

**WEBSTER PRESBYTERIAN CHURCH  
ANNUAL MEETING OF THE CONGREGATION  
SUNDAY, JANUARY 26, 2014  
Agenda**

Call to order and opening prayer

Establish that a quorum is present

**Looking at what we achieved in 2013...**

- Find time to read the Staff and Session committee reports
- Receive 2013 membership report (Clerk)
- Receive Treasurer's 2013 year-end report (Treasurer)

**Looking forward into 2014...**

- Receive 2014 budget as adopted by Session
- Vote on changes in Associate Pastor Terms of Call
- Meet new Trustee, Elders, and Deacons (Class of '16)

**Updating WPC Bylaws**

- Consider and vote on adoption of revised church bylaws

Closing prayer

Adjourn

## REPORT FROM INTERIM PASTOR HELEN ROSE MOORE

I have completed a year with you as your interim pastor, and it has been an adventure and a blessing. I am so grateful to God and to you for calling me to assist you in this time of transition. A great deal of faith and prayer has gone into our work together and I look forward to the coming year with anticipation.

Much of my ministry has been centered on working with the session to discern God's will for the mission and ministry of Webster Presbyterian Church. We had a 2 day session retreat in April where we celebrated all that is good here, and prayed over and thought through some of the challenges facing the church. The session formed the Interim Ministry Taskforce, consisting of retiring ruling elders, guided and led by Kevin Wooten and me. They were faithful in their commitment to Christ, this congregation and each other, and produced a thoughtful and thought-provoking report to the session. Each committee is now working on reviewing the recommendations for their ministry areas, and formulating responses for implementation.

It has been my privilege to work with the personnel committee where we updated policies, did annual staff reviews and responded to staff changes as they arose.

- Our new bookkeeper, Pat Forke is working closely with new treasurer, Jimmy Spivey to be faithful stewards of the church's financial resources. Jimmy and I designed a new budget format which is more accessible and more easily managed.
- Jessie Kuehner joined us in June as the new Youth Ministry Coordinator. She hit the ground running with the busy summer youth mission and camp schedule. She is building up our youth ministries with the help of the Youth Ministry Team in amazing ways.
- Linda Smith-Gregory now has a new position title: Director of Children's Ministry. It is a more accurate description of her work and an acknowledgment that she is doing remarkable work with our children. With her help, we added another nursery worker.
- Liz Guyer is our new secretary. She is the public voice and face of our congregation and she is a delight. Liz is capable, takes initiative and has a real heart for the ministry of the church. We are blessed to have her.

I assumed teaching the Tuesday Morning Joy Connection where we studied the history of the Bible and the history of the church together. What a joy it is for me to have a group of enthusiastic and committed Christians who delight in these studies along with me. I added a Wednesday evening Bible study in the fall, where we did an overview of the Scriptures. Both groups are beginning the Gospel of Matthew in January.

I worked with the Worship and Music committee in Lenten and Advent planning. Both seasons of our High Holy Days were inspired. Many people contributed to our faithful worship and celebrations. I am the primary preacher for the church and am gratified by the affirmations and support I receive from so many of you. I worked closely with the Nominating Committee as they engaged in discerning God's choices for the leadership of the congregation. The incoming class of officers is committed to assuming their faithful ministries with energy, intelligence, imagination and love. I volunteered in VBS and in Kingdom Kids.

In looking forward to 2014, my ministry with you will change focus somewhat. Through March, I am your only pastor and I am available for all the pastoral care needs of the congregation. When Helen returns from her sabbatical we will share the joys of pastoral care with you. With the formation of the Pastor Nominating Committee, my focus on the preliminary tasks of interim ministry is complete. I will focus on teaching about and supporting the stewardship life of the congregation. I am also beginning service to the Presbytery through the Committee on Ministry.

God is doing a New Thing at Webster Presbyterian Church. I encourage all of you to invite new people to *Come and See* how Christ is alive and at work here. I encourage you to discern your own particular gifts and find new ways to serve His Church. And I renew my invitation to stay in dialogue with me. Come on down the hall and let's chat.

To God be the Glory! Amen!

## **ADULT MINISTRIES COMMITTEE**

Webster Presbyterian Church Adult Ministries consists of Adult Sunday Education, Bible Study, Woman's Ministries, Women's Retreat, Sisters in Faith, Covenant Groups, and Library. Our core team includes Ed Tobia, Ruling Elder; Helen Rose Moore, staff liaison; Jane Markley, Covenant Group Lead; Liz Loynes, Bible Study groups, and Kaylin Dupree, Library.

### **Adult Sunday Education**

Team Members/Teachers: Michael Cooper, Tony LaCara, John Dewey, Ed Tobia, James Kinzler, Joe Schwarz and Courtenay Clifford

Our adult education program consists of two continuing programs, Seasons of the Spirit (lectionary scripture study) and Active Parenting (structure Christian focused parenting program), as well as a variety of multi-week programs.

This past year proved to be another great one featuring a variety of study programs. The year started with a thought provoking class titled, "What's the Least I Can Believe and Still be a Christian." We moved on to an Adam Hamilton program titled, "Forgiveness." April and May provided a group of outside speakers covering our annual Social Justice series. We saw topics addressing homelessness, The Institute for Civility in Government, and disability discrimination. Summer had us offering a special program titled, "Old Testament Story Telling," that was very well received. We finished the year with a lengthy study of selected letters of the Apostle Paul and an Adam Hamilton Advent program titled, "Walking the Road to Bethlehem." We have some great programs planned for 2014, so stay tuned.

