

# Wycliffe Presbyterian Church

FOLLOWING CHRIST TO RENEW OUR CHURCH & THE COMMUNITY

# 2019 Annual Congregational Report

February 24, 2019

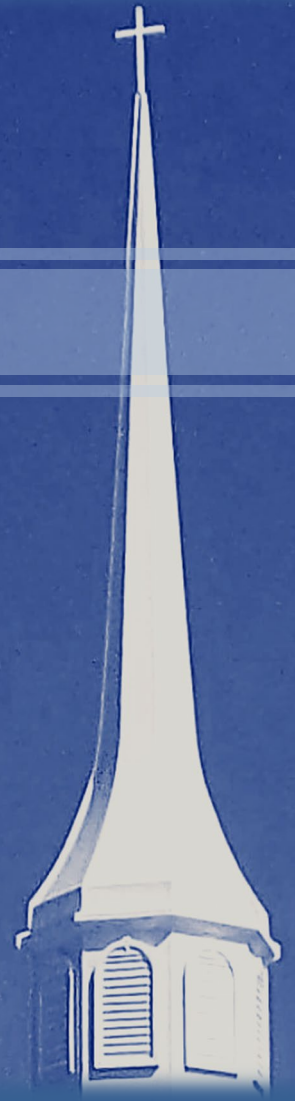


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# Agenda

*Annual Congregational Meeting - February 24, 2019  
Wycliffe Presbyterian Church*

I. Call to Order and Determination of a quorum

II. Order for Opening

## **HYMN: In the Midst of New Dimensions**

In the midst of new dimensions, in the face of changing ways  
Who will lead the pilgrim peoples wandering in their separate ways?

*Refrain:*

God of Rainbow, fiery pillar, leading where the eagles soar,  
We your people, ours the journey now and ever, now and ever, now and ever more.

Should the threats of dire predictions cause us to withdraw in pain,  
May your blazing phoenix spirit, resurrect the church again.

*Refrain:*

God of Rainbow, fiery pillar, leading where the eagles soar,  
We your people, ours the journey now and ever, now and ever, now and ever more.

## **Opening Dialogue:**

As there are many members in one body,  
**so, we, through many, are one body in Christ.**

Where two or three of them are gathered together in my name,  
**there I am in the midst of them.**

I urge you to lead a life worthy of the calling you have received, being humble and gentle to maintain the unity of the Spirit through the bond of peace.

**Let us pursue justice and peace, for mutual up building.**

The Lord be with you.  
**And also, with you.**

Let us pray: Lord God, you taught the hearts of your faithful by sending them to the light of your Holy Spirit. Grant that we, by your Spirit, may have a right judgment in all things and evermore rejoice in His holy counsel; through your Son, Jesus Christ our Lord. Amen.

I now declare this meeting of the congregation of Wycliffe Presbyterian Church open in the name of the Father, and the Son and of the Holy Spirit. Amen

### III. Old Business

- Approval of 2018 Congregational minutes – February 25, 2018, April 15, 2018, July 15, 2018

### IV. New Business

- Review/Approval Terms of Call—2019

### V. Closing Prayer & Responses:

O. Lord, save your people:

**And bless your inheritance.**

My word shall accomplish that which I please:

**And it shall prosper in the thing for which I sent it.**

You shall be my witnesses:

**To the uttermost parts of the earth.**

I have chosen you, and ordained you:

**That we should go and bring forth fruit and that your fruit should remain.** And

lo, I am with you always:

**To the end of the age.**

Glory be to the Father, and to the Son, and to the Holy Spirit:

**As it was in the beginning is now and ever shall be, world without end,**

**Amen**

The Lord be with you. **And also, with you.**

Let us pray: Direct us, O Lord, in all our doings with your most gracious favor and further us with your help, that in all our works, begun, continued, and ended in you, we may glorify your holy name and finally by your mercy, obtain everlasting life, through Jesus Christ our Lord. Amen.

### **HYMN: A Mighty Fortress**

A mighty fortress is our God, a sword and shield victorious;  
He breaks the cruel oppressor's rod and wins salvation glorious.  
The old satanic foe has sworn to work us woe?  
With craft and dreadful might he arms himself to fight.  
On earth he has no equal.

God's word forever shall abide, no thanks to foes, who fear it;  
For God himself fights by our side with weapons of the Spirit.  
Were they to take our house, goods, honor, child, or spouse,  
Though life be wrenched away, they cannot win the day.  
The Kingdom's ours forever.

# Approval of 2018 Congregational Minutes

## ***February 25, 2018: Annual Congregational Meeting Minutes:***

The Annual Congregational Meeting of Wycliffe Presbyterian Church of Virginia Beach, Virginia was held in the Sanctuary - 1445 N. Great Neck Road, Virginia Beach, Va. --- Feb. 25, 2018 at 11:00 am, after the worship service. The meeting was to review and approve 2018 Terms of Call for Pastor Bugg, share the 2018 Annual Congregational Report, approve the 2017 Congregational minutes. (*The 2018 Annual Congregational report distributed by email 2 weeks prior to meeting.*)

**PRESENT:** A quorum of the congregation was present.

**MODERATOR:** The Moderator, Rev. Bugg. Clerk of Session when Terms of Call reviewed, discussed and voted upon.

Pastor Bugg called the meeting to order, established there was a quorum and opened the meeting with prayer stating the purpose of the meeting was

- Review & approve the Congregational minutes (1/22/17; 2/21/17; 4/23/17; 7/3/17; & 10/8/17)
- Present the Annual 2018 Congregational Report to the congregation for review.
- Approve the 2018 Terms of Call

### **Consent Agenda:**

1. Approve Jackie Alcorn to substitute as COS to take minutes.
2. Approve 2017 Congregational minutes (the Jan 22, 2017; Feb. 21, 2017, April 23, 2017, July 3, 2017 & October 8, 2017 Congregational Minutes. (In 2018 Annual Report)

Motions above approved by consensus by the Congregation.

***At this time Pastor Bugg excused himself & family and The Clerk served as moderator to review, discuss and vote on the 2018 Terms of Call.***

### **2018 Terms of Call**

- **On motion made by** Madeline Kuhlman, seconded & carried, the Congregation approved the 2018 Terms of Call for Pastor Bugg. (2018 annual report - p. 15)

Pastor Bugg returned as moderator. Encouraged the congregation to read and review the entire report.

- **On motion made by** Steve Hackney, seconded & carried the Congregation closed the meeting.

Pastor Bugg closed the meeting with prayer @ 11:15 am.

Clerk: \_\_\_\_\_ Moderator: \_\_\_\_\_  
Jackie Alcorn Garrett Bugg

Date Approved: \_\_\_\_\_

COS Initials: \_\_\_\_\_

**April 15, 2018: Called Congregational Meeting Minutes**

The Called Congregational Meeting of Wycliffe Presbyterian Church of Virginia Beach, Virginia was held in the Sanctuary - 1445 N. Great Neck Road, Virginia Beach, Va. --- April 15, 2018 at 10:55 am, after the worship service. The meeting was to review and approve the Nominating Committee for 2018.

**PRESENT:** A quorum of the congregation was present.

**MODERATOR:** The Moderator, Rev. Bugg.

Pastor Bugg called the meeting to order, established there was a quorum and opened the meeting with prayer stating the purpose of the meeting was

- Elect the 2018 Nominating Committee

Robin Lavigne presented the suggested Nominating committee candidates:

NAME	NAME
Bob Prestridge	Ron Moore
Steve Hackney	Brenda Haynie
Ashley Garneau	
Tom Carter	
Bess Mann	
David Gangwer – Chair	
Robin LaVigne – Co-chair	

Floor was opened for other nominations. There were none.

- Approval of the 2018 Nominating Committee above. – The congregation approved the nominating committee above by consensus.
- On motion made by Gail Schwartzer seconded & carried the meeting was closed at 11:05 - am.

Pastor Bugg closed the meeting with prayer.

Clerk of Session: \_\_\_\_\_ Moderator \_\_\_\_\_  
Gail C. Schwartzer Rev. Garrett Bugg

Date Approved: \_\_\_\_\_

COS Initials: \_\_\_\_\_



**July 15, 2018: Called Congregational Meeting Minutes:**

The Called Congregational Meeting of Wycliffe Presbyterian Church of Virginia Beach, Virginia was held in the Sanctuary - 1445 N. Great Neck Road, Virginia Beach, Va. --- July 15, 2018 at 11:05 am, after the worship service. The meeting was to review and approve the Elder Candidates for the class of 2021.

**PRESENT:** A quorum of the congregation was present.

**MODERATOR:** The Moderator, Rev. Bugg.

Pastor Bugg called the meeting to order, established there was a quorum and opened the meeting with prayer stating the purpose of the meeting was

- Elect the Elder Class of 2021

David Gangwer presented the suggested Elder candidates for class of 2021.

