
**FIRST PRESBYTERIAN CHURCH
ARLINGTON**



2012

**Annual
Report**

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PASTOR

At a Presbytery meeting I attended some years ago one of the speakers posed a question that had to do with our church's relevance to our surrounding community. The question he posed to us was, "If your church disappeared tomorrow, would anyone in the community miss it?"

The question gave me a lot to consider. I suppose some persons would notice the absence of a nice, attractive building that was surrounded by a large, open green-space. A few folks would miss the free parking spaces which they use on a regular basis, despite the signs that threaten to have their cars towed. Still others would miss the place where they walk their dogs.

What else might people miss?

The answers to that question can be found in the following reports from the various ministry teams of our church. Here you will be reminded of all sorts of ministries and programs that make this church a living, active and involved community of faith. You will find out who is in charge of what and how you can best put your talents and passions to work in ways that have an impact in our community. Here you can see how what you give in support of the church is making a difference in the lives of persons all across Northern Virginia and beyond.

All of these reports tell a story of a congregation that is active, growing and working hard to carry out the mission God has given us. I have no doubt that if First Presbyterian disappeared tomorrow, there would be a sizeable hole in the fabric of the Arlington community. Thankfully with your continued involvement and by the grace of our Lord Jesus Christ, our future remains solid.

I'll see you in church,

Bryan H. Mickle

Bryan Mickle, pastor

**DIRECTOR OF CHILDREN'S MINISTRY
WITH CHILDREN AND YOUTH MINISTRIES TEAM (CYMT)**

Overview of 2012 accomplishments: This year the Team built on successful structure for children ages 3 through middle school, launched a year-long confirmation class and hired a long-sought-after Youth Director.

Young Children: In the nursery, a new childcare provider, Zina Abdulrahman, was hired to replace Gladys Romero who retired this year. The parent-led "Little Lambs" class for two- and three-year-olds was continued, and CYMT continued to provide worship enhancements such as books, children's worship bulletins, and Time with Children. Amanda Esacalante was to serve as a second adult during Bridges to Worship in order to free up parents to enjoy an uninterrupted hour of worship. Thanks to Daniela Yun for leading this area.

GodVentures: A robust rotational Sunday School program which serves the largest number of children (Pre-K through Grade 5) in our ministry continued to flourish. Each Sunday morning, GodVentures students learn Bible stories through four interactive workshops led by teachers and adult shepherds. Special Sundays included presentations such as the Mission class, led by Senior Youth featuring slides of their summer mission trip, and the Stewardship Rally Time when Rob Tobiassen explained the concept of good stewardship in an engaging and age-appropriate way. Thanks to Quynh Bain for leading this big part of the ministry, and to our Lead Shepherd, Aromie Noe.

Middle School Youth: Michael and Mariana Long have continued to provide an invaluable experience to our middle schoolers (Grades 6 & 7), focusing on church history in the spring of 2012 and then starting again with books of the Bible in the fall. They also chaperoned students on the Massanetta Springs Middle School Retreat over the summer and led a ropes course team-building outing for their class to kick off the church school year. Over a weekend in January, our Middle School students and their parents attended a Sexuality Workshop led by a presbytery facilitator. Thanks to Sally Gousen and Ed Clarke who served as counselors for the weekend.

Confirmation Class: New this year is a year-long confirmation class (grades 8 & 9) which is comprised of classes taught by elders, Pastor Bryan, and other leaders in the church; field trips (like visiting other houses of worship); and service projects (e.g. an upcoming event to benefit the Arlington Food Assistance Center). Thanks to Julie Bosland for coordinating and shepherding this class with Jeff Noble, Louise Shutler, and Lynda Hill.

Senior High Youth: Hanna Eun continued to lead the Senior Youth (grades 10-12). She and Pastor Bryan went on a mission trip with seven of our Senior Youth to Philadelphia. Many of you were in church when these young men spoke movingly about their experiences on this trip. Finally, we excitedly welcomed Amy Smith into our midst this fall as the long sought-after Youth

Director! Amy has hit the ground running; organizing activities, regular Sunday evening fellowship, and getting to know the kids. Thank you to Amy, as well as Hanna Eun, who has invested countless hours in building this group to what it is, and David Graceson for serving as Youth Liaison for CYMT.

Music: We made a joyful noise to the Lord through Children's Choir and the Very Cool Bell Choir (VCBC). The children have shared their musical gifts in worship throughout the year, even teaming-up twice with the "grown up" choir. Our musicians anchored both a special service led by children and youth in May as well as the family-friendly Christmas Eve service. These special worship experiences not only build the children's musical skills, but they also help young people build their spiritual muscles by planning and leading worship for others. Special thanks to "Miss Janis" McCollim, the children's choir director and Janet Pence, the VCBC director, both of whom also serve on CYMT.

Special Events: The CYMT hosted a festive Fat Sunday pancake breakfast, displayed "peeps" dioramas depicting Bible stories, hid over a thousand eggs for the children on Easter, organized Children and Youth Sunday in May, helped children "splash into summer" at the annual church picnic, welcomed families back in September with an Olympic-themed Rally Day, and organized the Christmas Eve service for young children. Many people led individual events, but thanks to Elizabeth Freidberg for being the primary behind-the-scenes coordinator for all of these.

