

REPORT TO THE CONGREGATION FOR THE YEAR 2024



ANNUAL REPORT FOR 2024

FIRST PRESBYTERIAN CHURCH, STAUNTON

FEBRUARY 16, 2025

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Current Officers for 2025

<p>Elders, Class of 2025 Stephany Morgan, Administration Hugh Sproul, Property Barbara Richardson, Congregational Life</p>	<p>Elders, Class of 2026 Susie Lendermon, Mission & Outreach Martha Tillen, Worship Cindy Cooke, Property</p>	<p>Elders, Class of 2027 Lisa Caywood, Congregational Life Eddie Homes, Discipleship Sharon Wilson, Mission & Outreach</p>
<p>Staff Rev Jeff Binder, Covenant Pastor Dr. Renee Huff, Minister of Music Heidi Marsh, Office Manager</p>	<p>Treasurers Scott Wilson Amanda Avery Clerk: Martha Tillen</p>	<p>Corporation Board Stephany Morgan, President Cindy Cooke, Vice President Martha Tillen, Secretary Scott Wilson, Treasurer</p>

In Loving Memory of Members Who Joined the Church Triumphant in 2024:

*Mardre Bell**
*Brad Furr**
*Julie Furr**
*Sidney Supple**
Francis Wine
Eleanor Supple

**Ordained and installed as
Ruling Elder*



2024 Church Statistical Report



Church	First	PIN	23219
Presbytery	Shenandoah		
Address	100 E Frederick St, Staunton, VA 24401		
Phone	540-886-0704	Fax	540-886-0705
Email	stauntonfirst@gmail.com		
Web Site	www.1stpres-staunton.org		

Membership			
Prior Active Members	113	Adjusted membership	125
Gains		Losses	
Certificate	0	Certificate	1
Youth Professions	0	Deaths	6
Professions & Reaffirmations	0	Deleted for any Other Reason	6
Total Gains	0	Total Losses	13
Total Ending Active Members	112		
Baptisms			
Presented by Others	1	Average Weekly Worship Attendance	39
At Confirmation		Friends of the Congregation	5
All Other		Ruling Elders on Session	7
		Do you have Deacons?	No
Age Distribution of Active Members		People with Disabilities	
17 & Under	0	Hearing impairment	2
18 - 25	6	Sight impairment	1
26 - 40	13	Mobility impairment	5
41 - 55	6	Other impairment	0
56 - 70	48		
Over 70	39	Gender Distribution	
Total Age Distribution	112	Women	65
		Men	47
		Non-Binary	
Youth in Congregation			
Age 4 and under	0	Middle School (6th – 8th grade)	0
Elementary School (K-5th grade)	0	High School (9th – 12th grade)	0
		Total Youth	0
Racial Ethnic			
Asian/Pacific Islander/South Asian	0	Native American/Alaska Native/Indigenous	0
Black/African American/African	1	White	111
Middle Eastern/North African	0	Multiracial	0
Hispanic/Latino-a	0		
		Total Racial Ethnic	112
Budgeted Income	235,250		
Budgeted Expense	305,676		
Receipts			
Regular Contributions	168,674	Bequests	20,000
Capital Building Fund		Other Income	44,570
Investment Income	157,568	Subsidy or Aid	200
Expenditures			
Local Program	314,131	Investment Expenditures	
Local Mission	10,344	Per Capita Apprt	5,000
Capital Expenditures	9,550	Other Mission	10,344

Rev. Dr. Jeff Binder, Covenant Pastor

I appeal to you therefore, brothers and sisters, on the basis of God's mercy, to present your bodies as a living sacrifice, holy and acceptable to God, which is your reasonable act of worship. Do not be conformed to this age, but be transformed by the renewing of the mind, so that you may discern what is the will of God – what is good and acceptable and perfect. (Romans 12:1-2)

Transformation is hard work. By its nature, transformation means that there will inevitably be loss. But transformation also means there will be newness as well. First Presbyterian, you have been doing the hard work of transformation this past year in 2024. It may not be initially apparent, but as someone who spends a lot of his time here, there has been a lot of change taking place. There are more people worshipping on Sundays.

Our ministry teams and committees are regularly meeting. Our Session is not only meeting, but I believe genuinely enjoy one another, and the work we are pursuing. Building and property issues are being addressed. New outside groups are being introduced to this church. People are gathering to worship, to nurture, to serve one another in ministry and fellowship, and to serve those outside the walls of this church in mission.

The year 2025 will begin a new chapter. Session has agreed that the church is now beyond the “survival mode” from a few years past, and you are ready to move forward into revitalization and redevelopment. Even as I type this letter, there is a Pastor Task Force coming up with the “job description” for such an effort. Again, no one said this is easy work, but it is faithful work – transformational work.

I try to remember to say this just about every Sunday, but I am so thankful for those of you who help make First Presbyterian Church what it is today. In the following pages, you will read reports from various teams and committees on what they accomplished in 2024. And as I said before, a lot has taken place!

But one thing you should also celebrate within such a report is how God has continued to call this church into transformation for the work ahead.

How might we be called toward transformation in 2025?

