

Chapel in the Pines Presbyterian Church

Annual Report to the Congregation  
for 2017

Presented to the Congregation February 18, 2018



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Friends,

The writer of Ecclesiastes 3 reminds us that everything in life has its time: *For everything there is a season, and a time for every matter under heaven: a time to be born and a time to die; a time to plant and a time to pluck up what is planted ...* The familiar statements about time in verses 2-8 speak to the constant change in life. Certainly, “change” is a fitting word to describe 2017 at CITP. As the year comes to a close, we can look back and see how God has worked through all the changes of this faithful congregation.

### Fellowship Hall

Just over a year ago, in mid-December 2016, the children of the church broke ground for the new Fellowship Hall. Months of construction followed. It was exciting to watch as the floor went in and the walls went up. Many of you were involved in the process, working diligently and steadily to address the countless details from the initial planning, through the construction, and even after occupying the Fellowship Hall on June 11. That Sunday the congregation gathered after worship for the ribbon cutting and enjoyed the first fellowship time in our new space.

Months before the Fellowship Hall was completed, plans were made to use it for CITP’s first Vacation Bible School, June 12-16. Friends from nearby churches, Mount Zion Baptist, Evergreen United Methodist, and Haw River Baptist led and participated in this new adventure which, hopefully, will become an annual event. The day after the ribbon cutting, we welcomed children and adults from these churches for a shared meal, prepared by members of the participating churches, followed by classes for all ages.

Then on September 16, we celebrated the official opening for the Fellowship Hall. This exciting event, named HALL-4-ALL, offered a full day of activities for all ages. The second annual Strobilus Autumn Arts Exhibition, highlighting a variety of art media, followed the next weekend.

From the day we moved into the Fellowship Hall, we’ve gathered there each Sunday after worship for our weekly congregational fellowship time and a monthly Second Sunday Lunch. In addition, the space has been used for the weekly Women’s Bible Sunday and several congregational discussions on various topics as well as the Wednesday afternoon tutoring program with Mount Zion Baptist Church. One special event was the Stop Hunger Now, formerly called Rise Against Hunger, 10,000 meal packaging event on July 8, in which friends in the neighborhood and from other churches participated.

### Staffing

One of the great strengths of CITP continues to be this capable and dedicated staff: Nana Morelli, Office Manager; Jeremy Nabors, Director of Music Ministries; Rob Passow, Accompanist; Dennis Dallke, custodian; Janet Askew, Bookkeeper; and Barbara Treyz, Nursery Attendant. There were several transitions as well. We said goodbye on May 12 to Mitzi Leshner-Thomas who shared her many pastoral gifts faithfully as CITP’s Parish Associate for seven years. In 2017, you continued to serve as a teaching congregation, another strength of the church, as you embraced two Duke Divinity School students, Brandon Melton and Denise Noble.

Also, you welcomed Joelle Brummitt-Yale as the Director of Christian Education on August 7. Joelle brings enthusiasm and flexibility to her ministry, working closely with the Christian Education Committee in two new ventures: beginning a Sunday morning children’s program, called Godly Play, and strengthening our children’s presence in worship through the Sacred Art Table.

### Transition Process

A Transition Team was appointed by the session to begin planning the steps for the interim time. As part of the process, the Team members, Heather Bogan, Paul Harrell, Garrett Southerland, Barbara Strange, Haley Terry, and Lee Werley led round table discussions, prepared an online congregational survey and questionnaires for elders, deacons, and staff.

The survey and questionnaire focused on the strengths and challenges of CITP as well as the future hopes for the church's future and qualities desired in the new pastor. The Team concluded their work with a required mission study that was approved by the session and then presented to the congregation.

On April 9, the members of the Pastor Nominating Committee were elected: Monty Brekke, Amanda Briggs, Pat Chappell, chair, Paul Harrell, Lynne Hoerter, and Marcia Ladd. The PNC met almost weekly through the summer and fall before presenting their chosen candidate for the new pastor, the Rev. Andrew Taylor-Troutman, to the congregation on November 5. The vote was unanimous!

#### Looking back and looking ahead

*... For everything there is a season and a time for every matter under heaven ...* By the time you read this report you will have welcomed Andrew as your pastor. We believe that your Pastor Nominating Committee was led to Andrew who has joined CITP in your new chapter of ministry. Know that I leave this amazing congregation with deepest gratitude for your friendship and love. It has been an absolute joy and blessing to serve with you through such an amazing time of transition during these last 17 months. I echo the Apostle Paul's words to his friends in Corinth: *I give thanks to my God always for you because of the grace of God that has been given you in Christ Jesus ...*

Grace, mercy, and peace to you all, Lynn Stall

Friends, as always, I am thrilled to update you on the growth of our music program. 2017 was a busy year in the Chapel in the Pines Music Ministries. The choir has continued to be a large part of the worship service as well as a community building activity within the church community. This year we have been able to involve even more people in our music ministry. The choir has topped 30 members this year! As we expand our roster we continue to expand the music library. We are always seeking out ways to involve the music groups in our church in new and exciting ways. Our bell choir saw a great deal of musical growth during this year. We have rounded out a full bell choir with several subs. The bell choir continues to be an important part of every worship service.