Volunteers: The team recruited approximately 100 volunteers to support the growing children and youth ministries. Thank you to Quynh Bain for doing yeoman's work with this task. The team also hosted a volunteer appreciation coffee hour in May, an Evaluation Breakfast for volunteers in June, and provided a volunteer training breakfast in September led by Maura Lensink. We look forward to offering a training workshop for parents and volunteers led by Mary Vandevanter, LCSW, in early spring 2013.

Plans for 2012: The team's goals for 2012 include: Providing more professional training for our dedicated volunteers, looking carefully at our ministry to ensure we are not burning out our volunteers, continuing successful programming for our children and continuing to invest in and support our programs for Youth.

Overall, special thanks to: Director of Children's Ministry, Elizabeth Freidberg, Director of Youth Ministry, Amy Smith, outgoing chair David Graceson, Elder Debra Fowler, and all the CYMT members and dozens of adults and youth volunteers who make this program the vibrant, dynamic ministry that it is!

Respectfully submitted,

Jennifer Allen, CYMT Chair

CLERK OF SESSION

ACTIVE MEMBERS DECEMBER 31, 2011.....231

GAINS.....9

New Members:

- Annette Benbow
- Mark Benbow
- Andrea Brouillette-Rodriguez
- Mary Jean Bruno
- Michael Bruno
- Margaret Gerhardt
- Alice Gillespie
- Kevin Johnson
- Diana Warmann

Affiliate Member

- Blair Moorhead

LOSSES.....6

By Letter of Transfer:

- Sara DeWitt Henry

Deaths:

- Cynthia Bolbach
- David Hedges
- Viola Julian
- William Uttley

Inactive Roll:

- Daniel Butler

ACTIVE MEMBERS DECEMBER 31, 2012.....234

Martha De Lanoy Curry
Clerk of Session

BOARD OF DEACONS

What we accomplished in 2012

- Provided care for the congregation through the Congregational Care Groups. Maintained regular contact with members with special needs and provided meals, transportation, funds, and other support as needed.
- Sent cards to members of the Congregational Care Groups to introduce them to their deacon.
- Continued using Lotsa Helping Hands website to organize care needs for the church, including meals and transportation.
- Hosted two Care Group Luncheons in March and May as a means for members to get to know each other better.
- Hosted funeral receptions for members of our church and their families who passed away, including Dorothy Eastling, Bill Uttley, Betty Kilgore, and Cindy Bolbach.
- Held the first annual Deacons' Doughnut Fest on November 4 as a chance for the deacons to check in with their Care Groups.
- Hosted the church's Christmas Caroling event on December 9. Teams of carolers visited homes of older members and finished the evening with chili and cornbread at the church.
- Recognized the hard work the Session and Trustees are doing by bringing refreshments to their September and November meetings respectively.
- Provided a Deacon representative to the Nominating Committee to select new church officers (trustees, deacons, and session) for the 2012-2013 year.
- Prepared and served communion at the 8:30 and 11:00 services, and delivered worship service flowers to those celebrating a joyous occasion or in need of comfort.

What we planned for, but missed doing

- N/A

Plans for 2013

- Continue caring for the congregation through the Congregational Care Groups.
- Host Care Group Luncheons as a means for members to get to know each other better.
- Host the annual Christmas Caroling event in December.
- Provide a deacon representative to the Nominating Committee.
- Prepare and serve communion monthly during from September to May and bi-weekly during the summer
- Deliver worship service flowers to those celebrating a joyous occasion or in need of comfort.
- Recognize the choir's service at a coffee hour in January.
- Host the second annual Doughnut Fest this coming fall.
- Support Congregational Life in their efforts to update hospitality furnishings and equipment, including tables and coffeemakers.

The Deacons wish to thank:

- Linda Hardy for coordinating and planning the annual Christmas Caroling and everyone who supported the Caroling through songs, food, and fellowship.
- Those who helped to prepare and deliver meals for members who were sick or recovering, and for providing transportation to members in need.
- Those who provided food for the funeral receptions honoring our members who passed away this year. We are especially grateful for the many volunteers who helped with the reception for Cindy Bolbach.

Respectfully submitted,
Martha Taylor, Moderator

BOARD OF TRUSTEES

INTRODUCTION

Throughout 2012, the Trustees worked to maintain and improve the building and grounds of First Presbyterian Church as a place for worship, learning, and fellowship. While much was accomplished, the year was not without its challenges. Weather events, changing building codes, wear-and-tear, an aging building, an HVAC system well past its recommended life, and road projects threatening the Church's trees all occupied the Trustees' time in 2012.

ACCOMPLISHMENTS

All Hands Work Day

On May 12, 2012, the Trustees welcomed the assistance of church members of all ages to improve the church and grounds. The congregation organized the storage closet off the social hall, changed light bulbs, pulled weeds, painted bathrooms, planted three new trees, and contributed in dozens of other ways. The Trustees are grateful to all those who participated, and we look forward to even greater participation in 2013.

Parking Lot Expansion

In March of 2012, the Trustees expanded the parking lot by straightening out a previously diagonal section of the pavement. The work resulted in 20 additional spaces.