NAME
Thad Brake
Jim Basnight
Bill Wahab
Dohan Bell
Bess Mann

Floor was opened for other nominations. There were none.

- The congregation approved the 2021 class of elders above by consensus.
- On motion made by Chuck Steenburgh seconded & carried the meeting was closed at 11:10am.

Pastor Bugg ended the meeting with prayer.

Clerk of Session: \_\_\_\_\_ Moderator: \_\_\_\_\_  
Gail C. Schwartzler Rev. Garrett Bugg

Date Approved: \_\_\_\_\_

COS Initials: \_\_\_\_\_

## Pastor's Report - 2018

Dear Friends,

In our house, often we hear the driving beats of the “circle of life” since both the Bugg children enjoy *The Lion King*. I must admit I enjoy it, too. One scene that I always find funny is when Simba (the rightful heir to the throne) is confronted by Rafiki (the royal advisor Baboon). Simba has just seen a vision of his father and is trying to make sense of it all when Rafiki walks up and asks “What was that?” Simba says, “The winds are changing.” “Ah, change is good” replies Rafiki. “Yeah, but it’s not easy” Simba answers back, and then he begins thinking about taking his place as King means he’ll face his past. His moody ruminations are interrupted by Rafiki who hits him over the head with his staff. “Ow, geez, what was that for?” protests Simba. “Doesn’t matter, it’s in the past!” Rafiki bellows. “Yeah, but it still hurts” Simba says, gently caressing his aching head. “Oh, yes,” Rafiki answers wisely, “the past can hurt. But the way I see it, you can either run from it or learn from it.” As Rafiki finishes his thought he winds up and swings the staff again. Simba ducks as Rafiki hollers “Ah, you see. . . now what are you going to do?” Simba replies with a twinkle in his eye, “First I’m going to take your stick. . .” then he runs off to claim his place as King of the Pride lands.

Every time I see that scene I laugh. I laugh because approaching change is both adventurous and frightening—it is exhilarating. Haven’t you been there? I have. In those moments of life, determining the best path forward, concerned with all the residual pain of the past, brimming with confidence that comes from being children of the Heavenly Father. Wycliffe experienced transition and change in 2018, saying farewell to Mary Lou, getting to know Al Mina and then welcoming Judy Dodaro. I want to thank Judy, Jim, and Sandi for their good work throughout the year. Whether in administration, groundskeeping, or music, you have kept things orderly, mowed, and on key. I continue to celebrate our ministry together at Wycliffe.

The session, in 2018, began a process of discernment and planning—a visioning process to dream about our future together. It is not completed yet and cannot be completed without the help of the congregation. During this year, you will be asked to participate in the process and together we’ll dream and be captured by a new vision.

In 2019, it is my hope and goal that Wycliffe will become more acquainted with the successes we’ve experienced as a congregation so when we dream together of the future, our dream is informed by our history, not trapped by our past.

- *Pastor Garrett Bugg*

## ANNUAL REVIEW OF TERMS OF CALL for 2019

Church Name: Wycliffe Presbyterian

City: Virginia Beach, Virginia

Name of Pastor: Reverend Garrett Bugg

That you may be free to devote yourself full-time to the ministry of the Word among us, we promise and obligate ourselves to provide you the following:

	2018	2019
<b>1. TOTAL EFFECTIVE SALARY</b> (Housing & Salary)	<b>\$75,352</b>	<b>\$76,784</b>
<b>2. Professional Reimbursement Exp.</b> (Minimum \$2700)	<b>\$3000</b>	<b>\$3,000</b>
<b>3. Continuing Education Allowance</b> (Minimum \$1,000)	<b>\$ 3,000</b>	<b>\$3,000</b>
<b>4. Study Leave</b>	<b>2 weeks</b>	<b>2 weeks</b>
<b>5. Vacation</b>	<b>4 weeks</b>	<b>4 weeks</b>

6. Sabbatical Leave in accordance with established Presbytery policy. *(After 6 consecutive years of service, pastor is eligible for a 3-month sabbatical leave to be approved both by the session and COM 6 months prior to leave.)*

7. Sabbath Policy in accordance with established Presbytery policy. *(Pastor receives 1 day off weekly to compensate for work/activities occurring every Sunday.)*

8. Parental Leave in accordance with established Presbytery policy. *(4 weeks)*

9. Holidays and Sick Leave in accordance with established Presbytery policy. *(Holidays = 12/year; Sick Leave -one day a month, cumulative to sixty days.)*

10. Full participation in PC(USA) Medical/Pension program.

11. We further promise and obligate ourselves to annually review these Terms of Call and the Covenant with an evaluation of the mutual achievement of mission goals by minister and session as to their adequacy w/serious consideration given to the current adjusted median family income.

## **Music & Worship Arts Ministry -2018 - Sandi Billy**

Each Sunday, the Wycliffe community gathers in celebration of God's love and as a reminder of God's presence through friends and family and this place we call 'church.' As their contribution to this gathering, the *Chancel Choir* provided music leadership in worship on 48 Sundays in 2018, including special music Sundays during Lent, Advent, as well as evening services on Maundy Thursday and Christmas Eve. *The Wycliffe Ringers* presented music in worship on 11 Sundays in 2018 and joined with the choir in late December for Celtic Christmas. *Another Day Dawning* has presented music in worship on 15 Sundays, and several times joined with the Chancel Choir in anthems. *Music-Makers* led in worship at the close of each Kids' Club unit, and we saw 'graduates' of that program take their place in leadership in December, both during Youth Sunday and as readers for the children's pageant.

Hymn festivals and unique worship services included the spring hymn festival, "Faces of Faith," with a focus on lesser known Bible characters, and a July service led by the young children of the congregation, and the Youth-led service on the first Sunday in Advent, as well as a costumed drama of the Christmas story presented by the children and youth with the congregation filling in the details through the singing of Christmas carols.

Special events outside of the worship hour included our first *third-time's-the-charm* **Women's Christmas** which had to be rescheduled multiple times in January due to snow and ice. It featured reflections, scripture and music, and the women of Wycliffe welcomed many women from nearby churches, and it was followed by a lovely reception provided by the Fellowship committee. The community was invited to join Wycliffe's members and friends in late July when the church hosted the **Hampton Roads Metro Band** in a fine program of patriotic music and Broadway show tunes. In November, the church hosted Virginia Wesleyan's Center for Sacred Music's annual **fall hymn festival** which was led by Brian Hehn, director of the Center for Congregational Song of the Hymn Society of North America. In December, the church hosted composer **Thomas Keesecker** in a daytime Advent program, "The Quiet Center," and in mid-December, the church and community gathered on a Sunday afternoon for the **Shedd Family Christmas**, a concert of holiday classics featuring Brad and Alison Shedd and their 8 very talented children.

The death of one of our newest choir members in 2018 expanded the hole in the hearts of the choir that has seen a 'generation' of singers called to the heavenly choir in the past few years. The loss of Ann Marie deLalla's lovely voice and joy-filled spirit was heart-breaking to the members who witnessed her decline in her last several years, but her exuberant love of singing (and dancing) lingers in our hearts, as does the memory of husband Vin's faithful attention and support as her capacities diminished, and who we are delighted to note still continues with the choir.

Another loss to the music program in 2018 was the 'sending' of Alex Mason as our 'missionary' to Sandbridge United Methodist Chapel to be their new choir director, and Garry Manesco to Spring Branch Community Church to rejoin his family who is active there, and to Tiffany Hanson who followed her husband to his new Coast Guard assignment in Maine. All three were talented and devoted members of Wycliffe's music ministry, always ready to help out wherever needed. In addition to singing in the choir, Alex played handbells and on occasion played keyboard with *Another Day Dawning* and viola as an addition to congregational worship music. Garry's ever-ready smile and beautiful voice was greatly enjoyed by the congregation on many occasions as soloist. Tiffany's

lovely voice brought great joy to all and her work with the Kids' Club *Music-Makers* program, as well as her musical leadership with Vacation Bible School, were greatly appreciated by Wycliffe's children and their parents. We have no doubt that they are bringing great delight to those they now serve.

The church has been blessed with several professional singers who provide wonderful support and continuity for our volunteer musicians: Dana Henning, Anna Reed, Barry Martin and our newest singer, Hunter Williams. Each have made wonderful contributions to the music ministry through their fine musicianship and warm personalities. The church also welcomed a number of instrumentalists including Larry Clemens (trumpet), Adam Gandolfo (trumpet), Kirsty Barnett-Green (violin), Stacey Migliozi (viola), Gretchen Loyola (violin), Angelina Gandolfo (violin), Jeff Phelps (cello), Jonathan Spence (violin), Marla Robinson (flute), Greg Sowell (string bass and percussion), Wayla Chambo (flute), Rachel Ordaz (flute), Stephanie Harron (trumpet), Kim Haywood (percussion), and Jason Squinobal (saxophone).

