

# ANNUAL REPORT 2018

*for the year January - December 2018*



## Summit Avenue Presbyterian Church

Annual Congregational Meeting

January 27, 2019 • 11:30 am

403 S Summit Ave ○ Bremerton, WA 98312 ○ 360.377.2740 ○ [office@summitave.net](mailto:office@summitave.net)

*amended January 29, 2019*

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## AGENDA

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|   |   |
|---|---|
| Declaration of Quorum   | (10% of the congregation or 13 members) |
| Opening Prayer  | Pastor Susie Beil                       |
| Adoption of Agenda  |   |
| Minutes to be Reviewed  |   |
| *Annual Reports   | Team Chairs                             |
| Deacon Financial Report   | Deacon Moderator, Delcea Wills          |
| Elect Nominating Committee for 2019                                       | Elder Sharon Peterson                   |
| Review of 2018 Income & Expense Report                                    | Elder Rick Chapman                      |
| Present 2019 Budget to the Congregation                                   | Elder Rick Chapman                      |
| Congregational Engagement Survey  |   |
| <b>Meeting of the Corporation &amp; Election of Trustee Class of 2021</b> |   |
| Pastor's Terms of Call  | Elder Sharon Peterson                   |
| Motion to adjourn   |   |
| Closing Prayer  |   |

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### **SUMMIT AVE PRESBYTERIAN CHURCH CONGREGATIONAL MEETING** November 4, 2018

Pastor Susie Beil opened the meeting with prayer at 11:52 am following the Sunday service at the Summit Avenue Presbyterian Church.

#### **PURPOSE:**

In accordance with G-2.0401, the congregational meeting was led by Elder Sharon Peterson to nominate and elect ruling elders and deacons. A quorum was declared present. Pastor Susie reviewed the church's mission statement and organizational structure.

Ruling Elders Class of 2021 (Session): Ken Davis, Gary Dahl, Chuck Feth and Ellen Middents

Deacons Class of 2021: Tineke Dahl, Jeannie Lemm, John Lemm and Kathy Kuyper

**M/P** To elect these candidates as elders and deacons. Officers to be installed during church service in January 2019. **M/S/P** To adjourn the meeting at 11:57 am. The meeting was closed in prayer.

## SUMMIT AVE PRESBYTERIAN CHURCH CONGREGATIONAL MEETING January 6, 2019

### **PURPOSE:**

In accordance with G-2.0401, the congregational meeting was led by Elder Sharon Peterson to nominate and elect ruling elder. A quorum was declared present.

The Nominating Committee presented Aggie Schultheis as a candidate to fill the existing class term as ruling elder on Session.

**M/P** To elect her as elders for the class of 2020. Aggie was installed immediately following the election.

Respectfully, Rick Chapman

## CLERK'S REPORT – Rick Chapman

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Elder Rick Chapman is the official Clerk of Session. Rick provides “Session Highlights” for the monthly newsletter and serves in the Clerk capacity regarding Presbytery and official church communications.

### 2018 MEMBERSHIP STATISTICS:

Average Worship Attendance: 88

Average Lord's Supper: 91

Groups Participation: 145

TOTAL MEMBERSHIP: 133

### ***Compared with 2017***

2017 Average Worship Attendance: 100

Average Lord's Supper: 98

Groups Participation: 150

TOTAL MEMBERSHIP: 133

**BAPTISMS in 2018:**

**Adults:**

|                 |             |
|-----------------|-------------|
| Mike McPeak     | April 1     |
| Alyssa Golden   | April 1     |
| Noah Golden     | April 1     |
| Hayleigh Graham | November 18 |
| Melissa Verbic  | November 18 |

**NEW MEMBERS in 2018:**

Robert Eiden  
Hayleigh Graham  
Helen Nash-Alder  
Nancy Pace  
Melissa Verbic

**IN REMEMBRANCE 2018: Members**

|                         |              |
|-------------------------|--------------|
| Paul Middents           | April 19     |
| Blossom Tibbits Murphey | August 5     |
| Fern Gardner            | August 27    |
| Barry Nupen             | September 5  |
| Duey McBride            | September 20 |

**IN REMEMBRANCE 2018: Non-Members**

|  |         |
|--|---------|
| Rev. Mel Lord-Unruh (member, Seattle Presbytery) | July 14 |
| Robert Hoffman (son of Sue Davis)                | July 20 |

## STAFF REPORTS

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### Pastor Susie Beil

Grace and peace to all. Looking back on 2018, I am filled with gratitude and humility. There is so much to be grateful for, and yet so much that God is up to that remains a mystery, leaving us scratching our heads and wondering what the Spirit is stirring around us. As you can see by our attendance and giving numbers, 2018 was a year of more decline than growth. Although we gained five new members through our New Beginnings class, we five friends entered eternal rest, and a few moved to new cities. Our worship numbers have dwindled, yet a new congregation, the Samoan Pentecostal church, worships in the sanctuary each week and fills our halls with such warmth and spirit. Moments of both grace and challenge.

Moments of grace 2018:

- Taking my final Doctor of Ministry course at Fuller Seminary and beginning my final paper.
- Maundy Thursday Living Last Supper – what a night together of seeing the Story through the eyes of the disciples!
- VBS Kids Camp – telling the stories of Joseph in Egypt to children each day.
- MomTalk Wednesday morning gathering with mothers of young children.
- New Little Neighborhood Pantry put in by our Outreach Team and Leadership Kitsap.
- OCTOBERFEST - What a sweet afternoon we had together, celebrating the abundance of Fall, meeting neighbors, and sharing great food together.
- Thursday Night Supper & Study groups – sharing a meal and digging into God’s word together.
- Working with a team of Elders and Deacons who continue to lean into the trustworthiness of Jesus as they lead Summit in loving God, loving others, and serving the world.
- Getting to know and worship alongside the Samoan Pentecostal congregation – what a joy to praise God together with them!
- Partnering with Presbyterian Disaster Assistance to help aid in relief and recovery work following the December 18, 2018 tornado that hit Port Orchard.

Challenges in 2018

- Lack of leadership in our youth ministry meant we only gathered a handful of times with a small group of youth. It feels discouraging and sad to not have youth in worship or in our building on a regular basis any more.
- Decreased numbers in worship and giving have added anxiety to our leadership teams, and present us with an opportunity to listen for God’s leading into the future.

And still we proclaim: God is good, all the time. All the time, God is good!

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## Office Manager & Communications Coordinator – Julie Mirth

Every day I feel so blessed to be part of a team that is growing disciples by loving God, loving others, and serving the world! I am sad to be leaving Summit Avenue this year! The past three years have been so amazing for me and I will always cherish the friends and memories I have made here. Working at Summit has been more than a job for me, I truly believe I was sent here from God on my journey in life.