In Christ,



Pastor Jeff



First Presbyterian Church
Profit & Loss
 January through December 2024

	Jan - Dec 24
Income	
001 · Pledged Operating Fund	141,752.00
003 · Unpledged Offerings	
003A · 4th Sunday Loose Plate	805.00
003 · Unpledged Offerings	65,759.37
Total 003 · Unpledged Offerings	66,564.37
004 · Rental Income	
Rental Income - Other	41,970.00
004 · Rental Income - Other	2,600.00
Total 004 · Rental Income	44,570.00
005 · Memorial Fund	8,866.20
006 · Capital Improvements Income	300.00
008 · Offerings-Designated Miss	6,101.00
009 · Unpledged Designated Fund	2,618.20
Total Income	270,771.77
Gross Profit	270,771.77
Expense	
1000 · ADMINISTRATION	
1100 · Computer Expenses	1,830.77
1200 · Office Machine Maintenance	433.64
1300 · Office Supplies	2,346.28
1400 · Postage and Delivery	708.02
1600 · Advertising and Promotion	180.50
1700 · Committee and Session	4,025.00
Total 1000 · ADMINISTRATION	9,524.21
2000 · BUILDING AND PROPERTY	
2100 · FACILITY MAINTENANCE AND REPAIR	
2110 · Building & Maintenance Supplies	2,648.37
2120 · Maintenance and Repairs	14,110.62
2130 · Major Repairs	992.00
2150 · Insurance Expense	22,221.50
2100 · FACILITY MAINTENANCE AND REPAIR - Other	56.48
Total 2100 · FACILITY MAINTENANCE AND REPAIR	40,028.97
2500 · UTILITIES	
2510 · Electricity	15,069.18
2520 · Natural Gas	13,877.17
2530 · Telecommunications	5,418.15
2540 · Water-Sewer-Trash	5,228.28
Total 2500 · UTILITIES	39,592.78
Total 2000 · BUILDING AND PROPERTY	79,621.75
4000 · CONGREGATIONAL LIFE	1,128.13
5000 · MISSION AND OUTREACH	
5460 · Paper Goods Pantry	438.79
5450 · Trinity Lunch Program	64.85
5000 · MISSION AND OUTREACH	9,840.20
Total 5000 · MISSION AND OUTREACH	10,343.84

First Presbyterian Church
Profit & Loss
 January through December 2024

	Jan - Dec 24
6000 · PERSONNEL EXPENSES	
6200 · Office Manager :	
6216 · Disability Insurance	435.84
6210 · Office Manager Salary	26,998.08
6211 · Benefit - Health Insurance	15,020.40
6212 · Benefit - Pension	3,567.33
6213 · Benefit - Life Insurance	419.70
6214 · Benefit - Dental Insurance	-0.12
6215 · Vision	0.12
	46,441.35
Total 6200 · Office Manager	
6500 · Music Staff Salaries	
6520 · Chior Director Salary	16,607.04
	16,607.04
Total 6500 · Music Staff Salaries	
6870 · SUBCONTRACTORS	
6873 · Facility Cleaning	3,519.75
	3,519.75
Total 6870 · SUBCONTRACTORS	
6980 · Payroll Expenses	3,737.07
6990 · Workman's Comp Insurance	535.00
	70,840.21
Total 6000 · PERSONNEL EXPENSES	
7000 · TERMS OF CALL :	
7100A · Effective Salary	
Pastor Salary	40,000.08
Housing Allowance	24,999.84
Dental Insurance	445.56
	65,445.48
Total 7100A · Effective Salary	
7100B · Reimbursable Expenses	
Book Expense	0.00
Continuing Education	0.00
Pastors optional spend acct	406.82
Professional Fees	1,400.86
Travel Expenses	543.05
	2,350.73
Total 7100B · Reimbursable Expenses	
7100C · BENEFITS	
7700 · Social Security Compensation	6,000.00
7110 · Health Insurance	23,614.56
7120 · Pension	6,890.69
7130 · Life Insurance	810.69
7135 · Temporary Disability	405.31
7150 · Fidelity Annuity	17,529.98
	55,251.23
Total 7100C · BENEFITS	
Total 7000 · TERMS OF CALL	123,047.44
8000 · WORSHIP	
8400 · SUBCONTRACTORS	
8484 · Substitute Pastors	550.00
8410 · Substitute Organist	175.00
8420 · Guest Musicians	425.00
8430 · Instrument Maintenance	195.00
	1,345.00
Total 8400 · SUBCONTRACTORS	
8000 · WORSHIP	3,583.67
Total 8000 · WORSHIP	4,928.67
9000 · Presbytery	5,121.74
9500 · CAPITAL IMPROVEMENTS	9,550.00

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01/10/25
Accrual Basis

First Presbyterian Church
Profit & Loss
January through December 2024

	<u>Jan - Dec 24</u>
9600 · LEGAL FEES	<u>25.00</u>
Total Expense	<u>314,130.99</u>
Net Income	<u><u>-43,359.22</u></u>

**First Presbyterian Church
Account Balances - December 2024**

Restricted	Accounts	As of December 31, 2024	
	General Memorial	\$	95,942 Restricted for Worship
	Martha Grafton	\$	5,412 Restricted for Worship
	Thomas & Martha Grafton	\$	39,728 Restricted for Worship
	Sub- Total Restricted	\$	141,081
Unrestricted			
	CD/Atlantic Union/6 mo (10%)	\$	7,406 Renews Apr 25 '25
	CD/Atlantic Union/7 mo (40%)	\$	29,945 Renews Feb 25 '25
	CD/Atlantic Union/13 mo (50%)	\$	37,736 Renews Jan 25 '25
	Roper	\$	309,317
	Silling	\$	66,459
	General Endowment	\$	1,167,779
	Checking	\$	31,006
	Sub-Total Unrestricted	\$	1,649,648
	Grand Total	\$	1,790,729

2025 Budget

	2024 (Thru Sep)	2024 (Est)	2024 Yearly Budget	2025 Budget (Approved)
Operating Income				
Pledged	\$ 97,164	\$ 129,552	\$ 165,000	\$ 142,507
All Other	\$ 97,364	\$ 129,819	\$ 70,250	\$ 142,801
Total Operating Income	\$ 194,528	\$ 259,371	\$ 235,250	\$ 285,308
Total Operating Expense				
	\$ 82,059	\$ 109,412.28	\$ 100,793	\$ 117,550
Net Operating Income	\$ 112,469	\$ 149,958.87		\$ 167,758
Part 2				
External Draw	\$60,000	\$80,000		\$ 36,945
Part 3			2024	
Ministry Expense	2024 (Thru Sep)	2024 (Est)	Yearly Budget	
Administration	\$ 8,738	\$ 11,650.36	\$ 6,350	\$ 11,650
Discipleship	\$ -	\$ -	\$ 500	\$ 500
Congregational Life	\$ 538	\$ 717.81	\$ 3,000	\$ 3,000
Mission and Outreach	\$ 8,224	\$ 10,965.08	\$ 3,643	\$ 14,000
Worship	\$ 3,253	\$ 4,337.63	\$ 4,000	\$ 5,000
Presbytery	\$ 103	\$ 5,136.00	\$ 5,000	\$ 5,100
Sub-Total	\$ 20,856	\$ 32,806.88	\$ 22,493	\$ 39,250
		\$ -		
Buildings and Property	\$ 61,203	\$ 81,604.41	\$ 78,300	\$ 78,300
Part 4				
	2024 (Thru Sep)	2024 (Est)	Yearly Budget	
Personnel Expense	\$ 143,585	\$ 191,447.31	\$ 204,883	\$ 204,703
Roof Repair	\$ 9,550	\$ 9,550		
Grand Total Expense	\$ 235,195	\$ 315,408.60	\$ 305,676	\$ 322,253
Gain/Loss	\$ (40,666)	\$ (56,037.45)	\$ (70,426)	\$ (36,945)

