



# ANNUAL MEETING

Sunday, January 20, 2019 at 9:45 a.m. the Board of Trustees will host the **Annual Congregational Meeting** in the sanctuary. Christian classes will not be held on this date so that all members will be able to attend. The purpose of the annual meeting is to cover the following:

- To elect 3 new candidates and re-elect 4 for the Board of Trustees;
- To present the financial report for calendar year 2018 and the budget for 2019; and
- To provide a state-of-the-church update for the year 2018 to the congregation by the Board Chairperson.

This is an excellent opportunity for our membership to increase awareness of the health and well-being of The Church at Horseshoe Bay. All members of the congregation are urged to attend this important meeting. Please see the biographies of the Class of 2022 below:

**Wendy Christesson** a Colorado native, felt at home when she moved to Texas. She attended the University of Texas, San Antonio while being a stay-at-home mom to her two boys. Prior to moving to Texas, Wendy was in Public Relations/Corporate Communications with companies such as Coors and the Colorado and Denver Bar Associations. Since moving to Texas in 1988, she has been devoted to Women's Ministry. She was heavily involved with Stonecroft Ministries, a non-denomination out-reach ministry as a chairman of the local Christian Women's Club, as well as Area Representative, Speaker and Bible Study Coordinator. She was involved in the Women's Ministry at Community Bible Church in San Antonio as a leader and facilitator. She hosted a Bible study in her home for nearly 20 years. Wendy is on the Steering Committee for Kindred Sisters Bible Study, out-going Chairman of Women of the Word (WOW) and Secretary for the Faith Bridge Christian Education class. She and husband Ron will be married 35 years in February and enjoy being Realtors together.

**Scooter Lofton** and his wife Kristi came home to Central Texas in 2015 after living in Houston for 22 years. They both grew up in the Austin area and after getting married in 1993 relocated due to a job opportunity. They knew our church was going to be their home church as they were intent in plugging into the community and worshiping with those in the area. Scooter spent the last 10 years while in Houston working for a Civil Engineering firm. While in Houston Scooter was disciplined by some incredible people. It was that discipleship that started his faith journey. He attended the Walk to Emmaus back in 2003. From there he started serving in Youth and Men's ministry extensively. He served on the Methodist Church Staff Parish Relations Committee as well as the Finance Committee. He started a golf tournament for his church that helped raise funds for wounded veterans through an organization called IMPACT A HERO. Additionally, he started a fundraising golf tournament and dinner (that still raises funds 10 years later) that helped fund projects and lower cost for folks to go to the Walk to Emmaus in the West Houston area. Scooter and Kristi attend the Faith Bridge class and he has just started serving in a teacher role. Kristi will serve as the Chair of WOW starting in 2019. They have two daughters, and a son in law. Scooter and Kristi work together here in HSB. They own Treo Signature Homes and work on new construction as well as remodels. Scooter is nominated for a three-year term.

**Lee Peterson** and wife Beth moved to Horseshoe Bay from Memphis, TN in 2008. They raised their two children in Dallas where Lee worked for PEPSICO Frito/Lay, as Marketing Creative Marketing Director over Brand identity. He currently serves on the Board of Adjustment for the City of Horseshoe Bay and on the Church's Benevolence Committee over Foreign Missions. Lee is currently the Publicity Chair, he is nominated for a second three-year term.

**Ronda Rodman** and her husband Dale have lived in Horseshoe Bay for seventeen years; they are both from Kansas and spent most of their married years on the corporate transfer path. They celebrated their 50<sup>th</sup> wedding anniversary in 2018. They have two children, Chantel Mandel in Oakland, California and Thomas Rodman in Richfield, Washington. They also have four grandchildren. Ronda was raised in the Methodist Church and has a strong background in service to the church and community in which she lives. She is a Stephen Minister and a trained Disciple Bible Study leader. She served her church in Wichita as Wedding Coordinator for eight years before joining the staff as Director of Assimilation, responsible for new members and volunteers. At the Church of Horseshoe Bay, she has served on the Congregational Support Committee and is currently the co-volunteer coordinator of the "Worship + 2" and Membership Chair. Ronda is nominated for second three-year term.