The office stayed busy again in 2018 and I couldn't have done it without the help of the amazing desk volunteers that come in and do such a wonderful job helping us around the office every week. Monday: Bethany Nupen, Tuesday: Sharon Plowman, Terese Edmonds, Wednesday: Chris Hall, Judy Wieck, Thursday: Mary Urwin, Sue Kela. Thank you to Griff Ames, who faithfully makes the weekly bank deposits, and to Bud Taylor and Ray Goodale who take over when a volunteer is away. Thank you to all our amazing Sunday counters who make sure that business gets taken care of every Sunday, no matter what! Thank you to Cathy our wonderfully patient treasurer, who always makes sure the bills are paid and the staff is paid. She is always quick to respond to a text message and she will come into the office at the drop of a hat if you need her for anything! Thank you to our custodian, Darlene, who is often overlooked, but is always there with a friendly smile bright early in the morning, often when it's too early even for me to smile yet! Finally, thank you to Pastor Susie, who has become a great friend, not just to me, but to my entire family. We have shared many laughs and tears together over the past three years.

Every day, I am so thankful that I was sent here to be a part of the Summit Avenue team. Thank you for an amazing three years. I will never forget any of you.

Respectfully Submitted,  
Julie Mirth



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## TEAM REPORTS

### Worship - *Loving God*

**Team Members:** Bethany Nupen, Chair, Gary Dahl, Cheryl Sanlin, Rick Walker, Susie Beil, Sharon Peterson

**Mission Statement:** To further our church mission of **growing disciples in all generations**, the Worship Team plans for, evaluates, and leads the congregation in **loving God** through corporate worship and special services.



#### Highlights of 2018

The Worship Team has worked to live out our mission in 2018 in a variety of ways. We celebrate our weekly worship service with wonderful leadership and preaching from Pastor Susie. The choir with director Gary Dahl and organists Woody Barnes and Joann Richardson

led us in music and singing. Our bell choir

shared in worship once a month through the beginning of the summer. Special musicians help fill in during the summer. Our tech team led by Rick Walker helps to make sure everyone can hear and follow along during the service with the sound system and screens. Liturgists and communion servers assist in leading our service as well.

We had an Ash Wednesday service and a wonderful Maundy Thursday service with a Living Last Supper drama. We celebrated Easter with a beautiful communion service. During the advent season we again had a candle lighting litany involving bells and the choir. We had a joint service with the Samoan Pentecostal Church (our new nesting congregation) during December. It was inspiring to worship together and hear the sanctuary filled with our voices joined together to praise God. The next Sunday the choir led us in worship with a beautiful cantata and Cheryl Sanlin led the children in a short Christmas pageant.





### Looking ahead to 2019

As we look ahead, the worship team is excited about the continued opportunities to reach all generations with the love of Christ.

Many thanks and gratitude to our faithful team - Pastor Susie, Choir Director: Gary Dahl. Bells: Cheryl Sanlin, Sound System: Rick Walker, Elders: Bethany Nupen and Sharon Peterson, Organists: Woody Bernas, JoAnn Richardson, as well as those who assist in worship in so many different ways.

Respectfully submitted,  
Bethany Nupen

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## FELLOWSHIP – *Loving Others*

*Fellowship team consists of several other teams that work to provide opportunities for loving one another*

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### Hospitality

**Team Members:** Jerry Wheeler, Sue Kela

**Hospitality Mission Statement:**

To further our church mission of growing disciples in all generations, the Hospitality Team plans, supports and leads activities for our congregation that encourage and demonstrate our love for God and our heart for loving others. We endeavor to provide a welcoming, loving, safe and pleasing environment for our members and guests to gather and share their lives so that we may all become more connected to one another, to God and to the mission of the church.

### Highlights of 2018

The Hospitality Team has worked to live out our mission in 2018 through:

- Providing a welcoming environment and refreshments for coffee hour.

- Advising family members and supporting their wishes for memorial receptions.
- Supporting various teams when their events involve use of the kitchen.
- Special Events:
  - OKTOBERFEST (with the Kids and Outreach Teams)

Our congregation continued to help us serve each other through their assistance each week in the kitchen for coffee hour. Thanks to all of you that have helped in the kitchen in 2018. Your assistance is very much appreciated!



#### Looking ahead to 2019

- For 2019, the Hospitality Team will continue to host coffee hour in the Robinson Fellowship Hall each Sunday. We will continue our 5 Kitchen Helper Teams to work during coffee hour. We hope to find 6 additional volunteers to add to the teams to ensure that we have good coverage each week.
- We plan to have one church wide event in 2019 and will continue to support memorial receptions and Team activities which require use of the kitchen.
- As the use of our church facility increases due to programs like Parent Life, we will work with the leadership from these groups to ensure that the kitchen is made available and that any training on the use of the kitchen facilities is provided.
- Special recognition and thanks to Sue Kela who continues to lead all efforts that involve the kitchen. Her on-going commitment to serving our community of faith and God with her special gifts of hospitality and organization cannot be undervalued.

Respectfully submitted,  
Jerry Wheeler

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## Groups

**Team Members:** Adam Brockus, Chair, group leaders

**Team Mission Statement:** To further our church mission of growing disciples in all generations by loving others, the Groups Team coordinates and leads a wide range of groups, from Bible studies and prayer groups to book clubs and support groups, as well as our choirs and social gatherings such as Families Unplugged Nights.

### Highlights of 2018

- We had three seasons of groups – Winter, Spring, and Fall, with a high of TWENTY groups in our Fall Groups Guide.
- “Planning for the Future” group, which met for three Thursday night workshops led by Peter Taafe, Paul Murphey, and Larry Hall.
- Lenten groups in the spring and Thursday Supper & Study groups in the fall.
- All the Thursday groups that meet here in the church and out in the community!
- Bridge group meeting regularly, as well as the Spring Knit and Stitch craft group on Monday nights.
- Over 145 people involved in groups!

### Looking ahead to 2019

- More leader training events
- Adding new groups! Let us know areas of study or interest, such as:

Golf, Swim Outing at Jarstad Pool, or Quilting Bee (Thursdays & Fridays)  
 Local Government 101 (Taught by former City Councilman Adam Brockus)  
 State Legislature 101 (with trip to Olympia)

Respectfully submitted,  
 Adam Brockus and Susie Beil

### Summit MOPS (now Summit Moms)

2018 was a year of transition for Summit MOPS. Anne Gardner and Hope Doyle led a wonderful Steering Team as Co-Coordinators. After a few months of twice-a-month MOPS gatherings in the fall of 2017, they made the transition back to first Wednesdays only, starting in January. A smaller, less programmed gathering of moms, called MomTalk, met on two of the other Wednesdays.

The spring session saw fewer moms and kids, and the Steering Team, childcare volunteers, and staff all found themselves a little worn out by April. After much prayer and collective discernment, the Steering Team decided to take a “sabbatical” year off for 2018-19. So we re-launched in the fall of 2018 as a new Summit Moms group, with MomTalk on the first three Wednesdays, and a playdate on the fourth Wednesday. A consistent group of 5-10 moms comes regularly for fellowship and study. Childcare is provided by our fantastic Summit Kids staff and volunteers.



