

# *The Presbyterian Church of Dover*

*Founded in 1714*

## *2021 Annual Report*



*The Presbyterian Church of Dover*  
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# ***DOCKET***

## ***ANNUAL MEETING OF THE CONGREGATION***

### ***THE PRESBYTERIAN CHURCH OF DOVER***

Sunday, February 27, 2022 in the sanctuary immediately following worship via hybrid model.

The Moderator, the Rev. Dr. Duke Dixon to open the meeting with prayer.

Clerk to confirm the presence of a quorum.

**Motion:** from the Clerk to approve the docket

Review of Clerk's and Committee reports: questions appropriate.

Review of 2021 expenses and the 2022 budget – Charles Knox/ Dave Denny

#### **Review of Pastor's salary packet:**

**Annual Cash Salary:** \$ 48,135.00

**Housing:** \$ 22,000.00

**Benefits:** \$ 25,950.00

#### **Reimbursements:**

Continuing Ed \$ 500.00

Travel \$ 2,000.00

SECA Contribution \$ 4,349.00

Medical Deductible \$ 1,834.00

**Total Cost to Budget: \$104,768.00**

Questions as Appropriate - Dave Denny (Treasurer)

**Motion:** to approve the Pastor's Salary packet as presented

**Motion:** To adjourn

Moderator to close the meeting with prayer

## **CLERK OF SESSION'S REPORT - 2021**

### **MEMBERSHIP - DECEMBER 31, 2020 ~ 220**

#### **ADDITIONS: Received by Letter of Transfer (3)**

J. Lynn Dixon (3162)	Joe Allmond (3163)	Tom Mehl (3164)
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#### **DELETIONS: Transferred Out (2)**

Robert Fish (3147)	Suzanne Fish (3148)	
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#### **CHANGES: Moved to Inactive Status (53)**

Don Boon (1704)	Jenny Brumbaugh (3008)	Jonathan Brumbaugh (2021)
Kaci Burris (1690)	Ella Culver (2087)	Susan Eschelman (1978)
Ben Franze (3108)	Emily Franze (3037)	Fred Franze (1983)
Susan Gilmore (1839)	Andrea Hayes (2024)	Emily Hayes (1924)
Judy Hayes (1841)	Ellen Haynes (3038)	Kathy Haynes (2001)
Brent Hochstein (3063)	Donna Jester (3057)	Heather Keller (3109)
Charles Liston (3110)	Ian Liston (2075)	Margaret Liston ((2072)
Sophia Liston (3127)	Bryan Litchford (2061)	Melissa Louie ( 2062)
Philip Louie (1964)	Jim Ludzieski (3016)	Sandy Luzier (2006)
Nate Mask (2025)	Marianne McEvoy-Abrams (1703)	Lynn Miller (1533)
Ed Mulford (1987)	Nancy Mulford (1988)	Nanique Nkefor (3160)
Donna Perry (2050)	Laurie Philips (2092)	Mark Philips (2093)
Mary Ella Quillen (1957)	Ray Quillen (1511)	Sarah Quiroz (3010)
Leigh Raymer (3139)	Tyler Raymer (3138)	Laura Robinson (3072)
Erin Rosan (1852)	Darrell Sams (1795)	Ellen Sams (1796)
Janet Satter (2041)	Eileen Tuthill (609)	Alyssa Wallace (3112)
Wendy Wallace (3057)	Chris White (3117)	Lauren Williams (3130)
Melissa Williams (3120)	Patrick Williams (3119)	

#### **Removed from the Rolls at own Request (3)**

Conni Mahoney (1810)	Anthony Pietracatella (3074)	Delores Pietracatella (3075)
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#### **Letter of resignation (0)**

## ***CLERK OF SESSIONS REPORT – 2021 (cont.)***

### **Deceased (12)**

Dorothy (Dee) Adams (3027) 5/23/21	Barbara Bohlman (2013) 2/17/21	Jonathan Anthony (Tony) Estus (3055) 12/23/21
James Hendberg (2031) 11/21/21	Emily Johnson Holland (684) 12/20/21	Margaret (Maggie) Dryden Hurley (1184) 2/23/21
Frank Jones (3013) 9/2/21	Thomas Worth Murray, Jr. (117) 11/4/21	Pauline (Polly) Pereiara Nace (1427) 4/21/20
Mary Louise Sheldon (1542) 12/11/20	William (Bill) Van Klaveran (3023) 6/5/21	Jean Chalfant Wright (1599) 8/4/20

### **MEMBERSHIP - DECEMBER 31, 2021 ~ 153**

Weddings conducted in the sanctuary: (0)

Baptisms conducted: (0)

Average Weekly Attendance at Worship: 50

(based on COVID counts, live streaming/YouTube and physical appearance)

Numbers in parenthesis are individual membership designations assigned at time of acceptance into the congregation and are referenced in our Roll Books

Respectfully submitted,

Julia Wheeler-Dean,  
Clerk of Session

## *PASTOR'S REPORT*

### Reflections on 2021

You cannot look back on the past year without reflecting on how COVID-19 has impacted not only our church but our very lives. The year began with no in person worship services. Services were videotaped on Saturday and posted online on Sunday. This continued until Palm Sunday at the end of March. By this time most of our members had received the COVID vaccines. There was a brief moment in July when we allowed masks to be optional. The Delta variant put a quick end to this. It wasn't until November that we allowed the congregation to sing any of the hymns. By this time some of the committees and groups of the church resumed meeting in person. But before the Delta variant had finished running its course, the Omicron variant raised its ugly head. It seems like COVID is never going to end.

The good news is that church has been able to function and live out its ministries despite COVID. One new thing that took place this past year was the COVID Memorial. We created this memorial out of hard cardboard tubes that were painted various colors. Each tube represented someone from Delaware that had died from COVID. When we opened the memorial in early June there had been over 1600 COVID related deaths in Delaware. Our memorial offered a place to grieve and remember the devastating effects of the virus. People both inside and outside the church commented on how meaningful the memorial was to them. This memorial also received great publicity both locally and even nationally. It was a wonderful way for our church to minister to our community.

During this past year we began to lay the groundwork for the search for the next pastor. The New Castle Presbytery sponsored the church to work with Holy Cow Consulting. Eighty-eight people participated in the surveys that help us to identify various strengths and challenges of our church. Strengths included congregational vitality, hospitality, and commitment to lifelong learning. Some of the challenges included satisfaction and energy levels inside the church and our vast diversity of theological beliefs. This last one can be considered a strength since the evaluator of the surveys suggested many people would find this attractive in a church. The challenge is letting people know outside the church that we welcome all. Once the results of the survey were shared with session, we had a Town Hall meeting to inform the congregation with the results.