**Mission:**

1. To provide the congregation of CITP with music to enhance the worship service.
2. To engage the members of the church with meaningful expression of faith through the art of music.
3. To allow the members of the choir to participate in this congregational outreach through quality music and quality presentation.

**Responsibilities:**

1. Oversee the music of the church service
2. Oversee the music staff
3. Direct the Choir of CITP
4. Arrange for special music outside of the traditional service music
5. Encourage participation of the congregation in the music making of the church
6. Include congregational music in the worship service

**Highlights of 2017:**

- Adult Choir met Wednesday nights from 7:30 – 9:00 p.m.
- The bell choir has grown to a full choir of 12-14 members under the direction of Katherine Brekke.
- The bell choir expanded the difficulty of its music as well as its roll in worship.
- Bell Choir met Wednesday nights from 6:15-7:00 p.m.
- We have explored creating a middle school bell choir with help from the community
- We are exploring all of the musical possibilities in our sanctuary by performing all over the space, not just the front.
- The choir is maintaining weekly attendance of 20-25 singers helping to lead worship. With a top attendance of 30 singers!
- We have kept up congregational participation in service music with several people offering to add their own music to the service.
- The choir has focused on pairing the Anthems with the liturgy of the week.
- Members of the choir and bell choir continue to participate in Montreat.
- Grew the music library to incorporate more music for our growing choir

**Goals for 2018**

- Continue to advocate for a line item to the staff budget for our Bell Choir Director.
- Continue to build a strong bell choir program
- Continue to incorporate the bells into worship
- Continue to increase participation of the congregation in the music program of CITP – through the Choir, Bell Choir, and Instrumentalists
- Increase the usage of musicians from outside the church as a way to build our community
- To work with our new pastor to infuse worship with music.

Brothers and Sisters in Christ,

It has been such a pleasure to serve as your part-time Christian educator. Since I was hired this summer, the Christian education committee, Sunday School volunteers, and I have been busy creating opportunities for the congregation to live into the baptismal vows to guide and to nurture our children in their faith journeys. Here are a few highlights of our work together:

- **Godly Play:**

In August, several caring adults squeezed their bodies into children's chairs in the preschool classroom to experience a Godly Play demonstration lesson. By the end of the hour, we were convinced that this was *the* Christian education program for CITP's kids!

Based on the idea that children, regardless of age, have active spiritual lives but often do not have the language or the opportunities to explore their experiences with God, Godly Play offers young people a sacred space modeled after our worship services where young people are free where they can "work on" what they are experiencing. In each lesson, children hear and see a sacred story being presented by a storyteller who uses simple wooden figures to share God's word. Children then wonder about what they have heard and what they know about God, followed by time to "work" using art supplies or the storytelling materials. The class period ends with a feast, which resembles the Lord's Supper.

Over the following month, classroom volunteers were trained, the Buildings and Ground committee helped construct shelving for our classroom, and Christian Education volunteers helped to make the storytelling materials. The Godly Play class, held from 9:15-10:15AM on Sunday mornings, has since been filled with curious, engaged children ages 5-11. Each week the adult facilitators are amazed and touched by the depth of understanding our children have of God and God's presence in their lives. Every hour together is a holy experience for everyone involved.

- **Sacred Art Table:**

As disciples of Christ, Sunday after Sunday we come to our church's sanctuary to develop, refine, and reform our understanding of discipleship. We gather together. We praise and thank God. We practice spreading God's peace. We petition God for assistance. We heard God's word. We care for one another and are cared for. And then we are sent back out into the "real" world to practice this all in a larger context. We do all this with the people God has called together to form the church community called Chapel in the Pines.

Because each of us, regardless of age, is one who God has brought to this place, the Christian education committee and I believe it is essential that *all* have a place in the sanctuary where we can engage in worship in the ways that support who we are as individuals. Out of this belief was born the sacred art table. This table would be a space where children could come to create art while participating in the worship service. Children's hands could remain active making art while also continuing to sing hymns, pray, and listen to our worship leaders.

In October, we introduced the sacred art table in the front left quadrant of the sanctuary. Each Sunday after the children's sermon, an adult volunteer joined those children wanting to sit at the table. For the rest of the service, the adult would help children color large intricate posters proclaiming God's call for compassion and usher them through the worship service. The following month, recognizing that the children needed additional room to move and that adults sitting near them were distracted by their presence, the sacred art table was moved to the narthex. The program will be evaluated by the worship and Christian education committees at the end of the year.