### Looking ahead to 2019

We will continue with MomTalk most Wednesdays and will discuss whether to bring MOPS back in the fall, or to keep the smaller MomTalk group as the primary gathering for moms. **Families Unplugged Nights** are back on beginning January 2019, after being on break since June. Families Unplugged Nights are a once-a-month gathering of families and kids for a potluck, games, and fellowship.



### Parent Life

Summit continues in relationship with West Sound Youth for Christ and Kitsap Parent Life to host a gathering for young parents each Monday evening. Young moms and dads meet with mentors for dinner, a speaker, craft and discussion. They currently serve 10 teen moms and their children. The parking lot shed houses the Mom & Baby Shop.

## Youth

### Highlights & Challenges of 2018

- Celebrating the graduation of seniors Cameron Ross and Teagan Taafe, and presenting each with a \$1000 scholarship from our SAPC Foundation Mission Development Certificate program originally began by Presbyterian Women.
- Lack of leadership meant that we only gathered for Summit Youth on a few occasions. It is discouraging to have so few youth in worship and to know that we do not have a group here for them.

## Kids

**Team Members:** Hayleigh Graham, Bethany Nupen, Melissa Luatua, Mary Fischer, & Delcea Wills

**Mission Statement:** To further our church mission of **growing disciples in all generations**, the Kids Team plans and leads activities for children birth through 6<sup>th</sup> grade and their families in loving God and loving others through worship, teaching, play and discovery in a safe and nurturing environment for both children and leaders.

### Highlights of 2018

2018 has been an eventful year for our Kids ministry at Summit. Under the direction of Hayleigh Graham and with the help of many wonderful volunteers, we had a very successful VBS in June. With 45 kids in attendance, we followed the story of Daniel. Your financial support allowed this program to operate without having to use budget money, for which we are incredibly thankful. The kids team also worked to put on a successful Oktoberfest, which had many parents and kids in attendance from both Summit and the neighborhood. There was lots of food and fun fall activities for all ages.



Our nursery and early childhood ministries (birth thru kindergarten) continued with great Sunday morning care under Hayleigh, Stephany. Stephany stepped down at the end of July. Melissa Luatua joined our staff in October. We continue to work on building a team to provide the highest quality care we can for Sunday mornings, as well as during the week for our Mom Talk Bible Study.

### Looking ahead to 2019

The Kids Team is currently working to implement a Sunday school program for children age 5 to 6<sup>th</sup> grade. They also have their eyes set on an Easter egg hunt event, VBS 2019, which will be August 5-9<sup>th</sup> this year, as well as and a Fall festival.

People we would like to thank are Bethany Nupen, Mary Fischer, Delcea Wills, Chris Hall and Frances Ikegami.



## Outreach

**Team Members:** Adam Brockus, Meredith Edwards, Stephany Cabrera

### Highlights of 2018

Outreach Team has worked to live out our mission in 2018:

- Summer Picnic
- Installation and Dedication of Little Neighborhood Pantry
- Maintenance of Pantry
- Aided in Oktoberfest
- Christmas Caroling

### Looking ahead to 2019

- Summer Picnic August 10
- Maintenance of Little Pantry
- Help Oktoberfest
- Christmas Caroling



## MISSIONS

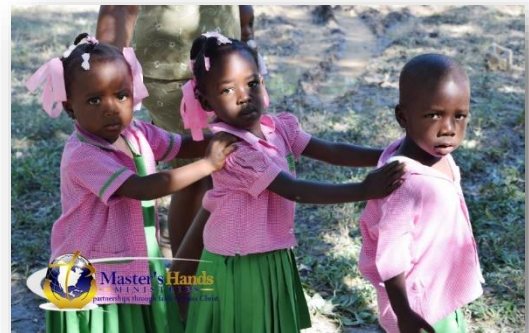
**Team Members:** Steve Royce, and Jerry Wheeler elders; Louise Royce, Jim Droege, Alonda Droege, Ellen Middents, Dennis Kurzock, Sue Kela, Jerry Benjamin, Ken Davis, and Aggie Schultheis.

**Mission Statement:** To further our church mission of growing disciples in all generations, the Missions Team plans for, supports and leads the congregation in **servicing others** locally, regionally, and internationally.

### Highlights for 2018

### Global Missions

We support two programs which help children with education. One of these is The Master's Hand Ministries in Haiti. The other is Go! On a Mission which sponsors children in Senegal.



This year, we also supported Wheel Chairs for Nigeria program. This helps victims of polio so they can go to school and work.

Pam S., a missionary in Turkey, is supported by our church.

Four times a year, our church supports the offerings of the Presbyterian Church USA: One Great Hour of Sharing, Pentecost Offering, Peacemaking Offering and Christmas Joy Offering.

## Local Missions

- The Kitsap Rescue Mission with a Sunday Meal
- Benedict House, providing the dinner meal for 10 days in September
- Helping Hands Fund and Food Bank Donations
- Coffee Oasis
- KCR Christmas Angel program
- Lord's Neighborhood Diner
- The Marvin Williams Recreation Center

We are continuing to work on an emergency preparedness plan for the church. The Mission Committee wants to sincerely thank all of you who have donated their time, talents and financial support to help our church to help others.

Respectfully submitted, Steve Royce

*See page 19 for Missions Financial Report*



## BUILDINGS & GROUNDS

**Team Members:** Ray Goodale, Chair, Brian Henderson, Bud Taylor, Rick Walker, Wayne Jordheim, Rick Chapman, John Lemm, Ken Davis

**Team Mission Statement:** To further the Summit Avenue Presbyterian Church mission of growing disciples in all generations by maintaining a safe and functional building for worship, fellowship, and mission activities.



The Building & Grounds Team consists of about a six to eight core members plus as many volunteers as may show up. Their tasks include electrical and plumbing, painting, lighting, exterior grounds clean up, hedge trimming, carpentry, sign and banner installation, and other work. Most of this is done during monthly “work parties” and planning meetings.

As much work as possible is accomplished by team members within their abilities perform. The team also contracts for professional assistance as required if within the available funding.

### Highlights of 2018

The Building and Grounds Team has worked to live out their mission in 2018 through:

1. The installation of new windows in the upstairs classrooms.
2. Fixed the leaks and got sprinkler system activated.
3. Worked on outside flower beds.
4. Replaced lights in sanctuary.
5. Re-stripped the lower parking lot.
6. Removed old refrigerator from kitchen.

### Looking ahead to 2019

Our goal is to work on the grounds and flowerbeds around the outside of the church in order to get the church looking attractive again.

Respectfully submitted, Ray Goodale

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## PERSONNEL

**Team Members:** Dan Kranenburg, Sharon Peterson

### Highlights of 2018

The Personnel Team has worked to live out our mission in 2018 through hiring the best qualified applicants for critical positions within the church, providing feedback and direction for church employees and volunteers, meeting with staff and volunteers to resolve disputes and reduce conflict.

We were so glad to hire Hayleigh Graham as our Childcare Ministries Coordinator, and Melissa Luatua as a Childcare Ministry Lead. With sadness we received the resignation of Cheryl Sanlin, Bell Choir Director, in September, and Julie Mirth, Office Manager and Financial Secretary, in January 2019. We are grateful for their faithfulness and kindness, and wish them well in their futures.