In June session held a retreat where we discussed core values of the church. The top five were Fellowship/Belonging, Mission, Worship, Lifelong Learning, and Justice/Racial Reconciliation. This, too, was shared at a Town Hall meeting where those present reaffirmed these core values. Session appointed a subcommittee to work up an Identity, Purpose, and Mission Statements. After these were written and approved by session, they were presented to the congregation in a Town Hall meeting.

Next a Mission Study Team was formed to begin work on the mission study that is required before a Pastor Nominating Committee can be elected. The Mission Study Team formed small groups to focus on the Identity, Purpose, and Mission Statements. Each small group met three times with each session focusing on one of the statements. The following are the finished statements:

## ***PASTOR'S REPORT (cont.)***

### **Identity Statement** (Who are we?)

*With gratitude, God keeps us continually reaching out to each other with kindness and to those beyond our congregation, as we seek to answer Christ's call to serve. Our life together as a community of faith is grounded in scripture-based worship which may take different forms of expression. We treasure our diversity and are mission-focused, valuing our local, national, and international outreach. Our church is deeply rooted, having been founded in 1714! We are a part of the mainline denomination known as the Presbyterian Church (USA).*

### **Purpose** (Why we exist?)

**L**ove God and others

**O**ffer spiritual growth and lifelong learning

**V**alue diversity and strive for unity

**E**mbrace and serve our world

### **Mission Statement** (What we do?)

*Our mission is to reach out to one another, our community, and the world with compassion and generosity. We are a "Matthew 25" church, which means we focus activities in order to build congregational vitality, seek ways to dismantle structural racism, and work to eradicate systemic poverty. We consider ourselves brothers and sisters in Christ and invite all to join us.*

This year we moved from videotaping worship services and posting them later online to live streaming worship services. They can be viewed on YouTube and Facebook Live. Our tech team has also grown to include additional volunteers. We look forward to expanding our online media presence.

The music program is experiencing change. Melanie Leinbach retired at the end of August. Heather Swartzentruber resigned at the end of the year. We are currently looking to fill these positions, preferably with one person doing both jobs.

This past year has been a challenging year but we have risen up to the challenges. We continue to worship the Lord, offer areas of spiritual growth, do mission work. I count it a privilege to serve as the interim pastor here. I look forward to the coming year as we seek to find the next pastor for this church.

May Grace and peace be with you,  
Pastor Duke

## ***BOARD OF DEACONS ANNUAL REPORT***

The Deacons have continued with their work to care for and support our congregation during this very trying two years. We have continued calling, sending cards and letters of caring and support to all of our members. In addition, we have made meals for the sick and alone, and provided transportation for those who have needed it. We continually pray for the congregation.

The Deacons are looking forward to the time when we can visit the homebound members. We are also looking forward to helping deliver communion to our members when it is safe for all to do so.

Please know that we are always available to our family. Do not hesitate to call if you need something.

Respectfully submitted,

Bonnie Wiley  
Moderator



## *ADMINISTRATION COMMITTEE*

The Administration Committee is responsible for administering the financial and personnel affairs of the Presbyterian Church of Dover. We are also responsible for recommending amendments to the church's manual and considering ways to improve operations if required.

During 2021 we met monthly, and reports were received from our Treasurer, relative to the status of our budget and investments. This information assisted us in developing the budget for 2022.

The Church's Stewardship Campaign began in October and ran for four weeks into November. The Pledges were comparable to those in 2020 but the pledge amount slightly exceeded those of 2020. Our Stewardship efforts are ongoing and will continue all year.

The Personnel issues were challenging but resolved successfully. We had our Organist, of eleven years, retire in August but found guest organists and a computer system to fulfill our needs. Our Office Manager resigned, after a difficult employment experience here, and we hired a more efficient Office Manager who has raised the experience to another level. Our Director of Music resigned near the end of the year and fortunately we have an interim in place as we advertise for a permanent one.

The year of COVID and its many variants caused us and many committees of the church to meet via Zoom. Accordingly, it was necessary to amend the Church Manual to authorize these meetings and the Church's online worship service. This amendment was approved by Session. Additionally, we recommended that our employees comply with the mandate from the Governor of Delaware to be vaccinated or tested weekly to stay in our employ. This amendment was approved by Session.

We were blessed to provide funding for the Church's successful Photo Directory Campaign. It will help our next pastor to associate names with faces and provide information about the congregation.

A sub-committee was established to improve our Webpage. They are proceeding and we anticipate completion this year.

Finally, we recommended to Session the approval of a request from the Worship Committee to hire a consultant to improve our live streaming and social media sharing of our worship service and church news on a weekly basis. Session approved.

I am thankful that God showered us with the Holy Spirit throughout our Zoom gatherings and for the wonderful contributions by the members of this committee, Reid Beveridge, Dave Denny, Mark Douyard, Tom Mehl, Gary Patterson, Evelyn Schlauch, and Deb Stuck. Thanks also to Pastor Duke for his opening prayers and contributions during the year.

Prayerfully submitted,

Charles Knox

Chair

***INVESTMENTS AND ENDOWMENT COMMITTEE***  
***(SUB-COMMITTEE OF ADMINISTRATION)***

The Investment Committee met only once in 2021. However, committee member Dave Denny stayed in contact via telephone and email with the Church's investment advisor Scott Connell at Merrill Lynch. The overall US economy did well in 2021, and this was reflected in Church's investment portfolio. The portfolio beginning balance on December 31, 2020 was \$415,312. The 2021 portfolio gain was \$55,357. Of this amount, \$20,000 was transferred to the Church checking account to offset the Church budget deficit. The portfolio ending balance on December 31, 2021 was \$450,669.

The Committee Members are Tom Worley, Mark Douyard, Bill Witham, and Dave Denny (Church Treasurer).

**PERSONNEL COMMITTEE**  
**(SUB-COMMITTEE OF ADMINISTRATION)**

The mission of the Personnel Committee is to assist the Session and Pastor in the management of church staff. Primary activities of the committee include:

- Review and revise staff Position Descriptions
- Management of the hiring process for new staff
- Conducting annual reviews of staff
- Conducting exit interviews with departing staff
- Assisting the pastor, as head of staff, in any decisions regarding overall management of staff where Committee input is required
- Assisting the Church Treasurer and Administration Committee with annual salary raises and other compensation adjustments.