**David Rose** Grew up in Abilene, Texas, attended Abilene Christian University and earned a BBA in Accounting at The University of Texas at Austin. He lived in Brazil six years, Austin for thirty, and began living in Horseshoe Bay in 2003, retiring in 2016. From 1967 to 1973, David answered a call to serve in foreign missions in Sao Paulo, Brazil, and from 1978 to 2000 was mission liaison at the Westover Hills Church of Christ in Austin. The mission team purchased a historic landmark government building Manaus that was repurposed for a sanctuary, class rooms, and church offices. A highlight of this work was a one-week medical mission in 1994 with volunteers from the US; over 5,999 medical consultations were performed by a staff of 70 doctors and other medical personnel. Today there are six sizable congregations in Manaus, with another

right in the Amazon interior along the Amazon and Negro rivers. From 1972 to 1993 he founded and operated a gem import wholesale business and served as Controller/Finance Manager for construction companies. David and his wife Carol met and were married at The Church at Horseshoe Bay. David has one son living in Seoul, South Korea who directs a manufacturing business. David is currently the Long-Range Planning chair and is nominated for a second three-year term.

**Bobbie Walker**, PH.D. began her undergraduate studies at Baylor and later finished at University of Houston with a BA in English/Spanish and a MA in Education. She taught Spanish at Fort Bend ISD for 10 years when her late husband, Jose Hernandez of the Canary Islands/Cuba, was transferred to San Marcos. He was a patented Illumination Engineer with Wide Lite. Bobbie taught in New Braunfels Middle School for one year then made her way through the academic ranks of Texas State University (lovingly called SWT) over the next 10 years. She graduated with a Ph.D. in Educational Administration while at UT Austin, while serving as Associate Dean of Students. She left there to take a post as Vice President at Cameron University in Lawton, Oklahoma. After 3 years she moved to San Antonio as the first Vice President for Student Affairs for 10 years then moved to LSU Baton Rouge to take the position of Vice Chancellor of Student Life and Academic Services. She has taught business at Cameron University, UT San Antonio, LSU and Texas Tech. She retired from LSU to retire in Horseshoe Bay with her late husband Owen, who had a lifetime of law enforcement. She was asked by Texas Tech to start the teaching site in Marble Falls in 2002 and retired again in 2007. She remains active in several organizations and Boards. She has two sons, seven grandchildren and eight great grandchildren. She has been a member of The Church at Horseshoe Bay since 2002, a member of Faith Bridge, a choir member, and has been Chair of Outreach for three years. Bobbie has been nominated for a second three-year term.

**Kyle Womack** is a native of the Midland/Odessa area, R. Kyle Womack, P.E., F.NSPE obtained his Bachelor of Science in civil Engineering from Texas Tech University, and is currently a member of the Texas Tech Civil Engineering Academy. After graduation Womack began a now 44-year career with Parkhill, Smith and Cooper, Inc. - a multi-disciplined Architectural/Engineering firm of 350+ employees. His focus over the last ten years has been on strategic planning, career & leadership development, and operational structure to several groups and organizations. Kyle was appointed in May of 2013 by Governor Rick Perry to serve as a Member of the Texas Board of Professional Engineers. His service to his church/community has included serving as President of the Midland Chamber of Commerce, President of the Midland-Odessa Transportation Alliance, President of the Buffalo Trail Council of the Boy Scouts of America, and Chairman of the Administrative Board for St. Luke's United Methodist Church in Midland where the Womack's were members for over 30 years. He will be serving as Chairman of the Men of Faith this year. Kyle and Brenda have been married for 42 years and moved to Horseshoe Bay in 2012. They are members of the New Beginnings SS class. They have two children and three grandchildren. Kyle is nominated for a three-year term.