### Looking ahead to 2019

Continue to hire and develop outstanding staff members and empower staff and volunteers to perform their best.

### People we'd like to thank

Another heartfelt thanks to both Cheryl Sanlin and Julie Mirth, for their many years of hard work and service to keep our church the wonderful sanctuary it has been.

Respectfully submitted,  
Dan Kranenburg

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## NOMINATING

**Team Members:** Sharon Peterson, Jerry Wheeler, Mary Fischer, Maxine Warren, Brian Henderson, Paul DuFresne, Karen Chapman, Susie Beil

### Highlights of 2018

The Nominating Committee met several times over the year and came up with an excellent slate of officers.

#### **Session Elders**

Class of 2020: Aggie Schultheis

Class of 2021: Gary Dahl, Ellen Middents, Chuck Feth and Kenneth Davis.

#### **Board of Deacons:**

Class of 2021: Tineke Dahl, Jeannie Lemm, John Lemm, and Kathy Kuyper

Respectfully submitted,  
Sharon Peterson

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## DEACONS

Delcea Wills, Moderator, Tineke Dahl, Sue Davis, Jerry Dick, Mary Fischer, Sallie Horne, Sue Kela, Dennis Kurzrock, Jeannie Lemm, John Lemm, Audrey Robinson, Louise Royce

**Mission Statement** “The office of **deacon** as set forth in Scripture is one of sympathy, witness, and service after the example of Christ...It is the duty of **deacons** to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress.”

### Highlights of 2018

- The Deacons Team has worked to live out our mission in 2018 through:
- Ongoing interaction with members of the Congregation.
- Identifying and welcoming visitors to Summit Avenue.
- Visiting shut ins and delivering communion.

### Looking ahead to 2019

The goal for 2019 is to identify areas of responsibility to better serve the needs of the congregation and surrounding community. Identify and communicate which Deacons are responsible for that assignment.

Respectfully submitted,  
Delcea Wills, Moderator

## FINANCE REPORTS

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### Deacons' Financial Report January 1, 2018 – December 31, 2018

|  |                            |
|--|----------------------------|
| <b>Beginning Balance:</b>              | <b>\$ 275.00</b>           |
| <b>Deacon's Offering Deposits</b>      | <b>\$ 5,557.00</b>         |
| <b>Total Income</b>                    | <b><u>\$ 5,832.00</u></b>  |
| <br>                                   |                            |
| <b><u>Expenditures:</u></b>            |                            |
| Bremerton Food Line                    | \$(1,940.45)               |
| St. Vincent de Paul                    | \$(1,667.10)               |
| Salvation Army                         | \$(1,667.10)               |
| <br>                                   |                            |
| <b><u>Special Christmas Gifts:</u></b> |                            |
| Kitsap Rescue Mission                  | \$ (550.00)                |
| <br>                                   |                            |
| <b>Total Expenditures</b>              | <b><u>\$(5,824.65)</u></b> |
| <br>                                   |                            |
| <b>Ending Balance</b>                  | <b><u>\$ 7.35</u></b>      |

## Memorials Financial Report Gifts and Memorials January 1, 2018 – December 31, 2018

|  |                    |
|--|--------------------|
| <b>Beginning Balance 1/1/2018</b>      | <b>\$ 5,357.21</b> |
| New Memorials Income                   | \$ 3,075.00        |
| Transfer to Operations                 | \$ (5,000.00)      |
| *to be repaid back to memorials        |                    |
| Approved Memorials Purchases           | \$ (720.43)        |
| <b>Total Memorial Year End Balance</b> | <b>\$ 2,711.78</b> |

### 2018 New Memorials

|                                |                   |
|--------------------------------|-------------------|
| Duey McBride Memorial          | \$75.00           |
| Barry Nupen Memorial           | \$165.00          |
| Blossom Tibbits-Murphey        | \$875.00          |
| Fern Gardner Memorial          | \$50.00           |
| Mel Lord-Unruh Memorial        | \$600.00          |
| Paul Middents Memorial         | \$1,140.00        |
| Robbie Hoffman Memorial        | \$120.00          |
| John Bogen Memorial            | \$50.00           |
| <b>**Total as of 1/16/2019</b> | <b>\$3,075.00</b> |

### Existing Memorials

|                                |                   |
|--------------------------------|-------------------|
| Al Jensen Memorial             | \$215.14          |
| Maria Arima Memorial           | \$200.00          |
| Sara Melson Memorial           | \$1,787.92        |
| Raleigh McVicker Memorial      | \$1,505.01        |
| Ruth Ross Memorial             | \$135.00          |
| May Robinson Memorial          | \$590.00          |
| Barbara Benjamin               | \$225.00          |
| Gary Horne Memorial            | \$30.00           |
| Patty Knudsen                  | \$25.00           |
| <b>**Total as of 1/16/2019</b> | <b>\$4,713.07</b> |

\*\*Money was borrowed from Memorials to cover operations expenses in 2018. These totals reflect what we expect once the borrowed money is returned to Memorials in 2019.

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## Missions Financial Report January 1, 2018 – December 31, 2018

### Special Collections sent to PCUSA Missions:

|                                    |                   |   |
|------------------------------------|-------------------|---|
| One Great Hour of Sharing (Easter) | \$1,083.00        |   |
| Pentecost (May)                    | \$1,035.00        | (\$414 to Coffee Oasis)                         |
| Peace Offering (October)           | \$ 892.00         | (\$356.80 to Marvin Williams Recreation Center) |
| Christmas Joy (December)           | \$ 944.00         |   |
| PCUSA Disaster Relief              | \$ 100.00         |   |
| <b>Total</b>                       | <b>\$4,054.00</b> |   |

### Other Special Missions Collections

|                                       |                   |                     |
|---------------------------------------|-------------------|---------------------|
| Wheelchairs for Nigeria               | \$1,255.28        |                     |
| Master's Hand (Christmas Bazaar)      | \$ 533.00         |                     |
| Benedict House                        | \$1,045.07        | (carryover)         |
|                                       | \$1,028.59        | (from soup lunches) |
| Kitsap Rescue Mission                 | \$ 213.50         |                     |
| KCR Angel Tree Program                | \$ 50.00          |                     |
| Helping Hands                         | \$ 41.32          |                     |
| Lord's Neighborhood Diner             | \$ 213.50         |                     |
| <b>Total</b>                          | <b>\$5,408.33</b> |                     |
| <b>TOTAL SPECIAL MISSIONS GIVING:</b> | <b>\$9,462.33</b> |                     |

## Capital Projects/Savings Account

Summit Avenue maintains a fund for the purpose of covering emergent requirements as determined by the Session. Because pledges and general giving during 2018 did not fully fund operations, funds were used from this account to pay monthly bills.