Treasurer's Report 2024

The Treasurers would like to thank all the folks that have made our jobs so much easier. Heidi Marsh as our Office Manager, Rhonda Ritchie our bookkeeper, our Session members who have responsibly approached their financial duties with attention and discernment, and a pastor who continues to support and encourage all of us on our journey. We encourage your attention to both our Dashboard Summary of our church's financials as well as the complete itemized results as prepared by our bookkeeper, as found within this Annual Report.

Financial Summary of 2024

The end-of-year financial results for our church show encouraging signs of progress towards financial health. Our Total Revenue target set by Session at the beginning of 2024, has not only been met but exceeded. Our revenue stream showed continued diversification from the traditional Pledge/Non-Pledge/Plate paradigm, to one that includes rental and higher investment income.

Our total Revenue was \$270,772 against a target of \$235,250. That said, we still live with a deficit budget of expenses exceeding our income. That deficit, however, has been shrinking from a projected loss of \$70,426, to an actual loss of \$43,359. Our families that pledge number only 16, which contributed to a shortfall in pledged income of some \$24,000. Additional family units contributing to the church would potentially drive us to a desired balanced budget.

Another sign of financial health can be found in our Balance Sheet. Our assets (cash and financial investments) have grown to a record high \$1,871,804, an increase of almost \$273,000 from our 2023 assets of \$1,598,950. Assuming future progress in our Income Statement, we stand ready to put our church back in firmer financial health, allowing our impact on our community, through Mission, Outreach and proclamation of the Word, to increase.

Amanda Avery and Scott Wilson
Treasurers - First Presbyterian Church

Dashboard Financial Summary - Income Statement				
First Presbyterian Church December 2024				
Part 1				
Operating Income	December	December YTD	Yearly Budget	% of Yearly Budget
Pledged	\$ 25,096	\$ 141,752	\$ 165,000	86%
All Other	\$ 11,422	\$ 129,020	\$ 70,250	184%
Total Operating Income	\$ 36,518	\$ 270,772	\$ 235,250	115%
Total Operating Expense				
	\$ 14,357	\$ 110,668	\$ 100,793	110%
Net Operating Income	\$ 22,161	\$ 160,104		
Part 2				
External Draw	\$ -	\$80,000		
Total Assets - (Balance Sheet)	\$ 1,871,804			
Part 3				
Ministry Expense	December	December YTD	Yearly Budget	% of Yearly Budget
Administration	\$ 709	\$ 9,524	\$ 6,350	150%
Discipleship	\$ -	\$ -	\$ 500	0%
Congregational Life	\$ 380	\$ 1,128	\$ 3,000	38%
Mission and Outreach	\$ 809	\$ 10,344	\$ 3,643	284%
Worship	\$ 1,235	\$ 4,929	\$ 4,000	123%
Presbytery	\$ -	\$ 5,122	\$ 5,000	102%
Sub-Total	\$ 3,134	\$ 31,046	\$ 22,493	138%
Buildings and Property	\$ 11,224	\$ 79,622	\$ 78,300	102%
Part 4				
	December	December YTD	Yearly Budget	% of Yearly Budget
Personnel Expense	\$ 16,716	\$ 193,888	\$ 204,883	95%
Roof Repairs (Cap. Exp.)	\$ -	\$ 9,550		
Legal Fees	\$ -	\$ 25		
Grand Total Expense	\$ 31,073	\$ 314,131	\$ 305,676	103%
Gain/Loss	\$ 5,445	\$ (43,359)	\$ (70,426)	62%

Clerk's Report 2024

- The clerk attended the annual *Reading of the Minutes* at Third Presbyterian Church on March 16, 2024 at which time minutes from the preceding year were approved. Clerk will attend the *Reading* for 2025 on April 5.
- The clerk provided a certificate of transfer of membership for 3 members. Three others were removed from the roll at their request due to relocating away from our area.
- The following members passed away in 2024: Mardre Bell, Brad Furr, Julie Furr, Frances Wine, Sidney Supple, and Eleanor Supple.
- 1 baptism performed
- 2 weddings held
- Average weekly attendance 39
- The membership is comprised of 65 women and 47 men
- Total members as of 12/2024: 112

Martha Tillen, Clerk

Music Director's Report 2024

Many thanks should go to Sam Clem, Gary Havens and Robert Richardson who helped out so much with the music program this year. Pastor Jeff says, "... it takes a village..." and he is correct!

Sam has been dependably present. He is able to trouble-shoot Facebook's mysteries, and our recording/streaming/sound mixing system equipment whenever necessary, almost every Sunday of this past year. This job is more time-consuming than most people realize. I see him up in the balcony an hour before and after the service, faithfully giving the church many hours of his time and talents. He serves behind the scenes. Sam is also using his life-long expertise (and intuition) with computers to decode, simplify and compile a detailed, informative 'methodical, reference how-to-book' about our live-streaming equipment and procedures. This document has all of the technical manuals and techniques required to maintain our sound system/streaming platform. Way to go Sam!

So, when you next see Sam, why don't you give him a pat on the back, and thank him for all he is doing?

