

# ANNUAL REPORT

## JANUARY 26, 2020



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Rev. Dr. David Milam, Pastor

**ANNUAL CONGREGATIONAL MEETING OF  
ST. ANDREW PRESBYTERIAN CHURCH**

January 26, 2020

Opening Prayer – David Milam

Clerk's Report – Marcia Owens

Declaration of a Quorum

Minutes from Congregational Report January 27, 2019

Membership Report

Action Item:

Human Resources – Katie Cahoon

Change in Terms of Call for the Pastor

Action Item:

Nominating Committee Report – Frank Diehl

Meeting of the Corporation – Laurie Barbagallo, President

2019 Financial Report – Clark Seipt

Generosity Committee

2020 Budget

Committee and Board Reports (in packet)

Board of Deacons – Suzanne Wade and Pamela Schmidt

Board of Trustees – Josh Shields and Meagan Butkus

Children and Youth Ministry – Ann Paciulli

Discipleship – Clark Seipt

Fellowship – Leslie Dragon

Mission – Marjorie Diehl

Worship – Anthony Semiao

Special Needs – Laurie Barbagallo

Neighborhood Learning Center – Evan Read and Jo Anna Rich

Pastor's Report - David Milam

Adjournment and Closing Prayer – Marcia Owens

# REPORT OF CONGREGATIONAL MEETINGS

## **Annual Congregational Meeting of St. Andrew Presbyterian Church**

**Date: January 27, 2019**

Time: 11:30 a.m.

Location: Fellowship Hall, St. Andrew Presbyterian Church, Purcellville VA

The Congregational Meeting was opened with prayer by Rev. Dr. David Milam.

Clerk's Report: Clerk of Session Kimball Peele declared a quorum. The minutes from the Annual Congregational Meeting on January 28, 2018 were approved. The 2018 Membership Report was reviewed, indicating membership of 318 as of 12/31/17 and membership of 292 as of 12/31/18. The Clerk's Report was moved and approved.

Nominating Committee Report: After review by Committee Chairman Frank Diehl, the following nominations were moved, seconded and approved unanimously:

-Elder Class of 2022: Laurie Barbagallo, Kevin Burel, Marcia Owens

-Deacon Class of 2022: Marie Cahoon, Deborah Hill, Kimball Peele, Pamela Schmidt, Lizzie Hill (Youth Deacon, 1-year term)

-Trustee Class of 2021: Alpha Cisse, Erik Sassak, Josh Shields, Lisa Van Alstyne

-Nominating Committee: Meagan Butkus, Frank Diehl, Robin Laybourne, Sarah Sassak, Ally Fetch, Kristen Shields

All outgoing Elders, Deacons, Trustees and Nomination Committee members were thanked for their service.

Congregational meeting closed.

The Meeting of the Corporation was opened by Corporation President Kate Rohrbaugh. Treasurer Clark Seipt reviewed the 2018 Financial Income and Expense Report, and the St. Andrew Financial Balance Sheet as of 12/31/18. In 2018, expenses of \$311,983 were exceeded by income of \$314,100 by \$2,117. The Balance Sheet as of 12/31/18 reflected total assets of \$2,115,928, and total liabilities/equity of \$2,075,042. Clark Seipt presented the 2018 Generosity Team report, indicating 51 stewardship pledges and financial support of \$209,000 for 2019. In conjunction with NLC families, an additional \$120,000 was raised for renovation of the church basement area. Clark thanked the congregation and encouraged continual giving and participation for next year. The 2019 Budget, approved by the Session on 1/10/19, was reported and discussed, reflecting proposed expenses of \$308,727 and income of \$309,550. All financial reports were voted approved. The Meeting of the Corporation was closed; the Congregational meeting was reopened.

Committee and Board Reports for 2018 (all of which were included in the 1/27/19 Annual Report packet)

***Adult Ministries Committee:*** Robin Laybourne reported on activities including church-wide Lenten small-group studies, the Men's Group, the Brunch Bunch, Phoebe's Sisters, Book Club and First Place 4 Health groups.

**Board of Deacons:** The 2018 Deacons' Annual Report prepared by Mike Brenton and presented by Bonnie Milam, reported Deacon activities and specific events, including 4<sup>th</sup> Sunday refreshments in Fellowship Hall and Communion preparation on 1<sup>st</sup> Sundays. Individual Deacons also submitted brief written reports describing their activities at St. Andrew.

**Board of Trustees:** Josh Shields reviewed an extensive Trustees' Report reflecting an enormous amount of work accomplished by the Trustees in 2018. This work included exterior improvements in drainage, playground and landscaping, major renovation in basement with new HVAC system, new storage closet in Fellowship Hall, HVAC system in Trinity House, beginning of whole church conversion to LED lighting, sprinkler, fire alarm and emergency exit light upgrades, transition of contract custodial crews to part-time employee cleaners, and multiple other repairs and projects. The Trustees are also planning a proactive 5-year maintenance and refurbishment plan to help reduce the incidents of emergency repairs.

**Children & Youth Ministry:** Ann Paciulli presented the report, reflecting the piloting of new approaches to the growing needs of young church families. Jo Anna Rich, Director of the NLC, has offered her time and talent to these efforts. The programs were noted: Sunday School with the Godly Play curriculum, Wednesday Afternoon Café and Family Night with dinner, Sunday Night Youth Programs, Vacation Bible School, and youth participation at events at Camp Highroad, Serve Sunday and other mission projects.

**Connect Committee:** Leslie Dragon reported on the duties of this committee, including providing food, refreshments, coffee and decorations for many weekly and special events at the church, including Music with a Cause, Congregational Meeting Potluck, NLC Teacher Appreciation party, Easter Sunday breakfast, Ash Wednesday and Maundy Thursday.

**Mission Committee:** John Howard reported on Mission activities including Community Service Sunday at Mobile Hope, Franklin Park & Carver Center, Music with a Cause, Thanksgiving grocery bags, LAWS Christmas Tree for needy families, Crafting with a Cause, Alternative Gift Market, Coat Drive for Syria, Loudoun Interfaith Relief, and other funding for Mission projects.

**Worship Committee:** Zack Henderson reported on the membership and activities of the choir, the St. Andrew Ringers directed by Zoe Sowers, and New Song coordinated by Laurie Barbagallo. The Children's Choir also meets and sings weekly. All singers and musicians are encouraged to participate.

**Neighborhood Learning Center:** Chris Butkus, President of the Board of Directors, and Jo Anna Rich, Director of the NLC, reported on the 7<sup>th</sup> year of extensive activities and accomplishments of the school, with enrollment of 124 children and 34 staff members. The NLC offers programs with educational enrichment in a variety of theme-based curricula, with many special presentations from the community. Pastor Dave offers a weekly Chapel lesson. As a Mission of St. Andrew, the NLC is active in various church programs and projects. More NLC families become involved in St. Andrew church life each year. A new half-day preschool program will be added in 2019 for 3 & 4 year-olds. The NLC expressed gratitude to the church, especially to the Trustees for their ongoing work, and to church volunteer Davis Willis.

Pastor Milam thanked all team leaders and members for their service to the church. A motion was made and approved to accept all Board/Committee Reports.

Pastor's Report: Pastor Milam's report, entitled "Jubilee," centered on readings from Nehemiah and Luke and exhorted us to let the joy of the Lord be our strength in all endeavors. Pastor Milam reported on his trip to Haiti and his acquaintance with an earthquake victim named Ninotte, who was seeking a church. He noted the Church's new vision: nurture seeds of faith, love our neighbors, embrace the stranger, and bring Christ's hope to the world. Church activities within these vision statements include help to furloughed government workers, housing a pop-up pantry for Loudoun Hunger Relief, the St. Andrew Ringers at Sha'are Shalom Synagogue, the building renovation especially for NLC, but also for use by NA, AA, MOPs, and Boys & Cub Scouts.

A motion was made and approved to accept the Pastor's report and to adjourn the Congregational meeting with prayer by Kimball Peele.

