

**FOREST LAKE PRESBYTERIAN CHURCH**  
**2021 ANNUAL REPORT OF SESSION TO THE CONGREGATION**

**STAFF**

The year began with a staff of Dr. Ellen Skidmore as Senior Pastor, Dr. Eric Skidmore as Parish Associate for Stewardship, Ed Black as Ministry Associate for Pastoral Care, Jodi Beckham as Director of Mission and Community Engagement, Bill Wannamaker as Youth Director, Shannon Fancher as Business Manager, Adele Wyatt as Office Manager, Dr. Beth Mears as Director of Music, Sylvia Trimmier as Organist, Laura Wannamaker as Kitchen Coordinator, Ebony and LC Eaddy as Church Sextons, and Stacy Rivera as part-time outsourced Finance Director. 2021 ended with two changes. In August, Ed Black agreed to serve as the Director of Faith Formation, in addition to his existing duties as a Ministry Associate for Pastoral Care. These two positions together allowed Ed to work full time for Forest Lake. Late in the year, LC Eaddy resigned as our Sexton to pursue his own car repair business. Ebony Eaddy now carries out all sexton duties herself.

**MEMBERSHIP**

On January 1, 2021, Forest Lake Presbyterian Church had 615 active members. During 2021, 15 members joined the church triumphant, 4 members transferred to other churches, 4 members deactivated their membership, and 15 members were removed from the rolls by Session. 18 new members joined our congregation (4 transfers, 11 Confirmands, and 3 reaffirmations of faith). There were 2 infant baptisms and 2 adult baptisms. On December 31, 2021, Forest Lake had an active membership of 595.

**BUDGET**

The Session approved a balanced budget for 2021 of \$811,062. The Church received \$761,576.27 (or 93.90% of our projected revenue) in pledges and revenue and ended the year with a significant surplus of \$59,864.64. This surplus was due to strong financial support from our members and guests, personnel staff transitions, COVID restrictions to our regular programming and service, and careful stewardship by our Session Ministries and the Board of Deacons.

**OVERSIGHT ISSUES**

**Staff Changes**

During 2021, the duties belonging to the Director of Faith Formation were carried out by existing staff: Ed Black, Bill Wannamaker, and Laura Wannamaker. Ed Black took on the Adult Faith Formation tasks, allowing him to work full time at FLPC. Ed also coordinated children's ministry as a means of completing his required coursework at Union Theological Seminary (supervised ministry class). Bill Wannamaker took on full responsibility for the Confirmation Process, which had been shared with the Director of Faith Formation. And Laura Wannamaker took on extra duties to coordinate the preschool and nursery programming. These staff were compensated for these extra duties. During 2021, Personnel approved a plan to divide the duties formerly covered by the Director of Faith Formation into two part-time positions. A search committee was formed to search for the Children's Faith Formation staff person (a 30 hour/week position) and filling that position was a priority. Despite thorough and persistent efforts, the search committee, chaired by Erlinda McCoy, was not able to locate a candidate that the committee wanted to recommend. This frustration, combined with other considerations, moved Personnel Ministry to ask Session to consider re-creating an Associate Pastor

position to carry out the faith formation duties and other responsibilities. Session voted to direct Personnel to draft a position description and propose terms of call for their review.

If Session approves these proposals in 2022, a meeting of the congregation will be called to allow the congregation to vote on the plan. If approved, the congregation will elect a search committee and that committee will go to work and bring their recommendation back to the congregation for a vote.

### **Capital Campaign**

During 2020, the Capital Campaign was on-hold due to the pandemic. As the vaccines rolled out and businesses started to re-open, at the December 13, 2020 Session Meeting, the Session approved to move forward with the Capital Campaign. The Capital Campaign is a three-year campaign, starting July 1, 2021, and completing by June 30, 2024. By the end of the fundraising campaign late in 2021, with the help of matching funds from budget surpluses of \$43,000, pledges met the goal of \$1,001,000. As of December 31, 2021, pledges paid and interest accrued were already \$526,924.55.

A decision was made and approved in a congregational meeting on August 29, 2021 to secure a line of credit for up to \$500,000 if needed for completing the approved projects. As of December 31, the line of credit had not been utilized.