IT Modernization and Google Apps Migration

The Trustees have migrated their recordkeeping and information sharing systems to the FPC Google Apps platform. The new portal (<http://trustees.fpcarlington.org>) contains live calendars of all Trustee activities, including the weekly Trustee-on-Duty assignments. All Trustees now have "@fpcarlington.org" email addresses for conducting official church business, including when interacting with outside vendors. In addition to archived minutes and contracts, the portal also facilitates interaction with the Congregation through a ticket tracking system, described below. The Trustees have also adopted an Acceptable Use Policy for Church IT Resources, and recommended the creation of a new Church Information Officer (CIO) position, currently held by David Green.

Tickets

Through bulletin announcements and emails, the Congregation has been encouraged to email Trustee-related requests to trustees@fpcarlington.org, which has been active since June 2012. Each request is automatically numbered and then manually assigned to a Trustee team. For the seven months ending December 2012, Trustees received 44 unique requests and have resolved 34 of them.

HVAC System

Early in 2012, the Trustees transitioned to a new HVAC contractor, Capitol Boiler Works. The Trustees have received high-level estimates from Capitol Boiler Works for upgrading the boilers and chillers. A complete audit of the HVAC systems and their components was completed. The

audit and the new estimates led to the development of a roadmap for managing long-term upgrades.

Preparation and Clean-Up for Storms: Derecho and Sandy

The church experienced multi-day power outages from both the summer Derecho and Superstorm Sandy. Tenant use (including Head Start) of the building was negatively impacted in both cases. Some plaster also suffered minor water damage, though the building itself escaped major flooding. In response to the storm, the Trustees have adopted new lockdown procedures, including bringing in unsecured furniture and photographing critical building areas for insurance purposes.

Brought Building up to Code

In the spring of 2012, Arlington County notified the church that our backflow preventers did not satisfy the building code. Backflow preventers protect the freshwater system from contamination. Trustees contracted with a vendor to correct this violation at a cost of approximately \$3300, and the building was brought up to code.

WHAT WE PLANNED BUT MISSED IN 2012

Several repairs to the sanctuary were originally planned for 2012 and have been delayed until early 2013. The work includes repair/replacement of the steeple lights, repair to the sanctuary roof, and repair of the plaster in several places in the sanctuary. Additional damage caused by the Derecho and Hurricane Sandy made it necessary to obtain additional estimates and reconsider the scope of work. In addition, two trees planted during the spring work day will need to be examined and probably replaced. The Trustees had also planned to build a dumpster pen, a project that was delayed.

FUTURE WORK

In order to comprehensively address the needs of an aging facility, the Trustees have transformed their capital expenditure plan into a 5-year strategic plan, to be presented as a separate document.

The Facilities Team plans to relay the sanctuary carpet, repair the downstairs men's bathroom, replace the sanctuary roof, repair the plaster in the sanctuary, and repaint the kitchen cabinets, as well as replacing two exterior deadbolts. In 2013, the Grounds Team plans to replace two trees, create a fenced area for a larger dumpster that will result in savings for the church. The Systems Team will complete the repair/replacement of the steeple lights, implement a new fire alarm system in the church, and develop a plan and schedule for upgrading the chillers and boilers. Plans are also underway for a sound system for the Social Hall, a joint project with the E Team.

While strategic planning advances, the Trustees will continue to respond to the requests and needs of the congregation as well as tenants using the building. We welcome the input of members as well as their active participation in maintaining and improving the physical space at First Church. Please contact us at trustees@fpcarlington.org.

ADMINISTRATION MINISTRY TEAM

What We Accomplished in 2012:

Facility Use: The Team continued to promote sound stewardship in the use of our church facility. In January, the session approved a new facility use policy that reflects the new legal status of the church as a corporation, strengthened liability provisions, and updated security provisions. The Administration Team subsequently executed new contracts with all tenants to reflect the updated policy. Two bridge groups stopped using the church, but in September, we were pleased to welcome Iglesia Cristiana Libertad sin Fronteras, a congregation that holds worship services here on Saturday and Sunday evenings.

Security: In coordination with the building Trustees, the Team completed re-keying of the external doors. The Team provided training on the security system to church staff, officers, and volunteers, as well as designated tenants and repair/support personnel who require direct access. We also established procedures for controlling the distribution of exterior door keys and for the assignment of pass-codes. Of course, the Team also responded to multiple (thankfully, false) alarms and learned how to manage the security system settings more effectively.

New Church Administrator: In July, our church's former Church Administrator, Nancy Manning, accepted a new position. With the support of the Personnel Committee, we successfully recruited Valerie McCray, who came on board at the end of August. While we miss Nancy and her contributions, we are very pleased to welcome Valerie to our staff. Thanks to John Leeper, Georgine Neuriter, Alma Noble, and Marty Orth for helping with interviews.

New copier for the Church Office: With the help of Nancy Manning who collected vendor information, the Administration Team replaced the two copiers in the church office with a single, more current model. The move significantly reduces our copier lease costs while providing expanded capabilities.

The Team thanks all the Trustees, Nancy, and Valerie, for their time and energy in supporting our initiatives.

What we planned for but missed doing:

The Team planned to make church policies clear and accessible to all members and users of First Church. However, the Evangelism Team is redesigning the church's website and we decided it made more sense to wait for 2013 and use the new capability that the website will provide.

Plans for 2013:

- Examine how church parking space is used during weekdays and whether the use may provide an income opportunity.