"One-shot" musical adventures, which began in 2017, continued with great success in 2018. "Women Sing!" and "Men Sing!" invited women and men of the congregation to gather in the music room at 9:30am on particular Sundays to prepare service leadership and an anthem to sing in that day's worship service. It has proved to be a wonderful way to include persons in the music ministry who do not see themselves as 'singers' but enjoy the comradery, as well as an opportunity for those who cannot commit to regular choir membership, but still love to sing. And in 2018, we added our first "Family Sing!" in June which included a particularly excited group of children and parents singing "He's Got the Whole World in His Hands" with great success.

One of our newer areas of ministry in the Worship Arts is that of Scripture Reader. Worship is our 'group conversation' with God. God's voice comes to us during that time through the sermon, through congregational hymns and responses, through prepared music, through drama, through art, and as scripture passages are read. Members of the congregation who read aloud hold a position known as "*Office of the Believer*" and this group has grown to include Jackie Alcorn, Beverly Parker, Rose Hackney, Donice Schumm, Ashley Garneau, Megan Uittenbogaard, Aubrey Moore, Jens Islev-Peterson, Jim Basnight, Jim Haynie, Bob Prestridge, and Bill Wahab. We thank them for their preparation and their service.

Wycliffe's music and arts programs benefit greatly from the generous support of the congregation – both with countless supportive comments as well as budgetary resources which maintain and add to our musical instruments, provide for new music and supplies, and make possible numerous visits by guest instrumentalists to enliven worship throughout the year. We are grateful for the opportunity and resources which enable us to bear witness to God's love in this place.

---- *Sandi Billy*

## Session Members & Staff - Names/Committees for 2019

<b>NAME/ADDRESS of Elder</b>	<b>CLASS</b>	<b>E-mail</b>	<b>Phone number</b>	<b>Committee</b>
<b>Robin LaVigne</b> 921 Gen. Beauregard Dr. Va. Beach, VA 23454	<b>2019</b>	<a href="mailto:rjlavigne76@gmail.com">rjlavigne76@gmail.com</a>	757-481-6286 757-589-4015 (cell)	Outreach
<b>Darrell Kennedy</b> 2406 Starfish Road Va. Beach, VA 23451	<b>2019</b>	<a href="mailto:jdkennedy58@gmail.com">jdkennedy58@gmail.com</a>	757-217-2381	Member Care
<b>Chuck Steenburgh</b> 909 Marshall Cir. Va. Beach, VA 23454	<b>2019</b>	<a href="mailto:sailracer@verizon.net">sailracer@verizon.net</a>	757-481-5741 757-681-8025 (cell)	Christian Ser. & Mission
<b>Lisa Sowell</b> 2341 Hood Drive Va. Beach, VA 23454	<b>2019</b>	<a href="mailto:gasart8@verizon.net">gasart8@verizon.net</a>	757-412-2063	AS & F
<b>Mark Via</b> 1808 S. Woodhouse Rd. Va. Beach, VA 23454	<b>2020</b>	<a href="mailto:Markvia57@gmail.com">Markvia57@gmail.com</a>	757-705-2792 (cell)	Worship
<b>Pat Carney</b> 1796 Greensward Quay Va. Beach, VA. 23454	<b>2020</b>	<a href="mailto:carneypl@yahoo.com">carneypl@yahoo.com</a>	757-496-8648 757-270-3705 (cell)	Christian Ed.
<b>John Werner</b> 1409 Shoveller Ave. Va. Beach, VA 23454	<b>2020</b>	<a href="mailto:jpjwerner@cox.net">jpjwerner@cox.net</a>	757-412-4877	Christian Ser. & Mission
<b>Laurie Coyne</b> 1294 Ketch Point Va. Beach, VA 23454	<b>2020</b>	<a href="mailto:Lcoyne817@gmail.com">Lcoyne817@gmail.com</a>	757-435-4877	Facilities
<b>Cathy Maston</b> 2237 Windward Shore Dr. Va. Beach, VA. 23451	<b>2020</b>	<a href="mailto:Cathyc1757@cox.net">Cathyc1757@cox.net</a>	757-481-7703 757-328-2658 (cell)	Planning & Review
<b>Bess Mann</b> 1014 Hanson Way Va. Beach, VA. 23454	<b>2021</b>	<a href="mailto:besstai@aol.com">besstai@aol.com</a>	757-496-2833 757-434-4552 (cell)	Outreach
<b>Dohan Bell</b> 2008 Bay Road Va. Beach, Va. 23451	<b>2021</b>	<a href="mailto:dohanjoe@aol.com">dohanjoe@aol.com</a>	757-708-8869	Christian Ed.
<b>Jim Basnight</b> 1336 Laurelfield Ct. Va. Beach, VA. 23454	<b>2021</b>	<a href="mailto:baroness4@verizon.net">baroness4@verizon.net</a>	757-481-2251	Member Care
<b>Thad Brake</b> 928 Old Cutler Rd. Va. Beach, VA. 23454	<b>2021</b>	<a href="mailto:brake84@cox.net">brake84@cox.net</a>	757-481-4528	Fellowship
<b>Bill Wahab</b> 3132 Lynnhaven Dr. Va. Beach, VA 23454	<b>2021</b>	<a href="mailto:wahab@frencklawoffice.com">wahab@frencklawoffice.com</a>	757-481-7516 757-749-1942 (cell)	Facilities
<b>Gail Schwartzer</b> 1808 Timberwood Lane Va. Beach, VA. 23454	<b>N/A</b>	<a href="mailto:schwartzers@cox.net">schwartzers@cox.net</a>	757-481-1149 757-404-6669 (cell)	Clerk

<i><b>Name of Officers</b></i>	<i><b>E-mail</b></i>	<i><b>Phone Number</b></i>	<i><b>Position</b></i>
<b>Vicki Burden</b> 2437 Haversham Close Va. Beach, Va. 23454	<a href="mailto:office@wycliffepresbyterian.org">office@wycliffepresbyterian.org</a>	757-481-9249	Treasurer
<b>Jim Haynie -</b> 1273 Mossy Oaks Ct., Va. Beach, Va. 23454	<a href="mailto:jhaynie32@gmail.net">jhaynie32@gmail.net</a>	757-481-7299	Financial Sec.
<i><b>Name of Church Staff</b></i>	<i><b>E-mail</b></i>	<i><b>Phone Number</b></i>	<i><b>Position</b></i>
<b>Garrett B. Bugg</b> 449 West Plantation. Va. Beach, Va. 23454	<a href="mailto:pastorbugg@wycliffepresbyterian.org">pastorbugg@wycliffepresbyterian.org</a>	<b>757-496-2620 office</b> 609-240-2204 (cell)	Pastor & Session Moderator
<b>Judy Dodaro</b> 4621 Miles Standish Rd. Va. Beach, VA 23455	<a href="mailto:office@wycliffepresbyterian.org">office@wycliffepresbyterian.org</a>	757-496-2620	Office Administrator
<b>Sandi Billy</b> 1044 Yardley Landing Va. Beach, 23454	<a href="mailto:sbilly@vwu.edu">sbilly@vwu.edu</a>	757-455-3376; 495- 5851 (cell)	Music & Worship Arts Ministry Organist
<b>Jim Basnight</b> 1336 Laurelfield Ct. Va. Beach, Va. 23454	<a href="mailto:baroness4@verizon.net">baroness4@verizon.net</a>	757-481-2251	Grounds Maintenance
<i><b>Name of Trustee</b></i>	<i><b>E-mail</b></i>	<i><b>Phone Number</b></i>	<i><b>Position</b></i>
<b>David Carney</b> 1796 Greensward Quay Va. Beach, 23454	<a href="mailto:carneydg@yahoo.com">carneydg@yahoo.com</a>	757-496-8648; 270- 9979 (cell)	Trustee
<b>James Haynie</b> 1273 Mossy Oaks Ct., Va. Beach, Va. 23454	<a href="mailto:jhaynie32@gmail.com">jhaynie32@gmail.com</a>	757-481-7299	Trustee

# Wycliffe's Committees/Teams - 2018 Reports

The following 10 committees/teams are responsible for Wycliffe's various ministries. Active elders chair these committees and members of the congregation serve on committees voluntarily - according to their interests, talents and schedules. If interested in serving, do contact one of the 2019 committee co-chairs listed on page 14 & 15. Also check out "Who You Gonna Call?" (page 37 -38) to contact individuals and for detail information.

You, the congregation, are essential to Wycliffe's ministry and growth. Thanks to all who have served, currently serve and all who decide to share their gifts, talents & time in the future!