## **2018 COMMITTEE ANNUAL REPORTS**

### **Worship**

- The Prayer Ministry has intercessory prayers being said in their groups on Mondays, Wednesday and Fridays. Prayer Warriors also pray from the prayer list each day.
- On Sundays the Nursery attendant unlocks the Church, adjusts the thermostats, makes the coffee and sets out cookies for Coffee Fellowship. More volunteers are needed to help with this.
- Ash Wednesday services were held February 14. Services were 10:00 am (17 attendees), 2:00 pm (32 attendees and 5:00 pm with 50 attendees.
- On Palm Sunday, (March 25th) a beautiful and inspiring cantata, "Wait with Me" was presented by the choir and orchestra members, under the direction of Garry Kesler. The cantata told the story of the journey of Holy Week. Communion was served as the choir sang. Attendance at 8:30am was 156 and 313 attended the 11:00 am service.
- A brief service of reflection of prayer and music was held in the Remembrance Garden on Maundy Thursday. The Stations of the Cross was open during Holy Week for our members and guests.
- Good Friday services were at 5:30 p.m. in the sanctuary and 161 people attended.
- Easter Sunday was well attended: 8:00 am had 156 people, 9:30 had 425 attendees, and 448 people attended the 11:00 am service. A total of 1029 attendees.
- A total of 323 people attended the Bright Sunday service on April 8th.
- A dinner meeting was held on June 20th. Kent Graham, chairman of the board, led a presentation about the Sanctuary refresh. Following the question and answer session it was voted to have a written ballot on this subject at a congregational meeting in November.
- Four Sundays, August 5, September 2, September 30 and October 21, sample casual services were held at both services. On each Friday, after the service, Kent Graham held a question and answer session for interested members. The annual survey was sent out late October. Results were sent to the congregation. There were two Friday sessions where members could ask questions or make comments about the survey. David Rose led these discussions.
- Advent booklets made available by Austin Presbyterian Seminary were available in the narthex.
- December was busy with activities moving toward Christmas. On December 2, the handbells played, the first Advent candle was lit and communion was served. The second Advent candle was lit on December 9th. On December 16th, the third candle was lit and an inspiring choral cantata, under the direction of Garry Kesler was presented. "When I

think Upon Christmas” was beautifully presented by the choir, chamber orchestra, piano and organ. The music told the story of the promise of a Savior, the Messiah, the long donkey ride to Bethlehem and the birth of Christ. The theme song “When I Think Upon Christmas” helped us to complete our journey of memories of the Christmas Season. Attendance: 176 at 8:30 and 265 at 11:00 am. December 23 there was one service at 11:00am with the lighting of the 4th Advent candle. On December 24th there were two Christmas Eve services. At 5:00pm, the emphasis was on children with singing and the candle lighting. 280 people attended this service. At 7:00pm 300 people were in attendance for lessons, communion, candle lighting and singing. One service was held at 11:00am on December 30th.

- An Ad Hoc Committee was formed to look at the requirements and design an alternative (casual) worship service.

### **Congregational Fellowship:**

This department oversees several key committees that serve the congregation: Special Events, Historian, Men of Faith (“MOF”), Women of the Word (“WOW”), and Coffee Fellowship. Highlights from the year include:

**Men of Faith** – Bob Rogers, chairman: The Men of Faith’s mission is to create opportunities for fellowship, spiritual growth, and sharing the gospel message for the men of the Highland Lakes. Major activities include our Men’s Fellowship Breakfast, Ministry Recognition Fish-Fry, Monthly Prayer Breakfasts, and support for other ministry/service organizations. 2018 has been a year of joy and service for our Church’s Men of Faith organization. On January 9, we Kicked off the year with a Fellowship Breakfast featuring Coach Dennis Franchione, followed by a Men’s Conference in March featuring our own Malcom McQueen. In April, we shared a wonderful evening with spouses in conjunction with St. Paul the Apostle Catholic Church - enjoying pizza/beer and great fellowship. This event included a wonderful testimony and witness by Dave and Quynh Rathkamp, the owners of Save The World Brewery. In October we had one of the finest All-Star Baseball Catchers in the league – Jim Sundberg. Jim spoke to our men’s breakfast where over 100 men enjoyed a very inspirational presentation, which we needed that day – as the flood waters started. On the fourth Saturday of each month, the Men of Faith hosted a men’s prayer breakfast that many have described as a most meaningful program: men praying together, with each other, for each other, and for the community and world in general.