Another superstar in the music program is Gary Havens. He is a multi-talented organist, piano player/singer/hand bell teacher & ringer volunteering his time and talents to our music program weekly. Gary has pushed through many unwelcome surprises with the organ "in the heat of the moment" and never complains. Gary is unselfish with his gifts and teaches me organ lessons when we can find the time. Gary donates his efforts to the church also (even my lessons). He is the on-site expert during handbell rehearsals, even though I am technically the director. Gary's easy-going nature and inspirational musical talents inspire me continually, and I appreciate him greatly.

The first time we needed an organ tuner, Otto was not available. Roger Daggy was a retired organ tuner who came last year and saved the day for the symphony's performance (where he was the one playing the organ with them). He wrestled portions of the organ into tune with our piano, so that the Waynesboro Symphony could perform with both the piano and the organ together. We spent over 4 hours working together, and, after conferring with Otto, Roger came out of retirement to become our contractual organ representative. He was called upon for Holy Week and later before Christmas (when the weather turned frigid).

Roger explained that half of the organ is in a primarily temperature-controlled environment. The other half is open to the elements. This juxtaposition is what causes the metal and wood parts and pieces in the organ to expand or shrink, depending upon the temperature or humidity in the room. There are thousands of pipes in our organ and any adjustments are time-consuming, but rewarding. It was at that time that our organ management was transferred from Otto to Roger. One particularly challenging time was when the organ in our sanctuary emitted a sound that was continual, like multiple dissonant keys being pressed at the same time. This cacophony is called a Cipher, when wood or metal gets stuck inside the instrument. 41 'notes' had to be 'pulled' (removed or turned off, temporarily). As long as we have two different climate zones for our organ, it will 'cipher' or go 'out of tune' due to weather constraints.

So, when you see Gary next, thank him for not only his beautiful music, but his creative ability to 'dance his fingers around and away from' these areas of the organ that get stuck in bad weather. He is quick on his feet and most of the time the congregation never knows when we have issues in the middle of the service. Bravo Gary!

Last year, the decision/responsibility to choose the music for the church services was transferred from just me, to the Worship Committee. I'd like to personally thank Mary Meade and the Worship Committee (Mary Meade, Chair), Pastor Jeff, Eddie Homes, Gary Havens, Martha Tillen, (and me) for taking on the challenge of choosing the hymns month by month. I believe that our service music has improved tremendously, because they have helped me with selecting music with which the congregation is more familiar. I also believe that the musical maintenance of church services became more efficient and easier to track and sustain due to the concerted effort of this group. Thank You, and Keep up the good work Worship Committee!

Annual License w/Podcasting, Category B average weekly attendance 26 to 100 was renewed. #A-735647 licensed for 1st Presbyterian Church of Staunton, VA.

CONCERNS FROM CONGREGATION ADDRESSED in 2024 - In 2023 we had many sound quality issues. Congregants noticed a lack of clarity and couldn't hear during the service.

FIXES:

- Feedback on the quality of sound is much better than last year for several reasons. Pastor Jeff's body mic is clear and appreciated.
- A newer laptop for faster processing speeds helps the streaming process (the former Pastor's laptop that was not being used) replaced the older desktop computer and was moved to the balcony.

- Sam Clem spent many hours re-working and re-wiring the mixing board to the equipment and downloading the diagrams and user manuals for our tech. He is compiling a reference manual for us. He researched, fixed and fine-tuned many issues and made the recording/live-stream process more efficient, as well as constantly monitoring/adjusting the sound during the church service.
- New musical equipment was purchased (1 microphone, 2 boom mic stands, 1 long mic cord, and wind break covers for the microphones).

Discussions from last year about the quality of our internal sound system (due the lack of our Overhead Speaker) in the Sanctuary are still valid. Communication with a representative of an advisor from Covenant Church who works for a tech company was had. Pastor Jeff, Sam Clem and I met with this rep for an evaluation of our system. We then received 2 quotes for possible recommendations. The information that seems applicable to First Presbyterian at this time, is the installation of our speaker on the ceiling of the sanctuary with a lift. These talks are ongoing as there is a lack of clarity on how the company will access the sanctuary with their lift (and how they can arrange it). So, stay tuned.

Many thanks to the Handbell Choir (Susie Lendermon and her husband for always helping when we need it), Gary Havens, Emmie Dupont, Ann Weiland & me) and the Chancel Choir (Robert Richardson, Scott Wilson, Dick Cox, Gary Havens and me) for hanging in there and celebrating God's Word through Music.

Many Thanks to Heidi for all she does with getting the bulletin out and scheduling musical events.

A great shout out to John and his wife who are now cleaning our church. There is such a difference since you have come back. Thank you!

The fluorescent lights in the choir and handbell rooms have been replaced. We are so excited that we are able to see at night when we have our rehearsals now. Thank you!

Annual evaluations occurred in October/November and all agreed we have been making steady progress looking to improve our vibrancy, energy, and inspirational roles as representatives of First Presbyterian Church.

Both Gary Havens and Dr. Huff attended the Massanetta Springs "*Ring in The Springs*" Handbell Retreat February 16th - 18th, 2024, and will be attending again in 2025. We believe that new ideas and experiences will enrich our music program. I look forward to 2025 and feel a new, fresh excitement about this new year.

Blessings to All,
 Dr. Renee Huff
 Director of Music Ministries
 1st Presbyterian Church of Staunton, VA

Office Manager's Report 2024

2024 was a busy year! I continue to see an increase in church life, activities, and morale, which is very encouraging.

A new computer and monitor were purchased for the office in January. This has made a big difference in the day-to-day workings of the office, making working on various documents at once faster and easier.

The work continued as usual in the office in 2024, as bulletins and newsletters were created, bills were paid, accounts payable records were maintained and updated, contributions were recorded, and reports were generated.

I continued to work with community members for concerts and events, and outside contractors. Communicated with Building & Groundsman regarding property issues needing attention.

Yearly reports were completed and sent to Presbytery. The Annual Report was created for the Annual Congregational Meeting.

An audit was conducted and good feedback was received. Recommendations were made regarding reconciling bank statements and comparing with Rhonda's records.

Packets for Session meetings were created each month. Reports were generated monthly for Session members.