The year 2021, a year in which COVID-19 still ruled our lives in ways predictable and unpredictable, was an extraordinarily busy year for the Personnel Committee with no end in sight for 2022. Consider:

- The church office administrator we hired in late 2020 resigned within a few months with little notice.
- The anticipated but long dreaded retirement of Organist Melanie Leinbach came in August.
- Music director Heather Swartzentruber resigned effective at the end of the year.

**Administrator.** With the unexpected departure of Tara Williams as church office administrator, we were back to square one. Then we were put in touch with a woman working for Wesley College in the provost's office. We interviewed Karen Joseph by Zoom and were encouraged. References were checked, found glowing. Karen's job at Wesley was to end with commencement in May, so we hired her for very, very part-time duty beginning in April. She began with us late in May in the full job. Thanks go to Barbara Bayers for identifying and recommending Karen.

**Organist.** We had had some warning a year ago that Melanie Leinbach might be nearing retirement. She gave us that notice in late spring effective in August. Melanie was moving to Salisbury to be nearer her "other" daughter and grandchildren. We also found to be true Melanie's warning that few organists exist out there. She said, and we confirmed, that playing the organ is not something that is taught in college anymore. Or at least not much. We advertised the position several places, including with the American Guild of Organists. We received zero applications or even expressions of interest. We also know that both Wesley Methodist and Christ Episcopal churches are without permanent organists, as are a couple of other Dover churches.

**Music Director.** So then in early December, Music Director Heather Swartzentruber also resigned, effective Dec. 31. As this is written, we are contemplating advertising the position as combined with organist in the view that some people prefer the combined position (and more money).

It's been a busy year.

--- *Reid K. Beveridge, committee chair; members: Mary Herrera, Heather Comstock, Charles Knox, Vicky Cairns, Peggy Kroen.*

## ***CHRISTIAN EDUCATION COMMITTEE***

In 2021, with COVID-19 still lingering and the shutdown of in-person worship for the beginning part of 2021, there wasn't an opportunity to teach Sunday school age children or schedule projects with all of the youth as we have done in the past.

Faith-Filled Aging met twice a month throughout most of the year. The group studied the book 'Growing Older and Wiser'.

Pastor Duke facilitated the "How to be an Anti-Racist" book study, the study of the Book of Acts, the Tool Shed group and met with small groups on the church Mission Study.

The men's study group did not meet this past year due to the limitations with COVID-19.

Respectfully submitted,

Heather Comstock & Lynn Linscott

## **IMPJ (INTERPRETING MISSION, PEACE AND JUSTICE COMMITTEE)**

Co-chairs: Charles Knox & Steve Halstead

Members: Jimmy Gray, Steve Halstead, Charles & Mary Knox, Sue Miller, Carol Neild, Heather Thomson, and Judy Worley

What is the purpose of the IMPJ Committee? As the lead group in supporting mission work through our church, the members of this committee meet to discuss goals of our church as it relates to issues of justice and peace-making in our world. This includes supporting the needs of mission programs both locally and throughout the world. We try to identify those needs that we can most effectively impact for God's kingdom in Dover, in Delaware, in our Presbytery and throughout the world where the Presbyterian Church USA is at work. This is our charge.

We did a presentation at the church's "SIGN-UP SUNDAY" and recruited 2 new members. Anyone is welcome to join us at any time. Contact Charles Knox or Steve Halstead (Co-chairs) for details as to when we will meet and how to get involved.

Once again, this past year most of our meetings were held via Zoom due to the pandemic. The major issue that we spent the most time on this year was the decision to establish a Sister-Church relationship with a congregation in the Democratic Republic of Congo (DRC). The New Castle Presbytery has partnerships with the churches in Guatemala, which we have primarily supported in the past, and with the Kananga Presbytery in the DRC. The presbytery committee associated with the DRC Partnership has traditionally met in our church due to our central location for the churches involved. Considering this latter fact and that the Guatemala Partnership is heavily supported by the large churches in Newcastle County, we decided to establish the sister church relationship and focus our international aid in the DRC. The church that was suggested (by presbytery) for our relationship is the Kananga Bobumue Parish. The official agreement was signed in our church on December 12, 2021. The document was then sent to our sister church for their signatures. In addition to our sister church relationship, we continue to provide support to a hospital in the DRC (see below), and we sent a donation to the Presbyterian Church (USA) for mission co-worker support in honor of the Boyds who have worked in the DRC for many years. They have visited our church in the past.

Session sets the mission budget of the church at 10% of the overall budget. That amount was \$21,750 in 2021. This is the breakdown of the committee's determination of how and where those funds were to be used. The initial budget was altered slightly during the year to respond to urgent needs for disaster relief and in support of our sister church in the DRC.

**At the Local Level** - Funds were provided to: 1) the men's shelter, **DIMH (Dover Interfaith Mission for Housing)**. Many volunteers also provide food items for this semi-permanent shelter and our church continues to coordinate the Friday evening meal.

## **IMPJ (INTERPRETING MISSION, PEACE AND JUSTICE COMMITTEE) cont.**

2) **Murphey School** in Dover (a foster home for children), 3) **Habitat for Humanity** – Central Delaware, 4) the **DACA (i.e. Delayed Action for Childhood Arrivals) students'** needs at Delaware State University (primarily books and fees), 5) **Kent Ecumenical Food & Crisis Fund**, and 6) **IMA (Interdenominational Ministerial Alliance)**. These two Dover community organizations screen requests for and provide emergency relief to those in need using pooled funds from numerous churches in the community. Once again, our church did not participate in the **Code Purple** project for homeless men this year due to the COVID-19 pandemic and the risk to volunteers

**At the Presbytery level including World-wide assistance** - We supported the mission efforts of New Castle Presbytery (NCP) via undesignated funding. We also were involved in supporting **NCP Partnerships in Guatemala and the Democratic Republic of Congo**. Additional funds went directly to support the **IMCK Good Shepherd Hospital in the DRC**. Based on urgent needs identified by our sister church in the DRC we provided \$3,000 to assist them in finishing their building, making COVID masks, etc.

Near year-end a plea went out from our Presbytery (others were involved to a lesser degree) for Bibles in the Tshiluba language (the language of our sister church's people). We were able to shift \$1,250 to this project and, combined with a church member's donation, we sent \$1,300 to Presbytery. A total of \$50,000 was raised for this project and 5,000 Bibles will be printed in South Korea and delivered to churches in the DRC this coming summer.