We were also excited to have added several members of our steering committee from Church congregations in addition to the Church at Horseshoe Bay – including St. Paul the Apostle Catholic Church, First Baptist Marble Falls, Lakeshores, and Hill Country Fellowship. Exciting Times!

**Women of the Word** – Wendy Christesson, chairperson: WOW began 2018 with coordinating the Sunshine House. A church wide event that WOW serves as liaison and delivers all that is collected. Mary Baccus chaired this event and it was a big success as always. The spring luncheon had 173 paid attendees to hear Dena Dryer who was a terrific inspirational speaker. Ann Higdon, Karen Jarrard and Judy Duncan were the co-chairs of this event. Lunch catered by Chocolate’s is always a treat.

WOW served with the Calendar Girls for Bill Edwards service, providing more food and hands than is usually provided for such a time. WOW/MOF Emphasis Sunday ended up being only WOW. Lynn Erickson chaired this event and it was a success. The Church at HSB’s own Joan Randell was the key speaker for the Retreat in November. Brandi Sanderson was the very dynamic and moving worship leader. Michele Kesler and Kristi Lofton were the co-chairs and the event was a hit. The Advent decorations were put up by the WOW Committee the Monday after Thanksgiving. We were gifted with many beautiful decorations from G G Ganache when they were going out of business. The tree in the Fellowship Hall and the table decorations were all from there. We were not only able to have a fresh look this year, it cost nothing but Karen Jarrard’s time an effort and it saved money because we did not have to purchase Poinsettias for the tables.

Our final event for the year was to show our pastors and staff how much we love and appreciate them with a delicious luncheon prepared by the talented chefs among WOW and given in their honor at Kim Franchione’s home. In addition, we filled baskets with love, food and goodies from the WOW Committee that we presented to the staff as well. We are ending the year with a roster of 42, having begun the year with 35. We are blessed and pray we are a blessing. WOW is always on board when needed for – hands in a crisis, food for an event or anything else that may come up.

**Digital Scrapbook/History-** In March, An Illustrated and Interpreted History of The Church at Horseshoe Bay was published. This 132-page comprehensive story of our 35 years in the community was authored by Jim Jorden and made available for sale to the membership. To date, about 130 copies have been purchased. Copies have also been archived in four local libraries and the Library of Congress.

Following publication of the history book, a new series, called Legends and Legacies, was initiated in the monthly church newsletter. This series highlighted individual members who were "champions" (those who have a passion for the project to be done and the willingness to devote the necessary time and effort to make the enterprise succeed). Members highlighted during the year were:

- May: Gail Matthews, start-up of Women of the Word.
- July: Linda Klingensmith, start-up of Women’s Bible Study class

September: Ronnie Rudd and Beryl Ann Owen, installation of Shelby System to improve our financial accounting and membership data base.

The History tab of the church website was updated to include digital records for the years 2015, 2016, and 2017. At year end, work was in progress to complete the Digital Scrapbook for 2017 and 2018. As part of the research for the book, Jorden retrieved, reviewed, compiled, and archived historical records found in storage. Some work remains to complete this task.

**Special Events-** The Special Events Committee hosted "Italian Night Out" in February. The Event was very well attended and enjoyed by all. The Committee once again provided Thanksgiving for Others coffee fellowship after both services in November. The Committee picked up seven new members during the Benevolence Bazaar.