These educational "seeds" we have sown together over the last five months are surely sprouting. Though we are only beginning to see sprouts peeking out, they are lovely and hardy sprouts! Our children are seeing themselves as members of this church community and they are expressing their faith experiences in words and in images. As we move into a new year together, I know we will continue to bless our children with opportunities to grow into who and whose they are.

In Christ,  
Joelle Brummitt-Yale

## **Treasurer's Report**

**Jerry Wehmuller**

In 2017, Chapel in the Pines experienced another year of excellent financial results. During the year, we received \$282,225 in operating revenue to cover the \$282,181 we spent on operating the church. We therefore were able to break even for the year. Our operating story is an excellent one again this year – but that is not the complete picture as I will explain below.

The big story this year was we were able to build our Fellowship Hall by mid-year and since its opening the hall has been used for numerous activities, classes, meetings and fellowship gatherings. The 3 year Pillars of Faith campaign conducted in 2016 to provide funding to build the fellowship hall received \$276,953 in 2017. Since this campaign started our members and friends have paid \$653,772 of the \$828,038 in pledges for the Fellowship Hall and paving our parking lot. This represents almost 80% of the total pledges paid at the halfway point of the campaign. This has allowed us to fully pay for the Fellowship Hall with the funds that have already come in.

The congregation continued to demonstrate our commitment to mission and service both with our money but also with our time and talents. Our members continued to provide countless volunteer hours for those needs in our local community. In addition to the \$29,088 from our operating revenue, our members contributed another \$28,745 for a number of local charities from the Food Pantry, Habitat for Humanity, Take and Wear, Pennies for Hunger, etc. I should mention that our members have also pledged \$15,965 for Mission and Service funding in the Pillars of Faith capital campaign.

We ended the year with over \$200,000 in cash in our various bank and investment accounts. Online giving continues to become a more popular way for our members to make payments for the various campaign we use to provide funding. In 2017, over \$25,000 was given by members who made a gift by charging their credit or debit cards to support the church and our missions.

As Treasurer, I look back on 2017 as another successful financial year for Chapel in the Pines. It again demonstrates the generosity of our members and friends both financially and through their time and talents. Most importantly, it provides confidence that we will be able to continue to carry out the work the Lord has called us to do as we look to the future for leadership from our new pastor.

Finally, thank you so much to each and every member and friend for your many contributions and continued generosity. You all make my job as Treasurer not only an easy one but so enjoyable and satisfying.

**The Clerk's Statistical Report to the Presbytery**  
**Marcia Ladd**

Active Membership of Chapel in the Pines Presbyterian Church  
As of December 31, 2016: 183

Membership Gains in 2017 by:

Reaffirmation of Faith:	7
Baptism & Profession of Faith:	0
Letter of Transfer:	9
Other:	0

Total Gains: 16

Membership Losses in 2017 by:

Letter of Transfer:	8
Death:	3
All other:	12 (removed from roll, adjustment from 2016 count)

Total Losses: 23

Active Membership of Chapel in the Pines Presbyterian Church as of December 31, 2017: 176

During 2017, Chapel in the Pines received 9 members by Letter of Transfer, 7 by Reaffirmation of Faith. 14 members were removed from roll and 3 members died, Elaine Hudak, Margaret Hatcher and Joe Hammond.

The Session met in 12 stated meetings and 8 called meetings at which minutes were received and reports given from all standing committees and the staff. There were 9 email votes by Session. There were 3 Congregational Meetings - March 12 for the purpose of presenting the 2016 Annual Report and electing church officers, April 9 for the purpose of electing the Pastor Nominating Committee (PNC) and November 15 to receive the PNC report and approve the hiring of Andrew Taylor-Troutman as pastor. There was one stated meeting of the Board of Trustees on June 27. A roll of members and a file of minutes are maintained in the church office.

I consider it a privilege to serve as the clerk of session for such an active, engaged and inspiring congregation.

Respectfully submitted,  
Marcia Ladd  
Clerk of Session

**New Members:**

James Clark	January 15, 2017
Marcy Clark	January 15, 2017
Braxton Malan	January 15, 2017
Henry Lewis	February 19, 2017
Phillip Russell	February 19, 2017
Lou Brock	April 2, 2017
John Corbett	April 2, 2017
Pamela Reda	April 2, 2017
Mary Johnson	April 2, 2017
Paul Johnson	April 2, 2017
Naomi Lawrence	June 11, 2017
Elizabeth Woods	June 11, 2017
Michael Woods	June 11, 2017
Mary Roodkowsky	September 24, 2017
Kathryn Donahue	November 26, 2017
Jan Wooldridge	December 17, 2017