**At the General Assembly level of the PC (USA)** - We continued to support the **PC (USA) theological education fund** which guarantees that no seminary student at a Presbyterian seminary will have to pay more than a basic amount. All other costs are paid with donations from PC/USA churches. We also supported the **PC/USA Disaster Relief fund** at the level of \$2,000. Funds were shifted to Disaster Relief after events in Haiti and the US gulf coast hurricane(s). In addition, special offerings were held for these disasters which raised \$780 for Haiti relief and \$580 for Presbyterian Disaster Assistance.

As a congregation we continue to promote and support three special PC (USA) offerings annually: **One Great Hour of Sharing** \$2,615; **Peacemaking** \$1,695; and **Christmas Joy** \$1,605. Considering all the special offerings this year, our total of these 3 plus the pleas for disaster assistance and Bibles for Congo made a grand total of \$7,325.

**Thank you to each and every person who donated to missions in 2021.**

Submitted by: Steve Halstead

## ***MEMBERSHIP COMMITTEE***

The mission of the Membership Committee is to identify and connect with newcomers, promote new membership, nurture and support current members, encourage active participation in the life of the congregation, and assist the Clerk of Session in maintaining accurate membership records for the Presbyterian Church of Dover.

The Church was closed to in person meetings and worship from January through March due to the spread of COVID-19, with services and activities conducted online. Availability of vaccines enabled us to resume worship in the Sanctuary as of Palm Sunday, March 28.

Early in March, the Membership Committee met via Zoom to begin organizing plans for a new Presbyterian Church of Dover pictorial directory. The final product was designed to include individual photos, group pictures, and an updated contact information section. Originally planned for 2020, the directory project was postponed at that time due to the rapid spread of the coronavirus known as COVID-19. This year, the Committee engaged Universal Church Directories (UCD) to produce the new directory, setting November 4, 5 and 6 as on-site photography dates. We are immensely grateful to Barb Bayers for taking on the challenging task of coordinating the entire project. Members and friends of the congregation were encouraged to make appointments to be photographed. During the year, several special committee meetings (both in-person and online) were required to meet with UCD representatives as well as to plan every detail connected with the directory.

We appreciate the help of Office Manager, Karen Joseph, who provided much-needed assistance in many ways. Also, in mid-November, Karen produced copies of updated contact information pages and made them available in the New Narthex in time for folks to send Christmas cards. We are very thankful that Laurie Cummins gave her expertise and a great deal of her time to photograph more than 20 of our church groups, boards, and committees. These photos will greatly enhance our enjoyment of the new Directory. Thanks, also, to Pastor Duke for writing a “welcome” message to appear at the beginning of the Directory. Folks who were photographed received their personal photo orders in mid-December. We anticipate that the new Church Directories will be published in February or March 2022.

The Membership Committee continued our greeting card ministry throughout the year with Marjorie Ramsey as coordinator. Every month, our church newsletter includes a list of the month’s birthdays and anniversaries for those in our congregation. Please take note of this list and, if your birthday or anniversary is not shown in the appropriate month, please contact the church office.

We enjoyed welcoming and getting to know three new members during 2021: Joe Allmond, J. Lynne Dixon and Tom Mehl. Twelve of our members completed their life’s journey during the year, three people resigned, and two members transferred membership elsewhere. We also remember a long-time, faithful attendee, Dr. Orville Keith Hamilton, who died on October 28.

We pray that the coming year will be healthier for all and we welcome new challenges that 2022 may bring as we work to bring glory to God in all that we do.

Thank you to Barb Bayers, Betsy Gray, Betty Mater, Marjorie Ramsey, Julia Wheeler-Dean, and Bonnie Wiley for their faithful participation on the Membership Committee in 2021.

Respectfully submitted, Evelyn Schlauch, chair

## ***NOMINATING COMMITTEE***

The Nominating committee presented Armando Herrera and Pat Chapman to the Board of Deacons class of 2022, filling vacancies.

During 2020, the nominating committee met several times to nominate officers for the year.

In July the following were elected to fill vacancies:

**Deacon Class of 2022:** Armando Herrera and Pat Chapman (filling vacancies) elected in July 2021

In December the following people were elected to serve terms for the coming years:

**Elder Class of 2024:** Julia Wheeler-Dean (2), Nancy Parish (2), Bill Witham, Hank Rhodes

**Deacons Class of 2024:** Mary Lou Webb (2), Marilyn Halstead, Chris Case (2)

**Nominating Committee Member-at-Large Class of 2024:** Barbara Stephens

**Cemetery Committee Class of 2024:** Betsy Gray

**Investment Committee Class of 2024:** Tom Worley

**Auditor Class of 2024:** Mary Miles

**Trustees Class of 2024:** Jimmy Gray (2), Julia Wheeler-Dean (2)

The nominating committee wishes to thank those who have faithfully served the Congregation of the Presbyterian Church of Dover.

During the coming year we seek God's guidance and wisdom as we look to find the Pastor Nominating Committee leading us to a full-time pastor.

Committee Members: Co-chairs – John Dumas and Julia Wheeler-Dean; Claire Bradley, Mary Knox, Evie Schlauch and Bonnie Wiley

Submitted by: Julia Wheeler-Dean



## ***PRESBYTERIAN WOMEN'S TREASURER'S REPORT***

**Balance as of 1-1-2021** **\$1,869.92**

### RECEIPTS

Per Capita	\$ 26.00	
Circle Pledges	\$ 52.00	
Least Coin	\$ 23.70	
Birthday Offering	\$ 460.00	
Thank Offering	\$ 594.00	<u>\$1,155.70</u>
		\$3,025.62

### DISBURSEMENTS

PW in NCP:

Per Capita	\$ 56.00	
Birthday Offering	\$ 435.00	
Thank Offering	\$ 594.00	
Least Coin	\$ 23.70	<u>\$1,108.70</u>

**Balance as of 12-31-2021** **\$1,916.92**

Respectfully Submitted,  
Nancy Parish, Treasurer

## ***PROPERTY COMMITTEE***

In view of the continued challenges posed this past year due to the threat of COVID-19, we completed fewer projects than anticipated but did still accomplish the following:

1. Streaming of Services: Installation of video recording system in sanctuary completed; staff trained; streaming of services begun.
2. Rear Step Project: Updated concrete pad to accept new steps in 2022.
3. Sanctuary Door Locks: Amended locks to provide for better security during services.
4. Lighting and Stools in Library: Obtained and installed for easier use of books by congregation.
5. Removed pine trees along Reed Street side of Sanctuary.