### **Membership:**

Single Active- 134  
Married head of house- 12  
Married Family Units-306  
Family Units- 452  
**Total members- 758**

The membership team has continued to call visitors to the Church at Horseshoe Bay. We have welcomed 55 new members to The Church at Horseshoe Bay in 2018. Introductions are made for all the new members that are available and willing to be introduced at the service of their choice. We believe that helps the congregation to recognize and extend their personal welcome to the new members at coffee time, Christian Education or social activities of the Church.

The rolling magnetic board with posted pictures of New Members has been well received and we encourage everyone to look for the board at coffee time each Sunday.

Involving new members in activities of the Church remains an important aspect of Membership. It is also important to involve all members of the congregation in service, worship, study and special events. The "Worship + 2" project continues to help all church committees, areas of service, Benevolence and Christian Education in recruiting new volunteers and helpers. We are currently in need of a co-chair for the "Worship + 2" Committee.

### **Outreach:**

The Outreach committee added two members in 2018. We continue to deliver cups to visitors and new comers to Horseshoe Bay, Cottonwood Shores, Meadowlakes and Marble Falls. We follow up in about a month after cup delivery with a short call to bring greeting and tell them of an upcoming event such as a speaker, music special, dinner, ice cream social, etc. We have joined HSB Business Alliance and are participating in their events. We have made ourselves more widely known in the community through this visible organization that encompasses the area. Outreach hosted the HSB Business Alliance monthly meeting and drew a record attendance. We also joined and participated in the HSB Business Alliance Holiday which hosts several hundred community participants and attendees and hosted their monthly meeting and drew a record attendance. We met three times this year to discuss new ways to expand. We have coordinated with Membership and Publicity to coordinate our efforts. We have been looking for new members for our committee and have two commitments for the coming year. We maintain a record of gifts to visitors and community newcomers in the Church office.

### **Benevolence:**

The Benevolence Committee of The Church at Horseshoe Bay is made up of dedicated church family members and through the support and generosity of our congregation were able this year to provide financial assistance to 54 non-profit agencies on a continuous basis and 5 additional on a one- time basis. Agencies included are Children's Programs and Camps, Educational Programs, Food Pantries, Veterans Groups, Family Programs and Foreign Missions. A list of agencies supported may be found on the Church's Website and in the Benevolence Brochure. Agencies selected must be supportive of Christian benevolent causes that improve the life and health of the poor and disadvantaged. Other outreach programs of our Church include Thanksgiving for Others where food is collected and distributed to local Food Banks and Christmas For Others that provided gifts this year for 300 needy children in the Highland Lakes area. We also support the Elves for the Elderly program which collects and distributes articles of clothing and other personal items for the elderly.

For the fiscal year of 2018, the Benevolence Fund had an operating budget of approximately \$448,964, of which \$360,000 was allocated from the Church Operating Budget and the balance from contributions dedicated to the fund from individuals, from other Church organizations and functions and carry over from previous years. Of the budgeted amount, approximately 80% was allocated to the 54 agencies and the remaining set aside in an unallocated fund for special needs and emergency situations, such as natural disasters.

On the 25th anniversary of our church, a vision was set to become a "dollar for dollar" church. For the year 2018, including cash offerings and non-cash contributions we were at approximately 44.3% of operating expenses.

On behalf of the Benevolence Committee and our recipient agencies, "Thanks" for your prayers and support. Your gifts help make a difference and this Committee pledges to continue to be good stewards of all God's gifts placed in its care.

### **Education:**

The five Christian Education classes continue to thrive under the study, service, and fellowship model. Leaders of each class select the course of study based on knowledge of class membership and learning styles. Each class arranges service projects and socials throughout the year. Classrooms #1 & 2 to allow Seekers class more room. Therefore, New Beginnings class began to meet in the Library. As of January 2018, that class will move to the Administration wing. The Library will once again be a quiet area for reading and small group study. Although attendance drops during the hottest months of the year as HSB residents travel and leave for cooler places, attendance is strong as class members return. Current information is detailed every Sunday in the bulletin.