Prepared by Kimball T. Peele,  
Submitted by Marcia Owens, Clerk of Session, St. Andrew Presbyterian Church

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# MEMBERSHIP REPORT

## Statistical Report for 2019

**Membership as of 12/31/18: 292**

### Member Gains:

#### By Reaffirmation of Faith

Daniel Gillispie                      Amber Gillispie

#### By Letter of Transfer

David LaBahn                      Virginia LaBahn  
Hans Newton                      Stacy Newton                      Alex Newton

### Baptisms

Barrett Evans                      Bailey Evans  
Roy Marquardt                      Barrett Marquardt                      Ford Marquardt  
Nathan Gillispie                      Erik Gillispie                      Jacob Cahoon

### Member Losses:

#### To Inactive Roll

Raye Ann Kaufman

#### By Death

Sarah MacWhorter                      Raye Ann Kaufman                      Jane Wissmath  
Helen Thomas

**Membership as of 12/31/19: 296**

# NOMINATING COMMITTEE

<b>Elder Nominees Class of 2023</b>
Leslie Dragon
Lorna Howard
Jeff Mitchell

<b>Deacon Nominees Class of 2023</b>
Maureen Blake
Matthew Falter
Hans Newton
Ed Ronan
Lizzie Hill (Youth Deacon)
Colin Bellows (Youth Deacon)

<b>Trustee Nominees Class of 2023</b>
Mark Broshkevitch
Randy Dragon
Amber Gillispie
Rick Gondela

# 2019 FINANCIAL REPORT

**St. Andrew Presbyterian Church  
Budget vs. Actuals: SAPC FY2019 - FY19 P&L  
January - December 31, 2019**

	FY 2019 Budget	YTD Actual	YTD as % of Budget
<b>Income</b>			
4000 Pledges*	205,000.00	197,497.00	96.34%
4010 Non-Pledged / Additional Gifts	58,000.00	66,809.01	115.19%
4015 Loose Offering	5,000.00	3,315.00	66.30%
4020 Building Use	3,000.00	1,010.00	33.67%
4022 Other Revenue	0.00	27.23	
4200 Other Committee Income	0.00	0.00	
4212 Wednesday After School Cafe	750.00	555.76	74.10%
4213 Mission Income	10,000.00	5,450.43	54.50%
4220 Fellowship Income	200.00	39.36	19.68%
4250 Board of Deacons Income	0.00	1,750.00	
4260 Adult Ministry Income	0.00	0.00	0.00%
4270 Board of Trustees Income	27,600.00	29,794.00	107.95%
Total 4200 Other Committee Income	<b>\$38,550.00</b>	<b>\$37,589.55</b>	<b>97.51%</b>
<b>Total Income</b>	<b>\$309,550.00</b>	<b>\$306,247.79</b>	<b>98.93%</b>
<hr/>			
5100 Worship Program			
5105 Worship Supplies	300.00	474.56	158.19%
5120 Inst. & Robe Maintenance	600.00	180.00	30.00%
5125 Pulpit Supply	1,000.00	700.00	70.00%
5130 Organ Supply	300.00	0.00	0.00%
5135 Special Worship Events	0.00	312.73	
5140 Choir Music	250.00	0.00	0.00%
5150 Handbell Expense	200.00	0.00	0.00%
5190 Music Licenses	912.00	453.00	49.67%
Total 5100 Worship Program	<b>\$3,562.00</b>	<b>\$2,120.29</b>	<b>59.53%</b>
5200 Christian Education			
5210 Church School	1,500.00	1,508.86	100.59%
5220 Youth Ministry	3,600.00	1,717.35	47.70%
5224 Wed After School Cafe	2,500.00	1,845.08	73.80%
5230 Leadership Development	500.00	0.00	0.00%
5260 Vacation Bible School	1,750.00	2,020.12	115.44%
5266 Retreat	1,200.00	2,114.90	176.24%
5280 Confirmation Class	500.00	0.00	0.00%
Total 5200 Christian Education	<b>\$11,550.00</b>	<b>\$9,206.31</b>	<b>79.71%</b>
5315 Fellowship			
5318 Fellowship	1,600.00	1,652.31	103.27%
5845 Kitchen Supplies	500.00	0.00	0.00%
Total 5315 Fellowship	<b>\$2,100.00</b>	<b>\$1,652.31</b>	<b>78.68%</b>
5320 Communications			
5310 Mailing Expense	300.00	22.40	7.47%
5330 Advertisement	4,000.00	3,980.77	99.52%
Total 5320 Communications	<b>\$4,300.00</b>	<b>\$4,003.17</b>	<b>93.10%</b>
5400 Mission Ministry			
5410 National Capital Presbytery/PCUSA	5,000.00	3,725.00	74.50%
5420 Emergency Relief Fund	4,000.00	3,438.76	85.97%
5430 Loudoun Hunger Relief (formerly Interfaith)	1,000.00	1,000.00	100.00%
5440 LAWS	1,000.00	1,326.20	132.62%
5445 Loudoun Families for Children	500.00	0.00	0.00%
5447 Boulder Crest Retreat Center	1,000.00	0.00	0.00%
5455 Mobile Hope	1,000.00	990.50	99.05%
5458 CCH	1,000.00	3,711.00	371.10%



5462 NLC Scholarships	1,000.00	1,000.00	100.00%
5490 Unspecified Mission Additions	2,000.00	3,224.00	161.20%
<b>Total 5400 Mission Ministry</b>	<b>\$17,500.00</b>	<b>\$18,415.46</b>	<b>105.23%</b>
5500 Stewardship			
5510 Materials & Supplies/ Stewards	100.00	0.00	0.00%
5520 Materials & Supplies / Finance	1,500.00	1,664.72	110.98%
5540 e-Giving Expenses	400.00	413.57	103.39%
<b>Total 5500 Stewardship</b>	<b>\$2,000.00</b>	<b>\$2,078.29</b>	<b>103.91%</b>
5600 Board of Deacons			
5610 Picnic	400.00	296.52	74.13%
5630 Undesignated/Receptions	1,000.00	672.42	67.24%
<b>Total 5600 Board of Deacons</b>	<b>\$1,400.00</b>	<b>\$968.94</b>	<b>69.21%</b>
5700 Adult Ministry			
5240 Adult Ministry	400.00	200.00	50.00%
<b>Total 5700 Adult Ministry</b>	<b>\$400.00</b>	<b>\$200.00</b>	<b>50.00%</b>
5800 Board of Trustees			
5805 Building Mortgage	139,603.32	139,603.32	100.00%
5810 NLC Mortgage Reimbursement	-139,596.00	-139,596.00	100.00%
5812 NLC Trustee Supplement	-24,000.00	-24,000.00	100.00%
5821 SCHEDULED Maintenance & Repair	7,000.00	4,462.66	63.75%
5822 UNSCHEDULED Maintenance & Repair	4,750.00	2,417.11	50.89%
5823 Custodial Equipment & Supplies	7,000.00	8,394.98	119.93%
5831 Credit Card Plan	5,760.00	5,760.00	100.00%
5835 Capital Projects	8,000.00	6,678.47	83.48%
5842 Snow Removal	3,600.00	2,912.24	80.90%
5850 Utilities	30,000.00	29,601.09	98.67%
5865 Office Expense	14,000.00	14,267.80	101.91%
5875 Telephone	840.00	870.27	103.60%
<b>Total 5800 Board of Trustees</b>	<b>\$56,957.32</b>	<b>\$51,371.94</b>	<b>90.19%</b>
5900 Staffing			
5160 Music Director	25,871.91	19,926.81	77.02%
5162 SSI for Music Director	0.00	5,662.88	
5171 NLC Reimbursement - Board of Pensions	0.00	0.00	
5275 Nursery Employee	3,229.50	2,310.22	71.53%
5277 SSI for Nursery Employee	0.00	268.48	
5880 Secretary	17,224.00	14,393.60	83.57%
5882 SSI for Secretary	0.00	2,266.64	
5885 Sexton	38,629.15	34,076.76	88.22%
5890 NLC Reimbursement for Sexton	-30,903.32	-25,190.00	81.51%
5905 Pastor's Salary	16,500.00	16,500.00	100.00%
5910 Housing	79,815.12	79,815.12	100.00%
5915 Pastor- Benefits	37,466.00	36,064.52	96.26%
5920 Payroll Tax (Reimbursement)	8,938.92	7,368.24	82.43%
5921 Loan Forgiveness	-16,500.00	-16,500.00	100.00%
5922 Dental Insurance	0.00	0.00	
5925 Continuing Education	1,500.00	797.98	53.20%
5930 Business Expense	4,000.00	5,130.11	128.25%
5991 Children & Families Director - Benefits	9,000.00	8,740.80	97.12%
<b>Total 5900 Staffing</b>	<b>\$194,771.28</b>	<b>\$191,632.16</b>	<b>98.39%</b>
6000 Session			
6005 Presbyterian Assessment	13,186.68	13,186.68	100.00%
6010 Officer Training & Books	200.00	0.00	0.00%
6120 Bank Service Charges	800.00	448.61	56.08%
6240 Miscellaneous	0.00	5.42	
<b>Total 6000 Session</b>	<b>\$14,186.68</b>	<b>\$13,640.71</b>	<b>96.15%</b>
<b>Total Expenses</b>	<b>\$308,727.28</b>	<b>\$295,289.58</b>	<b>95.65%</b>
<b>Net Operating Income</b>	<b>\$822.72</b>	<b>\$10,958.21</b>	<b>1331.95%</b>
Other Income			
7010 Interest Income-Operating Fund	0.00	60.77	
7020 Other Income	0.00	63.68	
<b>Total 7020 Other Income</b>	<b>\$0.00</b>	<b>\$124.45</b>	
<b>Net Income</b>	<b>\$822.72</b>	<b>\$11,082.66</b>	<b>1347.08%</b>