**Membership losses:**

**Removed from roll: 14**

**Deaths: 3**

## COMMITTEE REPORTS

### Building and Grounds Committee

Karen Atkins

Below are the year's highlights and accomplishments from Building and Grounds. The committee also thanks departing member Rodney Hodson for his tireless service. Current committee personnel: Karen Atkins (Session), Bruce Raymond, Becky Peer, Dana Staats, Bart Holtz, Kevin O'Dell

#### Bio-Pond

- The bio-pond continues to get its annual certification at no cost to the church (many thanks to Fred Royal!)
- Mowing the bio-pond was started in 2017

#### Great Ridge Parkway

- Coordinated with Briar Chapel to have Great Ridge Parkway scraped and re-graveled

#### Parking Lot Extension

- Attended two meetings of the Chatham County Planning Board meetings and two meetings of the Chatham County Commissioners in support of Briar Chapel to allow for a buffer variance.
  - The buffer variance allows Briar Chapel to donate 50 feet of land across our east face between our property and Great Ridge Parkway with the intent of installing an over flow gravel parking lot.
  - Currently the land surveyor and attorney are generating the deed and the plat to allow the land transfer to Chapel in the Pines.

#### Fellowship Hall: B & G Contribution

- Provide program management for the entire project
- Generated landscape plan for new fellowship hall
- Retrieved interior doors from an abandoned Baptist Church (cost savings)
- Retrieved overhead lighting and water fountain from Ackland Art Museum (cost savings)
- Installed tile floor in bathrooms (cost savings)
- Installed kitchen cabinets (cost savings)
- Installed rock lined swale (drainage ditch) with volunteer help
- Install mulch, plants and sod with volunteer help
- Coordinated and negotiated the paving of the parking lot
- Constructed cross base in Remembrance Garden
- Installed shelving in AV Room

#### Misc.

- Performed minor repairs around the church
- Mowed lawn on a weekly basis during growing season (team includes personnel not on B&G)
- Fertilized and de-thatched lawn (includes personnel not on B&G)
- Installed shelving in class room for Godly Play program
- Changed sanctuary spot lights to LED bulbs (cost savings)
- Thinned pine trees on hill side in front of the church
- Mopped and conditioned sanctuary hardwood floor

#### Remembrance Garden subcommittee (Jan Rickard, chair)

- Established a group of "Garden Angels" volunteers to keep one section of the garden weeded and deadheaded on a weekly basis.
- Planted new shrubs, trees, and perennials in garden areas disturbed by construction of the new fellowship hall.
- Renovated much of the rest of the garden: divided, transplanted, and pruned plants where needed, removed dead plants and debris, and planted new perennials and annuals for summer interest.
- Added six large pots of plants to enhance the stairs to the fellowship hall, the entrance to the garden from the narthex, and the columbarium area.
- Added new mulch to the entire garden.
- Constructed a stone pedestal for the Celtic Cross that was previously donated to the garden.
- Constructed a low stone retaining wall and a stone drainage swale within the garden.

Conducted garden tours during the Hall for All celebration at the dedication of the fellowship hall.



The year in Christian education at Chapel in the Pines was highlighted by the hiring of a Director of Christian Education (DCE) after a period without one and several bold new initiatives to engage and nurture the church's children. Joelle Brummitt-Yale began working as DCE up to 10 hours a week beginning Aug. 7. Joelle is an experienced school and church educator. She is a member at Pittsboro Presbyterian. After six months, the session revisited the agreement and extended her employment through the end of May.

Concurrent with the hiring of Joelle, the Christian Ed Committee was moving to adopt the Christian education program Godly Play as the church's Sunday school curriculum. The program is based on the Montessori teaching method that has been described as an approach to supporting the faith development of young people that mirrors the worship experience. On July 30, Heather Ferguson, DCE at Westminster Presbyterian in Durham provided Godly Play training after worship. The session was well-attended and resulted in the committee moving to implement Godly Play as our church school curriculum for children in grades K-6. Joelle began working on instituting the program almost immediately. What was formerly the youth room (first classroom on the right in the education wing) was turned into the Godly Play room, and the program began Sept. 10 after another training by Duke Divinity School's Phyllis Snyder on Aug. 19. The first week, nine children attended and

four parents came to the parent orientation.

### **Sacred art table**

One of the appealing aspects of Godly Play is that it prepares young people to integrate into Sunday worship services. In accordance with that, the Christian Ed Committee and Joelle introduced the sacred art table as a way to encourage children to stay in the sanctuary for the entirety of each worship service so they could regularly experience and participate in worship. It replaced children's church. The sacred art table began Oct. 1 as a space within the sanctuary for children to quietly color with an adult volunteer while also participating in worship as they were able. After feedback from congregants about the noise generated by children at the sacred art table, it was moved to the narthex. It was hoped the change would give children greater freedom to move and to talk with the adult volunteer about the worship service. In the narthex, children could still hear the worship service through the speakers.