### **Congregational Support:**

The following committees worked behind the scenes this year to provide care and support to our congregation when members needed it most. The Caring Cards Ministry sent 53 special cards to members needing encouragement. The Calendar Girls assisted nine families with receptions following memorial services. The Prayer Shawl Ministry knitted 16 beautiful shawls that were prayed over and presented to members who were blessed with this gift. Our Prayer Ministry continues to pray every week for our congregation and their loved ones. The Driving Force was called upon numerous times for doctor appointments. The Freezer Friends reorganized this year and have been busy cooking and stocking our freezer with wonderful meals for congregation members who are ill or recovering. The Visitation Force is always busy with visits, calling, and sending cards to our homebound members.

### **Business Management Department:**

Endowment Fund: At December 31, 2017 and 2018, the Endowment Fund balance was \$770,621 and \$702,561, respectively. During the year, the Vanguard Life Strategy Growth Fund had a 6.9% decrease in value, and there were \$7,650 in member donations to the fund. The Endowment board met on February 23, 2018, and the Board of Trustees affirmed their recommendation to allocate \$15,710 from the Endowment Fund to the Building Fund to fund the computer and network upgrades, replace the music building carpet, and the remainder to help with the video capture A/V equipment for the sanctuary. The Endowment Board will meet again the first quarter of 2019 under the leadership of Dale Amstutz, chair, to determine the amount and designation for our church's second opportunity to distribute funds from our Endowment. Gifts to the Endowment Fund are to be accumulated by the Church until \$500,000 has been received, at which point on an annual basis up to 6% of the market value may be used for "religious or charitable purposes."

Stewardship: In 2015, the church began accepting credit donations by members online, and online giving participation continues to increase amongst members. \$84,662 in operating contributions were made via credit cards in 2018, costing the church \$2,671 in merchant account fees. This expense is included in the finance department expenses.

### **Buildings:**

Three high priority projects completed in 2018 were the replacement of the Sanctuary heating and air conditioning systems and capping of 54 exposed structural beams to fend off weathering of critical exposed wood. Routine roof repairs were performed concurrently. Rain guttering was installed along the north roof of the Education building which not only shelters pedestrians but deflects splashing rain from the north wall of the building. Our daily maintenance and custodial employees continue to keep our campus and buildings in a condition of good condition and appearance.

### **Grounds:**

Upon the retirement of the Remembrance garden chairperson, Bill Trembly, Cynthia Clinesmith took over that position. The re-striping of the parking lot was about 1/3 of the way complete. Carriage lights were installed on the South side of the Education building.

### **Planning:**

The Long Range Planning Committee spent many hours considering requests from many people as to changes and upgrades to be done. Many ideas were considered- pews vs theater seating, carpet vs wood flooring, improving the lighting and sound, paint colors, etc. Final decisions have been made- we will have new pews, the sanctuary will be re-carpeted, the lighting will be improved and dimmable, a new sound board will be installed at the rear of the sanctuary, worship will be videoed and can be viewed online from a remote location. Window shades have been installed and are already in use. Video screens will be installed in the two corners at the front of the sanctuary. All of this is scheduled to be finished just before Easter services.

### **Public Relations:**

To continue to promote and invite all residents of the Hill Country to our church, we update the graphics on our outdoor billboard on RR 2147 with the message: "The view is even better from the inside . . .", to publicize our church's location and invite all visitors coming into HSB. We also published our church's open invitation to the community with a ½ page ad in the 2018 Spring/Summer issue of "100 Fun Things to Do in the Highland Lakes" visitor's guide (distributed by The Highlander with a 60,000 circulation) and the Llano County Spring Guide (distributed by Horseshoe Bay Beacon with a 7,500 circulation). In addition, we placed a full-page ad in Highland Lakes Relocation & Moving Guide, which is distributed through local realtors.