Publicity for upcoming events and services became a priority. To this end, monthly calendars and flyers for events were created in order to get the word out regarding church activities.

The Home Goods Community Pantry was busy throughout the year. Forms/documents continued to be generated and updated in order to remain organized in the midst of increased demand in the community.

I started attending Mission & Outreach Committee meetings on a monthly basis, providing reports and additional info as needed. I also assisted in proofreading the new pew cards, and communicating with the printer to ensure that these cards were printed correctly with accurate information.

I continued to maintain the church website, updating it as I became aware of events. I communicated with web developers as needed.

Sent email blasts to members once per week on average, conveying info on upcoming events and any important information.

Routine, ongoing bookkeeping duties continued, including ensuring bills were paid on time, running reports, sending quarterly & yearly contribution statements, and coordinating with our outside bookkeeper regarding exchanging information promptly, and ensuring that paychecks were received on time & distributed promptly.

Items for the 2025 Stewardship Campaign were printed, compiled, and mailed in October of 2024.

Updated organization of rental agreements and insurance policies for renters of our buildings. Kable Rizzo started renting the kitchen in the Fraser building, and Oak Grove Theater started renting in Potter. Tracked rental payments & contacted lessees if rent was late.

Many thanks to all who volunteered and helped in the office, including Scott Wilson, Fay Knicley, Amanda Avery, and Louise Whipple.

Heidi Marsh
Office Manager

Worship Report 2024

Psalm 100: "Make a joyful noise unto the LORD, all ye lands.² Serve the LORD with gladness: come before his presence with singing. ³Know ye that the LORD he is God: it is he that hath made us, and not we ourselves; we are his people, and the sheep of his pasture. ⁴Enter into his gates with thanksgiving, and into his courts with praise: be thankful unto him, and bless his name. ⁵For the LORD is good; his mercy is everlasting; and his truth endureth to all generations."

The committee extends thanks to these faithful staff members and volunteers:

Worship Committee: Mary Meade, Chair, Martha Tillen, Co-chair, Rev. Dr. Jeff Binder (Covenant Pastor), Gary Havens, Eddie Homes, and Dr. Renee Huff (Music Director).

Office help of all kinds: Heidi Marsh, Office Manager extraordinaire and wonderful assistant Fay Knicley.

Singers: Dick Cox, Gary Havens, Eddie Homes, Kyle LeGore, Mary Meade, Robert Richardson, Scott Wilson.

Organist: A very special thank you to Gary Havens for volunteering many hours of gorgeous organ music. We have been very blessed by this ministry.

Handbell Choir Members: Grace Clem, Emmie DuPont, Gary Havens, Renee Huff, Kyle Legore, Susie Lendermon, Robert Richardson, and Ann Weiland.

Advent Candles: Robin Knott and Sue Ann McAllister, Mary Meade and Gary Wilson, Megan McAllister and Sharon Driscoll, Lucinda Cooke and Amanda Avery, Martha Tillen and Susie Lendermon.

Christmas Decorating: Rev. Dr. Jeff Binder, Dick & Sherry Cox, Molly Cox, Brandi Duncan, Gary Havens, Fay Knicley, Chuck & Susie Lendermon, Sue Ann McAllister, Mary Meade, John & Theresa Sheaves, Martha Tillen, and Scott & Sharon Wilson.

Communion bakers, servers and set-up: Amanda Avery, Lucinda Cooke, Chuck Lendermon, Susie Lendermon, Mary Meade, Martha Tillen.

Ushers: Amanda Avery, Lisa Caywood, Cindy Cooke, Susie Lendermon, Barbara Richardson, and Martha Tillen.

Liturgists: Amanda Avery, Lucinda Cooke, Dick Cox, Sherry Cox, Eddie Homes, Susie Lendermon, Megan McAllister, Mary Meade, Stephany Morgan, Martha Tillen, Scott Wilson, and Sharon Wilson.

Summary of Activities for 2024

The Worship Committee planned and organized the Sacrament of Communion (including set-up, arranging servers, and clean up) once a month and on Maundy Thursday, Worldwide Communion Sunday, and Christmas Eve.

The Chair arranged for coverage of two Sundays when Pastor Jeff was absent.

The Chair arranged for weekly liturgists to help lead the service.

The committee reviewed and updated the 2017 Wedding and Funeral policies and submitted them to Session.

The committee helped the Pastor to plan and carry out special services for Ash Wednesday, Maundy Thursday, Easter, Worldwide Communion Sunday, All Saints Sunday, and Advent/Christmas as well as an outdoor service on the lawn.

The committee arranged for flowers and decorations in the sanctuary on Easter, Pentecost, and Advent as well as arranged for flowers donated by members from time to time. Fresh wreaths were also placed on the outside doors of the church during Advent. The committee coordinated with Heidi to solicit memorial donations from members and friends during Easter and Christmas.

The Music Director, Dr. Huff, organized, coordinated, and welcomed many guest musicians to our space. The Waynesboro Symphony Orchestra, the Heifetz Institute, the Staunton Music Festival, and Mary Baldwin University all used space this year for rehearsals, concerts, and classes.

The committee chair organized a pizza dinner to accompany decorating the church for Advent and secured volunteers to help.

Committee members picked hymns pleasing to a variety of tastes in the congregation to coordinate with the weekly sermons.

The committee (with Heidi) has made name tags for all members and regular visitors to help us greet each other.

The committee purchased some additional microphones to improve the sound from vocalists, the piano, and the drums at the front, particularly on the livestream.

Jeff has secured a reasonable bid to hang and hook up the sanctuary speakers that Otto Pebworth helped us arrange (but didn't follow through with the installation) during the Pandemic.

Future:

The Committee continues to have an interest in opening the sanctuary space to more concerts and music events. The Committee hopes to have the new speakers installed soon. The Committee plans to make more silk flower arrangements to add variety to the pulpit area.