|   |                     |
|---|---------------------|
| <b>Beginning Balance 1/1/2018</b>             | <b>\$ 5,127.72</b>  |
| Income  | \$ 24,362.55        |
| Transfer to Operations                        | \$ (15,000.00)      |
| Transferred for Building Improvement Projects | \$ (968.00)         |
| <b>Ending Balance</b>                         | <b>\$ 13,520.27</b> |

|   |                     |
|---|---------------------|
| <b>Capital Project Pledges for 2019</b> | <b>\$ 10,880.00</b> |
|---|---------------------|

## New Carpet Fund

|                                    |                     |
|------------------------------------|---------------------|
| <b>Beginning Balance 1/1/2018</b>  | <b>\$ 21,695.00</b> |
| <b>New Carpet Pledges for 2019</b> | <b>\$ 6,650.00</b>  |

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## SAPC FOUNDATION Financial Report

### Marian Reynolds

|                                   |                      |
|-----------------------------------|----------------------|
| <b>Beginning Balance 1/1/2018</b> | <b>\$ 103,027.69</b> |
| YTD earnings                      | \$ (3,547.79)        |
| YTD fees                          | \$ (1,246.11)        |
| YTD withdrawals                   | \$ (6,776.01)        |
| <b>Ending Balance 12/31/18</b>    | <b>\$ 91,457.78</b>  |

### Mission Development Certificates

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Beginning Balance 1/1/2018</b> | <b>\$ 18,000.00</b> |
| YTD withdrawals (scholarships)    | \$ (2,500.00)       |
| YTD reinvestment                  | \$ 500.00           |
| <b>Ending Balance 12/31/18</b>    | <b>\$ 16,000.00</b> |



**Summit Avenue Presbyterian Church 2018  
Operations Annual Financial Report**

|   | Jan- Dec 2018       | Budget<br>(expected) | Budget<br>Difference |
|---|---------------------|----------------------|----------------------|
| Ordinary Income/Expense                         |                     |                      |                      |
| Income  |                     |                      |                      |
| 1 · Pledges                                     | 189,573.10          | 189,648.00           | -74.90               |
| 2 · Unpledged Giving                            | 20,237.00           | 28,660.00            | -8,423.00            |
| 3 · Loose Cash                                  | 2,637.34            | 2,400.00             | 237.34               |
| 4 · Per Capita Income                           | 2,500.00            | 4,000.00             | -1,500.00            |
| <b>Total Operations Giving</b>                  | <b>\$214,947.44</b> | <b>\$224,708.00</b>  | <b>\$ -9,760.56</b>  |
| <br>  |                     |                      |                      |
| ·Church Usage Income                            |                     |                      |                      |
| 5 · Parking Income                              | 9,364.15            | 8,000.00             | 1,364.15             |
| 6 · Church Usage Income                         | 2,995.00            | 2,000.00             | 995.00               |
| 6.1 · Samoan Pentecostal                        | 1,740.00            | 1,740.00             | 0                    |
| <b>Total Church Usage Income</b>                | <b>\$ 14,099.15</b> | <b>\$ 11,740.00</b>  | <b>\$ 2,359.15</b>   |
| <b>TOTAL INCOME BEFORE TRANSFERS</b>            | <b>\$229,046.59</b> | <b>\$236,448.00</b>  | <b>\$ -7,401.41</b>  |
| <br>  |                     |                      |                      |
| 8 · Memorials Transfer                          | \$ 5,000.00         |                      |                      |
| 9. Special Capital/Savings Transfer             | \$15,000.00         |                      |                      |
| 10. Marian Reynolds Transfer                    | \$ 6,776.01         |                      |                      |
| <b>Total Transfers</b>                          | <b>\$26,776.01</b>  |                      |                      |
| <br>  |                     |                      |                      |
| <b>TOTAL INCOME AFTER TRANSFERS</b>             | <b>\$255,822.60</b> |                      |                      |
| <br>  |                     |                      |                      |
| In Income, red (-) indicates money not received |                     |                      |                      |
| green indicates money received beyond projected |                     |                      |                      |

|                                       | Jan-Dec 2018      | Budget            | Difference        |
|---------------------------------------|-------------------|-------------------|-------------------|
| <b>EXPENSE</b>                        |                   |                   |                   |
| <b>200 · Personnel</b>                |                   |                   |                   |
| Payroll Tax Expense                   |                   |                   |                   |
| 29 · Labor & Industries Expense       | 2,525.93          | 1,800.00          | 725.93            |
| 30 · Medicare Company Expense         | 1,053.58          | 1,225.00          | -171.42           |
| 31 · Social Security Employer Exp.    | 4,504.96          | 5,230.00          | -725.04           |
| <b>Total Payroll Tax Expense</b>      | <b>8,084.47</b>   | <b>8,255.00</b>   | <b>-170.53</b>    |
|                                       |                   |                   |                   |
| 15 · Pastor Compensation              |                   |                   |                   |
| 15.1 · Pastor Salary                  | 30,600.00         | 30,600.00         | 0.00              |
| 15.2 · Pastor Housing                 | 38,400.00         | 38,400.00         | 0.00              |
| 15.3 · Board of Pensions              | 25,355.28         | 24,150.00         | 1,205.28          |
| 15.5 · Auto/Travel                    | 698.79            | 1,100.00          | -401.21           |
| 15.6 · Pastor Discretionary Expense   | 994.49            | 1,100.00          | -105.51           |
| 15.7 · Study Expenses                 | 4,205.73          | 4,000.00          | 205.73            |
| <b>Total 15 · Pastor Compensation</b> | <b>100,254.29</b> | <b>99,350.00</b>  | <b>904.29</b>     |
|                                       |                   |                   |                   |
| 20 · Youth Director                   |                   |                   |                   |
| 20.1 · Youth Director Salary          | 0.00              | 24,600.00         | -24,600.00        |
| 20.3 · Study & Book Allowance         | 0.00              | 750.00            | -750.00           |
| 20.4 · Youth Leader Discretionary     | 0.00              | 250.00            | -250.00           |
| <b>Total 20 · Youth Director</b>      | <b>0.00</b>       | <b>25,600.00</b>  | <b>-25,600.00</b> |
|                                       |                   |                   |                   |
| 21 · Office Manager                   | 20,767.40         | 18,500.00         | 2,267.40          |
| 23 · Organist                         | 10,846.19         | 13,833.00         | -2,986.81         |
| 24 · Choir Director                   | 10,000.08         | 10,000.00         | 0.08              |
| 25 · Bell Choir Director              | 2,833.39          | 4,000.00          | -1,166.61         |
|                                       |                   |                   |                   |
| 26 · Custodian                        |                   |                   |                   |
| 26.2 · Custodian Special Event        | 1,537.50          |                   |                   |
| 26 · Custodian - Other                | 16,834.50         | 15,000.00         | 1,834.50          |
| <b>Total 26 · Custodian</b>           | <b>18,372.00</b>  | <b>15,000.00</b>  | <b>3,372.00</b>   |
|                                       |                   |                   |                   |
| 28 · Childcare Ministry Leaders       | 9,423.50          | 12,480.00         | -3,056.50         |
|                                       |                   |                   |                   |
| <b>Total 200 · Personnel</b>          | <b>180,581.32</b> | <b>207,018.00</b> | <b>-26,436.68</b> |