### Ongoing Planned Projects:

1. Wall & Ceiling Repair near entrance to Social Hall: Drywall repair completed; new ceiling tiles to be installed; paint as needed.
2. Cemetery fence repair/replacement: Due to cost, replacement of fence along Governors Avenue will be done instead of repairing existing fence.
3. Reed Street Doors: In process of having both doors repaired/rebuilt/reinstalled.
4. Completion of rear step project- Awaiting powder coating and installation of steel steps.
5. Additional outside lighting to be obtained and installed for safety/security purposes.
6. Painting of sanctuary still delayed due to budgetary constraints.
7. Library upgrade still delayed due to budgetary constraints.
8. Planning purchase and installation of shed to store lawn equipment.

I would like to thank all committee members (official and unofficial) in helping the Property Committee during this past eventful year.

Respectfully submitted,

Jimmy Gray, Chair

***CEMETERY COMMITTEE***  
***(SUB-COMMITTEE OF PROPERTY)***

The Cemetery Committee didn't have many meetings this past year. With the pandemic raging throughout the country, it was safer to do our business through email.

Once again, we used Kent Landscaping as the lawn mowing contractor for our church cemetery. They mow from April through November on a two-week schedule. They will do an extra mowing before Memorial Day and Veterans Day as well as the holidays.

The Cemetery Committee members periodically stop by the cemetery to remove old flowers, wreaths, and trash.

There were no major projects done this year at the cemetery. Tom Worley worked on the replacement of the antique fence along South Governors Ave. The first contractor had to step away from the project for health reasons. Tom then asked for a quote from another contractor. The new bid was \$83,000.00 to remove fence, clean, and paint fence sections and repair certain spots and then reinstall the fence. The committee determined that restoring the fence is not feasible given the cost. Our current plan is to replace the fence with a black aluminum fence in 2022.

We still have many plots available for both burials and cremains internments. We did sell a burial plot to a church member at the end of the year.

Flags were put on graves of veterans for Memorial Day and Veterans Day. The Sons of the American Revolution placed markers on 4 or 5 graves this past year as well.

Written respectfully,

Betsy Gray

Committee members are: Nancy Murray - chair; Tom Worley, and Betsy Gray

## ***WORSHIP COMMITTEE***

The mission of the Worship committee is to ensure reverent, meaningful worship services for our parishioners.

We started 2021 with the church closed for worship due to the COVID pandemic. We continued the recording and posting of services, with copies of sermons from Rev. Duke Dixon distributed weekly, along with weekly devotionals which were emailed to the congregation.

In-person worship began again on Palm Sunday, March 28, 2021, and continued through the end of the year, with safety guidelines followed. Average attendance was approximately 46 with the highest attendance on December 19 with 70 participants and the lowest on April 11 with 25 participants.

All services were recorded and posted for viewing by those not able or not comfortable attending in person. The recording and posting of services was an arduous and time-consuming process, particularly at the beginning. We are grateful to Jim Hutchison, Heather Thomson, Matthew Kroen, and Caroline Hutchison for their technical work through the year. **Live Streaming** began in November, making the process much more fluid and less time consuming. Rev. Duke Dixon along with Jim Hutchison invested time and energy to make live streaming a reality for us. The recording team has now been expanded to include Barb Bayers and Reid Beveridge.

### **Worship service highlights for 2021 include the following:**

Ash Wednesday – February 17 – led by Rev. Duke Dixon, virtual service held via Zoom

Palm Sunday – March 28 – in-person worship, also recorded and posted

Maundy Thursday – April 1 – pre-recorded service posted on YouTube, led by Rev. Dixon

Easter Sunday – April 4 – in-person worship, also recorded and posted

Sundays after Easter – April 11 and 18 – Pulpit Supply – Mark Douyard, CRE

World Communion – October 3

Advent Services – November 28, December 5, 12, 19

Christmas Eve – December 24, for which there was one combined service incorporating Family Service and Candlelight Communion Service elements.

Sunday after Christmas - December 26 – Pulpit Supply by Joe Allmond, CRE

### **Music Program**

The Music Program continued under the leadership of Heather Swartzentruber, Music Director. While Heather served through the end of the year, she tendered her resignation effective January 1, 2022.

During the year, Heather worked to schedule musicians to support our worship together each week.

When in-person worship began, a cantor was supplied to sing the hymns. Actual singing by the congregation was reinstated – joyfully – on Sunday, October 24<sup>th</sup>.

The vocal choirs continued to meet weekly on Thursdays via virtual meetings, maintaining social connections, but group singing and rehearsals were not yet begun. Gradually toward the end of the year, quartet singing did begin and the small group enriched Advent and Christmas services.

## ***WORSHIP COMMITTEE (cont.)***

**The Bells of Praise** bell choir continues under the direction of Betsy Gray. The Bell Choir has been rehearsing and providing music once a month since the reopening of worship services. They played March 28 and April 4 (Palm Sunday and Easter), our first Sundays back as well as May 16, October 17, November 21, and December 19. We have been fortunate to have their musical talents supporting our Worship together through these difficult times.

Melanie Leinbach continued to bless us with her time and talents, providing music throughout the shutdown and when church reopened. Melanie had been with us over 10 years, but decided that it was time to retire. Her last Sunday with us was August 29 and she has been sorely missed. Since Melanie's retirement, organ music has been provided by substitute organists or pianists. If a musician is not available, service music has been led by a software program, Substitute Organist Supply (SOS) which guides the organ to play hymns, preludes and postludes that are preselected.

Thanks to the following committee members for their efforts to assure worship runs smoothly:  
Individual Communion packets for in-person worship under COVID restrictions: Nancy Parish  
Lay leaders: Laurie Cummins  
Ushers: Karen Hutchison  
Greeters: Mary Herrera  
Flowers: Karen Hutchison  
Candles: Kathy Gazze

Thanks to the following:

- Members of the congregation who provided flowers throughout the year.
- Nancy Parish, Ed and Kathy Gazze, Karen Hutchison and others who assisted with the Greening of the church.