Mary Meade
Co-Chair, Worship Committee

Mission and Outreach Report 2024

The Missions & Outreach Committee, co-chaired by Susie Lendermon and Stephany Morgan, revived monthly committee meetings in March, 2024. We now have 7 regular members, including Alice Herbst, Fay Knicely, Sue Ann McAllister, Louise Whipple and Sharon Wilson, along with Pastor Jeff.

The **Home Goods Pantry** has grown tremendously over the past year, from handing out 18 bags in January to 65 bags in December. Sue Ann and Stephany have largely been responsible for organizing, stocking and running the pantry. They have received dedicated service from Louise, Fay, Robin D., and Darlene from 3rd Pres as a substitute on distribution day (3rd Wednesday of every month from 10 a.m. - noon.)

Shoppers and stockers include Sharon & Scott Wilson, Donna & Paul Goble, Dick & Sherry Cox, Sue Ann & Danny, Stephany, Sara Lewis and Robin & Rick D.

1st Quarter Distributions: 77 bags

2nd Quarter Distributions: 108 bags

3rd Quarter Distributions: 144 bags (serving 303 men, women and children)

4th Quarter Distributions: 197 bags

2024 Total: 526 bags

The committee has formed a partnership with Project GROWS, who will begin bringing their mobile fresh food market to our site in March 2025 during the first hour of our monthly distributions.

We have also reached out to a number of area churches to expand our partnership opportunities, as the demand and costs for this program continue to rise.

The two **Trinity Lunch teams** have continued helping with this valuable joint community program that serves over 1000 people each year. Scott and Stephany have each led teams that alternate monthly, assisted by Sharon Wilson, Robin Dietrich, Barbara Richardson, Margaret Armstrong, David Lowman, June Jordan, Amanda Avery, Susie Baker, and Robin Knott.

Stephany also organized a team of volunteers to help provide meals for the **WARM Shelter** at Expo in March. Her team included Scott & Sharon Wilson, Dick & Sherry Cox, Barbara Richardson, Alice Herbst, Sara Lewis Anderson, Sue Ann McAllister, and Pastor Jeff.

Pastor Jeff also organized a group to help with the **Sacks of Love** program, including Sue Ann, Dick & Sherry, Barbara, Louise, Scott & Sharon and Alice.

With help from Heidi and the committee, the **Pew Cards** were updated and placed in the sanctuary before the Advent season. The new cards focus more on the work and mission of the church. The older cards that relate more of the history of our church have been saved and are available in the Narthex and the office. With input from Pastor Jeff, the **Visitor Information cards** have also been updated so we can follow up more regularly with our visitors.

Heidi is now printing the **Calendar of Events** monthly, along with information about our regular activities, including Bible Study, music and PW, along with any special opportunities during the month, for distribution to visitors.

Stephany once again created a **Christmas Giving Tree** in partnership with Social Services to purchase gifts for elderly or home-bound individuals in our community. Our congregation generously collected a variety of items for 21 people.

The congregation generously donated \$565 in December to support the **Valley Mission**. The check will be presented to Susan Richardson, the Executive Director, at the January PW meeting.

The next major challenge for 2025 is to increase the vitality and visibility of First Presbyterian in the community to again grow our congregation.

We welcome everyone's ideas, energy and commitment in this effort to spread the word, work and mission of Christ in our community!

Respectfully submitted: Susie Lendermon

Congregational Life Committee Report 2024

Members: Sam Clem, Co-Chair, Alice Herbst, Sara Lewis Anderson, Sharon Driscoll, Sharon Wilson, Mona Tate, Barbara Richardson, Chair

Card writers: Alice Herbst, Sara Lewis Anderson, Cindy Cooke, Sharon Wilson, Barbara Richardson
Cards were sent to the VIPs every month and on their birthdays.



Special remembrances were delivered to the VIPs on Valentine's Day, for Easter, for the Fourth of July, in the fall, and during Christmas. Many volunteers assisted with preparing the gifts and delivering them: Alice Herbst, Sara Anderson, Sharon Wilson, Sharon Driscoll, Cindy Cooke, Andra Borrell, David Lowman, Louise Whipple, Susan Lendermon, and Barbara Richardson. The

VIPs, "Very Important Persons" this year were Nancy Carey, Nancy Hall, Nancy Rhea, Helen Wood, Louisa Dixon, Julie Furr, Opal Homan, "Hi" and Sidney Supple, Jim Cooke



Members of the congregation have been gathering after the church service for coffee, cookies, fruit, pastries, cake, and candy. Many members have made this possible with contributions and assistance with cleaning up. Ones who have helped: Andra Borrell, Sara Lewis Anderson, Sharon and Scott Wilson, Robin Knott, Louise Whipple, Cindy Cooke, Renee Huff, Stephany Morgan and members of the Administrative Committee, Fay Knicley, Sam Clem, Barbara Richardson.

Receptions after funerals were arranged for the following:

Dr. Mardre Bell April 22

Even though the family arranged for the reception to be catered, the committee assisted with preparing the tables, punch and other drinks, and cookies. Martha Tillen and Eddie Homes decorated the tables. Alice Herbst, Mona Tate, Amanda Avery, Sharon Driscoll, Stephany Morgan, Sam Clem, Susan Lendermon, Donna Goble, Louise Whipple, Robin Dietrich, Jamie Morris, Mary Meade, Barbara Richardson assisted with cookies and cleaning.

Brad Furr September 21

Mary Meade took the lead in coordinating with the family, planning the reception, and contacting members to contribute. Martha Tillen and Eddie Homes decorated the tables. Food was contributed by Mary Meade, Amanda Avery, Cindy Cooke, Martha Tillen, Andra Borrell, Alice Herbst, Sherry Cox, Susan Lendermon, Paige Kullman, Catty Clem, Sharon Driscoll, Sharon Wilson, Donna Goble, Lisa Caywood, Denise Lowman, Sue McAllister, Barbara Richardson. Many people helped with cleaning, including Sam Clem.

Julie Furr October 12

Mary Meade took the lead in coordinating with the family and getting volunteers to contribute. Food was contributed by Mary Meade, Andra Borrell, Amanda Avery, Cindy Cooke, Denise Lowman, Sherry Cox, Sharon Wilson, and Barbara Richardson. Members of the committee, Alice Herbst, Mona Tate, Barbara Richardson, Sam Clem, helped with set up and cleaning. Eddie Homes and Martha Tillen provided flowers for the tables.