- As the church website is updated, explore how we can make church policies available to members.
- Begin digitizing historical church records. Many unique archival records are aging and need to be preserved. This will offer a volunteer opportunity for members willing to help, using the scan capability on the new church copier.
- Work with the Church Administrator to organize and update current church records.
- Review the church's insurance policy to ensure it covers current, adequate coverage.
- Continue to promote and manage use of the First Church facility by both church members and outside community groups. The team ensures the facility is used in a manner that supports the mission of First Church while providing income.
- Continue to manage the church security system. We will manage access and coordinate with the Trustees to identify and address vulnerabilities.

Your Administration Ministry Team: Gloria Sochon (Chair), Midge Curry (Co-Chair), Frank Jaeger, Kyle Longton, and Greg Morris.

ADULT SPIRITUAL GROWTH MINISTRY TEAM

In **Winter and Spring (January through May)** we had two long classes: *Presbyterian Practices and Beliefs*, led by Pastor Bryan Mickle, and *Liberation Theology*, based on Elizabeth Johnson's book, *Quest for the Living God*, led by Jeremy Ridenour.

We also offered several shorter classes:

- *Sacred Poetry*, led by Wells Burgess (January 22, and February 5, 12)
- *How many light bulbs does it take to change a Presbyterian?* Led by Helen Schwartz and Kathleen White with a focus on living green (February 26 – April 1)
- *Created and Called, Discerning your Spiritual Gifts*, led by David Rich (April 15 through May 13)

Fall 2012

The fall church retreat was held at Massanetta Springs in Harrisonburg, VA

Our fall classes included:

- Pastor Bryan Mickle taught a class on parenting
- April Armstrong taught a class on the Beatitudes
- On December 2, we sponsored two Presbyterian authors: MaryAnn McKibben Dana and Ruth Huizenga Everhart for a reception and discussion of their books.
- On Sunday, December 23rd, Bryan Mickle led a discussion on biblical birth narratives.

Small Study Groups:

- **Tuesday Morning Men's Study Group**, led by Bryan Mickle, meets weekly at 6:30 am.
- **The Church Ladies Book Club** meets monthly. The group meets monthly in someone's home. Another person leads the discussion. The group brings salads and other food to share. This year the group read the following books:
 - *Things Fall Apart* -- Chinua Achebe
 - *The Last Week* by Marcus Borg and Dominic Crossan
 - *Room: A Novel* by Emma Donoghue.
 - *State of Wonder* by Ann Patchett
 - *When Things Fall Apart* by Pema Chodron
 - *West with the Night* by Beryl Markham
 - *The Immortal Life of Henrietta Lacks* by Rebecca Skloot
 - *After the Quake* by Haruki Murakami
- The Women's Circle meets on the second Thursday of the month at 12:30 in the parlor. This year the group read *Confessing the Beatitudes* by Margaret Aymer, and is working on a study of the general epistles.
- **Exploring Christian Faith and Theology** met regularly from January through May for a

discussion of ***The Screwtape Letters*** led by Jeremy Ridenour.

- The **Young Adults** meet once a month

All of these exciting opportunities could not happen without the hard work and dedication of our teachers and leaders, as well as the ASG Team members: Jocelyn Bauer, John Dobriansky, and Diana Warmann.

Respectfully submitted,

Cathryn Thurston and Susan Graceson

CONGREGATIONAL LIFE MINISTRY TEAM

The Congregational Life Team has had a busy year providing leadership for a number of fellowship events for the church and providing assistance to other teams for additional events. In January, the Team worked with the Mission Team to provide a reception after the benefit concert to support relief efforts after the Japan earthquake and tsunami. Our annual Palm Sunday brunch served about 120 people ham and side dishes and of course, desserts, and was great fun. Finally, we kicked off summer in June with the annual church picnic out on the lawn, complete with great chicken, yummy side dishes and fun games using our beautiful green space. Many thanks to all of the volunteers who served, cleaned up, and brought food for helping make all of this happen!

The Team kicked off the fall with two events. We organized the second annual outing of First Church members to a Labor Day Nationals game. We had over 40 attendees and had a lot of fun, and the Nationals returned the favor by winning. The Team hosted an ice cream social to celebrate Rally day and the beginning of the regular program season for the church, dishing out over 100 servings of sugary confections.

The Thanksgiving potluck Feast on November 18 was a great success this year. We hosted so many people that we actually wondered at some points whether there would be enough seats. The event called upon many volunteers from the Congregation and friends, who not only prepared marvelous food, but lent their energies to setup, provide kitchen help, serve and cleanup. Again, many thanks to all who helped and a special thanks to those who cooked all of the turkeys.

Throughout the year, the Team has organized and facilitated the weekly coffee hours and pitched in for special coffee hour celebrations, including most recently the Alternative Christmas Fair. We are ably assisted in all our kitchen-related endeavors by staff member Jeaneth Andrade as well as by the weekly food donations brought by church members and friends.

This year, the Team plans to continue all of the events described above and hopes to add some additional ones. All ideas are welcome!