**St. Andrew Presbyterian Church**  
**Balance Sheet**  
**As of December 31, 2019**

ASSETS	As of Dec 31, 2019	As of Dec 31, 2018
1001 BCC Checking	37,606.38	11,076.86
1302 Total BCC Infinex Securities	43,631.33	57,158.28
<b>Total Current Assets</b>	<b>\$81,237.71</b>	<b>\$68,235.14</b>
1500 Church Bldg & Grounds	746,015.88	746,015.88
1520 Building Addition	1,264,400.23	1,264,400.23
<b>Total 1500 Church Bldg &amp; Grounds</b>	<b>\$2,010,416.11</b>	<b>\$2,010,416.11</b>
1600 N/R – Milam	17,314.00	37,939.00
<b>TOTAL ASSETS</b>	<b>\$2,108,967.82</b>	<b>\$2,116,590.25</b>

**LIABILITIES AND EQUITY**

**Current Liabilities**

2012 Memorials	500	500
2022 Other Special Gifts		975.00
2063 Bells	1,450.00	950.00
2069 New Organ	10,435.00	10,435.00
2200 Maintenance Escrow Reserve	27,443.80	27,443.80
<b>Total 2010 Memorials - Capital</b>	<b>\$39,828.80</b>	<b>\$40,303.80</b>
2041 J. Masters Memorial	127.4	127.4
2042 Special Music	11.33	189.22
2044 Bibles/Hymnals	80	80
2046 Flower Income	-157.65	12
<b>Total 2040 Designated-Worship</b>	<b>\$61.08</b>	<b>\$408.62</b>
2050 Desig Funds-Spec Offerings	170	170
2054 Children's Offering	73.22	423.96
2055 Pentecost Offering		32
2058 Joy Offering		660
<b>Total 2050 Desig Funds-Spec Offerings</b>	<b>\$243.22</b>	<b>\$1,285.96</b>
2060 Designated Funds-Spec Campaigns		199.42
2073 Youth Retreats	88.9	88.9
2074 Youth Mission Trips	649.99	649.99
2077 DC TOP (Teens Opposing Poverty)	66.3	316.86
<b>Total 2070 Designated-Christian Ed</b>	<b>\$805.19</b>	<b>\$1,255.17</b>
2085 Adult Ministries	10	262.38
2086 All-Church Retreat	492.81	-820.74

2090 Phoebe's Sisters	249.49	249.49
2094 Special Gift	3174	0
<b>Total Other Current Liabilities</b>	<b>\$3,926.30</b>	<b>-\$308.87</b>
<b>Total Current Liabilities</b>	<b>\$44,864.59</b>	<b>\$42,944.68</b>

2530 BCC Mortgage	1,689,879.49	1,751,453.84
<b>Total Long-Term Liabilities</b>	<b>\$1,689,879.49</b>	<b>\$1,751,453.84</b>
<b>Total Liabilities</b>	<b>\$1,734,744.08</b>	<b>\$1,794,398.52</b>

**Equity**

3901 Retained Earnings	363,141.08	320,074.70
<b>Net Income</b>	<b>11,082.66</b>	<b>2,117.03</b>
<b>Total Equity</b>	<b>\$374,223.74</b>	<b>\$322,191.73</b>

<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,108,967.82</b>	<b>\$2,116,590.25</b>
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## Neighborhood Learning Center Financial Summary

*(Please note that the NLC fiscal year runs from September 1 to August 31.*

*This summary is for calendar year 2019.*

*St. Andrew and its members say thanks to the NLC staff and board for their helpful support!)*

<b>Total Income</b>	<b>Total Expenditures</b>	<b>Difference</b>	<b>Bank Balance 1/1/19</b>	<b>Bank Balance 1/1/20</b>
\$1,429,303	\$1,381,684	\$47,619	\$61,382	\$135,263

### **Benefits to St. Andrew and to the Investors in the Downstairs Renovation Project**

<b>Mortgage</b>	<b>Custodian (80%)</b>	<b>Trustee Supplement</b>	<b>Capital Reimbursement</b>
\$139, 59	6      \$25,190	\$24,000	\$14,240

<b>Repayment to Investors for Downstairs Renovation</b>	<b>Set Aside Maintenance Reserve Fund</b>
\$26,986	\$6,667

**St. Andrew Presbyterian Church  
BUDGET 2020  
Approved by Session 1.9.2020**

**INCOME**

4000 Pledges	228,000.00
4010 Non-Pledged / Additional Gifts	58,000.00
4015 Loose Offering	5,000.00
4020 Building Use	3,000.00
4022 Other Revenue	
4200 Other Committee Income	
4212 Wednesday Programming (WAC, Fam)	750.00
4213 Mission Income	7,500.00
4220 Fellowship Income	200.00
4250 Board of Deacons Income	
4270 Board of Trustees Income	27,600.00
<b>Total 4200 Other Committee Income</b>	<b>36,050.00</b>
<b>Total Income</b>	<b>330,050.00</b>
<b>Gross Profit</b>	<b>330,050.00</b>

**EXPENSES**

5100 Worship Program	
5105 Worship Supplies	500.00
5120 Inst. & Robe Maintenance	600.00
5125 Pulpit Supply	1,000.00
5135 Special Worship Events	200.00
5140 Choir Music	350.00
5150 Handbell Expense	200.00
5190 Music Licenses	912.00
<b>Total 5100 Worship Program</b>	<b>3,762.00</b>
5200 Christian Education	
5210 Church School	1,800.00
5220 Youth Ministry	3,600.00
5224 Wed After School Café	2,800.00
5230 Leadership Development	500.00
5260 Vacation Bible School	2,000.00
5266 Retreat	1,200.00
5270 Godly Play	0.00
5280 Confirmation Class	250.00

<b>Total 5200 Christian Education</b>	<b>12,150.00</b>
<b>5315 Fellowship</b>	
5318 Fellowship	1,600.00
5845 Kitchen Supplies	500.00
<b>Total 5315 Fellowship</b>	<b>2,100.00</b>
<b>5320 Communications</b>	
5310 Mailing Expense	300.00
5330 Advertisement	4,000.00
<b>Total 5320 Communications</b>	<b>4,300.00</b>
<b>5360 Discipleship</b>	
5361 Adult Ministry	400.00
5362 Materials & Supplies/ Stewardship	100.00
5363 Materials & Supplies / Discipleship	1,200.00
<b>Total 5360 Discipleship</b>	<b>1,700.00</b>
<b>5400 Mission Ministry</b>	
5410 National Capital Presbytery/PCUSA	10,000.00
5420 Emergency Relief Fund	4,000.00
5430 Loudoun Hunger Relief	1,000.00
5440 LAWS	1,000.00
5445 Loudoun Families for Children	
5447 Boulder Crest Retreat Center	1,000.00
5455 Mobile Hope	1,000.00
5458 CCH	1,000.00
5459 DC-TOPs	0.00
5460 Theological Education Fund	0.00
5462 NLC Scholarships	1,000.00
5490 Unspecified Mission Additions	4,000.00
<b>Total 5400 Mission Ministry</b>	<b>24,000.00</b>
<b>5600 Board of Deacons</b>	
5610 Picnic	400.00
5630 Undesignated/Receptions	1,000.00
<b>Total 5600 Board of Deacons</b>	<b>1,400.00</b>
<b>5800 Board of Trustees</b>	
5805 Building Mortgage	139,603.32
5810 NLC Mortgage Reimb	-139,596.00
5812 NLC Trustee Supplement	-24,000.00
5820 Maintenance & Repair (for RESERVE)	10,000.00
5821 SCHEDULED Maintenance & Repair	7,000.00
5822 UNSCHEDULED Maintenance & Repair	9,590.00