### **Adult education**

The adult Exploring Together class has continued to thrive during the past year. Christian Ed member Brenda Moore has reported to the committee that the class is doing very well. In addition, it outgrew its classroom in 2017 and moved to the fellowship hall meeting room to take advantage of the additional space there.

### **Tutoring program**

Christian Ed members also continued to work with the tutoring program. The multi-church effort involved Chapel in the Pines and Mt. Zion Missionary Baptist Church. On Wednesdays during the school year, 10 children were transported to Chapel in the Pines by Sharon Bynum on the Mt. Zion bus. Mt. Zion provided snacks and the children were tutored by 15 CITP volunteers in a one-on-one situation from 3:30-5:30 p.m. Christian education committee member Barbara Strange said the children seem to be extremely happy and eager to attend each week. Members of Christian education were Joelle Brummitt-Yale (DCE), Mary Ellen Houck, Paul Isom, (chair), Brenda Moore, Lynn Stall (ex officio), Barbara Strange and Polly Williams.

**Social Media Subcommittee**

- CITP Facebook and Instagram

Overall, in 2017, CITP Facebook has 448 followers, up from January 2017 when we had 430 followers. This growth is “organic,” meaning it has happened naturally over time without any paid ads. 60% of fans are female, and 39% are male. Ten (10) people clicked through the Facebook page to get to the CITP website, and one (1) person clicked through the Facebook page to get directions to CITP. Of note, CITP has 523 likes (very likely, members or regulars).

Karen Fisher diligently and artistically hosts our Facebook page. She takes and posts beautiful photos of people, interior church and outside architecture, plants, etc.

The Instagram site is also hosted by Karen. It has a new photo added every one to two weeks. The page has 49 followers, and shows great potential to become another valuable social media/communication resource.

Karen urgently needs others to assist her in both of these important social media endeavors.

**Publicity Subcommittee**

- Banners and Signs

For Easter and Christmas, banners were again posted advertising special services at the intersection of Mann’s Chapel Rd and Great Ridge Parkway. Throughout the year, portable signs were used at both ends of the gravel portion of Great Ridge Parkway to advertise the direction to our church and worship service times.

- Mailings

Due to budget constraints, no postcard mailings to advertise Easter Holy Week or Christmas services were done in 2017. The committee assisted the Fellowship Hall Committee in distributing a postcard announcing the grand opening celebration. A special brochure was developed to announce the arrival of our new pastor, to be mailed in early 2018. Copies are being printed for the Membership Committee and members of the congregation to distribute to neighbors and friends.

- Advertising

A one-year contract was signed with Best Vision Media LLC, to post monthly church advertisements in “Briar Chapel Neighbors” magazine beginning in December 2017. The contract allowed CITP to have a one-page article describing our church in the December 2017 issue, and also to have an article in the February 2018 issue announcing the arrival of our new pastor. These articles have been prepared and will be submitted to meet deadlines. Future advertising opportunities are being studied in other local magazines to compare effectiveness and pricing value against those of postcard mailings.

**Technology Support Subcommittee**

The newly developed Chapel in the Pines website, [www.citppc.org](http://www.citppc.org), under redesign by the Web Redesign Task Force since 2015, and funded in 2016, was unveiled in November 2017 in conjunction with the announced hiring of our new pastor. After design guidelines were finalized by the Task Force, Mary Donna Pond worked intimately with the contractor, Page Progressive, to implement the final product design. Weekly updating of the site is currently accomplished by Mary Donna. The goal of the committee in 2018 is to recruit members of other committees to be responsible for updating web pages which pertain to their particular Interests.

According to Usage Statistics for [citppc.org](http://citppc.org), which was generated on Nov 30, 2017, monthly web usage mostly increased from Dec 2016 to Nov 2017 as follows:

Visits:	7,198	to	9,015
Pages:	15,615	to	25,728
Files:	46,668	to	34,299
Hits:	54,627	to	71,424

## **Audio-Visual Subcommittee**

Through Bob Warren's intense efforts in providing information to key funding and construction individuals, he obtained funding and met critical construction schedule milestones, allowing the fellowship hall audio system to be successfully installed, including hearing loop and internet access. A key project for the future is the purchase of a high-quality video projector, the funding for which is to be sought in this committee's 2018 budget submission. Funding is also required for additional microphones, remote speakers, and purpose-built sanctuary lectern microphone for better pick-up of lay readers, announcements, etc. Also of future importance is the training necessary for future operators of the audio and video systems. Many have already been trained, and committees are to be solicited to name those to be trained for and entrusted to operate the systems.

## **Committee Members/Contributors**

- Al Schalk, Chair
- Mary Donna Pond, Technology Support Subcommittee Chair
- Bob Warren, Audio-Visual Subcommittee Chair
- Michael Woods
- Nathan Kotecki
- Keith Glidewell
- Karen Fisher, Social Media Subcommittee Chair
- Monty Brekke

## **Fellowship Committee**

**Lynne Hoerter**

Fellowship committee: Barbara Amago, Joan Zollinger, Phyllis Greene, and Lynne Hoerter (chair)

The congregation was divided into seven teams this year. The teams have duty on a rotating basis, serving every seventh month. As new members join Chapel in the Pines they are assigned to a committee.