### **Covenant Groups – Jane Markley**

Six separate groups meet weekly or monthly in the group host home. Our covenant groups have been meeting regularly for over six years now and continued to grow in 2013 adding new members. The groups share friendship and caring as well as taking time to study God's word using various books and study series.

### **Bible Studies – Liz Loynes**

There were two bible study groups meeting at WPC in 2013, Tuesday Morning "Joy Connection" and Wednesday Evening Bible Study. Wednesday evening bible study was a new offering to 2013 introduced by Pastor Helen Rose Moore. Our intent is to open up a Bible study program to a new group that wants an opportunity for a mid-week program. Each study group covers similar Old and New Testament material.

### **Woman's Ministries – Women's Retreat**

A team of dedicated women worked throughout 2013 organizing the 2014 Woman's Retreat, entitled, "Sailing into Joy: Prayer is the Sail That Catches God's Wind." The Women's Retreat will be held February 7-9 at Columbia Lakes Resort. Join us in 2014.

### **Sisters in Faith**

Each year, the Sisters in Faith ministry pairs women for a nine-month term for friendship and fellowship through prayer.

### **Library – Kaylin Dupree**

Our library is located in Bassett Parlor, and contains an excellent collection of theological, historical, social, and church-related books. Please seek out Kaylin if you have any questions on your WPC library.

Respectfully submitted,

Ruling Elder Ed Tobia

## CAMPUS MANAGEMENT COMMITTEE

**Committee Members:** Chair – Ken Thompson, Elder; Co-Chair – Melisa Ferguson, Elder; additional members: Jimm Cooper; Joan McMillan, Carole Kloves, Vance Boyer and Beth Frohme along with several ladies who work on the gardens monthly.

**Contract Projects:** CMC enlisted contractors to perform the following: water heater replacement for the kitchen, stove and ice machine service in kitchen, plumbing repairs in the administration building restrooms, carpet replacement in the Youth meeting rooms, HVAC installation in Bouton Hall second unit, repairs to the Sanctuary A/C units, and re-upholstery of the couches in the Sanctuary parlor.  
Of

**Major Work Projects:** CMC completed the following major projects in 2012:

- Performed a assessment of all buildings for maintenance and safety needs.
- Reviewed the Landscape Maintenance contract and modified the terms to save money.
- Reviewed and adjusted the cleaning contract; this is ongoing.
- Performed a total of four Campus cleanup days... yard work, painting, carpentry and electrical work all done by volunteers.
- Several painting projects throughout the year performed by team members and volunteers.

**Basic Work Projects:** CMC completed the following routine projects:

- Replaced diffusers, fixtures and ceiling tiles in Bouton Hall.
- Replaced all of the lamps in the Sanctuary lighting system.
- Repaired outside lighting fixtures and replaced lamps in the parking lot prior to nighttime programs at the Sanctuary.

**Major Projects Planned for 2014:** CMC is planning or is considering the following items:

- Replacement of Fellowship Hall water heater
- Replacement of Education Wing classroom lighting fixtures
- Service Contract Reviews – HVAC system maintenance
- Replacement of Bouton Hall lighting fixtures
- Replacement or major repair of Fellowship Hall roof

CMC wishes to thank all the many volunteers and team members that contributed time, skill and labor throughout the year. I would especially like to thank Melisa Ferguson for taking over my duties while I was sick.

Respectfully submitted,

Ruling Elder Ken Thompson, Chair

## CARE COMMITTEE

**Board of Deacons** – The number of Deacon zones has been reduced to 20. The moderator of the Deacon Board for 2014 is Margaret Harris; vice moderator is Mike Russell; and secretary is Anne Waehner. Blood Drives will be continued with the prizes added for donating members. The Young At Heart group has been moved to the Senior Ministry Committee. Transportation; communion preparation and flower delivery are handled faithfully by our active group of Deacons.

**Senior Ministry Team** – The 2013/2014 luncheons are planned for the third Tuesdays in September, October, November, January, April; and May at 11 a.m. in Bouton Hall. The 16 members of the SMT are looking for a few new volunteers, as well as delegating more members to share in the preparation of the lunches. This committee breaks over the summer months. The Parking Assistance program is doing well and the Phone a Friend system has been newly implemented and well received with many of the folks identified as needing to be called, wanting to do the calling. The Young At Heart group is active and planning a trip to the Sights of the Heights in January. Thanks to Coco Motley who created a SMT brochure for members of WPC and website promotion of this committee.

**Circle-of-Prayers** – The church secretary handles prayer requests weekly and sometimes daily. There are currently 73 members of the Circle-of-Prayers. For prayer circle members who are not computer-handy, hardcopy lists are given to them on a weekly basis. The present leaders of this group are Kim Kinzler, Jeanne Camp and Jackie Hart. New members are always welcome in the Circle.

**Stephen Ministry** – There is currently one Stephen Minister. One care receiver is being served. We have lost Stephen Ministers due to moves and death. Only one of the members is a Stephen Leader (had formal leadership training) and that individual has served for six years although the term for a Stephen Leader is two years. This leadership includes training the other members of the Stephen Ministry. Our budget request includes an increase amount to train another Stephen Leader in 2014 had to be denied due to insufficient WPC budget funds. Pastor Helen is a Stephen Leader, but cannot serve care receivers while in the pastor role.

Respectfully submitted,

Ruling Elder Janis Edwards, Chair

## CHILDREN'S MINISTRY COMMITTEE

*Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14 (NIV)*

We praise God for our past year in Children's Ministry in which our children's faith formation grew through the work of dedicated volunteers and staff guided by the Holy Spirit. We are led by the scripture from Matthew to let our children come to Jesus.