Congregational Life Team

Wells Burgess (Elder), Jane Dunphy, Margaret Gregory, Anne Horton, Juanita Jernigan, Louise Shutler, and Alicia Perez

EVANGELISM MINISTRY TEAM

What We Accomplished in 2012:

- Welcomed 9 new members in 2012.
- Designated March as the month for emphasis on Membership. For four Sundays, various members gave “A Moment for Membership” talks at the 8:30 a.m. and 11:00 a.m. services, sharing what becoming a member has meant for them.
- Continued to host three “Discovering First Church” meetings yearly, designed for new members and those considering membership so they can meet various church leaders in an informal setting and learn more about the various teams and activities for greater involvement in church life. These get-togethers occur roughly quarterly and include a light lunch after 11:00 worship. The feedback about the informational materials distributed at the DFC meetings has been positive and the feedback from attendees has been very positive.
- Continued to include in each Sunday’s church bulletin a welcome message to visitors and an email and phone number so they can make contact with the church if they wish.
- Continued to respond to visitors who provided an address, email, or phone number in the red pew pads to thank them for joining us and to encourage them to come back and learn more about First Presbyterian Church, Arlington.
- Gathered input from members for updating the church website, researched website designers, and selected a website designer experienced in designing church websites. Continued to work with designer for finalization of design and input of content. One of the requirements for the new website was “ease of updating.” Once the redesigned website is ready, the church administrator and various church leaders will be trained in updating the website.

What We Planned for, but Missed Doing: N/A

Plans for 2013:

- Continue to host quarterly “Discovering First Church” meetings with new and prospective members. Continue other welcoming activities (church bulletin welcome notices, responding to visitors providing contact information, displaying attractive banners on church property).
- Dedicate a Sunday or Sundays honoring our most recent new members.
- Launch the redesigned website and train church administrator and other church leaders on how to update information on it.

Words of Appreciation For: Team members Warren Ellsworth and Caroline Barry Green for their continued efforts in all of the activities mentioned above, with special thanks to Warren for all the hard work associated with updating, acquiring and hanging the church banners. And as always, many thanks to all of you who so warmly welcome our increasing number of visitors. The friendliness of the congregation is one of the top three reasons people come back after they visit a church.

MISSION TEAM

"I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me." (Matthew 25)

In response to Jesus' call, First Presbyterian of Arlington has established a long history of mission focused on giving and activities. We financially support Presbyterian missionaries and local food and homeless programs, as well as provide English classes for the community, while educating our congregation about mission related issues all year long.

This year, we are focusing on the local and worldwide issue of hunger. Members of the Mission Team:

- Gave Minutes for Mission during services relating to local, state, national and worldwide hunger.
- Hosted a Hunger Banquet in September which was attended by 85 people and raised \$484 for AFAC in spontaneous donations.
- Continued monthly AFAC food collection. First Church collected hundreds of pounds of food as well as over 70 reusable shopping bags for clients to carry home their food.
- Made & delivered Bagged Meals for ASPAN (Arlington Street People's Assistance Network)
- In addition, the young Quarter Lifers adult group participated in Crop Gleaning for AFAC.

In addition, we also:

- Hosted the annual Alternative Christmas Market in December with the most vendors we have had to date.
- In coordination with Carol Sikkelee, held a benefit concert in January. \$5,000 was raised for the Red Cross for Japan and US cities with floods and tornadoes.
- Conducted an English as a Second Language (ESLIM) program during Winter and Fall semesters for 30 and 35 students, representing 23 different countries.
- Regularly sold Just Coffee to support coffee growers in Mexico.
- Budgeted FPC's financial support for a variety of local and international programs (see this year's annual report for the groups we support).
- Provided in-kind support for AMEN, Head Start and Meals on Wheels (these groups use our church facilities daily).

Plans for 2013

The Mission Team is planning a mission trip to eastern Kentucky to work with Haven of Rest which serves the visiting families at the Big Sandy Federal Prison. During the trip we will also learn about coal mining and mountain-top removal. Come learn more about it at the information meeting on February 17th after the 11:00 service.

We are planning another benefit concert in with Carol Sikkelee for November, and possibly others in the spring as fundraisers for the mission trip.

We are looking into planting a vegetable garden somewhere on the church grounds to support AFAC.

The Mission Team includes Alma Noble (who is ending a long and fabulous "mission career", but will not be far from our hearts), Andrea Longton, Ann Klofkorn-Bloom, Anne DeLanoy, Audrey Morris, Austin Wiehe, Beth Outtersen, Bill DeLanoy, and Claire Noble. We thank Pastor Bryan for his guidance, Jennifer Swanson for her writing and editing skills, Barbara Radwan for all the schlepping of bagged meals and food to AFAC, and Kathy Kobe for her budget help. A heartfelt thanks to all of the member missionaries of the FPC, who help make all of our mission work possible.

Respectfully submitted,

Dana Edwards

Elder for Mission

PERSONNEL MINISTRY TEAM

What we accomplished in 2012

The committee hired four new staff members in 2012: Valerie McCray as Church Administrator, Amy Smith as Youth Director, Zina Abdulrahman as Child Care Worker, and Jeaneth Audrade as Coffee Hour Host. Amanda Escalante was also hired as a Child Care Worker, having previously served as Coffee Hour Host.

We saw the departure of Nancy Manning (Church Administrator) and Gladys Romero (Child Care).

For the remaining staff (Director of Music, Director of Children's Ministries, Organist/Assistant Music Director, and two Child Care Workers) we conducted annual reviews and completed revisions for each job description.