*Gail C. Schwartzer  
Clerk of Session*

***1. Administration, Stewardship and Finance/Personnel: (2018 chair - Lisa Sowell)***- *AS&F develops the annual budget for adoption by the session; plans the annual Stewardship campaign; oversees the church treasurer in his/her work; is responsible for collecting, counting, and depositing weekly offerings. It is also responsible for ensuring an annual financial audit and maintains and periodically reviews all legal documents of the church. AS&F also has responsibility to complete the annual employee evaluation for all staff.*

## **Administration, Stewardship & Finance/Personnel - Annual Report 2018**

- AS&F continues to work with Vicki Burden as our Treasurer. Vicki continues to be proficient in her work. Financials are submitted timely and suggestions for improvements are provided to enable Wycliffe to have well documented and accurate accounting.
- AS&F counters meet every Monday to perform the counting of the weekly tithes and make the bank deposits per policy. There are two items that continue to require review with appropriate accounting which are miscoding of pledges and the policy of memorial gifts being applied to the Endowment Fund. These issues have been addressed to the counters.
- Our Administrator, Mary Lou Crifasi resigned this year and a committee was charged with hiring a new administrator. This was a difficult task due to the job market in the area. AS&F agreed to a short term "TEMP" and we were blessed with Al most of the summer. AS&F is pleased to have welcomed Judy Dodaro on our staff this fall. Judy is a quick learner and has acclimated well to the Wycliffe environment.
- AS&F led a successful Stewardship campaign, Extend the Reach. This year's campaign was difficult with the loss of several long-time members last year but eventually met the necessary budget obligations. Pledging is a difficult topic for many and the campaign results were not realized until December which makes the budgeting process difficult.
- The annual budget was submitted at the November Session Meeting and finalized in December. The budget was aligned to goals identified during this year's Session Retreat (Held November 10, 2018). Staff members were afforded a 1.9% increase (with exception of



Ms. Dodaro who was only brought onto staff in the Fall) and budget requirements were met based on agreements with committees.

- Due to the previous Annual Financial Review being submitted in December, the committee felt another review was not prudent. A thorough review will be conducted in 2019.
- AS&F conducted staff reviews of the Music Director and the Pastor. As expected, all reviewed staff exceeded expectations. Wycliffe continues to be blessed with Dr. Billy and Pastor Bugg. Ms. Dodaro's personnel review will be conducted at 6 months based on her onboard date.
- AS&F is blessed with talented individuals who monitor and manage the investments of Wycliffe. Insurance contracts were reviewed, office inventory conducted, and the Session is routinely informed of the status of the church finances, investments, and issues related to the operation of the Church and its assets.

*--Lisa Sowell*

***2. Christian Education - (2018 Co-chairs - Lee Uittenbogaard & Pat Carney) - This committee is responsible for all aspects of the church's educational program -- weekly and annually. It endeavors to shelter, nurture and promote the spiritual fellowship and education of all Wycliffe's congregation -- young and old. They have the authority & responsibility to select curriculum, recruit teachers and plan, coordinate and administer educational events in conjunction with the Church calendar. The committee may also recommend other educational classes and/or events through the year.***

### **Christian Education Report Year 2018**

- Sunday school programs available for children Pre-K – high school. In 2018, the elementary youth finished the Whirl curriculum and began the Spark curriculum in September 2018. The high school youth began a new curriculum in the fall of 2018 using the book, “The Ten Commandments: Still the Best Morale Code.”
- Our 1<sup>st</sup> communion class was held over 2 Saturdays in February and March. The participants took their communion on March 4<sup>th</sup> using the bread they baked the day before. We had six attend class and 5 children take communion along with three baptisms.
- A new group of confirmation students began their two-year studies in September 2018 along with students who are in their 2<sup>nd</sup> year of confirmation. The group includes Aubrey Moore, Cole Ludford, Megan Uittenbogaard, Rex Lemmon and Cannon Robins. This class is using a curriculum called CoLABorate. The curriculum covers Presbyterian distinctive as well as the Old and New Testaments.
- Vacation Bible School was held in the evenings from July 16-19. This year's theme was Rolling River Rampage. Attendance was 56 children. We combined our bible school with Virginia Beach Christian Church. Most of our youth group helped out during our week of VBS.
- A women's bible study group met during the summer months as part of Culture Club. We met on Mondays from June 25<sup>th</sup>-August 6<sup>th</sup>. We studied Workbook 1 & 2 Corinthians from the “She Reads the Truth” program. Our regular attendance was 10 ladies.
- Culture club met regularly throughout the year for fellowship with activities that included: Trivia Nights, seeing the Asian Lanterns at the Botanical Gardens and an Italian Dinner night
- Music Makers continued in 2018 with Tiffany Hanson and Dana Henning leading the children. Music maker sessions were held during winter, spring and fall Kids Club. Performances were held for the congregation during a church service after the end of each Kids Club session.
- Middle and High schoolers met the 2<sup>nd</sup> and 4<sup>th</sup> Sundays for Youth Group. Activities included “Reverse Trick or Treating”, Christmas Caroling, Serving dinner during Homeless Shelter,

Miniature Golf, Laser Tag, Game Nights and an annual Youth Picnic in June. We have 11 youth that attend our activities.

- Kids Club met on Wednesday's during a winter, spring and fall session. Each session was 5 weeks. During our winter and spring sessions, we finished studying the "Parables." Beginning with our fall session in September 2018 we started learning about the "Animals of the Bible." On average we have 10-15 children in attendance each Wednesday.
- In July, the elementary youth participated in "Young Leader Sunday" where, in conjunction with our pastor, helped lead the worship service. The middle/high schoolers also had Youth Sunday in December where the older youth ran the entire service including the sermon, offering and communion. Youth Sunday is also the 1<sup>st</sup> Sunday of Advent.
- Adult Sunday school classes have been held throughout the year. Classes that were offered included New Members Class, Study of the Gospel of John, Lenten Study, "The Story: The Bible: As One Continuing Story of God and His People" and during Advent, the "Down to Earth" series.

*Lee Uittenbogaard*

***3. Christian Service and Mission - (2018 Co-chairs – Chuck Steenburgh & John Werner)*** - Provides opportunities for the congregation to engage in Christian service in the local community, especially focusing on & coordinating with local agencies.

**Christian Service & Mission Report - 2018-**

*We believe that the Christian life is a call to service. We stress Christ's call to serve our neighbors, especially the "least of the brethren," applies to every Christian. We believe that as a congregation we need to direct our time, talents, and financial gifts to projects and programs aimed at helping others. Our committee provides opportunities for the congregation to engage in such Christian service.*

**Primary Concentration:** Homeless and extremely needy Virginia Beach School children and Homeless indigent adults

- **Angel Tree** (Nov/Dec): Wycliffe fulfilled 63 "Wish List" gifts for 8 school children in two families identified to us by VB Schools Social Services. The estimated total cost for these gifts was \$1229. (Total Assisted: 8)
- **Apple Tree** (Jul/Aug): We received 23 "Apples" from the VB Schools Project Hope program. The apples had a total of 93 school supply items totaling \$427; all were picked from the Apple Tree and returned by the Congregation. In addition, anonymous congregational donors provided 148 miscellaneous additional items worth approximately \$115. Based on the average unit cost of the items requested by Project Hope, we estimate that we served 61 individuals at a total cost of \$542.
- **Beach Bag Project** (Apr-Jun): This program provides food that will fit discreetly into a school child's backpack. These needy and homeless children may not eat over the weekend unless this food is provided. We provided 225 bags (450 meals) to First Colonial High School. We were assisted in this project by a local Lions Club to which two of our committee members belong. (Total assisted: 225).
- **Blood Drives** (Apr/Oct): Two Red Cross blood drives were sponsored & held in the Wycliffe Fellowship Hall. In April, 28 pints (2 over goal) were donated and in October, 20 pints were donated. Each pint assists 3 people. (Total Assisted:144)
- **Crisis Housing Assistance:** Provided \$5464.25 (\$5500.00 budgeted) through-out the year to assist families with past due utility bills, with average payment of \$87. Administered by the Church Administrator under the guidance of the Pastor, utilizing the Charity Tracker program. (Total Assisted: 250, average 4 in family.)
- **Disaster Relief** (Jan/Sep/Oct/Nov): CS&M coordinated the efforts throughout the year to provide special donations for disaster relief. The following donations were made:
  - June - \$591 to Presbyterian Disaster Assistance (PDA) for USA Hurricane Response
  - July - \$200 to PDA for Puerto Rico Hurricane relief
  - October - \$2,760 to PDA for Hurricane Florence ReliefWe also collected an additional \$780 in October and November for Hurricane Michael relief but due to an oversight was not sent to PDA until January 2019.