**Worship** – Children's Chapel attendance continues to be solid with an average attendance of 12, many times exceeding 15, kids each week. About half of the children's chapel kids attend Sunday school. Our kids led worship on Children's Sunday in October with prayer, scripture, drama and song with a focus on the Ten Commandments, calling it the "Ten Best Ways." Kids delivered the sermon in skits, one for each commandment, and children's choir sang. The entire liturgy for the service was written by the kids with help from their teachers in Sunday school. During worship, our youngest children were cared for by our child care staff members, who engaged the kids in Bible stories, activities, art and free play. Also during worship, our kids heard the children's message and received the Blessing of the Backpacks.

**Sunday School** – For Easter, we held a butterfly release that culminated our Lent lessons on new life through Christ. Thanks to Cathy Black, Paul Cianchetti, Freeman Gregory, Sandy Murphy and Al Strahan for their faithful teaching. Our Sunday school teachers continue to support our preteen, elementary and preschool classes. We can manage 30 kids in Sunday school and attendance is down from last year – 12 kids.

**Wednesday Nights** – Children's choir was very strong with ten kids regularly participating in practice during the school year. They sang in worship and presented their second Christmas musical, "Stranger in the Manger," in December to a delighted crowd in Bouton Hall. Thank you, Geri Foster for your leadership. "Kid Connection" helped kids experience multi-sensory activities for Bible stories from both the Old and New Testaments. Kids in choir joined the group after practice. We averaged 12 kids. Child care was provided by our professional and caring staff.

**Child Care** – Use of child care expanded due to integration of parents into more church activities as well as the Kingdom Kids summer camp. Our staff remains stable. We welcomed the daughter of Kristen Bonfiglio who was born in October. Kristen is a long-time employee with seven years of service.

**VBS** – At the highest count, 123 people participated in VBS including children, youth workers and adults, including special needs participants. There was an average of 50 kids per night with a 1:1 worker to kid ratio. The attendees bagged 150 pounds of beans for the ICM food bank, 300 pounds of rice, 240 bags of school supplies for McWhirter, and 63 cat toys and 250 dog biscuits for the League City animal shelter. A total of \$300 dollars in pennies, nickels, and dimes was collected as a donation to the Operation Christmas Child. We are concerned that the number of VBS activities may be reduced in 2014 due to a shortage of volunteers and budget concerns.

**Mission** – In conjunction with Mission Team, our Kingdom Kids Reading Enrichment Camp held six sessions. There was an average of 30 kids taking part in the camp from McWhirter Elementary and WPC. Multiple adult and youth volunteers assisted (not all of whom were WPC members). Our cooks, Melisa Ferguson and Jennifer Carr, provided nutritious and tasty breakfasts, lunches and snacks. The response was very positive, especially from the kids and their parents.

**Staff** – Linda Smith-Gregory, director of children's ministry, led Presbytery officer enrichment training and completed the Worship & Sacraments course for PCUSA certification in Christian Ed.

**In 2014** – We are developing new ideas for the coming year and beyond, based on the SATF report, current trends in state of the family and church attendance and growth in digital capabilities. These include four things of note: special needs ministry, integration of science and the arts in our faith formation offerings, our larger attendance on Wednesday evenings and in children's chapel compared to Sunday school and new opportunities for digital learning and communication. There are plans to build on this year's presentations to the CMT, the youth, the Outreach Committee and the Board of Deacons (as well as suggested education offerings to the Adult Ministry Team) concerning special needs families in the church. The information gained from current special needs WPC families, visits to other churches, and the VBS experience will continue to be shared with other groups in the church. The CMT is planning to coordinate with the Adult Ministry Team concerning offerings for the Parent's class.

Respectfully submitted,  
Ruling Elder George James, Chair

## COMMUNICATIONS COMMITTEE

The mission of the Webster Presbyterian Church Communications Committee is to facilitate communication within WPC, and to communicate our activities to the broader community. In response to this charter, we have contributed in the following areas.

**Church Newsletter** – The newsletter has been published each month, and the publication has been in both print and electronic formats.

**Brochures** – Brochures have been written for most of the committees of WPC. These brochures describe the mission and activities of each committee, and are available in the distribution racks near the church office. These brochures will be edited and revised, and new brochures created as needed.

**Electronic Sign** – During this year, it became apparent that the electronic sign in the front of the church needed to be edited from the church office, rather than from one of the side rooms in the sanctuary building. Considerable effort has been spent establishing a cable connection between the church office and the sanctuary building to allow this sign editing. This project is partially complete, in that the internet connection has been completed between the buildings.

**External Publicity** – Ads were purchased publicizing our Easter and Advent activities. In addition, articles describing our youth mission trip, Kingdom Kids program, the Lunar Communion services, and the Free the Captives Concert were submitted to local newspapers. Finally, several paragraph notices were submitted to the Community Comment columns of local newspapers.

**Banner** – A large banner was created to advertise our activities. Most probably, we will want to order a smaller banner as well. The necessary procedures required by the city of Webster for banner displays were identified.

**Web Page Design** – Over the year, we have investigated several options to improve our web page. At this point, we have identified our choice of provider, and are in the process of producing a design.

The listing above represents the accomplishments of the Communications Committee in 2013.

Respectfully submitted,

Ruling Elder Arland Actkinson, Chair

## FELLOWSHIP COMMITTEE

The goal of the Fellowship team is to provide the congregation a time to connect in life outside of Worship Services and Sunday school. Having this time set aside to meet people new to the church as well as visiting with other members and old friends is important and gives everyone the opportunity to really get to know each other and share experiences.