|   | Jan-Dec 2018     | Budget           | Difference      |
|---|------------------|------------------|-----------------|
| <b>300 · 3 - Building and grounds</b>       |                  |                  |                 |
| 34 · Insurance (Liability & Auto)           | 9,789.25         | 8,662.00         | 1,127.25        |
| 35 · Electricity                            | 4,449.52         | 4,800.00         | -350.48         |
| 36 · Water/Sewer                            | 4,585.32         | 4,400.00         | 185.32          |
| 37 · Telephone/Ad/DSL                       | 3,195.24         | 2,440.00         | 755.24          |
| 38 · Natural Gas                            | 3,483.58         | 4,000.00         | -516.42         |
| 39 · Waste disposal                         | 594.24           | 600.00           | -5.76           |
| 41 · Security System                        | 360.00           | 300.00           | 60.00           |
| 42 · Building Maintenance                   | 1,749.19         | 3,000.00         | -1,250.81       |
| 43 · Custodial Supplies                     | 874.56           | 1,000.00         | -125.44         |
| 44 · Computer/Equipment                     | 0.00             | 200.00           | -200.00         |
| 45 · Grounds Maintenance                    | 2,579.35         | 2,000.00         | 579.35          |
| <b>Total 300 · 3 - Building and grounds</b> | <b>31,660.25</b> | <b>31,402.00</b> | <b>258.25</b>   |
| <b>400 · Worship</b>                        |                  |                  |                 |
| 48 · Liturgical Arts                        | 9.20             | 50.00            | -40.80          |
| 49 · Organ & piano maintenance              | 1,011.36         | 1,500.00         | -488.64         |
| 50 · Bell Choir                             | 249.48           | 220.00           | 29.48           |
| 51 · Choir                                  | 835.96           |                  |                 |
| 53 · Bulletins/Certificates                 | 26.67            |                  |                 |
| 54 · Guest musicians                        | 80.00            |                  |                 |
| 55 · Pulpit Supply                          | 300.00           | 600.00           | -300.00         |
| 56 · Organ Supply                           | 750.00           |                  |                 |
| 57 · Sound System Maintenance               | 410.28           |                  |                 |
| 58 · Miscellaneous Worship Expense          | 566.31           | 60.00            | 506.31          |
| 61 · Newspaper Ad/Christmas & Easter        | 220.00           | 400.00           | -180.00         |
| 63 · Communion Supplies                     | 40.00            | 120.00           | -80.00          |
| <b>Total 400 · Worship</b>                  | <b>4,499.26</b>  | <b>2,950.00</b>  | <b>1,549.26</b> |
| <b>500 · Hospitality</b>                    |                  |                  |                 |
| 74 · Events                                 | 537.52           | 500.00           | 37.52           |
| 75 · Coffee Hour Supplies                   | 0.00             | 1,000.00         | -1,000.00       |
| <b>Total 500 · Hospitality</b>              | <b>537.52</b>    | <b>1,500.00</b>  | <b>-962.48</b>  |
| <b>501 · First Impressions</b>              |                  |                  |                 |
| 77 · Communications/Outreach                | 294.97           | 1,000.00         | -705.03         |

|                                       | Jan-Dec 2018    | Budget          | Difference       |
|---------------------------------------|-----------------|-----------------|------------------|
| 78 · Welcome Gifts                    | 0.00            | 150.00          | -150.00          |
| 79 · Misc (incl name tags)            | 0.00            | 50.00           | -50.00           |
| <b>Total 501 · First Impressions</b>  | <b>294.97</b>   | <b>1,200.00</b> | <b>-905.03</b>   |
| 502 · Kids Ministry                   |                 |                 |                  |
| 80 · Sunday School                    | 0.00            | 240.00          | -240.00          |
| 82 · Vacation Bible School            | 1,546.97        | 2,000.00        | -453.03          |
| 84 · Nursery Supplies                 | 90.78           | 100.00          | -9.22            |
| <b>Total 502 · Kids Ministry</b>      | <b>1,637.75</b> | <b>2,340.00</b> | <b>-702.25</b>   |
| 503 · Youth Ministry                  |                 |                 |                  |
| 86 · Youth Activities                 | -13.46          | 250.00          | -263.46          |
| 89 · Graduation Recognition           | 4.98            | 200.00          | -195.02          |
| 90 · Food/Snacks                      | 0.00            | 350.00          | -350.00          |
| 91 · Youth Program Supplies           |                 |                 |                  |
| 91.1 · Mileage for Youth Drivers      | 0.00            | 100.00          | -100.00          |
| 91 · Youth Program Supplies - Other   | 259.38          | 200.00          | 59.38            |
| Total 91 · Youth Program Supplies     | 259.38          | 300.00          | -40.62           |
| <b>Total 503 · Youth Ministry</b>     | <b>250.90</b>   | <b>1,100.00</b> | <b>-849.10</b>   |
| 504 · Adult Ministry                  |                 |                 |                  |
| 92 · Groups                           | 203.44          | 100.00          | 103.44           |
| 93 · Leadership Development           | 844.62          | 150.00          | 694.62           |
| <b>Total 504 · Adult Ministry</b>     | <b>1,048.06</b> | <b>250.00</b>   | <b>798.06</b>    |
| 600 · Missions                        |                 |                 |                  |
| 68.1 · GA Unified Support             | 1,020.36        | 3,000.00        | -1,979.64        |
| <b>Total 600 · Missions</b>           | <b>1,020.36</b> | <b>3,000.00</b> | <b>-1,979.64</b> |
| 601 · Per Capita                      | 4,400.00        | 6,000.00        | 1,607.11         |
| <b>Total 601 · Per Capita Expense</b> | <b>4,400.00</b> | <b>6,000.00</b> | <b>1607.11</b>   |

|  | Jan-Dec 2018      | Budget            | Difference        |
|--|-------------------|-------------------|-------------------|
| 700 · Administration                           |                   |                   |                   |
| 100 · Office Supply                            | 1,192.09          | 1,400.00          | -207.91           |
| 101 · Postage                                  | 351.78            | 150.00            | 201.78            |
| 102 · Office Equipment Copier                  | 7,153.65          | 6,440.00          | 713.65            |
| 103 · Computer                                 | 839.49            | 500.00            | 339.49            |
| 104 · Christian Copyright Licensing            | 371.00            | 210.00            | 161.00            |
| 105 · Treasurer/Bank Charges                   | 817.21            |                   | 817.21            |
| 106 · Website                                  | 460.93            | 350.00            | 110.93            |
| 107 · REALM Online Software                    | 891.00            | 720.00            | 171.00            |
| 114 · Promissory Note Payments (Sanct Upgrade) | 7,250.00          | 7,250.00          | 0.00              |
| 66900 · Reconciliation Discrepancies           | 130.05            |                   | 130.05            |
| <b>Total 700 · Administration</b>              | <b>19,457.20</b>  | <b>17,020.00</b>  | <b>2,437.20</b>   |
| 800 · Mortgage                                 |                   |                   |                   |
| 114 · Mortgage Principal                       | 1,833.32          |                   | 1,833.32          |
| <b>Total 800 · Mortgage</b>                    | <b>1,833.32</b>   |                   | <b>1,833.32</b>   |
| <b>Total Expense</b>                           | <b>247,220.91</b> | <b>273,780.00</b> | <b>-26,559.09</b> |

|                              |                      |
|------------------------------|----------------------|
| <b>2018 Income (Actual)</b>  | <b>\$ 229,046.59</b> |
| <b>2018 Expense (Actual)</b> | <b>\$ 247,220.91</b> |
| <b>Income Less Expense</b>   | <b>\$ -18,174.32</b> |