- **Food Closet:** Maintained during the months that school is in session. The School Social Workers collect the food for their families on an as-needed basis. In addition to the food \$20 Grocery Gift Cards were also given. The food and funds are donated by our congregation. Through the first 4 months of 2018, food valued at \$580 and \$280 in gift cards were provided to 17 families consisting of 20 adults and 38 children. Three full bags of expiring food were delivered to Virginia Beach Christian Church for their food pantry. The food closet was operated through June 15 and started up again September. However, due to personnel turnover, inadequate records were kept. (Total Assisted: 20 adults & 38 children)
- **Holiday Food Baskets** (Nov/Dec): We collected 29 holiday dinner food baskets (14 for Thanksgiving and 15 for Christmas) for Virginia Beach homeless or needy children and their families. Each basket contained about \$25 in food plus a \$25 grocery gift card for meat and other perishables for a total value of \$1450. We also provided food donated for 13 children and their families for the 10 days of Christmas school break were approximately \$35.00 each. (Total \$455.00) (Total assisted: 168, average 4 per family)
- **Homeless Shelter** (February): Working with the JCOC, we sheltered and fed up to 70 homeless adults for a week (Average 65). We provided 910 meals (breakfast and dinner) and 455 bag lunches. This mission involved 140 Wycliffe members and youth giving of their time, talent and means. Some meals were also prepared and served by our youth group, Boy Scout Troop, and groups from nearby churches. Cost to the church for this project was \$2454 from the CSM&M and Facilities budgets, plus an additional \$1157 from Facilities for additional maintenance. (Total assisted: 70 homeless men and women)
- **Interfaith Alliance at the Beach** (IAB)(Monthly): CS&M represents Wycliffe at the monthly IAB meetings, where we learn about local mission opportunities. We hosted the meeting in May 2018. (Total served: 50)
- **Lady Shriners:** Collect used aluminum can tabs for the Lady Shriners, who sell them to support Shriners' Hospitals in Philadelphia and Greenville, SC.
- **Meals on Wheels:** Food is delivered three days a month to shut-ins. (Total Assisted: Approx. 360)
- **People in Need Ministry (PiN)** (Apr/Jun/Sep): We supported the Ministry by purchasing and preparing 2 meals at the Wycliffe Kitchen and delivering them to the ministry location, serving 42 at the April dinner and 51 at the September dinner. In June we prepared a breakfast at the PiN ministry, for 80 Homeless people. We also collect gently used clothing for them. (Total assisted: 173)
- **Samaritan House Christmas Party** (Dec): Wycliffe hosts Samaritan House clients and staff at an annual Christmas Party that includes a full sit-down dinner. Our guests this year included 30 adults (some were victims of human trafficking), 26 children and 5 staff. Activities included Santa and Mrs. Claus, face painting, an electric train display, wreath making, and a "Gift Shop" (for children to get their parents a gift). Homemade quilts and pillows were given to the mothers. In addition, throughout the year we help with food, clothing, linens, and funds. (Total Assisted:61)

- **Scouting Programs:** Sponsor and provide a weekly meeting space for Cub Scout Pack #493, Boy Scout Troop #493 and Girl Scouts in our Fellowship Hall. This year we gave \$150 to the Cub Scouts and \$325 to the Boy Scouts so that those who could not afford to go to camp could do so. We also donated \$150 to assist 2 families with dues for their cub scout. (Total assisted: 48)
- **Seamen's House:** Collected magazines, clothing, hotel toiletries and handmade knitted caps, and delivered to them.
- **Special Offerings:** One Great Hour of Sharing \$1807.29, Pentecost \$1018.80, Peace and Global Witness \$446.25, Joy Fund-\$1500 (from Dec 2017 collection). \$1653 was collected in December and will be sent to PEVA in February.
- **St. Jude's Ranches for Children:** We collected and sent used greeting cards, Campbell's labels and Box Tops for Education to assist with their fund raising.
- **Unified Mission Giving:** CS&M provides a budget of \$7000 for PEVA's Unified Mission Giving.
- **VBFEST** (Jun/Jul): This city program shelters homeless families in churches throughout the summer on an emergency basis. The program was modified this year to use the city's new Housing Resource Center. We donated \$200 budgeted for the program to the Holy Apostles Church for their effort in support of the program. (Total assisted: 20)
- **VETS House:** Collected paper goods, detergent and clothing for male and female Vets.

---- *Chuck Steenburgh*

**4. Facilities - (2018 Co-chairs - Garland Miles & Laurie Coyne)** *The Facilities committee is responsible for all aspects of the maintenance and upkeep of the church's property and grounds. It schedules in coordination with the session occasional work days; it oversees anyone who is hired or contracted to carry out maintenance, upkeep, or repairs; and is responsible for ensuring that property and liability insurance coverage is maintained and reviewed annually in coordination with AS & F committee.*

#### **Facilities Report – 2018**

##### **Projects – New and Annual**

- Removed and replaced roof of Fellowship's classrooms
- Upgraded Fire and Burglar Alarm System
- Repaired Sliding Partisan Doors in Fellowship Hall
- Hired Piedmont Services for initial repairs to HVAC units
- Conducted 2 church workdays in 2018– utilized the services of 50 + people (church members, friends, and scouts) to clean and repair both outside and inside of the main church building, the Red House, and the surrounding property. In addition, small groups have assembled throughout the year for clearing brush, maintaining landscape and driveways, and other repairs as needed.
- Collaborated with Christian Services & Missions for Homeless Week.

##### **Policy, Contracts & Research**

- The Military Art therapy program which has expanded from 12 clients to 50 with a waiting list, utilizes the Red House. Task force formed to interact with Vanessa Abbey/Rob Hicks re: the use, maintenance & possible renovation of the Red House. Garland Miles, Joe Dearing, Jim Haynie, and Gail Schwartzer are on the task force.
- Maintain contract with Coverall Cleaning Company/Services – to clean church weekly.
- Established Annual HVAC Service Contract with Piedmont Services.
- Policy – only hires contractors who are licensed and insured

##### **General Maintenance**

- On call for general and unexpected maintenance and calls.
- Coordinates opening Wycliffe 12 months of the year on Sunday mornings and train additional open and closers.
- Regularly remove, trim, and prune trees and shrubs that threaten security, safety, and structure of the campus.
- Maintained and replaced with exterior Led security, lights to Red house, social hall, and Education wing and entrance ways.

***Garland Miles***

**5. Fellowship - (Co-Chairs for 2018 - Francie Brake & David Gangwer)-** The Fellowship Committee provides regular Fellowship dinners /luncheons; provides refreshments for after worship fellowship time; ice cream socials; pot luck meals, and receptions and oversees & coordinates receptions for weddings & funerals, and/or other special church social events. Fellowship also provides 160 sandwiches monthly to St. Columba. Fellowship offers opportunities for church members to connect with each other via various events.

### Fellowship Annual Report 2018

- **Jan. 12<sup>th</sup>** – Provided refreshments for Women’s Christmas
- **Jan. 31<sup>st</sup>** – Provided a meal for the homeless shelter
- **Mar. 24<sup>th</sup>** – Provided lunch for workday
- **Apr. 11<sup>th</sup> & Oct. 17<sup>th</sup>** – Provided a meal for Kids Club
- **Jul. 25<sup>th</sup>** – Coordinated and provided supplies for a bingo and ice cream social night
- **Sept. 9<sup>th</sup>** - Set-up and provided lunch for Rally Sunday
- **Dec. 10<sup>th</sup>** – Provided finger foods for the Christmas Contata
- **Jan. 14<sup>th</sup>, Feb 11<sup>th</sup>, Mar. 18<sup>th</sup>, April 22<sup>nd</sup><sup>rd</sup>, May 6<sup>th</sup>, Aug. 19<sup>th</sup>, Oct. 7<sup>th</sup>, and Nov. 11<sup>th</sup>** – Set-up and provided meals for 8 luncheons following worship
- **Feb. 17<sup>th</sup>, March 10<sup>th</sup>, and July 25<sup>th</sup>** - Coordinated and provided 7 funeral receptions
- **January – December** – Purchased supplies and prepared 160 sandwiches every month for St. Columba Homeless Shelter for a total of 1920 sandwiches!
- **January – December** – Provided coffee and snacks 45 weeks following worship.
- **Jan – June & Sept. – December** – Coordinated 9 Ladies Night Out Functions.

*Francie Brake*



**6. *Member Care* - (Co-chairs for 2018 – Darrell Kennedy & Bob Prestridge)** - Member Care committee is responsible for ensuring that attention is given to church members with special needs, such as illness or bereavement. This includes cards, visitation, and meals. Additionally, the committee organizes flower delivery of Sunday altar flowers to these members. Our Grief Support Group ministers to those experiencing a personal loss. We also maintain records of weekly attendance and send notes to members who have been missed. The committee also welcomes to new members and maintains contact with college students. The TLC subcommittee also enhances care and lay visitation to shut-ins within the congregation.

#### Member Care Annual Report – 2018

**Altar Flowers** – Each Sunday coordinated the delivery of Sunday altar flowers to church members in the hospital, recuperating at home, or on the prayer list.

**Attendance Records** – Weekly attendance records were compiled from the names signed into the Friendship pads in the pews during worship. Notes were sent to those who missed 6 Sundays.