5823 Custodial Equipment & Supplies	7,000.00
5824 Trinity House Repairs	1,000.00
5830 Credit Plan Payment	920.00
5835 Capital Projects	8,000.00
5842 Snow Removal	3,600.00
5850 Utilities	30,000.00
5865 Office Expense	14,000.00
5875 Telephone	840.00
<b>Total 5800 Board of Trustees</b>	<b>67,957.32</b>
<b>5900 Staffing</b>	
5160 Music Director	24,273.69
5162 SSI for Music Director	1,856.94
5171 NLC Reimbursement - Board of Pensions	0.00
5275 Nursery	3,500.00
5277 SSI for Nursery Employee	300.00
5880 Secretary	16,500.00
5882 SSI for Secretary	1,302.00
5885 Custodian	35,911.78
5890 NLC Reimbursement for Custodian	-28,729.42
5905 Pastor's Salary	16,500.00
5910 Housing	80,778.15
5915 Pastor- Benefits	35,987.41
5920 Payroll Tax (Reimbursement)	7,441.78
5921 Loan Forgiveness	-16,500.00
5925 Continuing Education	1,500.00
5930 Business Expense	4,000.00
5991 Children & Families Director – Benefits	9,000.00
<b>Total 5900 Staffing</b>	<b>195,950.33</b>
<b>6000 Session</b>	
6005 Presbyterian Assessment	12,450.88
6010 Officer Training & Books	200.00
6120 Bank Service Charges	800.00
6121 e-Giving Expenses	600.00
6122 Materials & Supplies / Finance	1,500.00
<b>Total 6000 Session</b>	<b>15,550.88</b>
<b>Total Expenses</b>	<b>328,870.53</b>
<b>Other Income</b>	
<b>Net Operating Income</b>	<b>1,179.47</b>
<b>Net Income</b>	<b>1,179.47</b>

# 2019 DEACONS' ANNUAL REPORT

**These are your Deacons for Year 2019** - A very dedicated and generous group of people!

## Class of 2020

Sally Gehl (A, B)  
Kathi Hottinger (C, D, E)  
Melissa Macdonald (F, G)  
Betty Willis (H, I)  
Pamela Schmidt (Deacons)

## Class of 2021

Bonnie Milam (J, K, L)  
Deann Mitchell (M, N)  
Jennifer Ratke (O, P)  
Suzanne Wade (Deacons)  
Lizzy Hill (Youth)

## Class of 2022

Marie Cahoon (S, T)  
Deborah Hill (U-Z)  
Kim Peele (Q, R)

The St. Andrew Deacons are caregivers to the church community. We see our primary purpose as congregational care, supporting the congregation in times of need, and encouraging the support network. Another major contribution is assisting with Sunday worship by preparing communion and coordinating greeters and ushers. Deacons also help coordinate and provide support for memorial services and receptions.

This year Deacons changed the way we assign and designate our congregational groupings. We changed to alphabetical groups instead of geographic zones. This change makes it easier to add new members and keep track of group members using the directory. However, the tradeoff is that some group cohesiveness may be lost. As part of this effort, we are working with the church secretary to keep the church directory updated.

## **Deacon Activities:**

Deacons meet on the first Thursday of each month to share joys and concerns, plan events and provide care and support for the congregation.

The Deacons provided care and support within our congregation through the following activities:

- Recruiting and coordinating greeters and ushers from Deacon groups, congregation, or serving personally
- Preparing elements for communion (typically first Sunday of each month)
- Coordinating fourth Sunday fellowship and providing finger foods with contributions from Deacon groups
- Coordinating meals, rides, visits, and other assistance for church members and friends during times of need
- Coordinating greeters, ushers, and reception for memorial services
- Placing a white rose on the altar following the birth of a baby and follow-up visit to family
- Sending birthday, get well and condolence cards

## **Annual and Other Events:**

In addition, Deacons organized several annual or special events:

**February** – Sent Valentine’s and gift cards to college students

**June** – Graduate Sunday: Recognized graduates and presented them with blankets in school colors, embroidered with their name and graduation year. Also, provided breakfast for graduates.

**August** – Hosted church picnic, including games!

**October** – Organized Pastor Appreciation Week and reception

### **Memorial Services and Receptions:**

**March** – Sarah MacWhorter

**August** – Raye Ann Kauffman reception at residence

**October** - Anna Kramer

**A Parting Thought:** Deacons often focus on new families, the elderly, and those with medical conditions. We must remember to watch for those who don’t ask for help, empty nesters, and couples of all ages without children, parents of teens, the invisible ones who aren’t coming to church, those who are quietly suffering, and all who may not be on our radar. We don’t have to wait until someone is sick to offer care and support. We also strive to encourage the support network that includes the entire church.

## **BOARD OF TRUSTEES’ REPORT**

Dear Friends,

2019 was another successful year for the Trustees as we continued to focus our efforts on both restoration of the church property and developing a long-term strategic plan on how to maintain our aging facility and provide reasonable improvements that add “value” to the “customers” of the church: Our members, the Neighborhood Learning Center, and the wide variety of organizations that use our church.

In many ways, the year was challenging as well. We kicked off 2019 with a large unexpected expenditure, when not one, not two, but all three of the water heaters in the building began leaking in a very compressed time frame. Tackling over \$8,000 worth of unexpected and unbudgeted expenses in the first month of the year is definitely discouraging, but with the help of Session and the Neighborhood Learning Center (who reimbursed a majority of the cost), our budget wasn’t totally destroyed in one single event.

On that note, the Trustees do want to specifically thank the NLC and the NLC Board, specifically Jo Anna Rich, Chris Butkus, and Evan Reed for continuing to provide incredible amounts of support to the efforts our group makes to keep the building functioning and in their



backing, both financially and emotionally. In 2019, their partnership with St Andrew ensured that our budget was in the black. Without their help, our financials would look significantly different. Their total 2019 contributions of \$202,786 is what allows us to continue our restorations, keep our building clean, and pay off our mortgage. It is a unique partnership that the Trustees rely upon, and we are grateful for open and positive lines of communication and vision.

Unlike 2018 which was the “Year of the (Sledge) Hammer,” in 2019 we focused our efforts primarily on modernization and efficiency as well as addressing a few major maintenance issues that have been outstanding:

- Through multiple work days, we continued the adoption of LED lighting. We replaced or rewired/converted over 40 light fixtures (approximately 85 bulbs) this year and we are proud to say that for the first time in several years we achieved a 100% “lit” status for our fluorescent tube fixtures throughout the building (if only for a short period). Overall, we have converted roughly 50% of the bulbs in the building, giving us substantial savings on our electric bills.
- The long-term project to prevent and control flooding in the basement and front stairwell was completed with the installation of a new stairwell sump pump and PVC piping to remove water from the emergency exit from the youth lounge.
- HVAC improvements to increase efficiency and correct airflow issues in the NLC were completed.
- 1 HVAC air handler / Air conditioning unit was replaced in the NLC/Choir room areas. This was due to a leak of coolant that was unrepairable under new EPA regulations.
- With the termination of the commuter bus parking lot, the church has taken on the full expense and responsibility for snow removal in the parking lot and sidewalks.
- Removal of two additional trees on the property that was diseased and hazardous.
- Completed repairs to the parking lot to fix potholes at the entry from Main Street.
- We made minor repairs to the Trinity House property and continued to make payments on the HVAC replacement that was completed in 2018.
- Working with Session and several other members of the church, we conducted an extensive survey of the property, building, and all major maintenance items to create a long-term, comprehensive maintenance reserve and refurbishment plan. This plan considers all major expenditures regarding the ongoing and long-term upkeep of the building and was crucial in helping to develop a savings strategy to address major expenditures that we know will eventually arrive. As a result of this planning, the church has taken necessary steps to set aside funds and successfully begun to build our reserve fund.
- Contracted to have all gutters and downspouts cleaned and repaired. (This includes removal of several trees that had been growing in both the gutters and downspouts!)