*Giving did not meet expenses, so transfers from other accounts were necessary to cover bills.*

|                                     |                      |
|-------------------------------------|----------------------|
| <b>2018 Income (with transfers)</b> | <b>\$ 255,822.60</b> |
| <b>2018 Expense (Actual)</b>        | <b>\$ 247,220.91</b> |
| <b>Income Less Expense</b>          | <b>\$ 8,601.69</b>   |

## Pledge Campaigns

### As of January 9, 2019:

| <u>2019</u>              | <u># of pledges</u> | <u>amount pledged</u> | <u>operations budget</u> |
|--------------------------|---------------------|-----------------------|--------------------------|
| Operations               | 64                  | \$ 171,656.00         | \$241,087.00             |
| Special Capital Projects | 23                  | \$ 10,880.00          |                          |
| New Carpet Fund          | 26                  | \$ 26,650.00          |                          |

| <u>2018</u>              | <u># of pledges</u> | <u>amount pledged</u> | <u>operations budget</u> |
|--------------------------|---------------------|-----------------------|--------------------------|
| Operations               | 76                  | \$ 189,648.00         | \$260,000.00             |
| Special Capital Projects | 25                  | \$ 15,148.00          |                          |

| <u>2017</u>              | <u># of pledges</u> | <u>amount pledged</u> | <u>operations budget</u> |
|--------------------------|---------------------|-----------------------|--------------------------|
| Operations               | 67                  | \$ 188,963.00         | \$260,000.00             |
| Special Capital Projects | 25                  | \$ 14,663.00          |                          |
| *Presbytery Grant        | 1                   | \$ 10,000.00          |                          |

| <b>Proposed Budget for 2019</b>       |                      |
|---------------------------------------|----------------------|
|                                       | <b>2019 Proposed</b> |
| <b>INCOME</b>                         |                      |
| 1 · Pledges                           | \$ 171,656.00        |
| 2 · Loose Offering                    | \$ 2,600.00          |
| 3 · Un-Pledged Giving Estimate        | \$ 20,000.00         |
| 4 · Per Capita Income                 | \$ 2,500.00          |
| 5 · Parking Income                    | \$ 9,364.00          |
| 6 · Church Usage Income               | \$ 2,995.00          |
| 6.1. Samoan Pentecostal               | \$6,000.00           |
| <b>Total Income</b>                   | <b>\$ 215,115.00</b> |
|                                       |                      |
| <b>EXPENSE</b>                        |                      |
| <b>Personnel</b>                      |                      |
| 15 · Pastor Compensation              |                      |
| 15.1 · Pastor Salary                  | \$ 30,600.00         |
| 15.2 · Pastor Housing                 | \$ 38,400.00         |
| 15.3 · Board of Pensions              | \$ 25,500.00         |
| 15.5 · Auto/Travel                    | \$ 1,100.00          |
| 15.6 · Pastor Discretionary Expense   | \$ 1,100.00          |
| 15.7 · Study Expenses                 | \$ 2,500.00          |
| <b>Total 15 · Pastor Compensation</b> | <b>\$ 99,200.00</b>  |
| 20 · Youth Director                   |                      |



|  |                      |
|--|----------------------|
| 20.1 · Youth Director Salary                       | \$0                  |
| 20.3 · Study & Book Allowance                      | \$0                  |
| 20.4 · Youth Leader Discretionary                  | \$0                  |
| 20.5 Healthcare expense                            | \$0                  |
| <b>Total 20 · Youth Director</b>                   | <b>\$ 0</b>          |
| <b>Other Personnel</b>                             |                      |
| 21 · Office & Communications Manager               | \$ 21,000.00         |
| 23 · Organist                                      | \$ 11,000.00         |
| 24 · Choir Director                                | \$ 10,000.00         |
| 25 · Bell Choir Director                           | \$ 0                 |
| 26 · Custodian                                     | \$ 15,000.00         |
| 27 · Child Care Ministry Leaders                   | \$ 12,480.00         |
| <b>Total Other Personnel</b>                       | <b>\$ 69,480.00</b>  |
|  |                      |
| <b>Payroll Tax Expense</b>                         |                      |
| 28 · Childcare Ministry Leader Payroll Tax Expense | \$ 1,500.00          |
| 29 · Labor & Industries Expense                    | \$ 2,800.00          |
| 30 · Medicare Company Expense                      | \$ 1,000.00          |
| 31 · Social Security Employer Exp.                 | \$ 4,500.00          |
| <b>Total Payroll Tax Expense</b>                   | <b>\$ 9,800.00</b>   |
|  |                      |
| <b>Total Personnel</b>                             | <b>\$ 178,480.00</b> |
|  |                      |
|  |                      |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Building and grounds</b>       |                     |
| 34 · Insurance (Liability & Auto) | \$ 8,662.00         |
| 35 · Electricity                  | \$ 4,800.00         |
| 36 · Water/Sewer                  | \$ 4,400.00         |
| 37 · Telephone/Ad/DSL             | \$ 2,440.00         |
| 38 · Natural Gas                  | \$ 4,000.00         |
| 39 · Waste disposal               | \$ 600.00           |
| 40 · HVAC System                  | \$ 0                |
| 41 · Security System              | \$ 300.00           |
| 42 · Building Maintenance         | \$ 3,000.00         |
| 43 · Custodial Supplies           | \$ 1,000.00         |
| 44 · Computer/Equipment           | \$ 0                |
| 45 · Grounds Maintenance          | \$ 2,600.00         |
| <b>Total Building and grounds</b> | <b>\$ 31,802.00</b> |
|                                   |                     |
| <b>Worship</b>                    |                     |
| 48 · Liturgical Arts              | \$ 50.00            |
| 49 · Organ & piano maintenance    | \$ 1,500.00         |
| 50 · Bell Choir                   | \$ 150.00           |
| 51 · Choir                        | \$ 0                |
| 52 · Children's Choir             | \$ 0                |
| 54 · Guest musicians              | \$ 0                |
| 55 · Pulpit Supply                | \$ 600.00           |
| 58 Miscellaneous                  | \$ 60.00            |