**Campus Ministry** – Cards were sent twice during the year with a gift card enclosed, maintaining contact with our college students.

**Communications Enhancement** – to replace our phone tree, an automated phone messaging system was researched, and installed. It was successfully used following Hurricane Florence to notify church members of Sunday worship after the storm.

**Grief Support Group** - Meeting monthly, this group continues to fill a beneficial need within the congregation and our Great Neck community, welcoming both members and non-members alike. The group provides a nonjudgmental ear and loving understanding for those coping with the loss of a loved one or the burden of other life challenges.

**New Members** – Coordinated with the Outreach Committee who oversees the new member program, providing support for the pastor and providing name tags, a welcoming cake, boutonnieres for the women, and a write up and photos in the monthly newsletter. Three new members were received in 2018.

**Prayer List** – Each week an updated prayer list was emailed to the Session and to all church members who wished to receive it.

**TLC (Tender Loving Care) Subcommittee** – led by Darrell Kennedy, met monthly, sending cards to shut-ins, extending our loving care to them whether they were at home or in long-term care facilities.

**Wycliffe Cookers** – Also coordinated with the Outreach Committee who oversees this function. A team of 16 volunteers participated in preparing and delivering meals to church members as needed following hospitalization, rehab, or a death in the family. Meals were also provided during hospice care.

*Bob Prestridge & Darrell Kennedy*

**7. Outreach - (Co-Chairs for 2018 – Robin LaVigne)** - Outreach Mission serves as a liaison between Wycliffe and the community. We ensure that events are publicized adequately and that we maintain a physical and digital presence in the community.

### **Outreach Report - 2018:**

It was a busy year again for the Outreach Committee and we continue to try to build the number on our committee so we can tackle the goals we are working toward. We are focused on making connections with the visitors that come to Wycliffe and introducing them to all that makes Wycliffe Presbyterian the unique and wonderful church that it is.

- The Visitor Bags program is running smoothly. Bags are available each week to be given out to new folks visiting during Sunday worship. They contain information about our programs, website and Facebook. In addition, there is a magnet with our stained-glass window on it, a Wycliffe pen and a few sweet treats.
- We continue to deliver a small plant to visitors if they've given an address on the Friendship pad. We include a Wycliffe business card that has all our information on it.
- We worked with Pastor Bugg to develop a list of regular attendees who might be interested in a New Member Class. We kept in close contact with each one until the class began, inviting them to activities at church, introducing them to members and answering any questions they might have. We are expanding this program this upcoming year to assign a "connector" from the regular membership to each regular attendee to reach out in hospitality and make each one feel welcomed.
- We updated the New Member Packet with current phone numbers and we also ordered new car decals.
- We welcomed 3 new members and have a list of several others that are considering transferring memberships and joining after the first of the year.
- We have maintained the marquee and changed the information in a timely fashion to highlight special events that the church and community might enjoy.
- Kelley Gangwer has agreed to keep our Facebook page current and show activities going on at Wycliffe. We feel this is one of the best ways to let the community know about us.
- We sent out Lenten and Advent mailers to the surrounding homes to highlight the special events happening during that time.
- We bought a display board and got our "Welcome to the Neighborhood" light blue bags filled with all sorts of local information that new folks to the area might find useful and helpful. Of course, there's some information about Wycliffe Presbyterian, as well. The idea is for members to give them to new neighbors or they can be given to visitors on Sunday who are new to the area.
- We have plans to put a flat screen T.V. on the wall in the Narthex to highlight upcoming events, put helpful reminders and show pictures of activities the church is involved with. We have received several estimates and anticipate a decision after the first of the year.

- We will be putting small attractive bulletin boards in the bathrooms where we can post church events. With so many different groups using our building during the week, this is a good way to advertise.
- We will be having a Wycliffe “Tervis” cup sale in the new year. They are nice looking, not too big and will have our Wycliffe logo on it. More advertising while you enjoy a nice hot coffee or ice-cold drink.
- We will be working closely with the session to give helpful input on improving the church signage around the outside of the church so that the community SEES us.
- We have a small committee working on how to make the areas in the Narthex and the main lobby more inviting, friendly and updated.

There are many goals we’d like to accomplish this next year and we welcome anyone who would like to join us.

---*Robin La Vigne*

**8. *Worship*** - (**Co-chairs for 2018- Josie Collier & Mark Via**) - *The Worship committee oversees the congregation's worship life. It is responsible for all worship services, including special features of worship services, flower coordination, the preparation of elements and serving the sacrament of communion, assignment of Elders to serve Communion, secures and trains ushers for church services, supports the pastor and music director in implementing the music program, and creates an atmosphere conducive to worship. Members of the Worship Committee also serve as greeters when needed for funerals and memorial services.*

### **Worship Report – 2018**

The Worship team at Wycliffe Presbyterian considers each Sunday's worship service to be special. *It is the one hour in the week that gives meaning to the rest. The Sacrament of Communion is celebrated on the first* Sunday of each month in addition to Maundy Thursday, Easter, Christ the King Sunday and Christmas Eve.

### **Special Worship Events: 2018**

- January 12- Women's Christmas
- February 14 – Ash Wednesday
- March 4- First Colonial High School Orchestra and Chamber Singers visit WPC for an afternoon concert
- March 25- Palm Sunday
- March 29- Maundy Thursday
- April 1- Easter Sunday
- May 20- Pentecost
- July 29- Hampton Roads Metro Band (patriotic and big band music)
- September 9 - Rally Day
- October 7- World Communion Day
- October 7- Blessing of the Animals
- November 11- “On Earth, Peace— (honoring Veterans, commemorating the 100<sup>th</sup> anniversary of the end of World War 1, and exploring Christians’ search for peace in a troubled world)
- November 25- Christ the King Sunday
- December 1- Deck the Halls
- December 9- Christmas worship through music
- December 11- “The Quiet Center”—noonday worship through Advent music, prayers and reflections
- December 16-Children’s Christmas Pageant (10am)  
The Shedd Family Christmas Concert (4pm)
- December 24 - Special Christmas Eve services—3PM and 5 PM

*Submitted by Mark Via & Josie Collier*

**9. Planning & Review Committee - (Chair for 2018 – Cathy Maston)** - *The Planning and Review Committee's purpose is to oversee the work of the Session. Committee responsibilities are Long Range & Strategic Planning, in coordination with Session, evaluate WPC Vision & Mission, Act as a resource for Session members to help resolve challenges, Plan Session Retreat, recommend committee assignments to the Moderator, Update and maintain the Wycliffe Manual of Operations and Administration, Recommend trustees (3-year terms) The 2018 P & R Committee: Pastor Bugg, Cathy Maston, Jim Haynie, Gail Schwartz, Rene Hudgins, Barry Lavigne.*

### **Planning & Review 2018 Report**

The Planning & Review Committee's objective was to build on the work done in 2017 which yielded the following Goals for 2018:

- 1) Continue focus on obtaining and retaining new members.
- 2) Seek more committee involvement by all members.
- 3) Develop a 5-year strategic plan for the Session.

A foundation of the committee's work was asking the following questions

- Why?
- What will motivate change?

...and understanding that the "Church cannot simply be renewed – it must be reformed".

...and the challenge that we should "Be Captured by the Vision".

To begin the process of better understanding the challenges faced by Session members representing the church congregation, a comprehensive survey was distributed to all Committee Chairs.

Instructions were given to work with Committee members to garner specific responses to the questions and they were asked to have the results submitted to the Planning & Review Committee no later than June 1. All committees complied.

The Survey Results were compiled and P & R Committee members met in a several-hour mini-retreat to review the results. The overall "take-aways" were identified as follows: Burn-out is a factor – Committee structures should be re-evaluated; We need increased focus; and, we should consider the impact on human resources, physical resources and financial resources when considering what we do. The following priority objectives or "Key Result Areas" for calendar year 2019 were identified and will be taken to the Session for approval. 1) Marketing; 2) Asset/Resource Management; 3) People Care; 4) Leadership/Staff Development. Questions to be answered by the Session and ultimately the congregation are: How do we do missions? How do we prioritize our budget? How can we be more deliberate in what we do?

The Key Result Areas were approved by the Session and with the help of a facilitator at the annual retreat, we will explore "next steps."

***Cathy Maston***

**10. Nominating Committee - (Co-chairs for 2018 - David Gangwer & Robin LaVigne)** Formed annually to recommend a slate of nominees to the congregation for consideration and vote as one class of elders rotates off the session each year.

**Report on the Nominating Committee 2018**

The 2018 Nominating Committee members were: Bob Prestridge, Steve Hackney, Ashley Garneau, Tom Carter, Bess Mann, Ron Moore, Brenda Haynie, Pastor Bugg ex-officio; Chair - David Gangwer – co-chair – Robin LaVigne.