Lunches:

Annual Meeting February 25

A lunch of chili was prepared by Sam Clem and cornbread was prepared by Jamie Morris and Barbara Richardson. The congregation provided desserts. The committee arranged the tables, drinks, and cleaning. Ron Lowman assisted with serving and cleaning. Eddie Homes and Martha Tillen provided table arrangements.

Maundy Thursday March 28

A light meal of subs from Subway, chips, lemonade and cookies were served.

April 28

Sharon and Scott prepared Roxbury Casserole Special for a meeting after church. Flowers from Dr. Bell's reception were used on the tables. Alice Herbst, Scott and Sharon Wilson, Sam Clem, Sara Anderson, Mona Tate, Barbara Richardson helped with the lunch.

September 22 Worship on the lawn



A covered dish picnic was held on the lawn after the church service. Sam Clem cooked hot dogs and hamburgers. Everyone who attended helped.

October 27 Town Hall Meeting

A baked potato bar was prepared by Sara Lewis Anderson and Barbara Richardson. Alice Herbst, Sara Anderson, Mona Tate decorated the tables, set the tables, and prepared drinks. Alice, Mona Tate, Louise Whipple, and Barbara assisted Sam Clem with cleaning. Members brought salads and desserts.



December 8

Sam Clem, Grace Clem, Ron and David Lowman prepared a Christmas meal for the congregation after the church service. Alice Herbst, Sue Meniktos, Sharon Driscoll, and Barbara Richardson helped with set up and serving and cleaning. Eddie Homes and Martha Tillen decorated the tables.

Dr. Renee Huff, accompanied by Gary Havens, led the music program of Christmas carols.



Joint Church Picnic



First, Second, and Third Presbyterian Churches had a joint picnic in Gypsy Hill Park on July 11. About 75 people attended. The churches have talked about having more activities together. Third Presbyterian Church invited members of the First Presbyterian to a Thanksgiving service and a meal afterward.

In addition to sending invitations designed by Martha Tillen, Heidi Marsh, and Sharon Wilson, members of the committee have been calling members to be sure they know about the meals. Committee members shared information learned that was helpful to the committee updating the membership list.

Barbara Richardson, Chair



Presbyterian Women Report 2024

Presbyterian Women had a starting balance of \$3594.99 and an ending balance of \$5161,52.

During the year we provided the following donations to the church and to various charitable organizations:

Home Goods Community Pantry - \$600

Staff Christmas gifts - \$450

Staunton HS nurse's office - \$750

New Directions - \$600

Abdul Hashamzai's (Afghan refugee) - \$1175.00

(Plus \$120.62 for new baby clothing and bedding)

Bread for the World - \$100

Valley Mission - \$100

Community Childcare Center - \$100

Martha's Meals on Wheels - \$100

Valley Pastoral Counseling Center - \$100

Casa Children's Advocacy - \$100

Habitat for Humanity - \$100

Pres. Children's Home of the Highlands- \$100

Presbyterian Disaster Assistance- \$143

PW purchased a new Bible study book to begin in January 2025 (\$110).

PW collected donations for 10 CWS cleanup buckets (to help with hurricane victims in NC and elsewhere) and 24 CWS hygiene kits.

We published a new PW directory in October and had speakers from Staunton HS, New Directions, HELP, Staunton Police Department, and Project Grows.

Our secretary Sharon Driscoll kept up with the large number of birthdays, get well, and sympathy greetings from PW throughout the year.

Respectfully submitted -

Donna Goble - PW Hostess Co-Chair

Property Committee Report 2024

When I took over the Property Committee from Ron Lowman, everything was in good shape, particularly the air conditioning, which has been completely re-worked. The only loose end was the fallout from the roof replacement in the Fraser Building. I applied for coverage with the insurance company, Brotherhood Mutual, but the claim was denied. The roof repair work broke the window pane in the middle front room on the second floor. The panes of glass in that window, like many church windows, are separated by lead. I was able to find a craftsman who does the type of repair we needed. The whole project took several months. The repair was done by Dixon Studios in Staunton.

A number of the lights in the ceiling of the sanctuary needed to be replaced. Dave Brooks Electrical was contacted for this work, which requires a ladder from the balcony to the space over the ceiling. The lights are now brightly shining.

On January 1, 2025, we received a Fire Prevention Inspection from the Staunton Fire Department. A number of small items in the report were quickly fixed, but they said the suspended ceiling in the old building under the sanctuary and the hall that connects the Potter Building must be replaced. I found a contractor, and the work will begin January 27, 2025.

Hugh Sproul

Administration Committee Report 2024

Committee Members: Amanda Avery, Dick Cox, Sharon Driscoll, Bob Mackay, Martha Tillen, Scott Wilson, Pastor Jeff, Stephany Morgan, Chair

Budget and Stewardship

The Administration Committee made a commitment to keep the congregation informed on a quarterly basis the progress of our stewardship of time, talent, and finances. The purpose was in recognition that stewardship is a year around effort and transparency with the congregation. Bulletin inserts were provided quarterly showing our financial status and highlighting the volunteer efforts of individuals sharing their time and talent.

In October, our Stewardship Campaign/Season was opened, led by Martha Tillen. An ASK letter was sent out to all members. Members were asked to share their views of Stewardship in a Moment for Stewardship on Sunday mornings. These speakers included: Cindy Cooke, Mary Meade, Scott Wilson, Stephany Morgan, Martha Tillen. November 24th was Dedication Sunday, which was celebrated with a meal organized by the Congregational Life Committee.

We had set, with Session approval, \$142,507.00 as the pledge goal for 2025. This was an increase of 10% over the total pledge amount for 2024. The Session approved the budget in December 2024. Note: As of January 27, 2025, our total financial pledges total \$143,450, with 19 household pledging.