The Personnel Committee, with help from the Pastor, drafted a Personnel Policies document, which the session approved with immediate effect. This document codifies and standardizes the committee's responsibilities, expectations, and procedures for personnel matters.

What we planned for but missed doing

We discovered that the Pastor-Head of Staff position does not have a job description; this is important because the annual performance review makes reference to that job description. The Personnel Committee will draft a job description, with the help of appropriate ministries and teams, for approval by the session in 2013.

Plans for 2013

In 2012, the Committee will continue management of the church's personnel needs, both ongoing support for current employees and assisting with the hiring process for vacancies which may arise.

The Personnel Committee will also conducted preliminary reviews of the five newly-filled positions in early 2013, and annual reviews for the full staff in fall.

The Personnel Ministry Team

Team members include Paul Weddle, John Leeper, Martha Orth, Georgine Neureiter, Alicia Perez-Arrieta, and Miles Townes.

STEWARDSHIP AND FINANCE MINISTRY TEAM

What we accomplished in 2012

The Stewardship and Finance Team (SFT) is responsible for many aspects of the financial affairs of First Church. The annual stewardship pledge campaign is our principal effort. Other accomplishments during the year included our recommendations to the Session for approval of special offerings and fundraising events by groups within First Church; overseeing the Financial Secretaries counting the Sunday service collections; preparing the annual budget for approval by the Session and reporting on it to the congregation at the annual meeting; managing the reserve funds for First Church and setting the investment policies; and guiding the appropriate uses of the Memorial Fund. Finally, the SFT is responsible for the review of the financial books and accounts of First Church as required by the Book of Order (G-3.0113) each year by a public accountant or a committee of members versed in accounting practices. The SFT is planning this annual audit.

The SFT obtained Session approval this year of the establishment of a Planned Giving Program and Permanent Endowment for First Church. Essentially, a Permanent Endowment Fund was approved by the Session that will have four component categories: Building and Grounds, Worship and Christian Education; Mission; and General Purposes. The Planned Giving Program offers additional gift opportunities that include lifetime gifts that provide income to the donor and residual income to First Church. The SFT met with the Presbyterian Foundation which will manage some of these investments and funds. Others will be self-managed by First Church.

We opened the year with a modest budget deficit of \$4,629 and closed the year with a \$42,988 surplus. Special offerings for 2012 were the initial offering envelope (\$365), per capita envelope (\$1,138), Pentecost Offering (\$645), One Great Hour of Sharing (\$4,911), Peacemaking (\$1483), Christmas Joy (\$4319). Additional special donations were raised in January for hurricane victims and Japanese disaster victims of \$1502.

Plans for 2013

There are two principal initiatives for the SFT in 2013. First, the SFT is developing an educational outreach plan to introduce members and friends of First Church to the Planned Giving Program and Permanent Endowment Fund. Second, the SFT is developing a proposal on a Capital Campaign to present to the Session for approval and implementation. A Capital Campaign would be carried out by a special committee established by the Session and would not be a project of the SFT.

Thanks

During this year we had the dedicated service of many people. SFT members were Rob Tobiassen, Chris Taylor, Andy Foy, Sally Goshen, Peter Lipsett, John Yun for part of the year, Church Treasurer Kathy Kobe (to whom very special thanks must go) and Pastor Mickel. Financial Secretary services were generously given by Clint Brass, Bill Freeborne, Juanita

Jernigan and Gloria Sochon, along with Judi Armington for her back up support. Finally, without the very able office assistance of Nancy Manning and Valerie McCray and the Trustees, we would not have accomplished so much.

WORSHIP MINISTRY TEAM

What we accomplished in 2012:

The Worship Ministry Team has been responsible for ensuring that the worship experience at First Presbyterian Church, Arlington, VA is one that is fulfilling for the congregants and that shows praise to God. In order to do that, the Team has worked with the pastor and staff to provide inspired preaching, excellent music, dynamic worship services, and opportunities for spiritual reflection and renewal at two worship services each Sunday from January through May and September through December – with one service during the summer months and on some special occasions. Under the capable and talented leadership of the choir director and organist, the choir, soloists, instrumentalists, and ensembles have provided music for the worship services and for special services during Christmas and Holy Week. Guest musicians have enhanced the worship services on several occasions during the year. Lay leadership in worship has been encouraged, including the leadership of the young people of the church. Members of the team have participated in orientation for new members. The ushers have been more fully included in the work of WMT, with representation from the usher board on the Team. The ushers have recruited and trained new ushers, provided additional training for all ushers, and continued their safety patrol function during worship services. This year, WMT is once again producing an “in-house” Advent devotional booklet, with the reflections written by members of the congregation. We are grateful for these contributions of time, effort, and spiritual insight that have been provided by our congregation.

What we planned for, but missed doing:

For several months WMT has discussed a new format for the worship bulletins; that is an ongoing discussion. We also formed a committee to look into and make a recommendation regarding the new Presbyterian hymnal. That committee will continue its work in 2013.