### **Capital Improvement Report**

The Capital Improvement Committee (CIC) is comprised of Steve Hyman, Chair; Joe Davenport, Sissy Ervin, William Hunter and Travis Taylor. Ellen Skidmore and Shannon Fancher serve as staff liaisons. Dave Precht, chair of the Capital Campaign Committee, consulted with the CIC in the beginning to provide financial background. Starting in June, the committee began to meet biweekly. Their first task was to evaluate the list of projects and determine a reasonable project schedule. Based on the current economic and supply chain conditions, they recommended that we move forward to complete the projects as quickly as possible.

Here is an update to the 17 proposed projects:

1. Redesign and Renovate Kitchen- An architect was engaged to provide drawings in the summer of 2021. Due to the HVAC restructure in the Fellowship Hall, the HVAC system design has delayed the project.
2. Playground repairs and upgrade- Contract signed in October 2021- scheduled for completion late January, early February 2022
3. HVAC Replacements and Installation of Digital Thermostats- Contract signed for Digital Thermostats October 2021- still waiting on completion
4. Security Projects- contract signed November 2021- installation to being early 2022
5. Telephone System Replacement- contract signed December 2021- installation scheduled in January

6. Painting- project held until other projects completed
7. Redesign and Renovate Community Room- met with Architect several times to go over the plans; plans received early January 2022
8. Family Promise Upgrades- met with Architect several times to go over the plans; plans anticipated early January 2022
9. Carpet/Flooring Replacement- project held until other projects completed
10. Audio/Visual Upgrade- received three bids; a contract has not been awarded
11. Parking lot resurfacing- completed November 2021
12. Landscaping and Water Detention- The landscaping piece completed late December 2021 with a few punch list items to be completed in early 2022. The water detention swale below the playground needs additional storm water engineering to ensure that this feature will help with water quality/filtration.
13. Irrigation well expansion- completed December 2021
14. Handicap Access Door for Downstairs Lobby Entrance- to be scheduled in 2022.
15. Fire Alarm and Fire Door Upgrades- received bid from Tritek, a contract has not been awarded
16. Waterproof Narthex Stained Glass Window and Reseal Sanctuary Windows- based on bids, there was also money in the budget to do the tower. Contract signed December 2021
17. Memorial Garden Expansion- funds designated for this project to occur in future
18. Benevolence Component- see below about Gift Investment Task Group Progress

### **ReShape Strategic Visioning**

In 2021, The Session of FLPC had intended and made plans to begin a strategic visioning process called ReShape. ReShape is a process, led by The Pinnacle Leadership Associates here in Columbia ([www.pinnlead.com](http://www.pinnlead.com)), that engages the whole congregation in a small group process to identify and focus our Christian mission. Our congregation participated in a similar process [called The Spiritual Strategic Journey] in 2010/11 and 2015/16. Session intends to be intentional and proactive about shaping the life and ministry of our church to make sure that what we are doing is closely related to our core purpose and mission as the Body of Christ at 6500 North Trenholm Road. Money has been allocated for this process and the intention was to begin the small group portion of the approximately six-month process in January of 2022. However, given the ongoing pressure of the pandemic, the extensive work that is going to happen on our physical plant because of the Capital Improvements, and the ongoing search for new staff, Session voted in favor of delaying our congregation's participation in the ReShape Process until the Fall of 2022.

Please keep this important process in mind and consider participating in one of the ReShape Small Groups next fall as we actively seek to serve Christ in our own context.

### **Gift Investment Task Group Progress**

In 2021, Forest Lake was given an anonymous gift of \$100,000.00 that had only two requirements: that the gift remain anonymous, and that the Session determine how to spend this gift. In addition, the Capital Campaign, having been successful, will generate approximately \$90,000.00 for benevolent purposes. Session determined to consider the possibility of using these gifts together to serve some larger benevolent purpose for God's Reign. To begin, the Session held a brief retreat in the Fellowship Hall. During that Retreat, the current Session and incoming Elders identified

- Forest Lake's Ministry Context: the groups, organizations, demographics, opportunities, etc. that define our community context. All Christian Churches are to serve Christ

where they find themselves, and our service to Christ should reflect and be shaped by the needs and community around us.

- Forest Lake's Values: the values or practices that are most important to us as a Faith Community. The Session quickly identified nine values which they ranked in a simple voting exercise. The first two values were (1) Spiritual Literacy/Education/Faith Formation and (2) Service – especially local service.
- Outcomes/Measures by which a potential project(s) may be judged to have been a faithful investment.