The fellowship teams provide refreshments and prepare coffee for the fellowship time following church. Teams have also acted as ushers for the church service with four members serving each Sunday.

When construction was completed on our fellowship hall, Lynn Stall recommended we institute a second Sunday potluck lunch. We have had an excellent response to this with many members attending and lingering over lunch to visit and get to know one another better.

Strobilus, which falls under the fellowship committee, was scaled back in 2017 with fewer concerts. We plan to continue Strobilus in 2018 with no more than two events in the spring and again in the fall.

## **Finance and Administration Committee**

**Stan Campbell**

Major activities in 2017:

- 1) Met monthly to review the monthly financials and issued an approval of the financial statements to the Session each month.
- 2) Ensured a balanced budget with little impact on reserves.
- 3) Provided oversight of the annual *Stewardship Campaign for the 2018* budget (God's Grace...New Beginnings). The Stewardship Campaign committee was led by Heather Honeycutt and Lee Werley (Finance & Administration members) and included Garrett Southerland, Emily Smith, Phyllis Greene, Jerry Wehmuller, Stan Campbell, and Lynn Stall. Goal for the 2018 budget was \$325,000. The campaign's portion of \$285,000 in pledges reached \$284,000 by December 31. The remaining portion of the \$325,000 is anticipated to be received from unpledged donations, Sunday plate collections, and building use fees (all are anticipated amounts based on past years' performance).
- 4) Provided oversight of *Pillars of Faith Capital Campaign* collections (December 2017 was the 18<sup>th</sup> month of a 36<sup>th</sup> month collection process (halfway point). 80% of the pledged amount was received by December 31, 2017.
- 5) Oversight of Fellowship Hall's and parking lot's construction payments and contractor's obligations via treasurer Jerry Wehmuller.
- 6) Initiated an Internal Financial Review of the past twelve months by a sub-committee composed of two Finance & Administration members (Lynne Hoerter and Jack Zollinger) and two non-members (Bob Betley and Josh Ladd). Stan Campbell and Jerry Wehmuller met with CPA Carly Walker of Walker and Edwards Financial Group, Inc., Carrboro, NC, to establish her recommendations regarding the review and shared a summary document with the sub-committee. Her meeting was pro bono because she is the CPA for CITP members Lee Werley and Marcia Ladd. The sub-committee met on December 15 and 16 at the church to review receipts, payables and payroll to determine if procedures are being followed or if procedures need to be tweaked or developed. The sub-committee's review of recommendations is due in January 2018.
- 7) Began establishing a preliminary 2018 budget which the session will vote on in February 2018.

Committee members— Ron Greene, Lynne Hoerter, Heather Honeycutt, Lynn Stall, Jerry Wehmuller, Lee Werley, Jack Zollinger and Stan Campbell (chair)

**Visitors**

In 2017, our committee was intentional about making sure first-time visitors and returning visitors were warmly greeted each Sunday as they entered the church. We provided two volunteers to greet visitors, help them make or find a name tag, and find a seat near a member who would continue to welcome them. Our volunteers encouraged visitors to fill out the information card located in the folders found in the pockets behind the chairs in the sanctuary so that we could acknowledge their visit and invite them back to worship with us. These folders are an attractive, compact way of introducing visitors to CITP and alerting members and guests about upcoming events and church programming. Visitors and members are also encouraged to sign the registration pad each Sunday which allows us to maintain relationships and create new ones.

**New Members**

In 2017, 16 new members were added to the church roll. Each new member class was invited to attend sessions with the minister and the head of membership to answer questions and provide information about CITP. Names and pictures of new members were added to the New Member board in the narthex and to the online directory. New members were assigned to fellowship teams and to the care of a deacon. A checklist has been developed to ensure that new members are assimilated into the church community. The checklist includes the deacon and fellowship assignment, photograph completion and posting, and a scheduled follow-up for 6 months. This information is filed in the church office.

**Prospective Members**

In an effort to tell more people about Chapel in the Pines, 4X6 postcards with the church logo were purchased to be sent to new residents in our surrounding neighborhoods. Volunteers have agreed to send a short invitation to their new neighbors to join us for worship. These cards were also provided in the narthex for members to reach out to each other and to invite friends to church. In coordination with the worship committee, space has been purchased in the Briar Chapel magazine for a monthly advertisement and two articles. The first article was about CITP and the second article will be about our new minister, Andrew Taylor-Troutman. Plans are being made to reach out to other neighborhoods.