- The trustees were able to obtain an Automatic External Defibrillator (AED) as well as installed new first aid kits which improve our readiness to respond to medical emergencies.
- Due to the expiration of our existing contracts, the trustees renegotiated our telephone and communications agreements with Comcast and Verizon. While no cost savings will be captured, we were fortunate to renegotiate so that our expenditures do not increase. Had this effort not been successful, the church would have seen our expenses in this area increase over \$1,400/year.
- As part of the telecommunications renegotiations, we were able to obtain a new and upgraded phone system including better hand-held coverage for the NLC, an additional handset (in the basement) and converts our phone system to Voice-Over-Internet-Protocols (VOIP), which provides some additional capabilities and management options for the staff and network administrators.
- As we approached the beginning of December and the end of the year, we felt that we had made it over the hump and found ourselves with a little bit of a surplus in our budget, so we took the opportunity to utilize some of our surplus as well as supplemental funds from the NLC to make a much needed improvement. With the assistance and input from Kevin Burel, we successfully completed a total replacement of the church's IT network, including new security improvements, commercial grade wireless internet infrastructure and access points, new CAT6 Ethernet cable strung throughout the office and to other locations in the building, installation of multiple network switches, and the addition of remote administration/troubleshooting capability. This upgrade makes our network "seamless" as you move around the building and replaces the three separate Wi-Fi networks that used to serve the fellowship hall, sanctuary, and basement.

Unfortunately, no good deed goes unpunished and shortly after completing the upgrade, we were challenged once again with a major unplanned expense when the town informed us that the Trinity House had significantly increased water usage in the final months of the year. Anticipating a leak, our plumbing contract was called out and investigation found that the water supply line between the meter and the shut-off valve in the Trinity House had a significant leak. Having repaired this same line less than two years prior, the decision was made to replace the entire line at a cost of about \$8,300.

Looking forward to 2020, we continue to be challenged with several major expenses on the horizon with expected replacement of the roof and multiple HVAC units in the near future. While we hope to push off as much as possible, one HVAC unit in the Fellowship Hall has already failed. In addition the basement door way has warped over time and requires a full refurbishment of the surrounding structure.

We are also troubleshooting issues in the kitchen, the most significant of which is our stove/oven unit which has required repairs on several occasions and continues to have issues reaching

appropriate cooking temperatures. Troubleshooting has indicated that during the initial purchasing of the stove, the electrical requirements were never correctly researched. In essence, the stove that was purchased was not compatible with the electrical system installed, which has resulted in this appliance never functioning as designed (and correcting the system is cost prohibitive).

At the NLC's request, as part of addressing the ongoing stove issues, the trustees will also be conducting a complete review and refurbishment study for the kitchen space to determine what repairs, refurbishment, and upgrades may be appropriate for the short and long term. We hope to have this completed within the first few months of 2020 and invite any members of the church willing to participate in this process to speak with Josh Shields.

Finally, we would like to thank you all for your support, kind words, encouragement, and generosity that you have all shown to our group. While the Trustees form the backbone of the facilities maintenance team, we couldn't get the work done without the volunteers that come out to help us, so thank you for helping us keep the church facilities going! A special thanks to Davis Willis who spends multiple days each week completing odd jobs around the facility and assists the Trustees with minor repairs and NLC requests.

Our next workday will be February 9th, with breakfast beginning at 8am. Efforts will focus on minor maintenance, deep cleaning, organization of storage areas, and LED bulb replacements. We hope that you will join us in service and community to help maintain and improve our facility.

Respectfully submitted to the membership by:

Meagan Butkus, Co-Chair  
Geoff Kohl  
Brad Morell  
Mitch Seipt

Tom Hill  
Tom Moler  
Erik Sassak  
Josh Shields, Co-Chair

## CHILDREN AND YOUTH MINISTRY

Saint Andrew's Children and Youth Ministry includes a variety of programs and activities to develop and nurture the Christian formation of our youngest members and their families as well as the children and youth of our community. During 2019 the CYM committee adapted approaches to existing programming and implemented new strategies to meet the needs of our young families and to develop a core group of youth. Jo Anna Rich, a pastor who is director of the NLC and a Saint Andrew church member, continues to offer her time and talent to guide us in our work.

### **Sunday School -**

- During 2019, the *Deep Blue* curriculum continued to offer excellent resources for our Sunday school program. *Deep Blue* provides a month-long exploration of each Bible story with a range of activities that enable students to thoroughly learn each story.
- As young families continue to grow at Saint Andrew, our Sunday school enrollment is expanding. During 2019, our teacher teams began to provide a separate Sunday school class for preschoolers. Although Sunday school attendance fluctuates, we are now at a point where we need to divide our elementary students into two groups. More Sunday school teachers are desperately needed! Additional teacher support will enable us to offer separate Sunday school classes for K-2<sup>nd</sup> students and 3<sup>rd</sup>-5<sup>th</sup> students.
- During the year, \$600 was collected through the Children's Offering. In December, a check for \$600 was sent to Mobile Hope, the children's chosen charity for 2019.

### **Midweek Ministry-**

- During 2019, we created a new schedule for our Wednesday evening Family Night. We begin with a family dinner from 6:00 -6:30 and then share an intergenerational music and prayer time from 6:30-6:45. From 6:45- 7:15, the children work on service and mission projects while the adults enjoy a time of fellowship. Among other things, the children made seasonal greeting cards for seniors in our church family and at the Carver Center, participated in pen pal exchanges with members of the congregation, filled Loudoun Hunger Relief Thanksgiving bags and went Christmas caroling at the homes of some Saint Andrew members.

### **Youth-**

- Under the able leadership of Kirsten Shields, Clark Seipt and Evan Read, the Sunday Night Live Youth Group is growing! The group meets at the church the second and fourth Sundays of the month from 6:00-8:00 p.m. Middle and high schoolers are invited to bring a friend and come for dinner, games, Bible lessons and relationship building. The group is working toward having a retreat at Montreat, NC this summer.

### **Tween Group-**

- Planning by Kathi Hottinger in 2019 has led to the January launch of a new program for 4<sup>th</sup> and 5<sup>th</sup> graders. The Tween Group meets at the church the first Friday of the month for pizza, games, Bible study and relationship building.

### **Vacation Bible School-**

- Our June 23-27 Vacation Bible School program, *To Mars and Beyond*, was enthusiastically received by our church family and the community.

### **Miscellaneous Work-**

Our CYM year also included the Advent Workshop, Easter Egg Hunt, Trunk or Treat, Confirmation classes, and worship on Youth Sunday and Graduation Sunday.

## DISCIPLESHIP COMMITTEE REPORT

In 2019 the St Andrew Session approved establishment of the new Discipleship Committee. Our focus: Help members of our St Andrew community discover, use and share their gifts in thoughtful and creative ways as we love God and serve others together! The Discipleship Committee includes emphases on:



- Adult Ministry
- Generosity
- Visitors and New Members

In 2019, we facilitated the Fall Small Group on “Praying in Color,” participated in the Session-commissioned Working Group on Worship and started brainstorming around how to best reach out to and include visitors and new members in our community.

We also shepherded the 2020 *Bless This House, O Lord* Generosity campaign that resulted in nearly \$230,000 in pledged giving from the St. Andrew family. THANK YOU for your generosity, dear friends!

As we look to 2020, our first full year of existence, we will spend time as a Committee reading “The Inviting Church” by Roy Oswald and discussing how we can implement lessons learned from Oswald’s writing and other experiences here at St Andrew. We’re also supporting the Lenten Small Group offering of Dave Ramsey’s *Financial Peace University*. We’ll continue to work with others in the church to tailor our activities and goals to align with St Andrew’s vision and mission moving forward. If you have an idea for a small group study or discipleship-focused opportunity, please don’t hesitate to let us know!

In short, the Discipleship Committee aims to support learning and faith development and help people plug into the life of the church. I feel strongly that we are a Committee that is called to work closely with every single other committee in the church! **Indeed, the Discipleship Committee is in need of more members as we embark on this new calling!** If what is written here interests you, please reach out to me, Clark Seipt, so that we can talk more. I can be reached by email at [clark.seipt@gmail.com](mailto:clark.seipt@gmail.com) and by phone at 571.289.0336. You can also find me in the Fellowship Hall after Sunday services - making sure my kids don't eat all the cookies.

