$0.00	\$0.00	\$0.00	\$0.00
5150 Next Year Adult Pledges	\$16,000.04	\$18,001.50	\$16,000.79	\$18,000.75
5190 Memorial Fund	\$1,882.92	\$1,306.38	\$1,349.37	\$1,839.93
5200 Heifer International	\$0.02	\$0.00	\$0.00	\$0.02
5220 Operating Reserve	\$36,934.27	\$23.32	\$0.00	\$36,957.59
5230 Endowment Fund	\$1,194.25	\$0.00	\$0.00	\$1,194.25
5260 Special Needs Fund	\$11,013.67	\$106.71	\$2,064.93	\$9,055.45
5270 Presby. Disaster Assistance	\$0.02	\$474.15	\$150.03	\$324.14
5310 50th Anniversary Fund	\$0.00	\$12,347.80	\$12,347.80	\$0.00
5410 Philippines	\$0.32	\$3,665.34	\$3,080.51	\$585.15
5420 MATE	\$0.08	\$4,490.41	\$4,450.08	\$40.41
5430 Choir / Praise Team Fund	\$2,240.22	\$1.45	\$0.00	\$2,241.67
5440 Crop Walk	\$0.00	\$0.00	\$0.00	\$0.00
5450 Camp Wilmot	\$0.02	\$1,125.05	\$1,125.02	\$0.05
5485 Roxbury Social Impact Center	\$0.00	\$0.00	\$0.00	\$0.00
5490 Kenya Fund	\$0.15	\$1,625.16	\$1,625.24	\$0.07
5550 Youth Mission Fund	\$7,441.24	\$11,264.76	\$18,421.96	\$284.04
5555 Youth Fellowship	\$30.53	\$0.00	\$349.38	(\$318.85)
5590 Alternative Christmas Fair	\$0.22	\$200.00	\$220.95	(\$20.73)
5800 Capital Campaign*	\$42,010.14	\$0.00	\$0.00	\$42,010.14
5922 Education Campaign	\$0.00	\$21,220.00	\$0.00	\$21,220.00
5923 Ed. Campaign 2012 pledges	\$0.00	\$500.00	\$0.00	\$500.00
Total Non-operating	\$217,337.92	\$89,518.31	\$71,848.73	\$235,007.50

PROJECTED EXPENDITURES

	ACCOUNT	ITEM	2011	2012	% of total
MISSION	4110	Local Mission	\$14,700	\$14,700	
	4130	General Assembly Mission	\$2,900	\$2,900	
	4140	Synod Mission	\$1,000	\$1,000	
	4150	Presbytery Mission	\$22,800	\$22,800	
			TOTAL MISSION	\$41,400	\$41,400
PROGRAM	4710	Worship Team	\$4,200	\$4,600	
	4720	Stewardship Expense	\$0	\$0	
	4740	Education Team	\$4,000	\$4,000	
	4760	Deacons	\$800	\$800	
	4780	Shepherding Team	\$2,400	\$2,400	
	4785	Session	\$850	\$700	
			TOTAL PROGRAM	\$12,250	\$12,500
OFFICE & FACILITY	4650	Office Expense	\$3,300	\$3,200	
	4660	Treasurer Expense	\$1,800	\$1,800	
	4670	Supplies	\$1,500	\$1,000	
	4310	Contribution to Mortgage Reserve	\$5,400	\$5,400	
	4320	Insurance	\$9,000	\$7,500	
	4340	Maintenance & Repair	\$3,000	\$3,500	
	4350	Utilities	\$11,500	\$10,000	
	4370	Cleaning	\$8,700	\$9,000	
	4380	Landscaping & Grounds	\$1,200	\$1,200	
	4390	Technology	\$5,000	\$5,400	
		TOTAL OFFICE & FACILITY	\$50,400	\$48,000	13.8%
STAFF	4410	Music Director (Guerrieri)	\$35,472	\$36,678	
	4415	Parish Assistant (DeHoff)	\$13,789	\$0	
	4416	Parish Assistant Travel (DeHoff)	\$1,600	\$0	
	4420	Administrative Asst (Platt)	\$26,553	\$27,456	
	4431	Nursery (Wernick)	\$5,760	\$5,956	
	4432	Nursery (Fleishman)	\$4,675	\$4,834	
	4450	Youth Ministry (Prado)	\$2,500	\$21,714	
	----	Director of CE (----)	\$0	\$13,333	
	4401	FICA (7.65%)	\$6,546	\$8,413	
		TOTAL STAFF	\$96,895	\$118,384	34.1%

	ACCOUNT	ITEM	2011	2012	% of total
PASTOR	4211	Pastor Annual Cash Salary	\$50,678	\$52,908	
McIvor:	4212	Pastor Housing Allowance	\$31,000	\$32,364	
	4213	Pastor SECA Allowance (7.65%)*	\$6,248	\$6,523	
	4222	Pastor Travel Expense	\$2,300	\$2,300	
	4223	Pastor Business Expense	\$3,600	\$3,600	
	4224	Pastor Continuing Education	\$1,500	\$1,500	
% of salary+housing	4230	Pastor Pension & Medical (32.25%)	\$25,729	\$27,500	
		TOTAL PASTOR	\$121,055	\$126,695	36.5%

PROJECTED EXPENDITURES TOTALS

	ACCOUNT	ITEM	2011	2012	% of total
		Mission	\$41,400	\$41,400	11.9%
		Program	\$12,250	\$12,500	3.6%
		Office & Facility	\$50,400	\$48,000	13.8%
		Staff	\$96,895	\$118,384	34.1%
		Pastor	\$121,055	\$126,695	36.5%
		TOTAL EXPENDITURES	\$322,000	\$346,979	

PROJECTED REVENUES

	ACCOUNT	ITEM	2011	2012	% of total
	3100	Financial Pledges	\$297,000	\$297,000	87.3%
	3310	Loose Contributions	\$25,000	\$30,000	8.8%
	3320	Last Year Pledges	\$0	\$0	0.0%
	3400	Interest Income	\$0	\$0	0.0%
	3500	Per Capita Income	\$0	\$0	0.0%
	----	Excellence in Education	\$0	\$13,333	3.9%
		TOTAL REVENUES	\$322,000	\$340,333	

OPERATING BUDGET SURPLUS/(DEFICIT)

\$0 (\$6,646)

2011 Boards and Staff

THE SESSION

Class of 2012

Hal Goetsch

Ruth Jarvis

Anna-Lisa Kroll

Jake Warden

Tammy Wilson

Class of 2013

Bob Diefenbacher

Diana Fraser

Debbie Johnson

Ted Welte

Class of 2014

Alan Dossett

Aileen Gardner

John Lauderbach

Jessie Robinson

THE BOARD OF DEACONS

Class of 2012

Beth Du Toit

Amy Shroff

Mary Ann Angle

Class of 2013

Gail Hamel

Carmen Kroll

Andy Ware

Class of 2014

Linda Booth

Merrie McIvor

Tom Shineman

THE BOARD OF TRUSTEES

Class of 2012

Kyei Atupem

Doug Nicholls

Class of 2013

Trevor Haydon

Richard Smith

Class of 2014

Dottie Keene

Kathy Rivet

STAFF

Pastor

D. William McIvor

Director of Music

Matthew Guerrieri

Youth Ministries

Priscilla Prado

Administrative Assistant

Donya Platt

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