Our Fellowship team stayed busy in 2013:

- a member of the congregation generously donated the remainder of the black vinyl chairs to Bouton Hall; a reception was held to welcome two new staff members
- hosted three potluck dinners in 2013 in the Fellowship Hall; a Rodeo theme, hamburgers and hot dogs for VBS presentation, and one following a combined worship service Sunday
- held a reception celebrating Rev. Helen DeLeon's 10<sup>th</sup> anniversary with WPC
- hosted church-wide picnic in the Fellowship Hall; provided boxed lunches available for purchase
- prepared and cooked for annual Shrimp Boil – the only remaining Mariners' event
- assisted Stewardship & Finance Committee with its stewardship luncheon the Fellowship Hall Fellowship Hall in October; catered by Mario's in Webster
- purchased a new washer and dryer for Bouton Hall
- planned and cooked the annual Thanksgiving dinner in the Fellowship Hall; served approximately 150 church members and guests
- continually kept kitchen equipment in Bouton Hall and the Fellowship hall in good order and repair; spent a week in the summer cleaning and doing inventory
- continually planned and cooked for Wednesday night dinners
- provided additional help to Deacons as needed during funeral receptions

The Fellowship team has an extensive collection of seasonal decorations that are available for use. We will be happy to assist you in finding what you need. Any items borrowed from the church **MUST** be signed out on the sign out sheets in FH & BH.

We are blessed to have a small group of women that love to do this kind of work around the church – Joan McMillan, Carole Kloves, Jeanette Chase, Carol Young, Lois Philips, Nancy Spivey, Marilyn Branham, Paula Nelson and Bambi Fitzgerald. Blaine Goeckler coordinated Wednesday night dinners. Ed Boyer hosted some Early Risers breakfasts which has now been taken over by Ed Tobia, George Koenig, Mike Bradley and Russ Bachtel with Alex & Blake Bachtel lending a hand.

Respectfully submitted,

Ruling Elder Jennifer Carr, Chair

## **MISSION COMMITTEE**

### **Our Goal: A Congregation United in Mission**

#### **Providing Hands-On Service and Support to our local and world Community**

- Rebuilding hurricane-ravaged homes in New Orleans
- Building Habitat for Humanity houses for families in La Porte
- Volunteering at ICM, Bay Area Turning Point, Meals-on-Wheels
- Tutoring, meals, and a summer enrichment program for students at McWhirter elementary School
- Youth and adults walking together in the CROP Walk, raising funds to end hunger in our community and the world
- Opening our church to homeless families via Family Promise
- Providing Community Assistance and Member Assistance funds

#### **Sharing the Mission Story with the WPC Congregation**

- Sermons, Minutes for Mission, Sunday Bulletin, WPC newsletter, Bulletin Board
- Adult Sunday School classes on Social Justice
- Associate Pastor's study trip to Peru, and plans for an adult mission trip in 2014

#### **Contributions to Organizations**

- Presbytery of New Covenant
- Bay Area Turning Point – sheltering victims of domestic abuse
- United Campus Ministry – bringing God's word to Houston's college students
- Interfaith Caring Ministry – supporting our neighbors with a variety of services
- Meals on Wheels – feeding the hungry in our local area
- Habitat for Humanity – ending poverty housing
- Free the Captives – fighting to end human trafficking
- Institute for Civility in Government – promoting civil discourse in Washington
- Christmas International House – welcoming foreign college students at Christmas
- Samaritan Counseling Center – supporting our neighbors with mental health resources
- Presbyterian Service Center – providing accessible housing for the differently abled
- Camp Cho-Yeh – providing space for spiritual growth and development for all
- Presbyterian Outreach to Patients – providing spiritual nurture to those who are ill
- CEDEPCA – sharing in mission and mutual understanding with our neighbors in Central America
- Francesco Coll – supporting a school for children living at the Guatemala City dump
- UBUNTU – supporting AIDS orphans in South Africa
- Vellore Hospital – training doctors and nurses in India

#### **Special Offerings and Gifts**

- Presbyterian Disaster Assistance – providing support for victims of natural disasters
- Generously giving Christmas gifts for hundreds of children and families in our neighborhood through the Gifts of Joy and the ICM Christmas Store
- Presbyterian special offerings:
  - One Great Hour of Sharing,
  - Pentecost Offering,
  - Peacemaking Offering,
  - Christmas Joy Offering
- Benefit concert to support "Free the Captives"

Respectfully submitted,

Ruling Elder Carl Allen, Chair

## **OUTREACH COMMITTEE**

The Outreach Committee finished 2013 with flourish.

- A billboard promoting WPC went up on Highway 3 between Bay Area Boulevard and El Dorado on December 14, only two weeks behind schedule.
- Three months of new resident postcards, with a Christmas theme, went out the Sunday night before Christmas.
- The committee is working on a WPC video presentation. Jimmy Spivey has nearly all the needed materials. We lack someone to put it into compact disc, on YouTube, etc. The last request was made to Brian Kuehner.
- Visited a near-by neighborhood on a Saturday to invite people to join us in worship and to offer prayer.
- Outreach is set to send out new resident postcards monthly, put up seasonal billboards, and produce a church video if Session votes any money for 2014 and we find a volunteer to produce the video.

Respectfully submitted,

Ruling Elder Tim Murray, Chair

## **PERSONNEL COMMITTEE**

### **Committee Members**

In 2013, the Personnel Committee was served by Kathy Braeuer Janis Edwards, John Jordan, Kevin Wooten, Courtenay Clifford (Chair), and Staff Liaison Helen Rose Moore (Pastor/Head of Staff).

### **Committee Mission**

The session...has the responsibility...to provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees. – *Book of Order*.