## FELLOWSHIP COMMITTEE

The Connect Committee:

- Provides the refreshments/set up for Sunday coffee hour (3 weeks of the month, Deacons provide for 4<sup>th</sup> week)
- Provides and/or coordinates food and decorations for special coffee hours during the year
- Assists and decorates Fellowship Hall for special events
- Sponsors special dinners/events/activities
- Publishes the Monthly SAPC newsletter
- Maintains and updates the Church pictorial directory

Events that we have been involved with this past year:

### **January**

- Potluck Lunch for Annual SAPC Congregational Meeting

### **February**

- Appetizer Social/Game Night

### **April**

- Maundy Thursday Last Supper congregational potluck dinner & family worship service
- Easter Sunday Breakfast/coffee hour

### **May**

- NLC Teacher Appreciation
- Mother's Day - Muffins/Donuts with Mom coffee hour
- Confirmation Sunday – special coffee hour

### **June**

- Assisted with kitchen duties during Church Retreat
- Assisted with Graduation Sunday coffee hour
- Father's Day – Donuts with Dad

### **October**

- Pastor Appreciation Sunday (coffee hour)
- Special Coffee hour – welcoming new members

**November**

- Bowling

**December**

- Chili Cook-off

Committee Members: Bonnie Milam, Sally Brenton, Meagan Butkus, Amber Gillispie, Maureen Blake, Leslie Dragon

## MISSION COMMITTEE

The Mission Committee is called to bear witness to Jesus Christ through more intentionally focused acts of service within the congregation, in our community, and in the world.

The activities pursued in 2019 are a reflection of efforts to meet our calling to Jesus Christ.

Community Service Sunday: April 28

Serving the community continued this spring with participation in the following:

- Wheatland Farm barn care
- Bousman yard cleanup
- Mobile Hope
- Carver Center

Music with a Cause: live concerts supporting local and international NPOs

- January: Brian Ganz/Magdalena Wor (Loudoun Free Clinic)
- March: Moonlit in the Sun Carla Deniz (Hero Homes)
- April: Loudoun Chorale Americana (ECHO)
- June: Bud's Collective (Mobile Hope)
- September: Sara Jones (Loudoun Hunger Relief)
- October: Brian Ganz & The Clazzical Project (CCH)
- December: Loudoun Chorale (LAWS)

The proceeds generated to support the various **NPO's over \$3,000 in total**

Loudoun County Animal Shelter: September

Presentation of movie "Isle of Dogs," presentation by shelter staff member Talia Czapski, and collection of animal food, toys, and training treats for the shelter

Mobile Hope: sock and underwear drive for youth ages 18 - 24

### Loudoun Hunger Relief: ongoing project

The collection of food items for Hunger Relief continued, with monthly food suggestions, and ongoing deliveries to the Leesburg distribution center. Over 1000 lbs of food were donated.

At Thanksgiving, **St. Andrew donated 31 dinner bags and gift cards worth \$515.**

### Support for LAWS families with gift tree

The annual Christmas adoption of families connected with LAWS provided gifts requested by members of each family. There were a total of 3 families served this year.

### 10,000 Villages

Provides congregants and visitors an opportunity to purchase beautiful items made abroad by artisans from many countries. Provision of our space provides us with proceeds for a local NPO. This year we donated the proceeds to Loudoun Habitat for Humanity

### Crafting with a Cause

This program, affording local and congregational participants an opportunity to display and sell their craft items, and support charities with their donation for their space, was well received and successful.

### Alternative Gift Market

Featured a number of favorite NPOs, including Heifer Project, Presbyterian Disaster Relief, ECHO and Home for Heroes, allowing congregants an opportunity to choose their favorite to donate to during the holiday season.

### Coat & Blanket Drive

Former Purcellville Mayor Bob Lazaro, continues to sponsor this drive for Syrian refugees, and St. Andrew continues to provide a drop-off location for this effort.

### JK Community Farm

The initial visit was made to the JK Community Farm, which raises vegetables, chickens, pigs and beef, for local NPO facilities, and donates it all. This was in anticipation of our plans to work with the farm in 2020.

We also donated to their purchase of seeds for this growing season.

### Special Offerings and Gifts

- Joy Offering
- Pentecost Offering



- One Great Hour of Sharing
- Children's Offering
- Presbyterian Disaster Assistance (Bahamas)
- Congregation for CCH
- Total, which includes 10,000 villages, > \$3,300

Respectfully submitted,

Marjorie Diehl

Suzanne Wade

## WORSHIP COMMITTEE

This summer, 11 members of St. Andrew Presbyterian Church participated in three working groups for a total of 5 hours. These working groups were set up in response to the results of the Congregational Assessment Tool. Following are the goals of the groups, a summary recommendation, and specific recommendations resulting from areas of focus that were identified by the groups as areas of concern.

- **Goal** - Help the members of St. Andrew Presbyterian church deepen their connection with God through strong worship services,
- **By** – Identifying what amplifies our connections to God, inspires and energizes us, and makes us come back for more,
- **So that** – Our worship services are exceptional in both quality and spiritual content and St. Andrew Presbyterian Church can effectively live out its mission in our community.

### Summary

A series of recommendations came from the working groups including changes to reinstate the term Prayer of Confession to replace Unison Prayer of the Day, to help the congregation gain familiarity with new music when it is introduced in services, to better organize the Lord's Supper distribution and the collection of our weekly tithes and offerings, and to welcome the joys and concerns that are shared in our prayer time. The group also made recommendations on ways to help welcome visitors, develop connections with them and provide helpful resources to increase their familiarity with our order of worship. The most fundamental recommendation was to recreate a worship committee. This committee could take on the responsibility of making sure the services run smoothly and that the volunteers involved are aware of what they need to do. We were delighted to receive Anthony Semiao's willingness to lead the new worship committee.

Anthony, Kate Rohrbaugh, Lorna Howard and Marie Cahoon are the first members of the new committee and welcome others to join them in their work.

## **Special Needs Awareness Sunday**

On Sunday, December 8, St. Andrew Presbyterian Church held a Special Needs Awareness Program to help educate ourselves and our congregation to be a more welcoming, a more accepting, and a more educated place for everyone. We were especially looking at how we include and interact with our children and adults who have autism or who are intellectually disabled or have other mental or health conditions that provide challenges of acceptance, inclusion, and safety. Our speaker was Dr. Douglas Lipp, a licensed Clinical Psychologist who has worked in specialized programs for children and adolescents with emotional, behavioral, attentional, learning and/or Autism Spectrum Disorders. Pastor Dave Milam moderated our program and a delicious luncheon was provided by the families of our congregation who have children or adults with special needs. Child care was also provided during this program.

Our program also included two families in our congregation who shared their personal stories and journeys of having a child (and now young adult) with Fetal Alcohol Syndrome and another whose child (now young adult) is on the Autism Spectrum. At the end of the program, questions were asked by participants to Dr. Lipp about ways to interact with and include children and adults with special needs. During this time, another family who has a young child with autism shared their own struggles with knowing how to have their child be included meaningfully and safely into the life of our church and congregation.

We made lists of ideas and questions on what to do next. These questions and ideas will be discussed during the Session and Ministry Team Retreat in March. We are challenging our ministry groups to look at ways to include everyone in our congregation in meaningful and appropriate ways into the life and ministry of our church, with a special focus on the people within our church community.

Pastor Dave Milam, Laurie Barbagallo, and Marcia Owens spearheaded this program and want to sincerely thank all the families in our congregation that we reached out to who have children or adults in their family with special needs. They were incredibly open and generous, sharing with us their joys and struggles in their personal journeys. They all helped us see that they are living this journey every day, to help their child be the best they can be. It was so poignantly brought to us that these children with special needs want just what everyone of us wants: to be loved and included and recognized as a unique and special Child of God. We need to look beyond the differences and see the gifts and talents each of them has.

# THE NEIGHBORHOOD LEARNING CENTER OF ST. ANDREW PRESBYTERIAN CHURCH

The Neighborhood Learning Center (NLC) turned 8 years old in August 2019. We continue to provide a loving Christian environment in which children can grow and mature spiritually, socially, emotionally, intellectually, and physically. Our programs emphasize academic preparedness while keeping in mind that children learn best when they are happy and having fun.

## **Programs & Offerings**

There are currently 128 children enrolled in the NLC (full-time equivalent is 117) and 36 staff members. The preschool is near capacity in all classes from age infant through pre-K. There are two classes for each age group except the pre-K 4s which is a large class taught in a team style. Currently there is a waitlist of 20 prospective enrollees. The NLC Director, Jo Anna Rich, manages a staff of well-qualified, talented, and loving teachers and staff who work well together and with the children. The after-school enrollment has increased since last year and is also nearing capacity.