Thank you to all the committee members for their faithful and dedicated service throughout the year:  
Laurie Cummins, Pastor Duke Dixon, Pat Franze, Kathy Gazze, Mary Herrera, Karen Hutchison, Nancy Parish, Evie Schlauch, and Heather Swartzentruber

Respectfully submitted,  
Mary Herrera, Co-Chair  
Karen Hutchison, Co-Chair

**FELLOWSHIP COMMITTEE**  
**(SUB-COMMITTEE OF WORSHIP)**

The Fellowship Committee, a subcommittee of the Worship Committee, coordinates, sponsors, and/or provides a variety of activities through the year. The focus of these events is to provide time for our congregation to develop and strengthen our church family relationships.

Due to the Pandemic we were not able to have Fellowship Hour inside on the second Sunday of each month as is our custom. Instead, we were able to host Fellowship Hour outside several times during the year. We also provided Thanksgiving dinners to those in our church family who were alone during the holiday.

Committee Members: Deb Stuck, Janet Hughes-Ruben, Fred Ruben, Kathy Gazze and Cindy Takacs, Marsha, Chris and Harold Wykoff, Julia Wheeler-Dean, Carol Nield, Linda Loughney and Lucy Mehl.

Respectfully submitted,  
Judy Worley, Chair, 2021

## ELDERS AND DEACONS

### **THE SESSION** Moderator: Julia Dean-Wheeler

#### **Class of 2022**

Reid Beveridge (2)	Personnel chair; NCP Commissioner	302-645-1659 h	<a href="mailto:beveridgeeileenreid@gmail.com">beveridgeeileenreid@gmail.com</a>
Laurie Cummins	Liaison to Board of Deacons; Worship	302-734-1214 h	<a href="mailto:lauriecum@gmail.com">lauriecum@gmail.com</a>
Jimmy Gray (2)	Property chair; IMPJ	302-653-2042 h	<a href="mailto:jlg1950@yahoo.com">jlg1950@yahoo.com</a>
Lynn Linscott	Christian Education co-chair; Communications	302-632-9330 c	<a href="mailto:mlinscott2005@msn.com">mlinscott2005@msn.com</a>

#### **Class of 2023**

Vicky Cairns (2)	Personnel; Communications	302-222-6039 c	<a href="mailto:vcairns50@gmail.com">vcairns50@gmail.com</a>
Mark Douyard (2)	Administration; Stewardship chair	203-260-4486 c	<a href="mailto:mdouyard@gmail.com">mdouyard@gmail.com</a>
Charles Knox	Administration chair; IMPJ co-chair; NCP Commissioner	570-460-4762 c	<a href="mailto:chasknox@comcast.net">chasknox@comcast.net</a>
Judy Worley (2)	Fellowship chair; IMPJ	302-735-9929 h	<a href="mailto:jwworley@aol.com">jwworley@aol.com</a>

#### **Class of 2024**

Julia Wheeler Dean (2)	Clerk of Session; Nominating, co-chair; Membership; and Fellowship	862-266-6175 c	<a href="mailto:juliadean@gmail.com">juliadean@gmail.com</a>
Bill Witham	Administration; NCP Commissioner	302-678-8620 h	<a href="mailto:witham425@verizon.net">witham425@verizon.net</a>
Nancy Parish (2)	Worship co-chair	302-678-1223 h	<a href="mailto:neparish@verizon.net">neparish@verizon.net</a>
Hank Rhodes	Personnel; Nominating Committee co-chair	302-697-6673 h	<a href="mailto:hank.oxfordbench@yahoo.com">hank.oxfordbench@yahoo.com</a>

### **TRUSTEES**

Dave Denny, Lynn Linscott (2022) Mark Douyard, Gary Patterson (2023) Jimmy Gray, Julia Wheeler Dean (2024)

### **THE BOARD OF DEACONS** Moderator: Bonnie Wiley

#### **Class of 2022**

Addy Babus	302-730-3860 h	<a href="mailto:adelinebabus@yahoo.com">adelinebabus@yahoo.com</a>
Armando Herrera	302-736-5876 h	<a href="mailto:mckimherrera@gmail.com">mckimherrera@gmail.com</a>
Pat Chapman	502-235-5793 c	<a href="mailto:ptrish21@aol.com">ptrish21@aol.com</a>

#### **Class of 2023**

Kerry Davies	302 542-5919 h	<a href="mailto:kerryskennels@comcast.net">kerryskennels@comcast.net</a>
Linda Loughney (2)	302-241-6941 c	<a href="mailto:lindaloughney@outlook.com">lindaloughney@outlook.com</a>
Bonnie Wiley	302-668-8944 c	<a href="mailto:sstuff12@comcast.net">sstuff12@comcast.net</a>

#### **Class of 2024**

Chris Case (2)	302-734-7107 h	<a href="mailto:ccase52@yahoo.com">ccase52@yahoo.com</a>
Marilyn Halstead	410-259-4687 c	<a href="mailto:mhalstead@towson.edu">mhalstead@towson.edu</a>
Mary Lou Webb (2)	302 245-4072 c	<a href="mailto:mlwebb1@comcast.net">mlwebb1@comcast.net</a>

**TREASURER** – David A. Denny 302-697-3875 h [landddenny@comcast.net](mailto:landddenny@comcast.net)

**AUDITORS** – Armando Herrera (2022); Sarah Patterson (2023); Mary Miles (2024)

**NOMINATING COMMITTEE** – Evie Schlauch (2022); Mary Knox (2023); Barbara Stephens (2024)  
To Be Determined by Deacons; Hank Rhodes and Julia Wheeler-Dean, Session co-chairs

**NCP COMMISSIONERS** – Reid Beveridge, Charles Knox, Bill Witham

#### **CEMETERY COMMITTEE**

<b>Class of 2022</b>	Tom Worley	302-735-9929 h
<b>Class of 2023</b>	Nancy Murray	302-674-1866 h
<b>Class of 2024</b>	Betsy Gray	302-653-2042 h

#### **INVESTMENTS & ENDOWMENTS COMMITTEE**

<b>Class of 2022</b>	Bill Witham, chair	302-678-8620 h
<b>Class of 2023</b>	Mark Douyard	203-260-4486 c
<b>Class of 2024</b>	Thomas Worley	302-735-9929 h

**President of the Corporation** – Gary B. Patterson  
**Secretary of the Corporation** – Julia Wheeler-Dean  
**Treasurer** – David Denny

# THE PRESBYTERIAN CHURCH OF DOVER

*founded 1714*

**2021**

## **FINANCIAL REPORTS**

**Complied by**  
***David A. Denny, Treasurer***

54 South State Street  
Dover, Delaware 19901-7312

The Rev. Richard 'Duke' Dixon, Interim Pastor



# *2021 TREASURER'S REPORT*

## *Income to Expenses*

### Operating

Gross Receipts	\$221,835.50
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Gross Spending	\$252,210.25
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Surplus or Loss	<u><u>-\$ 30,374.75</u></u>
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### Investments