Once these three lists were identified and discussed, Session heard from Dr. Kassy Alia Ray the Executive Director of Serve and Connect ([www.serveandconnect.net](http://www.serveandconnect.net)) about some of their work in the Midlands of South Carolina to build authentic community and healthy relationships between at-risk communities and police jurisdictions with the common goals of improving life for residents, decreasing crime, and empowering communities to take the steps they need to become healthy communities and neighborhoods. The Session was interested in hearing more from Serve and Connect but wanted to consider multiple ideas. Session then elected five elders to serve on a Gift Investment Task Group: Anne Fowler, Anita Poole, Jeff Binnicker, William Hunter, and Jessica Agee. This task group, with staff support from Jodi Beckham and Ellen Skidmore, was charged to investigate both the possibilities of shared ministry with Serve and Connect and other worthy projects. In their investigation, the Task Group heard reports on the possibilities of both building another Habitat for Humanity House and providing support for Refugee Resettlement in the Midlands (with a particular interest expressed in helping Afghan Refugees displaced because they assisted the US against the Taliban in Afghanistan). After prayer and deliberation, the Gift Investment Task Group enthusiastically and unanimously recommended that Session continue to pursue the possibility of a local mission partnership with Serve and Connect. They also recommended that the refugee resettlement project be considered for additional investment and action by the Service and Benevolence Ministry of Session. This project is in the early planning stages, and Session is planning to hold a congregational meeting early in 2022 to explain the potential for a partnership, and to describe how FLPC may become a part of making our own community more united, safer, and stronger, across socio-economic, cultural and racial barriers.

## **THE BOARD OF DEACONS**

**Moderator: Brad Woodward**

**Diaconate: Sheree Ansley, Peggy Ann Burr, Christi Cooper, Melissa DiSilvestro, Sissy Ervin, Kathy Hall, Harry Hoppmann, Holly Sarratt, Kevin Tyer, Rebecca Van Wyke, Rebecca Williams-Agee**

- Sponsored a HOPE Team service day in conjunction with the Property ministry.
- Conducted a telethon for all “care group 1” members in October.
- Each deacon mailed a letter with their contact information in February to everyone within their care group.
- Continued to mail the series of grief books to the relevant members of the church family.
- Continued soup ministry, flower ministry, and started new a texting team.
- All members have received at least one handwritten note from the note writing team since January 2021.
- Created meal trains when needed.

- Sheree Ansley led the development of a new “memory tree” in the Connecting Point to remember individuals we have lost.

## **THE MINISTRIES OF SESSION**

### **Ministry of Care and Connections**

**Moderator: Ward Warren**

**Co-Moderator: Wayne Harris**

**Staff Liaison: Jodi Beckham**

**Committee Members: Rebecca Timmons, Adriane Radeker, Ginny Jones, Caroline Streater, Kelly Hoppmann, Linda Nevling**

The function and commitment of the Ministry of Care and Connections is to enhance the congregation’s sense of oneness as believers in Christ through a wide variety of events and activities that provide for Christian interaction among members and visitors. This ministry helps build authentic connections between people and engages in forms of care for the congregation not already accomplished through the Board of Deacons. This ministry is responsible, but not limited to, the following groups and activities:

- FLPC Presbyterian Women
- FLPC Men’s Breakfast
- FLPC Youth Basketball
- FLPC Church Retreat
- Public Safety Luncheon
- Flu Shot Clinic
- Presbyterian Women Fashion Show and Annual Retreat
- Advent Wreath Lighting
- Ice Cream Social and Bingo
- Senior Luncheons
- H3 Small Groups
- Wellness Activities
- FLPC Softball
- Daytrippers

Although we have been limited with Covid-19 this year, we have successfully completed the below events:

- FLPC Bazaar and BBQ Oct. 30
- Baskin Robbins ice cream social for VBS closing Aug. 4
- Fireflies Game June 18
- Movies in the parking lot and fellowship hall
- Yoga classes
- H3 small groups – Nine small groups started up this Fall with 70 people involved in Bible study

- Flu Shot Clinic Oct. 10
- Trunk or Treat alongside FLY
- Senior lunches resumed in December
- Daytrippers resumed in December
- Coffee fellowships on occasional Sundays
- Retreat planning has gone well this year in anticipation of the 2022 FLPC Retreat in March
- PW Spiritual Retreat in April
- First Responder's Luncheon November 4
- Online New Here Classes
- Approval of Stage 3 Covid-19 Descriptors
- Updated the C&C Safety Plan for FLPC events
- Softball was able to resume and complete the season
- Youth basketball was unable to get a season together due to Covid and gym availability
- Men's prayer breakfast began meeting again in November