The preschool classes incorporate a variety of theme-based **curricula** which cover a breadth of topics including harvest, Christmas, winter, health, spring, and more. Pastor Dave offers a weekly Chapel lesson. The children enjoy the two playgrounds and the courtyard area year-round, weather permitting.

Our **school age drop-in program** is viewed as a valuable resource in the local community. This service is regularly used by families with children who are not enrolled in our weekly after school program on days when the NLC is open but LCPS (Loudoun County Public Schools) is closed (e.g. teacher work days, closures due to inclement weather, Winter/Spring breaks, etc.).

Our **Summer Camp** program continues to grow in attendance and was at capacity for most of the summer of 2019. Increasingly, families from the community who are not currently enrolled in our year-round program register their school-agers to join us for summer camp fun! School agers engage in both weekly field trips and “in house” days. The program offers full-time and part time options, accommodating working parents through the summer as well as kids who just want to come have some fun at camp. Registration for 2020 will begin in February.

**Educational enrichment** events are offered regularly. Special presentations brought into the Center include Wildlife Ambassadors, the Purcellville Volunteer Fire Department, and John Deere Tractor, among others. During 2018 we started to make optional, extracurricular activities available to our families. These external instructors come to the NLC, allowing parents to have their children participate in extracurricular while the children are already here with us during the day. Offerings include Wee Little Arts, Mercier School of Dance, Acrokidz, and soccer.

Additionally, our friends at the Mac Brownell Adult Day Center come to visit monthly with our pre-K class for games and activities.

We continue to offer **holiday programs and events** which have been thoroughly enjoyed. Trunk-or-Treat, a joint effort with St. Andrew, was very well attended by NLC, St. Andrew, and community members alike, despite the weather driving the festivities indoors. Other NLC events during the year include our annual Polar Express Day, with special thanks to “Conductor” Dave; the Preschool Christmas Program; Thanksgiving Family Feast; Fall Family Picnics; Donuts for Dads (Father’s Day); Muffins for Mom (Mother’s Day); and Pre-K Graduation.

### **Year in Review**

The year 2019 saw both expected and surprising **upgrades and enhancements**. The existing carpet in the upstairs classrooms was replaced with hard floors, which are more sanitary and easily cleaned; while the Infant 1 room received carpet squares to replace the original carpet. The upstairs hallway and classrooms received a much-needed fresh coat of paint. A new air conditioner unit was added improving the basement air flow. We are grateful to the Trustees for upgrading the existing Wi-Fi capabilities; teachers in the back hallway and the basement can now access the internet via the Wi-Fi network.

The NLC has continued to meet its **financial responsibilities** and support to St. Andrew including paying the monthly mortgage, insurance, and the majority of the cleaning company/sexton’s bill. In addition, repayment of the personal loans made to the NLC for the basement renovation project of 2018 has continued on schedule and these loans are now 50% paid off. The NLC has also added a reserve fund of \$20,000 for St. Andrew’s use. The current school year is on track for an approximate break-even year financially.

### **Results of Basement Renovation**

Several increases have resulted from the **basement renovation** project of 2018. Specifically, an increase in annual income of 24.8% has been achieved from \$1,180,210.80 (2017-2018) to a projected annual income of \$1,472,848.45 for 2019-2020. Currently there are 128 students enrolled (117 full-time equivalents [FTE]) versus 111 students enrolled in January 2018 (98 FTE). This is an enrollment increase of 15.3% (with a 19.4% FTE increase.) The number of Staff also rose over this period from 28 (January 2018) to 36 (January 2020) for an increase of 28.6%.

Most significantly, as of December 31, 2019, the reserve is \$135,262.77 - an increase of over 120% from the \$61,381.52 reserve of December 31, 2017.

As a mission of SAPC, the NLC is **active through various programs and projects in church life**. Every year more NLC families become involved in St. Andrew’s church life, even joining as congregation members. Highlights of the year include the enthusiasm for joint service projects such as collecting food and Thanksgiving bags for Loudoun Hunger Relief and providing

Christmas gifts for families at the Loudoun Abused Women’s Shelter. Approximately 40 families participated in the Advent Workshop this year, a blending of both St. Andrew and NLC families for this fun, annual event. Vacation Bible School (VBS) was similarly attended by NLC families. NLC families are also invited to events such as Tween Nights, Sunday Night Live (for middle and high school youth), and Wednesday’s Family Nights.

### **The Upcoming Year**

We continue to strive to offer the best programs possible. The NLC Board is establishing the “NLC Plan 2022,” which is setting both short- and long-term goals for the Center. Session was presented with a preliminary version of this long-term strategy with potential ideas, but the process is still in its beginning steps.

Concretely, plans to improve drainage and equipment on the back playground are in the works. The infants through 2-year olds use the back playground daily (provided it isn’t actively raining and that it is above freezing), but the area doesn’t drain properly, leading to extremely muddy conditions even on days after rain has passed through. Once drainage is improved, additional play and learning equipment will be installed to make the space even more engaging for our littlest ones. We are especially grateful to Ms. Ashley Baker, a lead teacher in one of our 2-year old classes, who made her college project an analysis of the back playground, resulting in a 30-page report detailing both the current facilities/conditions and outlining recommendations which are being incorporated into the plan moving forward.

During 2020, the NLC will be taking steps to become paperless. We will use the new Wi-Fi capabilities to move to a tablet-based system of tracking attendance, daily sheets, and communication with parents.

### **In Gratitude**

We give thanks to so many within the community for helping to make the NLC the wonderful and sought-after learning facility it is today.

- Davis Willis handles so many of our day-to-day challenges such as hanging curtains, assembling furniture, taking all the recycling for the entire building, among innumerable other tasks.
- Thank you to all who assisted in the tasks needed for preparation for painting the classrooms and installing new flooring – there is a lot of work that goes into prepping including moving furniture, removing wall-mounted items and then re-hanging afterwards, and we couldn’t have done it without the many hands who made light work.
- The Trustees have been such willing partners in helping to maintain and improve the facilities of the church and the NLC. Their teams of volunteers responds at any time and in any weather to make sure things are safe, secure, attractive, and as efficient as possible.

- Our NLC families are very supportive through their referrals to friends and family; generous donations of toys, books, and outgrown clothing (for our spare clothes bins); organization of fundraisers solely for the benefit of our center (Thirty-One, and Usborne Books); and the gift of their time and resources (Tractor Day, decorating for special events, etc.).

Thank you to the whole St. Andrew congregation for all your continued support. There are many ways the congregation can continue to support the NLC:

- Link your Harris Teeter and Giant food cards in support of the NLC. It really does make a difference!
- If you have a special skill or ability you would like to share with the children, or if you think your job would be interesting for them to learn about, please let us know! We are always looking for educational guests to come and visit. Examples of past visitors include a Retired Brigadier General, a commercial airline pilot, a Navy SEAL, a librarian, and a Sheriff's Deputy with K-9 partner.
- We would love to have a pianist able to accompany the children during our Christmas program and pre-K graduation.
- Please keep the NLC in mind for candidates with teaching experience and a love of children. We would also love to find another bus driver for our morning and/or afternoon school runs.
- We would love to find joint activities for our children and older members of our church community and are looking for ideas and facilitators to make this happen.
- Tell your friends and neighbors about our great program. The NLC continues to maintain high standards for quality childcare and provide a valuable resource to the families of Western Loudoun.
- “Like” our Facebook page so you can keep up on all the fun activities and pictures we share!

## PASTOR’S REPORT

### *“2019: The Year of Organizing”*

One of my mom’s best lines came when she described my dad’s style of working in his basement office: “He so organized that he never gets anything done.” Well played, Mama. Along the same lines, I was called an “Organizing Pastor” when I started a new Presbyterian church in Michigan before I came here. If you’ve seen my desk, you will likely understand why I emphasized that I was an *Organizing* Pastor, which doesn’t necessarily imply that I’m *organized*. All that said, as I look back on 2019 it was a year of *organizing* in the best senses of that word, towards a good and strong future.

## Organizing Vision 2020

By definition, the word “organizing” has two meanings. The first, and more common, is about arranging things into an order. For our Session, this organizing work has meant that we finally came to a conclusion of our prolonged efforts to put together a Vision Statement with accompanying objectives. In concluding this work, our vision statement was tweaked to include our priority of worshiping together as the beginning point of how to see our purpose and calling. The final Vision Statement now says the following:

*At this moment in time, God is calling St. Andrew Presbyterian Church to be an open, welcoming and accepting community of faith. Christ is our center, children are our future, and service is our mission. Responding to God’s grace, we are committed to be the church, worshiping God together, as we nurture seeds of faith, love our neighbor and embrace the stranger, living out Christ’s hope for the world.*

In addition to this tweak of the Vision Statement we also developed objectives that expand on what it is to “worship God together, nurture seeds of faith, love our neighbor and embrace the stranger as we live out Christ’s hope for the world.” Here is what the Session has now shared with the Ministry Team and all of its committees so that our congregation can put flesh on the bones of the Session’s envisioning work.