**Existing Membership**

Each week a volunteer sent cards to all people expressing prayer requests in the service the previous Sunday.

The membership rolls were reviewed in January and recommendations were given to the Session.

Each week, name tags were replaced into the file boxes by volunteers for use the next Sunday. New name tags were created for lost ones and for visitors.

Activity bags for children were kept stocked and made available for children each Sunday.

Committee Members include Barbara Strange, Judy Kenyon, Polly Williams, Mary Donna Pond, Janet Jones, and Marcia Ladd.

## **Mission and Service Committee**

**Monty Brekke (Session), Barbara Amago and Susie Smith (Co-chairs)**

The mission and service committee's work reflects the mission of Chapel in the Pines Presbyterian Church to share the love of God by caring for those in need, locally and globally. Throughout the year we have worked to meet our goals of serving our local and global communities through hands-on involvement, financial support and prayer.

Committee chair Maggie Reif is taking an extended leave of absence through June of 2018. In Maggie's absence, Barbara Amago and Susie Smith are co-chairs of the committee and Monty Brekke is serving as the session representative.

### **Budgeting and Finances**

The 2017 budget for outreach totals \$29,088.00, which is slightly more than 10% of the overall church budget. Of this amount, \$14,756 was allocated for Salem Presbytery and the General Assembly of the Presbyterian Church (USA). The remaining funds were used by the committee to support our local and global missions.

### **Capital Campaign**

At the end of November, there was approximately \$1,800 remaining in the 2013-2015 capital campaign fund. Those funds will be disbursed before the end of the year.

We will begin 2018 with approximately \$2,400 in the 2016 capital campaign fund and will disburse those funds in a timely manner.

### **Global Mission**

We continue to support the work of CEDEPCA (Centro Evangélico de Estudios Pastorales en Centro América) through direct financial support and through the work of our mission co-worker, Karla Koll, who is now serving at the Latin American Biblical University (UBL) in Costa Rica. You can learn more about Karla's ministry at <http://www.presbyterianmission.org/ministries/missionconnections/koll-karla-ann/>.

Following some changes in assignments within the Presbyterian Mission Agency, the committee decided to discontinue our support of mission co-worker team Amanda Craft and Omar Chan. We ask that you continue to pray for Amanda and Omar and all other mission workers as they continue to respond to God's ever-changing needs.

This year, a significant portion of our global mission funds (a total of \$1,300) went to Presbyterian Mission Agency funds for natural disaster relief in the United States and Puerto Rico.

We continued to support three missions in Guatemala:

- The Francisco Coll School, located at the Guatemala City garbage dump, provides quality education and nutritious food to more than 300 children in grades 1-6.
- The health clinic in Pachaj, Quetzaltenango provides basic maternal and child health care and primary care services to residents of a rural area of Guatemala.
- Casa Materna Ana Sayre serves women in the rural, isolated and poverty-stricken region of Cahabon Guatemala and whose purpose is to reduce the high maternal and infant death rates by providing free, safe, short-term residence within reach of a medical facility for expecting mothers.

These missions each received \$200 from our global mission funds.

We continue to offer fair trade coffee, tea and chocolate for sale in the narthex each Sunday. These items are purchased through a volume discount from Equal Exchange and are offered to the congregation at no additional charge.

### **Local Mission**

We supported the following local missions in 2017:

- Take and Eat Food Pantry
- Take and Read Book Club
- Take and Wear Clothes Closet
- Chatham Habitat for Humanity
- Chatham County Literacy Council
- Chatham Organizing for Racial Equity (CORE)

- Chatham Youth Development Center
- Communities in Schools of Chatham County
- Fuel Up at Perry Harrison Elementary
- The Farm at Penny Lane
- UPLIFT Chatham

After several unsuccessful attempts to contact Family Violence and Rape Crisis Services, we regretfully have been unable to continue supporting their mission. The agency has been through numerous changes in the past couple of years and we are concerned about the effectiveness of their work. We hope to renew our partnership with FVRC in the future, but in the meantime we will allocate funds to agencies that are in closer alignment with the church's mission.

The Take and Eat Food Pantry appointed a new director early this year. Funding for this mission continues to be a significant challenge. This year, we hosted a successful chili cook-off to raise additional funds.

We receive a monthly Pennies for Hunger offering, which supports Salem Presbytery's Domestic and International Hunger Grants programs. We applied for a Domestic Hunger grant in the amount of \$3,500 to benefit Take and Eat Food Pantry and received a grant of \$1,700.

An offering of "First Fruits and Vegetables" is received on the first Sunday of each month and donated to the Take and Eat Food Pantry.

Our members continued to work with Chatham Habitat for Humanity, providing labor, materials and lunches for Apostle Build work days.

A Thanksgiving gathering was held again this year for clients and staff of the Farm at Penny Lane.