### **Presbyterian Women**

PW Officers in 2021 were Caroline Streater, Moderator; Ginny Jones Vice- Moderator; Linda Etheredge Treasurer; Elizabeth Rozek Secretary; Julie Warren and Kathy Pittman, Mission Chairs; and Margaret Haymaker and Barbara Holbrook, Spiritual Enrichment Chairs. In 2021 PW achievements include:

- Circles are taking different approaches to gathering because of Covid. Some took a break, some met virtually, and some met in person. However, in the Fall of 2021 all circles were meeting in person. All members were able to view Bible studies uploaded by the Circle Bible Study Leaders.
- PW 's supported benevolences with over \$5000 of gifts in 2021.
- PW held an intown 2-day retreat April 23-24 with 32 women in attendance. Attendees participated in a discussion surrounding the movie "The Social Dilemma" and prompts presented by Ellen.
- PW was a supporter of the FLPC Hearts and Hands Bazaar
- Sammie Lencke was the 2021 Mary G. Smith Scholarship recipient

C&C continues to pray that the Covid numbers will decline as we continue to vaccinate. However, Omicron seems to have different plans. We did our best to plan fellowship opportunities in a safe manner for all to enjoy. A couple of events to highlight the year were the BBQ and Bazaar as well as the First Responders Luncheon. We hope to repeat these events again in 2022. Planning is going well for the 2022 church retreat at Montreat in March. H3 Groups were transitioned to the supervision of the Education Ministry in August. I'm very proud of the work that everyone put into C&C this year and am especially grateful for all of Jodi's work and input as our staff liaison. I know that Wayne will be a great leader of this ministry in the future, bringing fresh ideas and folks to the table and continue to plan opportunities in which our congregation can grow together with Christ and each other.

### **Ministry of Education**

**Moderator: Jessica Agee**

**Staff Liaison: Ed Black**

**Committee Members: Sandra Allison, Pam Appleby, Jennifer Catoe, Lydia Clary, Beth Elliott, Barbara Holbrook, Ray Nix, Liz Roberts, Bill Wannamaker**

Focus has continued on the encouragement and support of developing disciples and transforming head, heart and hands in the service of Jesus Christ.

- All second graders were invited to participate in a new Bible Discovery class on Zoom in the spring before we awarded Bibles in June.
- Developed a Sacrament education class via Zoom and led Sacrament education four Sunday mornings. In addition, this Sacrament education class was offered individually to families.
- Launched a new summer adult Sunday school class that met six times, FLPConversations, which were led by FLPC members and centered around current topics and news items
- In early August, we hosted an inter-generational “Disciple School” with the theme of “Reconnect, Recenter, Together.” Approximately 100 people attended.
- More than 50 members registered to participate in an H3 group in fall 2021.
- 17 members are now serving as Faith Formation/Sunday school teachers or superintendents in 2020-2021.
- We redesigned the Faith Formation/Sunday school format, including using the new “Follow Me” intergenerational curriculum from PC (USA) for most classes, and launched a new adult class that uses the Wired Word lessons: FLPConversations.
- Combined the adult FLPConversations and Adult classes in Advent and focused each week on the appropriate Advent candle: hope, peace, joy, and love.
- Launched weekly “at home” activities and lessons for students who missed the previous week. These included conversation starters for the families to apply the lessons at home.
- Ellen Skidmore recorded several interfaith podcast sessions with Rabbi Jonathan Case (Beth Shalom) and Imam Omar Shaheed (Masjid As-Salaam). They plan to make them “live” in early 2022.
- Lainey Hutchison, a FLY student, took the initiative and brought back “Kid’s Crew,” which is a monthly Sunday afternoon program for 3-5 graders.
- Hosted a backpack blessing in August during Time with Young Disciples and a movie/pajama night for elementary students in December.
- Hosted a successful Trunk or Treat in October.
- More than 30 students participate in this year’s Christmas program to read Scripture and sing.

**FLY (Forest Lake Youth)**

- FLY held an all-virtual Youth Sunday in February
- Ten 8<sup>th</sup> and 9<sup>th</sup> graders and one 10<sup>th</sup> grader were confirmed on May 23
- FLY partnered with youth from Westminster Presbyterian church to participate in two trips over the summer. 4 FLY Middle Schoolers attended the Middle School Conference at Maryville College in Tennessee. We had 12 Middle and High School FLY members participate in a week-long mission experience at Bridge Mission in St. Simons, Ga.
- Nine Middle School and High School FLY members participated in a 3-day retreat at Camp fellowship. During the retreat, FLY spent one afternoon interacting with the residents at Thornwell. FLY also partnered with Westminster for this retreat.
- FLY continues to meet on Sunday afternoons and two Wednesday nights every month.
- FLY picked up two new Sunday School teachers and one new Youth Advisor during the fall semester.