In reflecting on our Stewardship in 2024 and moving into 2025, we need to recognize the many individuals who are giving of their time and talent in mission work of our church, in Session, in committee work, and in service in the life of our church. While we emphasize Stewardship in a fall campaign, Stewardship is a year around effort and we joyfully and prayerfully continue to receive pledges of time, talent, and financial support.

A financial review by Hannah Bush was conducted and our records were approved with a few suggestions. Hannah was suggested to us by Presbytery and has reviewed our records in two previous years.

Personnel

Pastor Jeff was evaluated and contract reviewed in April. All comments received were very positive on Pastor Jeff's service with us. He was offered a 3.2% COLA which reflected the increase offered other employees for 2024. As Pastor Jeff is contracted in his role as Covenant Pastor, his contract, which runs from June to May, is required to be sent to Presbytery prior to the June deadline.

All Personnel were evaluated and their job descriptions updated. A 2.5% COLA was given to each, beginning January 2025. We are very thankful for the service of Heidi, Renee, and Pastor Jeff in keeping our church open, welcoming, and serving our congregation and the community beyond.

The policy on office hours was reviewed with Heidi, as our Office Manager. The office hours were changed to Monday-Thursday 8-2:30 and Friday 8-12.

Personnel policies will be a focus of the Administration Committee in 2025.

Manual of Operations

A background check policy has been in place for several years; however, there was no follow-up review. The Admin Committee recommended, and Session approved, that all who are covered by this policy have a background review every 5 years; or more frequently if circumstances require.

There are several Presbytery-required policies which are to be a part of our Manual of Operations. These include Boundary Training for Elders and Sexual Abuse/Harassment Policies.

Our church has two part-time employee contracts. One is with T & J Cleaning (John and Teresa Sheaves) for cleaning and maintenance. and Rhonda Ritchie (accounting services). The contract with T & J Cleaning was initiated in August of 2024 on a temporary basis. This has been a very satisfactory arrangement for John and Teresa and for our church. That contract has been reviewed and modified on a more permanent basis.

Incorporation

The Administration Committee took responsibility for pursuing the completion of our incorporation process. This included the Trustees being certified by the court with authority to transfer church property to the Corporation. The Trustees were Sharon Driscoll, Bob Mackay, and Stephany Morgan. As of October 2024, we are a duly approved and active non-stockholder corporation. The Session is the Board of Directors. Officers for the first year of operation are elected by the Session. An annual meeting is tentatively planned for October of 2025 for the congregation/Corporation members to elect new officers. All meetings of the congregation going forward are meetings of the corporation.

There is one area that needs to be corrected/amended by the attorney, Jeff Adams. When conveying the property to the corporation, only the Potter Building property site was included in the deed. That is being remedied.

Rental/Lease Contracts

Our church has a number of lease agreements and facility use contracts, some of which are on-going, and some are one and done. As a church we have not been on top of this, and have placed undue responsibility on Heidi, our office manager, to keep all of these current and accurate. This responsibility has recently been given to Administration to sort out, organize, and manage. We have ongoing rental contracts in Potter as well as facility use agreements for use of our sanctuary. Dick Cox is working to get these organized, updated, and set up in a manner that can be managed. It is a difficult task.

Thank you to all who serve on the Administration Committee. We meet monthly on the 1st Sunday of the month after worship service.

Nominations Committee Report

The Nominations Committee is a congregational elected committee. It is a 3-member committee serving 2-year staggered terms. One member is elected from the session. Current members are Cindy Cooke, Chuck Lendermon, and Stephany Morgan from Session.

In 2024, the Committee was able to nominate 5 members for session who were elected in a congregational meeting to serve beginning January 2025. This is the first time in a number of years that our session has been composed of the full 9 members as established in our manual of operations.

Thank you to the work of this committee and those who have agreed to serve on Session.

Discipleship Committee Report 2024

Discipleship Committee was loosely formed with multiple ad hoc meetings/discussions through the year primarily with three interested students: Dr. Renee Huff, Mr. Eddie Homes, and Mr. Robert Richardson under the leadership of Chairman Sam Clem.

Discipleship finished 2024 having offered multiple class options while establishing one as a "hit." Other offerings met with little or no interest.

Tuesday Bible Study & Discussion:

May 5, 2024, we launched the weekly FPC Tuesday Bible Study & Discussion Class. The invitation to attend went out to First, Second, and Third Presbyterian Churches. Members from First and Third Presbyterian Churches accepted the call and the class formed with 12 members, including 6 from Third Presbyterian.

Over the course of the year, 22 individuals joined the class. Class size varied from 8 to 17 with the numbers generally increasing through the year. 15 individuals attended more than 50% of the time. Rev. Dr. Jeff Binder led the group, with backup leadership from the Rev. Jacob Singleton, Pastor of Third Presbyterian Church, and Sam Clem. The Rev. Jacob Singleton and his wife Ashley were two of the class members from Third.

Support for the Tuesday Bible Study & Discussion Class continues to be strong and enthusiastic. The class took a brief break due to Christmas and New Year's, but has resumed for 2025.

Membership Review Year-End Report 2024

Chairman: Sam Clem

Members: Barbara Richardson, Paige Kullman

Assisted by: Members of the Congregational Life Committee

The membership Review Committee was formed in late 2023 to review and propose updates to the Active Membership List for the church. The committee agreed that rather than immediately sending out letters simply asking whether the member wished to continue membership, we would spend the year actively trying to bring members back.

The Congregational Life Committee members provided significant assistance, dividing the entire membership list, calling and inviting members to events, reporting successful and unsuccessful contact, and reporting the status of members when ascertained.

We called, texted, wrote, invited, and spoke face to face with members multiple times throughout the year.

Ultimately, the time came to send letters to inactive members who have not expressed a desire to retain their membership. Some have said they do not expect to come back. Many were just difficult to reach. Some have passed. Some have transferred. Some were frustrated to learn they had been removed without notice sometime in the past.

A report was submitted to Session detailing the findings from this research. Additionally, a letter was included for Session to send to members who either could not be reached or specifically expressed a desire to be removed from membership.

The MEMBERSHIP REVIEW COMMITTEE completed its mandate in December, 2024, and returned control to the Session.