**Goal 1 - WORSHIP GOD TOGETHER:** Deepen and strengthen our connection with and commitment to God through intentionally gathering to worship and praise.

- *Objective 1.* Offer well-organized opportunities for worship that are exceptional in both quality and spiritual content.
- *Objective 2.* Challenge ourselves and our congregation to encounter God in creative, unique and meaningful ways.
- *Objective 3.* Identify and nurture ways that worship helps us nurture seeds of faith, love our neighbor and embrace the stranger.

**Goal 2 - NURTURE SEEDS OF FAITH:** Learn and embody our faith so that we can live out faithfulness to Christ, flourishing as human beings.

- *Objective 1.* Define a framework of Christian formation, rooted in the Biblical story that serves all ages.
- *Objective 2.* Develop, implement and advertise a full spectrum of St. Andrew programs and activities that teach the Biblical story and provide opportunities to live out our faith.
- *Objective 3.* Broadcast the “Good News” of Jesus beyond the walls of St Andrew.
- *Objective 4.* Develop congregational opportunities to share how their faith makes life worth living in intentional ways.

**Goal 3 - LOVE OUR NEIGHBOR:** Bear a witness to Jesus Christ through more intentionally focused acts of service within the congregation, into our community and our world.

- *Objective 1.* Establish specific, intentional and focused mission partners locally and globally.
- *Objective 2.* Develop opportunities for congregational members to connect to service projects and mission endeavors.
- *Objective 3.* Encourage one another to boldly stretch beyond our comfort zone to discover and be responsive to Christ's call near and far.
- *Objective 4.* Continue to engage members of other faiths and denominations through face-to-face encounters.

**Goal 4 - EMBRACE THE STRANGER:** Grow our witness through community engagement and by acts of hospitality that convert visitors to friends and members.

- *Objective 1.* Be intentional towards inviting others to participate in St. Andrew Presbyterian worship and church life.
- *Objective 2.* Become better known by our community, as a church which is for our community.
- *Objective 3.* Engage NLC Families.
- *Objective 4.* Engage the NLC staff as ambassadors of St. Andrew to NLC families.

Recognizing that this is a lot of information, please know that the Session and the Ministry Team have a retreat planned for Saturday, March 7, to devise our objectives into activities and projects where the congregation lives out this vision. So, in other words, there's more organizing to come! But also know that the Session has captured something of the enlivening, loving community of faith and service that is true of who we are together and what encourages our delight in what we share in our doing.

#### Organizing Myself to Be a Good Pastor and Preacher

As I look back on the reports I gave to the Session, one of my consistent priorities has been to be there for the people of our church. If there's a new baby, I'm glad to give thanks with the new parents for the precious gift of life that has come into our midst. If someone faces illness and the emotional, spiritual challenge of that, I'm present in their hospital room, nursing care facility, or home to support them, pray with and for them and to be a connection between them and our wonderful deacons and caring congregation. If someone visits our church, more than once or twice, I follow up with a welcome visit, inviting them to be a wonderful part of our church family. On average, I make more than one pastoral call per day. If you know someone who needs such a call, I appreciate it when you to bring it to my attention.

Since deepening the meaningfulness of our worship services has been one of our priorities following the Church Assessment Tool process last year, I have also sought to redouble my efforts in preaching and shaping our liturgy. Having preached the lectionary for a while, I



shifted back to developing themes for sermon series as a part of that work. In Lent, we all shared in *Unbinding our Hearts*, a small group and sermon series that encouraged us to a deeper practice of prayer and evangelism. I am thankful to support the several small groups with sermons that kept us focused on personal faith transformation. In the summer, two of the Apostle Paul's letters became the focus. The series on Galatians in June and July, delved into what Paul had to say about the freedom Christ brings from the perspective of Celtic/Galatian people under the oppressive authority of Rome. In August, I brought in songs from the band U2 to help us explore themes in Paul's Letter to the Colossians. In the fall, we asked God to Bless This House, noticing how our homes hold the possibilities for us to welcome others, share in community together, keep our households financially sound, and open our windows to the home we have here on our precious planet. Finally, in Advent, I asked us to risk having a "Don't Know Mindfulness," through which we can put ourselves into new and challenging situations (as did Mary, John the Baptist and others in their journey to Bethlehem). Special Needs Sunday was a highlight of this theme, during which we heard that the families of those with special needs have been developing a "don't know mindfulness" as they have cared for their young people. We heard them confess that the support of a welcoming, thoughtful church meant the world to them.

### Community Organizing Work

Not to belabor this theme too much, finally, let me remind you of the second main definition of "organizing." Socially and culturally, there are people in our towns, counties, regions, nations and the world who "organize" movements of people. This is a calling that I have long felt in my heart and have had two specific opportunity to participate in this kind of community organizing work in 2019.

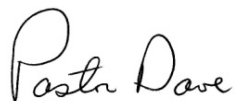
Three years ago, a friend in our National Capital Presbytery asked me to join the Mission Coordinating Committee, which is responsible for Presbyterian mission efforts in our Washington, D.C., metropolitan area. Such work includes supporting refugees as they find new lives in the U.S., efforts to care for our environment, college campus ministry, outreach to the world through global mission support, and peace work especially in the Israel/Palestinian conflict. My friend told me that the committee also sought someone to lead to renewed Urban Ministry, especially helping churches in and near Washington. Because I have made great friendships among the pastors and lay leaders in our Presbytery's city churches and because our daughter lives there and is a member of the New York Avenue Presbyterian Church downtown, I jumped at the opportunity. In fact, I found the churches there dispirited, fragmented and overwhelmed with survival challenges. In addition, issues around historic and systemic racism persist to make ministry difficult. A good deal of my work on the Urban Ministries Task Force has been to simply gather people together. I started a quarterly D.C. Pastors' Breakfast which has helped clergy to get to know one another and reconnect with our National Capital Presbytery. Several of the churches are now exploring the possibility of developing affordable housing on their church properties which will help provide income to sustain their ministries and buildings while also addressing the gentrification of the city that pushes poorer people out.

Secondly, I have been very involved in the Loudoun County Interfaith Clergy Group. That group has organized gatherings like a “Life After Hate” presentation, in response to the distribution of Klan literature in Leesburg, Hamilton, Purcellville, Round Hill and Lovettsville. It has supported the Facing Race Supper Club as a way of giving people the opportunity to dismantle racism through personal conversation. I helped organize a beautiful, deeply spiritual Interfaith National Day of Prayer ceremony at the County Administration Building last March (appreciative of having General Randy Dragon [Ret.] and Kate Rohrbaugh pray respectively for those who work in the world to create peace and for our U.S. military personnel who serve so bravely and conscientiously. Pastor Michelle Thomas, Rabbi David Greenspoon and the Rizwan Jaka family have come our way, visiting St. Andrew as a way of bringing friendship to us as we work shoulder to shoulder to benefit all of Loudoun County’s citizenry. Recently, I was invited by Supervisor Chairwoman Phyllis Randall to say the closing prayer at the Swearing-In Ceremony for the new Board. I’m glad to report that I did St. Andrew proud.

Strange to say, when Pastor Jessica left a couple of years ago, rather than pulling back from such community organizing work, I doubled down on it. Doing so, I’ve seen so many steps up to teach Sunday school, lead youth groups, care for the needy, care for the building and grounds and care for the administration of the church. But I have also seen us get out there into the community which is such an essential part of our vision. I was very delighted, for instance, that we had a strong showing at the MLK Parade, with 20 marching behind our St. Andrew banner. That along with Serve Sunday, Music with a Cause, holiday fundraisers and more show how essential loving our neighbor and embracing the stranger are to who we are.

Thank you for your love and support to Bonnie and me. It is a joy when we know that we all work together for Christ’s purposes and for the benefit of our community and world. It is a blessing to have this call to be your pastor. Thank you for it.

Yours,

A handwritten signature in cursive script that reads "Pastor Dave".

Pastor Dave Milam