### **Committee Accomplishments**

Major tasks completed by the committee in 2013 included the following:

- Took action to maintain a healthy work environment for the staff and employees
- Resolved certain personnel situations
- Provided review and feedback to all staff
- Hired a bookkeeper, church secretary, and youth ministry coordinator
- Reviewed compensation for all staff
- Developed procedures for the routine activities of the committee
- Reviewed procedures for reimbursable accounts
- Developed procedures for the Pastor FSA benefit

Special thanks to Kathy Braeuer, Janis Edwards, Kevin Wooten, and John Jordan for their dedicated service as personnel team members in 2013.

Respectfully submitted,

Ruling Elder Courtenay Clifford, Chair

## VISION COMMITTEE

### Committee Membership

In 2013, the Vision Committee consisted of Kevin Wooten.

### Committee Mission

To synthesize previous WPC vision efforts into a concise document and set of statements that could be used to guide session decisions, strategic planning, church staffing and program and mission related activities.

### Committee Accomplishments during 2013

- Facilitated a week-end retreat for all session members to construct a new vision statement
- Created a new vision statement that was approved by session during July Session meeting
- Created a document differentiating the WPC vision, mission, and values (congregational pillars), and showcasing the rich information solicited during the 2011-12 period. This now depicts what WPC aspires to become, what we do and what we believe.
- Served as "ex-officio" on the Strategic Analysis Task Force (SATF) generating recommendations for addressing vision-based issues for each session committee
- Worked with WPC web team in plans to position new vision (along with mission and values) on new WPC website

### New Vision: What We Aspire to Become

"To be a place of worship in the Greater Bay Area that welcomes all God's children, serving Christ as active disciples to create a more loving, affirming, and just world through openness to spiritual inquiry, civility of discourse, scientific ideas, and artistic expression."

### Enhanced Mission: What We Do

In accordance with our Presbyterian heritage (Presbyterian Church USA), our affiliation with the Presbytery of the New Covenant, and over 100 years of history in serving the upper Bay Area, we strive to: "Encounter the loving God, to nurture followers of Jesus Christ, and to meet human needs" through Christian Education, Care, Mission, and Fellowship.

### Our Values/Congregational Pillars: What We Believe

At the center of our values is the belief that we should be open to all people, all orientations, all political beliefs, and to promote an environment of civility, respect, and affirmation. Specifically, we believe in:-

- **Deep Personal and Congregational Relationships** – as Christ teaches, we care for one another when in need, respond to our community, and create opportunities for fellowship
- **Dynamic Pastoral Leadership** – by providing a spiritually and intellectually challenging environment, relevant Bible teaching, opportunities for lay leadership, congregational healing, and proactive discernment of God's will
- **Exciting and Meaningful Worship** – we worship the Creator, Redeemer, and Sustainer through uplifting music, traditional and contemporary expressions of faith, active participation by all in the congregation, relevant confessions, and biblical story telling
- **Flourishing Christian Education** – for all ages through providing Sunday School, Vacation Bible School, Covenant Groups, and a variety of learning opportunities
- **Proactive Stewardship** – through effective and meaningful use of church resources to support mission activity and church functions as well as provide opportunities for all church members to volunteer and serve Christ and His church

Special thanks to Kimberly Glaus Late, Helen DeLeon, and Helen Rose Moore for their constant help, support, and advice.

Respectfully submitted,

Ruling Elder Kevin C. Wooten, Chair

## **WELCOMING COMMITTEE**

*With Christ's love, we welcome, connect, and engage God's children to our family of faith.*

### **Welcoming Committee Teams and Membership**

- Hosting Team  
Annabelle Andler, Michael Bradley, Kathy Braeuer, Beth Frohme, Kent Frohme, Phyllis Koenig, Jo Ann Lambert, Ralph Linkenhoker, Julie Middaugh, Nancy Moebius, Sandy Murphy, Judy Ota, Sho Ota, Alberta Rohlfing, and Dennis Rohlfing
- Connecting Team  
James Kinzler, Kim Kinzler, Al Manson, Priscilla Manson, Alberta Rohlfing, Dennis Rohlfing, Mike Stearns, and Susan Stearns
- Engaging Team  
Committee Chair Carla Yager, Kathy Braeuer, Deena Houg, Monica Glover, Michael Bradley, and Staff Liaison Pastor Helen DeLeon

### **Accomplishments**

- The Hosting Team welcomed God's children into our Service for the Lord's Day throughout the year, including Holy Week services.
- The Connecting Team documented and contacted visiting guests throughout the year.
- The Engaging Team created a Welcoming Ministry Policy and continued to work on procedures for all of the Welcoming Ministry teams.
- The Engaging Team updated the new member packets as needed to reflect changes in WPC ministries and staff.
- The Engaging Team completed inputs for the Welcoming Ministry brochure.
- The Engaging Team developed a new procedure for determining if recent new members are engaged in WPC ministries.
- The Engaging Team conducted four Open Door Classes in February, May, August, and November.
- The Engaging Team held a New Member Reception in April.
- The following nine new members (eight families) were welcomed into our family of faith in 2013.
  - March 19 – Jo Ann Lambert and Ralph Linkenhoker
  - July 23 – Michael Martin
  - August 27 – Michele Ferguson, Earlene James, and Brian Kuehner
  - October 22 – Nancy Moebius
  - December 17 – Anya Ezhevskaya and Nancy Gustke

Respectfully submitted,

Ruling Elder Carla Yager, Chair

## WORSHIP & MUSIC COMMITTEE

The worship and music team includes Jeannette Booher (usher coordinator), Glenn and Geri Foster, Judy Ford, Diane Kane/Sandy Murphy (Bible by Heart representatives), Kimberly Glaus Läte (committee chair), Chuck Moede (audio visual team coordinator), Nina Moede, Jeanie Murray, Catherine Spivey (youth elder), Helen Rose Moore (staff liaison), and Helen Deleon (associate pastor). This team met monthly; subcommittees, including the Lenten planning team, usher team, audio visual team, Bible by Heart, and the Advent planning team, met as required throughout the year.