Merrill Lynch funds gained	\$55,357.30
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Delaware Community Fund Foundation Gain	\$16,212.89
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Funds have been adjusted to reflect the change

## *2021 Treasurer's Report*

### *Income to Expenses*

Year End Assets 2021

<b>Banking</b>	<b>12/31/2021 Balance</b>	<b>Outstanding Checks/Transfers</b>	<b>Ending Balance</b>
Citizens Bank Funds	\$ 32,512.65	\$897.04*	\$ 31,615.61
<b>Funds</b>			
Merrill Lynch Fund Balance	\$450,669.26		
Delaware Community Foundation	Clayton Trust \$137,418.21		
	<hr/>		
	Total	\$588,087.47	<hr/> \$588,087.47
		Total all assets	<hr/> \$619,703.08
			<hr/> <hr/>

\*Outstanding checks (see above):

30692	\$277.00
30695	\$130.00
30697	\$135.00
30698	\$128.79
Debit          Payroll processing	\$ 76.25
	<hr/> \$897.04
	<hr/> <hr/>

## *2021 Budget Comparison for All Accounts*

<b>ACCOUNT</b>	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>2022 Budget</b>
<b>Revenues</b>			
Building Use	1,442.00	2,000.00	2,000.00
Help offset the processing fee	57.72	0.00	60.00
Offerings and Pledges-Regular Giving	217,639.27	210,000.00	225,000.00
Per Capita Receipts	1,618.50	2,500.00	2,300.00
Plate Offerings	1,078.01	2,000.00	2,000.00
Transfer from Contingency Fund	30,374.75	58,182.00	33,199.00
<b>Total Revenues</b>	<b>\$252,210.25</b>	<b>\$274,682.00</b>	<b>\$264,559.00</b>
<b>Expenditures</b>			
<i>Administration Committee Expenses</i>			
Background Checks	31.00	100.00	50.00
Church Management Software	798.90	675.00	800.00
Communication Printing Expense	0.00	25.00	0.00
Corporate and Filing Fee Expense	25.00	25.00	25.00
Insurance Expense	10,500.00	9,500.00	10,500.00
Payroll Vendor	2,041.50	1,900.00	2,000.00
Stewardship Committee Expenses	395.10	1,000.00	400.00
Supplies Expense	826.32	500.00	300.00
Vanco processing fee	235.98	275.00	300.00
Website Expense	237.17	250.00	350.00
<b>Sub-Total Administration Committee Expenses</b>	<b>\$ 15,090.97</b>	<b>\$ 14,250.00</b>	<b>\$ 14,725.00</b>
<i>Building &amp; Grounds Expenses</i>			
Annual Fire Alarm inspect and monitoring	1,963.96	1,200.00	1,500.00
Building repairs and maintenance	5,784.94	3,500.00	5,000.00
Cleaning Service Expense	16,292.16	17,000.00	17,500.00
Electric / Water / Trash / Sewer	3,757.76	5,000.00	4,700.00
Elevator Maintenance Expense	0.00	1,750.00	1,800.00
Fire Department Contribution	250.00	250.00	250.00
Grounds Maintenance	130.00	4,000.00	1,000.00
Heat (Natural Gas)	4,712.51	6,000.00	6,000.00

## *2021 Budget Comparison for All Accounts (cont.)*

	2021 Actual	2021 Budget	2022 Budget
Special Projects & Improvements	1,795.96	2,000.00	2,000.00
Supplies	840.99	1,000.00	900.00
<b>Sub-Total Building &amp; Grounds Expenses</b>	<b>\$ 35,528.28</b>	<b>\$ 41,700.00</b>	<b>\$ 40,650.00</b>

### *Christian Education Committee*

Adult Education Expense	152.66	100.00	150.00
Childrens Church	0.00	0.00	50.00
Session Retreat	111.16	100.00	150.00
Sunday School Curriculum	0.00	200.00	0.00
Supplies	0.00	150.00	50.00
Teacher Appreciation	0.00	50.00	0.00
Youth Group	0.00	250.00	100.00
<b>Sub-Total Christian Education Committee</b>	<b>\$ 263.82</b>	<b>\$ 850.00</b>	<b>\$ 500.00</b>

### *Congregational Nurture*

#### *Deacons*

Food/Gas cards	0.00	200.00	100.00
Funeral receptions	0.00	300.00	200.00
Miscellaneous	0.00	200.00	150.00
Stamps and Supplies	22.00	400.00	325.00
Transportation	0.00	50.00	0.00
<b>Sub-Total <i>Deacons</i></b>	<b>\$ 22.00</b>	<b>\$ 1,150.00</b>	<b>\$ 775.00</b>

Fellowship Committee Expenses

196.82      400.00      300.00

Membership Committee Expenses

170.94      300.00      300.00

**Sub-Total *Congregational Nurture***

**\$ 389.76      \$ 1,850.00      \$ 1,375.00**

### *Office Expenses*

Computer Equipment	146.00	0.00	150.00
Equipment Maintenance	310.00	0.00	150.00
MISC Office Expense	338.99	200.00	500.00
Office Supplies	600.78	1,200.00	900.00
Office Technology Expense	99.99	0.00	0.00
Postage Expense	510.90	600.00	600.00

## *2021 Budget Comparison for All Accounts (cont.)*

	2021 Actual	2021 Budget	2022 Budget
Printing Expenses	1,258.52	1,800.00	1,500.00
Telephone and Internet Expense	3,767.40	4,000.00	4,000.00
<b>Sub-Total <i>Office Expenses</i></b>	<b>\$ 7,032.58</b>	<b>\$ 7,800.00</b>	<b>\$ 7,800.00</b>