The slate nominated for the class of 2021 (for a 3-year term 2019- 2021) were ***Thad Brake, Jim Basnight, Bill Wahab, Bess Mann & Dohan Bell.***

The slate was elected at a Congregational Meeting on July 15, 2018.

***Robin LaVigne***

## Wycliffe Presbyterian - 2019 Budget

Acct No.	Account Title	2018 Approved Budget	2019 Session Approved Budget
<b>Anticipated Income</b>			
Acct No.	Account Title		
3010	Operating Fund Pledges	\$323,178	\$332,746
3020	From Non-Pledge's	\$6,578	\$6,578
3030	Cash Offering	\$2,000	\$5,000
3035	Memorial Gifts	\$0	\$0
3045	Offering Envelopes	\$50	\$165
	<b>Total Offering</b>	<b>\$331,806</b>	<b>\$344,489</b>
<b>Other Income</b>			
3110	Interest-Checking	\$0	\$0
3120	Investment Income-Operating	\$0	\$0
3150	Use of Church	\$6,000	\$3,500
3160	Anticipated Surplus	\$0	
	<b>Total Other Income</b>	<b>\$6,000</b>	<b>\$3,500</b>
	<b>Total Income</b>	<b>\$337,806</b>	<b>\$347,989</b>
<b>Expenses</b>			
<b>Administration, Stewardship &amp; Finance/Personnel</b>			
5205	Supplies - Church	\$1,750	\$1,650
5207	Stewardship Materials	\$300	\$300
5208	Stewardship Lunch	\$350	\$150
5210	Copier Expense	\$6,000	\$6,000
5220	Staff Travel	\$0	\$0
5230	Postage & Meter Rent	\$1,800	\$1,400
5235	Insurance: W/C & Liability	\$11,500	\$9,000
5240	Office Equip/Computer	\$2,000	\$3,500
5249	Misc. AS&F Expense	\$400	\$1,200
5242	Admin Training	\$0	\$0
	<b>Total AS&amp;F</b>	<b>\$24,100</b>	<b>\$23,200</b>
<b>Clerk of Session</b>			
5310	Supplies for Elders	\$400	\$150
	<b>Total Clerk of Session</b>	<b>\$400</b>	<b>\$150</b>

Acct. No.	Account Title	2018 Budget	2019 Budget
<b>Christian Education</b>			
5550	Youth Program	\$900	\$900
5555	Mission Project / Trip	\$500	\$500
5560	Camp scholarship / Youth Retreat	\$0	\$0
5565	Vacation Bible School (VBS)	\$800	\$800
5570	Curriculum Materials	\$1,500	\$1,600
5571	Kids Club	\$500	\$500
5580	Misc. CE Expenses	\$500	\$500
	<b>Total Christian Education</b>	<b>\$4,700</b>	<b>\$4,800</b>
<b>Christian Service &amp; Mission</b>			
<b>Validated Missions (Contributions to PEVA)</b>			
4010	Unified Mission Giving (PEVA)	\$7,000	\$7,000
	<b>Total Validated Missions</b>	<b>\$7,000</b>	<b>\$7,000</b>
<b>Local Missions</b>			
4114	PiN	\$250	\$100
4116	Beach Bag	\$0	\$0
4145	Scout Programs	\$600	\$600
4155	Samaritan House	\$1,500	\$1,500
4160	Minister Benevolence Fund	\$0	\$0
4163	Local Mission Outreach (Charity Tracker)	\$5,500	\$5,500
4165	Virginia Beach Shelter Program	\$1,200	\$1,200
4175	Food Closet	\$0	\$0
4166	Homeless Families (VBFEST)	\$200	\$0
41xx	College Bound	\$200	\$0
TBA	Holiday Food Baskets		\$0
	<b>Total Local Missions</b>	<b>\$9,450</b>	<b>\$8,900</b>
	<b>Total CS &amp; M</b>	<b>\$16,450</b>	<b>\$15,900</b>
<b>Facilities</b>			
5615	Yard Maintenance / Non-Payroll	\$4,900	\$4,900
5625	Janitorial Service	\$14,600	\$14,600
5631	Electricity	\$11,400	\$11,400
5632	Telephone / Internet	\$4,900	\$4,900
5633	Fuel Oil	\$2,900	\$2,900
5634	Trash Removal	\$4,900	\$2,000



5635	Water / Sewer	\$4,900	\$4,900
5637	Natural Gas	\$500	\$500
5639	Security/Misc.	\$1,800	\$1,800
TBA	Exterminator		\$840
5640	Bldg. Maintenance Repairs	\$11,400	\$11,400
	<b>Total Facilities</b>	<b>\$62,200</b>	<b>\$60,140</b>
<b>Fellowship</b>			
5110	Paper Products	\$600	\$700
5120	Other Supplies	\$600	\$600
5130	Food & Beverage	\$800	\$800
5131	St. Columbia Sandwich	\$700	\$700
	<b>Total Fellowship</b>	<b>\$2,700</b>	<b>\$2,800</b>
<b>Member Care</b>			
5312	TLC	\$200	\$200
5317	Campus Care	\$200	\$100
5320	Postage	\$0	\$0
5325	Misc. M/C Expenses	\$250	\$0
5324	New Members	\$250	\$250
5326	Shut in Member Care	\$0	
	Grief Support/ Voice Blaze		\$150
	<b>Total Member Care</b>	<b>\$900</b>	<b>\$700</b>
<b>Outreach</b>			
4505	Web Site Hosting	\$800	\$800
4530	Publicity & Marketing	\$1,200	\$3,825
4549	Other Activities	\$300	\$500
	<b>Total Outreach &amp; Missions</b>	<b>\$2,300</b>	<b>\$5,125</b>
Acct. No.	<b>Account Title</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
<b>Planning &amp; Review</b>			
5350	Officer Training/Session Retreat	\$500	\$500
5360	Misc. P&R Expenses		\$0
5370	Nominating committee search funds	\$3,000	\$0
	<b>Total Planning &amp; Review</b>	<b>\$500</b>	<b>\$500</b>
<b>Worship</b>			
5410	Music Supplies	\$1,750	\$1,750

Acct. No.	Account Title	2018 Budget	2019 Budget
5411	Paid Performers	\$10,000	\$10,000
5412	Non-Music Supplies	\$2,000	\$2,000
5415	Pulpit Supply / Visited Ministers	\$1,650	\$2,400
5417	Flowers	\$0	\$0
5430	Maintenance -Organ/Piano	\$1,000	\$1,000
5435	Organist Supply	\$1,100	\$1,100
5440	Special Music	\$2,500	\$2,500
5450	Special Activities	\$100	\$100
	<b>Total Worship</b>	<b>\$20,100</b>	<b>\$20,850</b>
<b>Minister Compensation</b>			
6230	Salary	\$39,352	\$40,000
6234	Social Security Allowance (Salary + Housing X .0765%)	\$5,764	\$5,874
6232	Housing Allowance	\$36,000	\$36,784
6235	Pension & Medical (Salary + Housing = Total Effective Salary (TES). TES X 37%	\$27,880	\$28,410
6237	Professional Expenses	\$3,000	\$3,000
6238	Continuing Education Allowance	\$3,000	\$3,000
	<b>Total Minister Compensation</b>	<b>\$114,996.00</b>	<b>\$117,068</b>
<b>Music Department Compensation</b>			
6340	Salary, Instrumentalist - SB	\$21,424	\$21,831
6346	FICA & M/C Tax	\$1,639	\$1,670
6350	Salary, Director of Music - SB	\$21,414	\$21,821
6356	FICA & M/C Tax Dir of Music (X .0765)	\$1,638	\$1,669
	<b>Total Music Department Compensation</b>	<b>\$46,115</b>	<b>\$46,991</b>
<b>Administrative Compensation</b>			
6430	Salary – Office Administrator	\$32,136	\$30,900
6436	FICA & M/C Tax (X .0765)	\$2,458	\$2,356
TBD	Medical		\$3,600
	<b>Total Administrative Compensation</b>	<b>\$34,594</b>	<b>\$36,856</b>
<b>Facilities Compensation</b>			
6460	Salary - Yard Maintenance	\$7,200	\$7,200
6476	FICA & M/C Tax	\$551	\$551
	<b>Total Facilities Compensation</b>	<b>\$7,751</b>	<b>\$7,751</b>
<b>TEAM ACCOUNTS</b>			
Administrative, Stewardship & Finance/Personnel		\$24,100	\$23,200