Throughout the year, special worship services were conducted, including:

- Lenten services, including Ash Wednesday (February 13), Palm Sunday (March 24), Maundy Thursday (March 28), Good Friday (March 29), and Easter (March 31)
- Combined services were held on June 16, to celebrate VBS, and on July 7, to celebrate "Worship in the Park" (joint activity with Fellowship, rescheduled to Fellowship Hall, due to the threat of rain). Other combined worship services included Spirit Day (September 8), October 27 (Stewardship Sunday), and December 29
- Celebration of Lunar Communion, on July 21
- A service of reconciliation was held on October 20
- Christmas Eve services, on December 24

The Worship & Music committee created two brochures, one describing our many music programs and one describing our worship opportunities and special services. During the year, new hymnals were acquired and dedicated. WPC continued to enjoy a contractual arrangement with Bay Area Youth Singers, for their use of the sanctuary on a non-interference basis, for rehearsals and concerts. Our music directors, Glenn and Geri Foster, led a variety of musical programs, including:

- On Palm Sunday, the Faith Choir and Orchestra presented a Holy Week cantata "Song of the Shadows" by Lloyd Larson. On the same program, the Children's Choir presented a mini-musical "Hallelu, He Lives!" and the Carol Bells presented "In Remembrance."
- Special service musicians were contracted to provide accompaniment on Easter Sunday.
- The annual youth musical, "Bow Down", was performed dinner-theatre style on May 24 and 25 in the Fellowship Hall.
- On December 7, WPC hosted the Bay Area Chorus Holiday concert: Christmas Mystery.
- The Faith Choir and WPC Orchestra presented "The Word Became Flesh" by Dan & Heidi Goeller on December 15 during the 11:15 worship service.
- The children's Christmas Musical, "Stranger in the Manger", was performed on December 18, following Wednesday night dinner.

WPC continues to sponsor a variety of musical groups, including Faith Choir, Joyful Noyz, Carol Bells, Recorder Consort, Carillon Ringers, Youth Choir, Bells' Angels, Children's Choir, and Young Chimers. Planning teams coordinated all Lenten and Advent activities, graciously led by Nina Moede and Jeanie Murray. The Audio/Visual team lead, Chuck Moede, was responsible for planning and implementing acoustic panels in the Fellowship Hall, enhancing the sound quality of events held in that space. Diane Kane led the Bible by Heart storytelling group, and Jeannette Booher led the Usher team.

Many thanks to all who helped implement our worship and music activities in 2013!

Respectfully submitted,

Ruling Elder Kimberly Glaus Läte, Chair

## **YOUTH MINISTRY COMMITTEE**

### **The Year At A Glance**

WPC have been blessed to have Jessie Keuhner join us as Youth Coordinator this year. She is the main reason that all these great things are occurring!!

The list below reflects what was happening with our youth in 2013.

- End of Year Lock-In
- VBS and After Hours
- Sr. High Mission Trip
- Jr. High Jubilee at Mo Ranch
- Synod Youth Workshop
- Midnight Madness
- Youth Retreat
- One Mo Trip
- Three youth and four adults represent WPC on Presbyterian Youth Connection Council
- Spirit Day
- Parents Meeting
- Ushering
- CropWalk
- Move-Up Day
- Kidnap the 5th graders to Jr. High
- Youth Rally
- Help write and lead Mission Celebration Sunday
- Presbytery Youth Mission Day at Target Hunger
- Seafarer Boxes
- Decorate Fellowship Hall for Advent
- Continued redecorating and furnishing the Youth Rooms
- Bowling
- Bible Study on Wednesday nights
- AGAPE Bags
- Lock-In with other churches in our Presbytery
- Progressive Dinner

Respectfully submitted,

Ruling Elder Katy Rendon, Chair

## **MEMBERSHIP REPORT FROM THE CLERK**

Membership as of December 2012 - 638 total members (557 Active Members + 81 baptized but not confirmed members)

Membership as of December 2013 - 589 total members (508 Active Members+ 81 baptized but not confirmed members)

New members added in 2013— 12 (including children)

Loss of members in 2013 - 15 (9 deaths + 6 transfers of letter)

Baptisms -8

52 name removed from the church rolls by Session upon recommendation of the Membership Review Committee (47 former Active Members + 5 baptized but not confirmed members)

**January 2014**  
**Proposed Change to Terms of Call**  
For Approval by the Congregation

The below 2014 proposed pastor terms of call for Rev. Helen P. DeLeon, reflecting an overall 3% increase, include a raise and the associated PCUSA Board of Pensions mandated increase in POB dues:

<b>Pastor</b>	<b>2013 Terms of Call</b>	<b>PROPOSED 2014 Terms of Call</b>	<b>Increase (2014 vs 2013)</b>
Helen P. DeLeon	\$79,429	\$81,975	3%

Components of Terms of Call:

- Effective salary – \$52,500 (includes cash salary, housing, Medical FSA)
- BOP dues – \$18,375 (paid to Board of Pensions for medical insurance & retirement)
- Reimbursable – \$11,100 (reimbursed for church related expenses, such as travel, professional studies and expenses, cell phone)

Rev. DeLeon also has four weeks of paid vacation and two weeks of sick leave.