Plans for 2013:

In response to a request from the Stewardship and Finance Team to develop our budget narrative around “aspirations”, the WMT has decided to introduce new elements of worship in our Sunday morning services. We plan to begin with using clowning early in February; then we will chant the Psalms during Lent worship services; and will use liturgical dance during the Pentecost service. We may have other new elements during the year. As we evaluate these new experiences we may ask for congregational feedback to determine if we should use some of them more often. In addition to our responsibilities concerning the actual worship services, WMT has several things planned for the coming year, including recruiting and training of liturgists, introduction of the new hymnal, and ongoing discussions and recommendations concerning the bulletin. We plan to continue to support the Mission Team with its focus on hunger during 2013.

Thanks: WMT wishes to thank all of those who have participated in worship during the past year, with special thanks to liturgists and those providing the music. Special thanks also go to

those who have provided leadership from the pulpit when the pastor has been away, including The Reverends Madeline Jervis and Donna Weddle. Thanks also to Jocelyn Bauer for recruiting liturgists.

Respectfully submitted; Worship Ministry Team, Doris Mabrey, Chair, Halsey Rogers, Georgine Neureiter, Bill Freeborne, Juanita Jernigan, John Antonelli, and The Rev. Bryan Mickle

NOMINATING COMMITTEE

What we accomplished in 2012

The Nominating Committee sought to fill four vacancies on session, five vacancies on the Board of Deacons, and five vacancies on the Board of Trustees. Of the deacon vacancies, two were filled by recommitment: Jessica Panfil and Ann-Bailey Lipsett.

For the session vacancies, Susan Graceson, Cathy Thurston, Wells Burgess, and Debra Fowler were nominated, elected, and ordained.

For the remaining deacon vacancies, Ed Milton, Meg Sherwood, and Jeff Noble were nominated elected, and ordained. In 2011 the Nominating Committee stated as a goal for 2012 its desire to see more men elected as deacons; this goal was met with the addition of Ed and Jeff to the board.

For the trustee vacancies, Kyle Longton, Bill Freeborn, Chris Bosland, and Clint Brass were nominated and elected as trustees. The trustees have one unfilled vacancy.

What we plan for 2013

The Nominating Committee will again seek officers for the church to replace those whose terms expire in 2013.

The Nominating Committee

Nominating Committee members in 2012 included Miles Townes, Marty Orth, Anne-Bailey Lipsett, Lynda Martin, Jean Vallianos, Marianne Okal, and Chuck Bean.

TREASURER

See separate report

FIRST PRESBYTERIAN CHURCH
Balance Sheet
December 31, 2012

GENERAL FUND

ASSETS

Checking Accounts

Wells Fargo Checking Account (money market fund)	95,557
Wells Fargo Corporate Checking	6,428

Investment Accounts

Vanguard Fund	
Prime Money Market Fund	<u>74,245</u>
	74,245

TOTAL ASSETS 176,230

OTHER LIABILITIES AND DEDICATED ACCOUNTS 78,115

NET ASSETS 98,115

LONG TERM FUND

ASSETS

Investment Accounts

Vanguard Funds	
Prime Money Market Fund	47,654
Inflation Protected Securities Fund	150,451
Intermediate Treasury Bond Fund	123,262
S&P 500 Index Fund	<u>175,092</u>
	<u>496,459</u>

Mortgage Loan to the Mickles 42,891

TOTAL ASSETS 539,350

NET WORTH 637,465

FIRST PRESBYTERIAN CHURCH
Budget for
2013

	2012 Budget	Preliminary 2012 Actual	2013 Budget
INCOME			
Contributions			
Current Year Pledges	430,000	435,671	430,000
Plate Offerings	35,500	39,713	36,900
Per Capita Payments	1,000	1,138	1,100
Initial Offering	<u>200</u>	<u>365</u>	<u>350</u>
	466,700	476,886	468,350
Interest Income	1,134	1,171	1,100
Miscellaneous Income	<u>-</u>	<u>-</u>	<u>-</u>
Income of the Noncorp Entity	<u>467,834</u>	<u>478,057</u>	<u>469,450</u>
EXPENSES			
Mission			
AACH Homeless Coalition (Sullivan House)	500	500	1,000
AFAC	1,000	1,000	1,000
AMEN	1,000	1,000	1,000
Arlington Interfaith Council	200	200	200
Arlington Street Peoples Assistance Network	1,000	1,000	1,000
Presbyterian Benevolence Programs	24,000	24,000	24,000
Bread for the World	500	500	500
Doorways	450	-	500
Covenant Network	200	200	200
Culpepper Gardens	500	500	500
ESL and Immigrant Ministries	1,000	1,000	1,000
Fair Trade	500	500	500
Frontera de Cristo	2,000	2,000	2,000
Heeding God's Call			500
Homeless Bagged Meals	1,350	1,350	1,000
Ingleside at Rockcreek (Presb Home)	500	500	500
Mission Trip	2,000	2,000	2,000
Missionary Support	4,000	4,000	2,000
New Initiatives	700	1,050	700
Presbyterian Women Worldwide	-	200	-
Save the Children			500
Share Our Strength			500