<b>Team Accounts</b>	<b>2018 Budget</b>	<b>2019 Budget</b>
Clerk of Session	\$400	\$150
Christian Ed	\$4,700	\$4,800
CS&M	\$16,450	\$15,900
Facilities	\$62,200	\$60,140
Fellowship	\$2,700	\$2,800
Member Care	\$900	\$700
Outreach & Mission	\$2,300	\$5,125
Personnel, Planning & Review	\$500	\$500
Worship	\$20,100	\$20,850
Extraordinary Maintenance	0	\$5,158
<b>Total Team Account Expenses</b>	<b>\$134,350</b>	<b>\$139,323</b>
<b>Compensation Summary</b>		
<b>Minister Compensation - GB</b>	<b>\$114,996</b>	<b>\$117,068</b>
<b>Music Department Compensation - SB</b>	<b>\$46,115</b>	<b>\$46,991</b>
<b>Administrative Compensation - JD</b>	<b>\$34,594</b>	<b>\$36,856</b>
<b>Facilities Compensation</b>	<b>\$7,751</b>	<b>\$7,751</b>
<b>Total Compensation</b>	<b>\$203,456</b>	<b>\$208,666</b>
<b>Total Expenses (Compensation &amp; Team Expense)</b>	<b>\$337,806</b>	<b>\$347,989</b>
<b>TOTAL INCOME</b>	<b>\$337,806</b>	<b>\$347,989</b>
<b>Total Income – Total Expenses = Balanced Budget</b>	<b>\$0</b>	<b>\$0</b>

# 2018 Wycliffe Statistical Report

<b>Membership</b>			
Prior Active Members	241	Adjusted membership	241
<b>Gains</b>		<b>Losses</b>	
Certificate	0	Certificate	0
Youth Professions	0	Deaths	3
Professions & Reaffirmations	3	Deleted for any Other Reason	5
<b>Total Gains</b>	<b>3</b>	<b>Total Losses</b>	<b>8</b>
<b>Total Ending Active Members</b>	<b>236</b>		
<b>Baptisms</b>			
Presented by Others	3	Average Weekly Worship Attendance	125
At Confirmation	0	Female Members	139
All Other	0	Friends of the Congregation	18
		Ruling Elders on Session	16
		Do you have Deacons?	No
<b>Age Distribution of Active Members</b>		<b>People with Disabilities</b>	
25 & Under	19	Hearing impairment	4
26 - 40	42	Sight impairment	0
41 - 55	33	Mobility impairment	3
56 - 70	64	Other impairment	4
Over 70	78		
<b>Total Age Distribution</b>	<b>236</b>		
<b>Christian Education</b>			
Birth - 3	2	Grade 7	3
Age 4	1	Grade 8	2
Kindergarten	2	Grade 9	2
Grade 1	2	Grade 10	1
Grade 2	3	Grade 11	3
Grade 3	2	Grade 12	1
Grade 4	5	Young Adults	9
Grade 5	1	Over 25	30
Grade 6	4	Teachers/Officers	12
		<b>Total Christian Education</b>	<b>85</b>
<b>Racial Ethnic</b>			
Asian/Pacific Islander/South Asian	0	Native American/Alaska Native/Indigenous	0
Black/African American/African	1	White	235
Middle Eastern/North African	0	Multiracial	0
Hispanic/Latino-a	0		
		<b>Total Racial Ethnic</b>	<b>236</b>
<b>Financial Data</b>			
Annual Income	337,806	Mission Expenses	16,450
Annual Expenses	337,806	Personnel Expenses	203,556
		Facilities Expenses	7,758

## 2019 - Who You Gonna Call?

Pastor	Rev. Garrett Bugg	757-496-2620
Office Manager	Judy Dodaro	757-496-2620
Clerk of Session	Gail Schwartzter	757-496-2620 ;404-6669

### Worship Ministries

<i>Worship Committee</i>	Mark Via	757-705-2792
Lectors	Sandi Billy	757-496-1697
Music	Sandi Billy	757-496-1697
Ushers/Greeters	Jim Basnight	757-481-2251

### Education Ministries

<i>Christian Education Committee</i>	Pat Carney/Dohan Bell	757-496-8648/270-3705 - cell 757-708-8869
Adult Sunday School Class	Bob Prestridge	757-335-2661
Children's Sunday School	Pat Carney	496-8648
Coffee & Conversation	Cindy Hogan	757-496-8318
Cultural Club	Pat Carney	757-496-8948/270-3705 (cell)
Kitchen Forum	Gail Schwartzter	757-481-1149 or 757-404-6669
Vacation Bible School	Pat Carney/Dohan Bell	757- 270-3705/708-8869
Youth Group	Pat Carney/Dohan Bell	757-270-3705/708-8869

### Care & Service Ministries

<i>Fellowship Committee</i>	Thad Brake	757-481-4528
Hospitality (dinners/luncheons)	Francie Brake	757-481-4528
Receptions -	Francie Brake	757-481-4528
Weddings	Kelley Gangwer	757- 412-0222
Funerals	Madeline Kuhlman	757-425-7895
St. Columba - sandwiches	Chuck Steenburgh	757-481-5741
<i>Member Care Committee</i>	Jim Basnight	757- 481-2251
Grief Support Group	Bob Prestridge	757-363-2661
Prayer List	Jackie Alcorn	757- 428-4131
TLC Group	Cindy Hogan	757- 496-8318
<i>Christian Ser. &amp; Mission Committee</i>	Chuck Steenburgh/John Werner	757-481-5741;681-8025 757-412-2196
Angel Tree	Donice Schumm	757-481-3688
Apple Tree	Ruth Ann & Chuck Steenburgh	757-481-5741
Beach Bag	Donice Schumm	757-481-3688
Blood Drive	Jodi Rossman & John Werner	757-235-3903; 412-2196
Boy/Cub Scouts	Ron Moore	757-481-3099
Can Tabs for Shriners	Ruth Ann Steenburgh	418-5741/477-0936
Cards for St. Judes	June Beeler	757-226-9698;377-1023

Charity Tracker	Judy Dodaro	757-496-2620
Food Closet	Sharon Capps & Colleen	757-237-0825
Holiday Food Baskets	Donice Schumm	757-481-3688
Homeless Shelter	Dohan & Joe Bell	757-481-1189
Housing/Utility Assistance	Judy Dodaro	757-496-2620
Meals on Wheels	Dohan Bell/Chuck Steenburgh	757-481-1189/481-5741
PiN ( <i>People in Need</i> )	Marsha Miles	757-481-0902
Samaritan House	Ruth Steenburgh/Anne Zack	757-481-5741/481-4585
Seaman's House	Francie & Thad Brake	757-481-4528
Special Offerings	Anne Zack	757-481-4585
St. Columba	Chuck Steenburgh	757-481-5741
Used bottle cap program	Betty Douglas	757-481-5854/472-5305
VBFEEST (Emer. Shelter)	Chuck Steenburgh	757-481-5741
Vet's House	Cindy Hogan/R. Steenburgh	757-496-8318/481-5741

### Outreach Services

<b><i>Outreach Committee</i></b>	Robin LaVigne/Bess Mann	757-481-6286/496-2833
Website	Robin LaVigne/Bess Mann	757-481-6286/496-2833
Facebook page	Robin LaVigne/Bess Mann	757-481-6286/496-2833
<b><i>A S &amp; F and Personnel Committee</i></b>	Lisa Sowell	757-412-2063
Finance Secretary	Jim Haynie	757-481-7299
Personnel	Lisa Sowell	757-412-2063
<b><i>Facilities Committee</i></b>	Bill Wahab/Laurie Coyne	757-481-7516/438-4877
<b><i>Long range Plan. &amp; Review</i></b>	Cathy Maston	757-481-7703
		757-328-2658
Newsletter	Judy Dodaro	757-496-2620
Nominating Committee	Robin LaVigne	757-481-6286
Treasurer	Vicki Burden	757-481-9249
Session	Pastor Bugg or Clerk of Session	757-496-2620 or 757-404-6669

## *Table of Organization for PC(USA), PEVA & Wycliffe*

Wycliffe Congregation  
1445 N. Great Neck Rd.  
Virginia Beach, VA  
(757) 496-2620

Wycliffe Session &  
Committees

PEVA (Presbytery of Eastern VA)  
801 Loudoun Ave.  
Portsmouth, VA 23707  
(757) 397-7063

**Includes:** Eastern Shore, Chesapeake; Franklin; Gloucester; Hampton; Newport News; Norfolk; Portsmouth; Suffolk; Virginia Beach; Williamsburg; York County

PEVA contains 52 churches

Mid-Atlantic Synod  
3601 Seminary Ave.  
Richmond, VA. 23227  
804- 342-0016



Contains 14 Presbyteries

PC(USA) & General Assembly  
100 Witherspoon  
Louisville, Kentucky 40202  
(800) 728-7228  
( GA Meets every 2 years)

10,650 congregations  
1,849,496 people in 2012  
**Note:** Both figures are decreasing



**In Memoriam**

*January 1, 2018 - December 31, 2018*

*Ann Marie Delalla*

*Jerry Oliver*

*Dee Barker*

*Jean Prather*

*Ira Erwin*

*Judith Rossman*

*Julia Rush*