### *Personnel Payroll*

Children and Middle School Ministry Dir. Handbell Director	6,694.99	6,727.00	6,727.00
Music Director	21,309.28	21,312.00	15,750.00
Office Manager	25,846.30	29,516.00	27,495.00
Organist	8,856.41	13,284.00	0.00
<b>Pastor</b>			
Automobile Expenses	222.32	0.00	0.00
Continuing Education	474.45	1,500.00	1,500.00
Death/Disability Benefits	990.27	675.00	1,038.00
Dental Benefits	1,780.49	1,632.00	1,834.00
Med-Wrap	1,350.00	1,350.00	1,403.00
Medical Coverage	18,340.72	16,876.00	18,943.00
Pastor Housing Allowance	22,000.08	22,000.00	22,000.00
Pension	5,771.08	7,425.00	5,969.00
Professional Expenses	0.00	1,000.00	1,000.00
Salary	45,919.31	45,500.00	48,135.00
Soc Sec Contribution	4,223.34	4,185.00	4,349.00
<b>Sub-Total Pastor</b>	<b>\$101,072.06</b>	<b>\$102,143.00</b>	<b>\$106,171.00</b>
Staff continuing Education	-1,957.20	2,000.00	0.00
<b>Sub-Total <i>Personnel Payroll</i></b>	<b>\$161,821.84</b>	<b>\$174,982.00</b>	<b>\$156,143.00</b>

<b><i>Per Capita</i></b>	5,637.16	6,900.00	6,600.00
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## *2021 Budget Comparison for All Accounts (cont.)*

	2021 Actual	2021 Budget	2022 Budget
<i>Worship Expenses</i>			
Bells	251.60	550.00	300.00
Choir Robe Cleaning	0.00	300.00	150.00
Flowers Expense	60.00	100.00	100.00
Licensing Fees	1,068.05	450.00	800.00
Misc Expenses	0.00	0.00	0.00
Music Program (vocal groups)	0.00	750.00	500.00
Organist Supply	1,814.99	450.00	4,680.00
Outside Musicians	0.00	250.00	250.00
Piano and Organ Maintenance	250.00	750.00	750.00
Pulpit Supply	800.00	900.00	900.00
Streaming Consultant			5,000.00
Worship Supplies Expense	305.51	200.00	200.00
<i>Sub-Total Worship Expenses</i>	\$ 4,550.15	\$ 4,700.00	\$ 13,630.00
 <i>In Kind Expense</i>	 100.69	 0.00	
 <i>Mission</i>			
General Mission to Others	21,795.00	21,650.00	23,136.00
<i>Sub-Total Mission</i>	\$ 21,795.00	\$ 21,650.00	\$ 23,136.00
 <b><i>Total Expenditures</i></b>	 \$252,210.25	 \$274,682.00	 \$264,559.00
 Surplus or shortage	 0.00	 0.00	 0.00

# **2021 TREASURER'S REPORT**

## ***Fund Balances as of December 31, 2021***

FUND	TYPE	STARTING BALANCE	AMOUNT CHANGE	ENDING BALANCE
Building Fund	Restricted	\$ 31,462.21	-\$ 3,274.00	\$ 28,188.21
Capital Campaign	Unrestricted	0.00	0.00	0.00
Cemetery Fund	Restricted	35,090.53	24,378.70	59,469.23
Christian Ed. Fund	Restricted	19,124.23	0.00	19,124.23
Christmas Joy Fund	Restricted	175.00	1,430.00	1,605.00
Code Purple	Restricted	3,305.38	0.00	3,305.38
Contingency Fund Unrestricted	Unrestricted	108,083.87	10,446.04	118,529.91
Deacons Fund	Restricted	2,043.95	0.00	2,043.95
Ellen Solum Unrestricted	Unrestricted	73,982.46	0.00	73,982.46
Flowers Restricted	Restricted	5,921.47	-\$ 182.50	5,738.97
General Fund	Unrestricted	0.00	0.00	0.00
Haiti Mission Trip	Restricted	0.00	200.00	200.00
Handbell Fund	Restricted	3,485.20	-\$ 720.00	2,765.20
Hymnal Fund	Restricted	1,357.33	0.00	1,357.33
Ignite Fund	Restricted	6,214.44	-\$ 1,920.04	4,294.40
John Clayton Trust	Restricted	121,205.32	16,212.89	137,418.21
Kitchen Fund	Restricted	165.24	70.00	235.24
Memorial Fund	Unrestricted	84,181.58	-\$ 14,555.00	69,626.58
Mission Fund	Restricted	6,980.43	355.00	7,335.43
Music Fund	Restricted	2,004.68	-\$ 500.00	1,504.68
OGHS Fund	Restricted	0.00	50.00	50.00
Organ Fund	Restricted	23,123.67	0.00	23,123.67
Pastor Discretionary Fund	Unrestricted	5,788.72	-\$ 628.72	160.00
Peacemaking Fund	Restricted	1,272.99	-\$ 1,247.99	25.00
Scholarship Fund- J Reed Mem	Restricted	816.78	0.00	816.78
Soup Kitchen	Restricted	0.00	539.15	539.15
Undesignated Gifts Fund	Unrestricted	35,997.87	0.00	35,997.87
Youth Fund	Restricted	7,266.20	0.00	7,266.20
<b>TOTAL</b>		<b>\$589,049.55</b>	<b>\$ 14,440.64</b>	<b>\$619,703.08</b>

## *INTERNAL AUDIT*

The audit committee performed two audits for the 2021 calendar year. Records for 1/1/21-6/30/21 were reviewed on July 24, 2021, and records for 7/1/21-12/31/21 were reviewed on January 8, 2022.

Treasurer Dave Denny provided bank statement copies and documentation for expenditures by month for the Citizens checking account and the Merrill Lynch investment account, which are the only two cash accounts held by the church. We cross-referenced the checks and debit transactions reported on the bank statements with the documentation authorizing those expenditures.

We confirmed beginning and ending balances of both the checking and investment accounts: beginning balances for 2021 matched ending balances for 2020. Ending cash balances at 12/31/21 provided in the Treasurer's 2021 Financial Report were confirmed with bank/investment statements. In addition, we confirmed all transfers between the two cash accounts.

We confirmed that quarterly payroll reports (941's) were filed and taxes were remitted for all 2021 quarters by reviewing the IRS EFTPS payment history report.

We reviewed all large-dollar transactions and cross-checked session minutes and other documentation for approval. In addition, expenditures were checked against bank statements to make sure amounts agreed.

Dave answered all questions and provided all documentation requested. We did not find any unapproved transactions or inappropriate spending. Procedures for church spending and documentation are being followed and records are being properly maintained and well-organized.

Our last year's report noted that due to COVID restrictions and church services being held virtually at that time, Dave alone performed all duties related to church deposits: counting, recording, and physically making the deposits at the bank. Now that restrictions have eased, procedures have returned to normal: church counters total the deposits and take them to the bank, then the church secretary records the deposits. There is now again a segregation of duties as recommended.

From: Audit Committee (Armando Herrera, Mary Miles, and Sarah Patterson)



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