Pastors McQueen and Duncan and several church members wrote personal and liturgical articles that were published in our local newspaper, HSB Beacon, to share our Christian beliefs and invite participation in our church's events. We placed ads in both HSB Beacon and The Highlander to promote and invite the community to our Stations of the Cross, Holy Week, Easter, Advent, and Christmas celebrations and worships. We continually update our church's Facebook page to include upcoming event and notices to create interest and invite participation within our community about our church's outreach, benevolence, and Christian offerings.

### **Personnel:**

In 2018, The Church at Horseshoe Bay enjoyed a year of stability in personnel, and the Personnel Department was able to help the staff focus on developing as a team by encouraging weekly staff meetings and open communication. Personnel also conducted year-end performance evaluations with each employee, thereby allowing each person to voice any concerns, make suggestions, and report their progress relative to their 2018 goals. At the end of the year, The Personnel Department made recommendations for the 2019 personnel budget to the Board. In setting salaries, the following factors were considered: salary structures of staff in congregations of our size and budget; additional benefits provided to our staff; cost of living changes; and performance evaluations.

### **Security**

The Security Committee provided volunteer service to coordinate security during Sunday morning worship and Christian Education. In addition, quarterly meetings were held in order to monitor and evaluate the procedures that the Board of Trustees put into place the previous year. That included continued scrutiny over current personnel (contract off-duty police officers), budgeting, electronics, schedules, etc.

## **2019 COMMITTEE GOALS**

### **Worship:**

- Be aware of initiatives available to draw new members to the church;
- Continue to make use of advances in technology to improve the sound system;
- Fully support the Board of Trustees efforts to fully utilize classroom space;
- Continue to produce high quality church services;
- Develop and continue a spirit of unity in our congregation;
- Look at alternative methods of serving communion to lessen the impact on ushers and others involved;
- Continue participating in the assessment regarding the implementation of a casual service and
- Work with new church members to get them involved in service areas of the church.

### **Congregational Fellowship:**

**Men of Faith-** The Men of Faith's mission is to create opportunities for fellowship, spiritual growth, and sharing the gospel message for the men of the Highland Lakes. Major activities include our Men's Fellowship Breakfast, Ministry recognition fish-fry, monthly Prayer breakfasts, and support for other ministry/service organizations.

**Women of the Word-** WOW is going to change up the women's events for 2019. We will have two luncheons for the church and community. We will have the full-blown retreat in the Spring of 2020. As the last hurrah before summer break instead of a luncheon for the committee we have planned an outing to see the painted churches. We hope this will entice more women into joining our working committee.

### **Church Historian/Archivist-**

- Add the Yearly Summary for 2018 to church website. Target completion: March 1, 2019.
- Add the Digital Scrapbook for 2019 to church website. Target completion: December 31, 2019.
- Write and publish six stories for the **Legends and Legacies** column in the monthly church newsletter. Target completion: December 31, 2019.

- Complete the project to review, compile, and archive historical records found in storage. Target completion: December 31, 2019.

**Special Events-** Special Events committees goal is to have three events in 2019....February, September, November.

### **Membership:**

- To work with Outreach and Publicity to ensure that the Highland Lakes area is aware of the Church and programs offered;  
To encourage the congregation to always be aware of the people around them, and offer a smile and warm handshake in welcome;
- To be available to members for all concerns they may have, giving a voice to the staff and board on their behalf;
- To work more closely with the staff in reaching out to returning visitors with a call...a note...an email;
- To work with DeDe this year to do a new Member Directory, compatible with our Shelby computer system and with the capability for greater updating.

### **Outreach:**

- Increase the number of people in the Highland Lakes that we contact;
- Follow-up plan after first contact;
- Regular orientations to foster new ideas and re-enforce current policies.

### **Benevolence:**

- Apprise new committee members of policies, procedures and responsibilities;
- Review and monitor agency financials and mission;
- Encourage committee members to participate in agency functions;
- Continue to seek new faith based agencies deserving our support;
- Make personal visits to agencies where feasible;
- Keep congregation members informed through Mission Moments;
- Continue to provide articles to Church Newsletter;
- Continue to seek financial support levels in accordance with Church policies;
- Plan and organize a semi-annual bazaar to be hosted by the committee.