|  |                    |
|--|--------------------|
| 60 · Acolyte Supplies                                | \$ 0               |
| 61 · Newspaper Ad/Christmas & Easter                 | \$ 400.00          |
| 63 · Communion Supplies                              | \$ 120.00          |
| <b>Total Worship</b>                                 | <b>\$ 2,880.00</b> |
|  |                    |
| <b>64 · Outreach</b>                                 | <b>\$400.00</b>    |
|  |                    |
| <b>Total Per Capita Expense (133 members x \$40)</b> | <b>\$ 5320.00</b>  |
|  |                    |
| <b>68 · Missions</b>                                 |                    |
| 68.1 · GA Unified Support                            | \$ 1,000.00        |
| <b>Total 68 · Missions</b>                           | <b>\$ 1,000.00</b> |
|  |                    |
| <b>70 · Hospitality</b>                              |                    |
| 74 · Events  | \$ 500.00          |
| 75 · Coffee Hour Supplies                            | \$ 1,000.00        |
| 76 · Kitchen Supplies                                | \$ 250.00          |
| <b>Total 70 · Hospitality</b>                        | <b>\$ 1,750.00</b> |
|  |                    |
| <b>First Impressions</b>                             |                    |
| 78 · Welcome Gifts                                   | \$ 0               |
| 79 · Misc (incl name tags)                           | \$ 50.00           |
| <b>Total First Impressions</b>                       | <b>\$ 50.00</b>    |
|  |                    |

|                                     |                    |
|-------------------------------------|--------------------|
| <b>Kids Ministry</b>                |                    |
| 80 · Sunday School                  | \$ 200.00          |
| 82 · Vacation Bible School          | \$ 2,000.00        |
| 84 · Nursery Supplies               | \$ 75.00           |
| 84.1 Nursery Snacks                 | \$75.00            |
| <b>Total Kids Ministry</b>          | <b>\$ 2,350.00</b> |
|                                     |                    |
| <b>Youth Ministry</b>               |                    |
| 86 · Youth Activities - Other       | \$ 250.00          |
| 89 · Graduation Recognition         | \$ 200.00          |
| 90 · Food/Snacks                    | \$ 200.00          |
| 91.1 · Mileage for Youth Drivers    | \$ 0               |
| 91 · Youth Program Supplies - Other | \$ 0               |
| <b>Total Youth Ministry</b>         | <b>\$ 650.00</b>   |
|                                     |                    |
| <b>Adult Ministry</b>               |                    |
| 92 · Groups                         | \$ 200.00          |
| 93 · Leadership Development         | \$ 200.00          |
| 94 · MOPS                           | \$ 200.00          |
| <b>Total Adult Ministry</b>         | <b>\$ 600.00</b>   |
|                                     |                    |
| <b>Administration</b>               |                    |
| 100 · Office Supply                 | \$ 1,400.00        |
| 101 · Postage                       | \$ 300.00          |

|                                     |                             |
|-------------------------------------|-----------------------------|
| 102 · Office Equipment Copier       | \$ 7,500.00                 |
| 103 · Computer                      | \$ 700.00                   |
| 104 · Christian Copyright Licensing | \$ 375.00                   |
| 105 · Treasurer/Bank Charges        | \$850.00                    |
| 106 · Website                       | \$ 500.00                   |
| 107 · REALM Online Software         | \$ 1000.00                  |
| 108 · Accounting services           | \$ 4,500.00                 |
| 109 · Communications                | \$ 500.00                   |
| 700 · Administration – Other        | \$ 100.00                   |
| <b>Total Administration</b>         | <b>\$ 17,725.00</b>         |
|                                     |                             |
|                                     |                             |
| <b>Total Expense</b>                | <b>243,007.00</b>           |
|                                     |                             |
| <b>Total Income</b>                 | <b>\$ 215,115.00</b>        |
|                                     |                             |
| <b>Net short fall</b>               | <b><i>\$ -27,892.00</i></b> |
|                                     |                             |

## Pastor's Terms of Call

### Pastor Compensation

|                   |             |
|-------------------|-------------|
| Pastor Salary     | \$30,600.00 |
| Pastor Housing    | \$38,400.00 |
| Board of Pensions | \$25,500.00 |

|                      |             |
|----------------------|-------------|
| Auto/Travel          | \$ 1,100.00 |
| Pastor Discretionary | \$ 1,100.00 |
| Study Expenses       | \$ 2,500.00 |

**Total Salary Package**                      **\$ 99,200.00**

### Leave Time

Vacation: 4 weeks

Study Leave: 2 weeks, cumulative to 3 years

## Glossary of Terms

**Operations Budget:** Expenses anticipated to pay bills, payroll, and ministry expenses. In other words, what it costs to run the church for a year.

**Pledged Operations Giving:** Giving that is pledged, as recorded on pledge cards members fill out, usually in November.

**Unpledged Operations Giving:** Giving that comes in for operations that is not pledged, but which can be recorded by name and accounted for by name (checks and on-line giving).

**Loose Offering:** Giving that comes in anonymously, usually loose cash.

**Per Capita:** Per capita is a set amount of money (apportionment) per member that congregations pay to the larger Presbyterian Church (U.S.A.). Said another way, it is a Presbyterian Covenant Community Fund — part of the glue that holds Presbyterians together. Because every Presbyterian shares in the benefit of the PC(USA)'s system of government, the expenses associated with coordinating and performing the functions of that system should be shared by everyone as well. Per capita has been \$40 for the past ten years.

**Special Capital Projects/Savings Account:** The intent and purposes of these fund limits is as follows:

\$25,000 **minimum.** This amount will ensure adequate funds to cover emergent requirements as determined by session.

\$50,000 **maximum.** This additional amount above \$25,000, up to the \$50,000 maximum, will provide a buffer for short term uses as approved by session. This may include the funds necessary to make up for month-to-month operating deficits as necessary due to variations in collections. This reserve may also be used for short-term "loans" as approved by session to fund non-budgeted church expenditures that are deemed appropriate and necessary to further specific missions and goals of the church. This type of loan might represent cash advanced to initiate a specific campaign.

**Parking Donations:** Summit Avenue has an agreement with Diamond Parking to use our lot for shipyard workers.

**Church Usage Donations:** Money collected from people and/or outside groups using the building for their own events/meetings.

**Samoan Pentecostal Donations:** Monthly donations collected from the Samoan Pentecostal Congregation for their use of our building for their worship services and study times.

**Board of Pensions:** The Board of Pensions of the PCUSA provides health insurance and pension plans for

Presbyterian ministers, as well as the staff of Presbyterian Churches that access their benefits. Congregations that employ an ordained PCUSA minister are obligated to pay monthly into the pastor's Board of Pensions account.

**SAPC Foundation:** The name of the umbrella foundation under which both the Marian Reynolds Foundation and the Mission Development Certificates are managed by the Trustees.

**Marian Reynolds Foundation:** A Morgan Stanley investment that was willed to Summit Avenue upon the death of long-time member, elder, and friend, Marian Reynolds, for the sole purpose of continuing education for anyone deemed eligible at Summit. The principal is to be maintained at \$100,000, and only funds above the principal are to be accessed for use.

**Mission Development Certificates:** Investment certificates started by the Presbyterian Women for the purpose of creating scholarships for graduating high school seniors.