Two special offerings were received this year, as usual. The local portion of the Pentecost offering was given to Communities in Schools of Chatham County. The local portion of the Peacemaking offering was given to Chatham Organizing for Racial Equity (CORE).

### **Goals for 2018**

Some goals of the committee for 2018 are:

- To continue to improve communications with the congregation so that church members (and visitors to the Web site) are more aware of what we are doing and where our money is going
- To re-energize our global missions, especially in Guatemala
- To get more people directly involved with our missions
- To strengthen our social justice ministries and to build closer working relationships with agencies that we support financially

### **Committee members**

Members of the outreach committee are Barbara Amago, Monty Brekke, Amanda Briggs, Karen Fisher, Paul Harrell, Susie Smith and Bob Warren.

**Personnel Committee****John McDowell**

The Personnel Committee meets regularly to discuss various staff matters that arise during the year at Chapel in the Pines. Currently, Chapel in the Pines has seven individuals working as staff or contract employees. We evaluate the work of the Pastor and assist him/her in evaluating other staff members. Staff is listed below with contact information.

In 2017, we welcomed Joelle Brummitt-Yale as our new Director of Christian Education. December 2017, CITP prepared to welcome Andrew Taylor-Troutman as the new Pastor.

Goals for 2018:

- provide general oversight of the personnel program of the church
- in particular, work with the new Pastor to assess personnel needs of the church
- respond to any other personnel issues as they arise

Members of the committee are John McDowell (Chair), Rachel Stevens, and Charles Rickard.

**STAFF****Pastor:**

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**OUR DEACONS AND ELDERS**

<b>TERM</b>	<b>Elders</b>	<b>Deacons</b>
Through May 2018	Lynne Hoerter Al Schalk Barbara Strange	Carl Biddulph Mary Donna Pond Peggy Wilkerson
Through May 2019	Karen Atkins Monty Brekke (partial term) Maggie Reif (on leave) Terry Rudolph	Elizabeth dePrater Gail King Garrett Southerland
Through May 2020	Stan Campbell Paul Isom John McDowell	Madeline Schalk Susie Smith Vince Walker

The Worship Committee continued to facilitate the Chapel in the Pines' mission of Welcome, Worship, Witness in 2017.

Each week we make special efforts to provide an inclusive environment that welcomes all who worship with us. Our intention is to make the experience comfortable for long-time Presbyterians as well as first-time visitors.

The responsibilities within the Worship Committee include music, flowers, children's message, readers, communion, and all internal signage and decoration. In 2017, the committee revised committee assignments, added the position of Wedding Coordinator and worked with staff to update the operations manual. With the opening of the Fellowship Hall, building and wedding guidelines were revised. With the input of an insurance adjuster, we hope to have those completed soon. The committee also implemented a Safe Church Policy and posted a First Responder List in the Narthex and Fellowship Hall. More security measures will be discussed in 2018.

The Lord's Supper was celebrated the first Sunday of each month and other special days in our liturgical year. To make the experience inclusive for all, we offer gluten-free bread and grape juice. We take great care to provide service to those who are unable to come forward for communion and for those who are caring for the children. This year we have returned to having church officers serve communion, though we continue to welcome all in the congregation to participate in this service.

The Worship Committee works closely with the Fellowship Committee in providing support with ushers and monthly fellowship teams as a way to broaden the participation of members to serve in this "front door" expression of Welcome.

Where in the past online volunteer sign-ups were used almost exclusively, Lynn increased the Lay Readers by asking members of the congregation individually to participate.

While online sign-ups on the church website for all activities continue, we would like to emphasize to anyone interested that this is not the only avenue to volunteer.

As children are the future of our church, we have made more of an effort to have them be an active part of the service. A "Sacred Table" has been set up in the Narthex where, after the Children's Message, the children can work on liturgical artwork while listening to the service at the same time. As a part of the Children's message, the children have continued to collect the Pennies for Hunger offering.

The music program (choir, hand bells and special instrumentalists) continues to be a cornerstone of our worship experience. Both choirs have increased in members this year! Many of the church's new members have mentioned the beautiful music as a reason for joining the church.

"Open Spaces", an alternative service on Tuesday evenings led by Mitzi Leshner-Thomas and Beverly Rudolph continued up to the summer break. These informal services of silence, sacrament and song will be revisited and hopefully resumed in 2018.

Lenten season services were again celebrated in partnership with Evergreen United Methodist Church. With Christmas Eve falling on a Sunday this year, Chapel in the Pines decided to have a regular Advent service at the normal 10:30am service and holding only one Christmas Eve candlelight service at 6:00pm. Music was provided by both the bell choir and choir.

Members of the Committee include Terry Rudolph, Chair; Marcia Ladd, Peggy Wilkerson, Sandy Williams, Pat Chappell, Will Sibert, Katherine Brekke, Nathan Kotecki, Lynn Stall, staff; Jeremy Nabors, staff.