### **Education:**

- Continue to seek God's leadership in the five Sunday morning classes, as they follow the study, service and fellowship model;
- Provide education information and quality Christian teaching in five Sunday School classes;
- On an as-needed basis, engage the leadership of the five Sunday School classes in periodic coordination and planning meetings related to the current "study, service, and fellowship model". Further, discuss opportunities for expanding the class space for our growing classes;
- Teachers and class members will arrange annual socials and class service projects;
- Make available in our library an appropriate selection of Christian-based books to help meet the needs and enjoyment of our Congregation;
- Maintain a quiet atmosphere for selecting reading, visual and audio materials in the library;
- Rotate new and timely library displays to enlighten and encourage our members' usage;
- Keep an available list of new books which are on the shelves in the library;
- Use the Church Newsletter for monthly articles highlighting selected library books;
- Continue an interesting monthly book selection for the Books & Scones group;
- Have periodic training sessions with volunteer workers in the library; and
- Continue with the new donations policy for the library.

### **Congregational Support:**

- Communicate with and support each of the committee chairs and committee volunteers;
- Assist in enlisting new volunteers for the committees;
- Serve as the liaison between the committees and the Board of Trustees;
- Pray for each committee volunteer that they might be the arms of Jesus in this time and place.

### **Business Management/ Finance:**

- Ensure each department maintains and follows current and relevant policies and procedures;
- Arrange for an annual audit to be made of the Church's financial record;
- Monitor on-line giving usage and provide summary usage information to the Board;
- Work with all departments to develop a prudent, reasonable budget to support the Church's annual operations and annually submit for Board of Trustees and Congregation approval;
- Prepare monthly financial reports for the Board of Trustees approval;
- Monitor the Church's bank accounts to assure that the funds are fully insured;
- Continue to update the rolling 5-year budget for capital improvements and major outlays of Church funds. Recommend the transfer of funds from the Operating budget to other designated funds as appropriate.

### **Buildings:**

- Consult regularly with our maintenance employees to address maintenance discoveries as they are made;
- Additional roof repair needs have been identified and contractors contacted for remediation;
- Wooden retaining wall under our porte-cochere will be replaced;
- Classroom doors on the north side of the Education building have rusted. Replacement with aluminum doors identical to those installed in 2016 is planned;
- Air conditioning replacement of the music building unit is planned.

### **Grounds:**

- Install carriage lights on the north side parking lot for safety;
- Complete re-stripping of parking lot;
- Remembrance garden to utilize help from Master gardener group to update the garden into a butterfly garden to attract migratory Monarchs;
- Tree and brush trimming.

### **Long Range Planning:**

- The Long Range Planning Committee will be involved in executing the sanctuary refresh, reviewing the progress made.

### **Personnel:**

- Work with the new staff and associated board members to assure the best possible working relationships;
- Encourage staff development by conducting mid-year and year-end reviews;
- Ensure the personnel committee is appropriately staffed;
- Distribute, collect and tabulate the annual employee performance reviews from the Board of Trustees;
- Work with business management to assure all employee job descriptions are current;
- Work with finance to establish the 2019 personnel budget.

### **Public Relations:**

- External publicity and advertising: Create public awareness of Church events through articles and advertising in local media;
- Work with Pastors, staff, and lay members to develop a monthly calendar of articles and advertising following the Liturgical calendar;
- Work with Board chairpersons, Membership, Outreach, Special Events, and Benevolence on Facebook updates and published articles on current events;
- Responsible for design and coordination of external advertising.

### **Security:**

- Safety. Our sole priority is to continue to maintain a safe environment in order to protect all constituents, staff and visitors, but also, to do all that is possible for those in attendance to feel secure and safe, with the least amount of intrusion into their worship, learning experience and/or fellowship time.
- Our committee will continue to consider ways to improve upon the current model and determine if there are better, more effective and cost-efficient ways to keep our campus totally safe.