Special Mission-International	1,500	1,500	3,400
Special Mission-Community	2,000	2,000	3,900
SOME (So Others Might Eat)	-	-	1,000
	<u>44,900</u>	<u>45,001</u>	<u>49,400</u>
Stewardship			
Stewardship Campaign	200	132	200
Stewardship Expenses	<u>450</u>	<u>530</u>	<u>500</u>
	650	662	700
Worship			
Choir Robe Upkeep	300	605	600
Devotional Material	250	325	250
Funeral Organist	600	250	800
Guest Ministers	1,000	1,250	1,000
Maintenance-Organ/Piano/Audio	3,100	2,325	3,500
Music Program	2,800	3,390	3,000
Sanctuary Materials	700	468	700
Worship Events	<u>400</u>	<u>50</u>	<u>500</u>
	9,150	8,663	10,350
Children/Youth Education			
Confirmation -- Chaperones (retreat)			350
Confirmation -- Confirmands (\$40 subsidy)			360
Confirmation -- Curriculum Materials			150
Confirmation -- Gifts for confirmands			200
Confirmation -- Luncheon with Session			200
CYMT - Classroom Supplies	1,000	374	800
CYMT - Marketing	100		-
CYMT - Scholarships	100		-
Family Events and Support	200		-
Fellowship Events	200		-
GodVentures - Bibles for Second Graders	200	181	150
GodVentures - Computers	400	77	400
GodVentures - Curriculum Materials	850	1,114	750
Middle School -- Bibles (6th graders)			250
Middle School -- Chaperones			700
Middle School -- Curriculum Materials			150
Middle School -- Trips, Activities, Gas			200
Music (formerly "Children's Music)	300	163	400
Senior High -- Chaperones (events)			540
Senior High -- Chaperones (summer trip)			1200
Senior High -- Curriculum Materials			300
Senior High -- Fellowship/SOS			525
Senior High -- Incidentals			400
Senior High -- Transportation, Gas (summer trip)			1200
Special Events (Christmas/VBS)	2,500	1,465	1,500
Volunteers - Child Protection Policy	1,200	360	700
Volunteers - Teacher Training/Support	250	489	750
Young Children - Curriculum Materials	100		50
Young Children - Nursery/Bridges	300	163	200

Young Children - Worship Bulletins	250	79	250
Youth - Bibles for Sixth Graders	100	91	-
Youth - Curriculum	200	305	-
Youth - Ministry	800	863	-
Youth - Retreats	<u>800</u>	<u>335</u>	<u>-</u>
	9,850	6,060	12,675
Adult Spiritual Growth			
Classroom Supplies	-	-	50
Curriculum Materials	125	-	50
Guest Teachers	1,000	400	1,000
Publicity	50	-	25
Reformed Institute Sponsorship		-	500
Small Groups Development	300	-	50
Special Events/Retreat	250	134	150
Young Adult Ministry	<u>200</u>	<u>-</u>	<u>50</u>
	1,925	534	1,875
Congregational Life			
Coffee Hour-Setup	1,500	1,255	1,500
Fellowship Events	1,600	1,058	1,800
Hospitality Supplies	500	575	700
Event Set-up	<u>240</u>	<u>120</u>	<u>240</u>
	3,840	3,008	4,240
Evangelism			
Church Advertising	300	215	1,300
Banners & Signs	800	280	1,800
Discovering First Program	1,000	302	700
Website	<u>3,500</u>	<u>2,492</u>	<u>800</u>
	5,600	3,289	4,600
Pastor			
Books	700	297	500
Continuing Education	1,500	1,500	1,500
Discretionary - Pastor	2,600	2,600	2,600
Housing	51,000	51,000	52,377
Pension-Medical-Disability	26,508	28,329	28,500
Salary	30,600	30,600	31,426
Self Employment Tax	6,120	6,242	6,285
Travel	<u>1,700</u>	<u>1,551</u>	<u>1,900</u>
	120,728	122,119	125,088
Staff			
Bookkeeping/Payroll/Bank Fees	6,400	5,926	6,500
Choir Director	15,865	15,865	16,293
Communication/Conferences	300	100	300
DCE-Books/Continuing Education/Discretion	1,500	30	1,500
Continuing Education-Organist	200	200	200
Continuing Education-Youth Minister	500		500
Director of Children's Ministry	36,778	38,278	37,771

Director of Youth Ministry	11,000	4,000	12,324
Nursery Attendants	10,404	7,852	10,685
Church Administrator	43,268	40,229	40,053
Health Insurance	1,000	-	1,000
Office Staff Training	200	46	200
Organist	26,353	26,353	27,064
Social Security	10,200	10,099	10,270
Substitute Choir Director	200	-	200
Substitute Organist	<u>2,900</u>	<u>540</u>	<u>2,900</u>
	167,068	149,518	167,761
Administration & Finance			
Office Equipment - New	300	300	300
Office Equipment Service	11,500	10,852	11,000
Office Supplies & Printing	3,500	2,450	3,000
Per Capita Apportionment	11,842	11,807	7,970
Postage	1,300	1,190	1,300
Session Discretionary/Officer Training	750	436	600
Telephone-Internet	<u>3,200</u>	<u>2,302</u>	<u>2,500</u>
	32,392	29,337	26,670
Deacons	750	1,337	1,000
Capital Campaign			24,000
Noncorporate Expenses	396,853	369,526	428,359
Churchwide Expenses	<u>515,488</u>	<u>476,246</u>	<u>549,359</u>
Churchwide Receipts	510,859	519,234	507,325
Churchwide Net Income	<u>(4,629)</u>	<u>42,988</u>	<u>(42,034)</u>
Reserve Carried over from 2012			<u>42,988</u>
Net Income Change over 2012 & 2013			954