**Proposed**  
**BYLAWS OF WEBSTER PRESBYTERIAN CHURCH**  
January 2014

**ARTICLE I – THE ORGANIZATION, VISION AND MISSION**

The Webster Presbyterian Church, of Webster, Texas, ("WPC" or "the church"), organized for the purposes of the worship of God and instruction in the Christian faith, is a non-profit corporation, originally chartered by the State of Texas under the name, style and title of the Board of Trustees of WPC.

WPC is a congregation of the Presbytery of New Covenant in the Synod of the Sun, in the Presbyterian Church (USA), and recognizes that the Constitution of the PCUSA is, in all provisions, obligatory upon it and its bylaws. Robert's Rules of Order (Newly Revised) will be used to guide its meetings.

WPC's vision for the future is to be a place of worship in the Greater Bay Area that welcomes all God's children and serves Christ as active disciples to create a more loving, affirming, and just world through openness to spiritual inquiry, civility of discourse, scientific ideas, and artistic expression.

As a church body, WPC's mission is to encounter the loving God, to nurture followers of Jesus Christ, and to meet human needs. We achieve this mission through worship, Christian education, facilitation of care, mission activities, and promotion of fellowship.

**ARTICLE II – CONGREGATIONAL MEETINGS**

- A. **January Annual Meeting** – An annual meeting of the congregation is convened in January of each year, during which the following items of business, at a minimum, are transacted:
1. Presentation of session committee and staff reports;
  2. Presentation of the church financial report of the preceding year;
  3. Presentation of the church budget for the current year, as approved by session;
  4. Approval by the congregation of changes to terms of call for the teaching elder(s).
- B. **November Stated Meeting** – A stated meeting of the congregation is convened in November of each year during which, the following items of business, at a minimum, are transacted:
1. Election of church officers (ruling elders, deacons, and trustees) and nominating committee members; and,
  2. Presentation of the proposed session budget for the subsequent year.

3. **Called Meeting(s)** – The session of WPC, or the Presbytery of New Covenant may convene called meetings of the congregation. Only the business published in the public notices for called meetings can be transacted.
4. **Public Notice** – Adequate public notice of the time, place and business of the January Annual Meeting, the November Stated Meeting and any called meetings of the congregation is given during regular worship for at least two (2) successive Sundays prior to the date of the meetings. Public notice is provided during this period via printed and electronic media as used by the church.
5. **Moderator** – The moderator of the session presides over all congregational meetings. If it is impractical for the moderator of the session to preside, he or she will invite another teaching elder who is a member of the Presbytery of New Covenant to do so. Otherwise, the presbytery will provide a moderator.
6. **Minutes** – The clerk of session records the minutes of all congregational meetings. If the clerk is unavailable to serve at the meeting, the congregation will elect a clerk pro tempore. The session reviews and approves the minutes of all congregational meetings.
7. **Quorum** – A quorum consists of the moderator, the clerk and ten percent (10%) of the church membership as determined by the clerk.

#### C. **Elections and Voting**

1. All active church members are entitled to vote at congregational meetings.
2. There is no provision for voting by proxy.
3. For all elections, nominations are accepted from the floor.
4. Any otherwise qualified member of the congregation is eligible for nomination to be elected to a church office irrespective of his/her race, ethnicity, sex, disability, geography, or theological conviction.

### **ARTICLE III – CHURCH OFFICERS AND RESPONSIBILITIES**

#### A. **The Session**

1. The session consists of the teaching elders and the current elected classes of ruling elders.
2. Ruling elders, together with teaching elders, provide leadership in government and discipline, and have responsibility for the common life of WPC, the church-at-large and ecumenical relationships. Teaching and ruling elders serve faithfully as members of session and in committees of the session.
3. The session is responsible for the worship, Christian education, mission, government and financial affairs of the congregation. The session establishes committees as necessary to support the mission of the church and to maintain the church property in good order. Each year, the head of staff assigns ruling elders to serve as members and chairs of committees.

4. The session is responsible for creating positions for all program staff and support staff, developing job descriptions for these positions and filling these staff positions.
5. Stated meetings of the session are held at least once each quarter annual period. A quorum consists of the moderator and fifty percent (50%) of the ruling elders. There is no provision for voting by proxy.
6. The session is responsible for establishing and updating the following:
  - a. Session Operating Manual;
  - b. Board of Deacons Operating Manual;
  - c. Church Operation Policies and Procedures;
  - d. Personnel Policies and Procedures; and,
  - e. Financial Policies and Procedures.
7. Effective upon the election of the class of 2019, the number of the ruling elders comprising the session will be sixteen (16), including one elder under the age of 21 years. Classes of 2017, 2018 and 2019 will each include five (5) members.
  - a. Effective with the class of 2019, there will be three (3) classes of ruling elders, each having five (5) members.
  - b. Elections of ruling elders are conducted each year during the November stated meeting of the congregation.
  - c. The elder under the age of 21 years serves a one-year term beginning in January, with the option for re-election to no more than two (2) consecutive terms.
  - d. All other ruling elders serve three-year terms beginning in January, with the option of serving a second three-year term if nominated and re-elected.
  - e. No ruling elder may serve more than six (6) consecutive years.
  - f. Before a ruling elder is eligible to serve again after having served consecutive terms, a full year must elapse since he or she rotated off session.

#### **B. The Board of Deacons**

1. The board of deacons is responsible for ministering to the members of the church in times of need, providing care and nurture, and communicating with all members. Deacons may assume other duties as assigned by the session.
2. The board of deacons consists of not less than sixteen (16) or more than twenty-five (25) members, including a deacon under the age of 21 years.
  - a. The deacons are divided into three (3) equal classes or, if the total number of deacons is not evenly divisible by three, as nearly equal classes as possible.
  - b. The deacon under the age of 21 years serves a one-year term beginning in January, with the option for re-election to no more than two consecutive terms.

- c. All other deacons serve three-year terms beginning in January with the option of serving a second three-year term if nominated and re-elected.
  - d. No deacon may serve more than six (6) consecutive years.
  - e. Before a deacon is eligible to serve again after having served consecutive terms, a full year must elapse since he or she rotated off the board.
3. The board of deacons meets in stated meetings not less once each quarter annual period. A quorum consists of the deacon moderator and fifty percent (50%) of the members of the board. There is no provision for voting by proxy.

### C. **The Board of Trustees**

1. The board of trustees consists of three (3) trustees. They are divided into three (3) classes and each serves a one three-year term beginning in January. One trustee is elected each year during the November stated meeting of the congregation.
2. The trustees serve as the officers of the congregational corporation and carry out its legal responsibilities as required by the State of Texas and directed by the session. Trustees have the power and authority to:
  - a. Buy, sell and mortgage property for the church;
  - b. Accept and execute deeds;
  - c. Hold and defend titles to the same; and,
  - d. Manage permanent restricted funds given to support specific missions and ministries of the church, provided that such duties do not infringe upon the powers and duties of the session or the board of deacons. In buying, selling and mortgaging real property, the trustees act solely under authority of the corporation granted in a duly constituted congregational meeting.
3. The trustees serve as members of the Special Gift and Endowment Fund Committee of Webster Presbyterian Church.

### D. **The Special Gift and Endowment Fund Committee** ("the Special Fund Committee")

In accordance with the Webster Presbyterian Special Gift and Endowment Fund Resolution, as it may be amended, the Special Fund Committee:

1. Interprets the special gift and endowment fund for the congregation;
2. Manages, invests and transfers funds and properties of the fund;
3. Authorizes an annual financial review of the fund; and,
4. Has five (5) members which include the (3) members of the board of trustees and two (2) members from the congregation, nominated by the nominating committee and elected by the session at the first stated session meeting of the year in which a current member's term expires. Special Fund Committee members from the congregation elected by the session serve three-year terms beginning in January.
5. The members of the committee elected from the congregation by the session must be former trustees or ordained elders of the church, must not be

currently serving on session, must resign from the Special Fund Committee if elected to serve on session, and may not serve consecutive terms on the Special Fund Committee.

E. **Vacancies** – Vacancies on the session, trustee board, deacon board or Special Fund Committee may be filled at the January Annual Meeting of the congregation, the November Stated Meeting of the congregation, or a called meeting of the congregation as the session may determine.

F. **Limitation**

1. No two members of the same household may serve as ruling elders at the same time.
2. The exception to the limitation in this section is that an individual under the age of 21 years may serve as ruling elder if his/her parent is serving as a current ruling elder.

G. **Officer Training** – The teaching elder(s) develop and teach suitable officer training programs for new and current church officers before or during the first quarter of each year.

## **ARTICLE IV – ELECTION OF OFFICERS**

A. **The Nominating Committee**

1. A nominating committee is constituted each year.
2. The nominating committee brings to the November Stated Meeting of the congregation slates of nominees to serve as ruling elders, deacons and trustees.
3. The nominating committee brings before the session nominees to serve on the Special Fund Committee.
4. The nominating committee brings slates of nominees to complete unexpired officer terms as necessary.
5. The nominating committee is responsible for nominating members of a pastor nominating committee ("PNC") and an associate pastor nominating committee (an "APNC") when directed by the session.
6. Slates of nominees presented by the nominating committee may not include a name of an individual who serves as a member of the current nominating committee or a name of an individual who served as member of the current nominating committee during the same calendar year as the election.
7. The membership of the nominating committee includes a chairperson, a current ruling elder and deacon, five (5) non-officer members of the congregation, including a member under the age of 21 years and the moderator of session who will serve ex officio and without vote. All members of the nominating committee, except the ex officio member, are elected by the congregation.
8. At the November Stated Meeting, the current nominating committee presents for the congregation's consideration a full slate of recommendations, as specified above, to serve as the nominating committee beginning in January.

9. The slate of recommendations for the nominating committee is developed in the following manner.
- a. **A chairperson** – With the concurrence of session, the moderator of session recommends to the nominating committee a candidate for chairperson to stand for election by the congregation. The candidate for chairperson must be an ordained elder or deacon.
  - b. **One (1) ruling elder** – The nominating committee recommends a current member of the session to stand for election by the congregation.
  - c. **One (1) member of the board of deacons** – The nominating committee recommends a current deacon to stand for election by the congregation.
  - d. **Five (5) non-officer members of the congregation** – The nominating committee recommends five (5) non-officer members of the congregation, including a member under the age of 21 years, to stand for election by the congregation.
10. Each member of the nominating committee serves a one-year term. A nominating committee member is eligible for nomination and election for up to three (3) consecutive terms.

**B. Pastor Nominating Committee or Associate Pastor Nominating Committee**

When the presbytery Committee on Ministry has given the session permission to form a PNC or an APNC, session determines the number of persons to serve on the PNC/APNC, and directs the nominating committee to present a slate of nominees to the congregation for election. The election is conducted at a duly called meeting of the congregation.

**ARTICLE V – AMENDING THE BYLAWS**

These bylaws, with the exception of those required by the Constitution of the Presbyterian Church (USA), may be amended at any congregational meeting by a two-thirds vote of eligible members present. Proper public notice will precede the congregational vote. No provision is made for absentee or proxy voting.

- Amended and approved by the Congregation of Webster Presbyterian Church on January \_\_, 2014.