All these programs, and so many more, are dependent upon volunteers from the congregation. We are grateful to the many members who give their time and talents to provide all the educational opportunities throughout the year.

### **Ministry of Personnel**

**Moderator: Bud Hult**

**Staff Liaison: Ellen Skidmore**

**Committee Members: Drew Radeker, Erlinda McCoy, RD Folsom, David Hunter, Katherine Lockwood, Cheri Taylor**

### **Introduction:**

In many respects, the year 2021 was like the previous year in that both have been unusual and challenging for the FLPC ministries as well as for the FLPC staff. One Personnel work theme was due to the continued Covid pandemic threat and the emergence of the Delta and Omicron variants in the last half of the year. Agenda subjects ranging from the flexibility of staff work hours and workplace to workshops for staff training in mental health de-escalation tactics were directly or indirectly related to the continued challenges from the covid problem. Because of this and by request of our ministry members, all Personnel meetings in 2021 were held on Zoom. Personnel addressed many diverse agenda items in its multiple meetings of 2021; Jan.5, Feb. 2, March 2, April 6, May 4, June 1, July 13(Call) Aug. 3, Sept. 7, Oct. 5, Nov. 2, and Dec. 7. Perhaps the most important organizing work theme emerged in January and continued through to December. This theme centered on the following question: How should Personnel deal with the vacated staff position of Director of Faith Formation (DFF) previously held by Andrea Paschal? Plans and approaches for addressing this question took different forms and culminated in a proposal which received Session approval on December 12. The following report provides a quarterly record of the work highlights of our ministry. Although necessary and important, some typical meeting agenda items such as annual staff review reports are not included in these highlights. All highlights which deserve special mention are bolded in black.

In the **First Quarter**, from January through March, Personnel addressed the following important issues and questions:

- 1) How best can the current staff temporarily assume the DFF duties? For this, Ellen implemented an interim plan to use existing staff to cover those duties. This allowed Personnel to evaluate the quality and quantity of work hours required to fulfil the position. As it happened, for each monthly Personnel meeting in 2021, the first agenda item was a brief review of the work hours of the temporary staff assumption of the DFF duties.
- 2) An important component to the development of faith formation is the educational process. On this, Ellen reported the purchase of a Master Pass for online classes through Vibrant Faith. This will allow opportunities for select staff members to take on-line classes. Further, Ellen reported that she purchased several copies of Mark Tidworth's ReShape Book for program staff to read and think about congregational ways to approach what we might do about the DFF position. Also related, Personnel unanimously approved to support Bill Wannamaker's request to virtually attend and participate in the Annual Conference of the Association of Presbyterian Church Educators (APCE).
- 3) Each year, each ministry is asked to review and report to Session its respective safety

procedures and what each has accomplished in the last year. For Personnel, these were summarized from our March meeting. Although the FLPC Staff Emergency Policy and Procedures Manual was completed by Personnel and approved by Session in November 2020, one section on Active Shooter Policy was reevaluated and judged to need revision. An ad hoc subcommittee made recommendations for this revision and Personnel approved them. Ellen reported that staff are in the process of completing or planning to complete several drills related to weather, fire, medical, and mental health emergencies.

In the **Second Quarter**, April to June, the following were top priority events and concerns for Personnel:

- 1) Cheri Taylor was welcomed as a new member of Personnel in April.
- 2) An ad hoc sub-committee consisting of both Education and Personnel ministry members was formed to further address the DFF question. This committee, the Faith Formation Task Group chaired by Drew Radeker, met several times in April and May and made the following recommendations at our June 1 meeting:
  - A) That two part-time position descriptions should be created: a) one for a Children's Faith Formation Director (CFF) and b) one for an Adult Faith Formation Director (AFF).
  - B) The CFF would be of immediate priority and will require a position description and the definition of required hours and salary.
- 3) Personnel continued support for several staff requests for participation and professional experiences. Examples include Bill Wannamaker's request to attend Camp Fellowship and Ellen's request to continue her spiritual direction with Reverend Jennie Olbrych. All such requests were unanimously approved and judged to be beneficial to FLPC.

The **Third Quarter**, July to September, featured the following Highlights:

- 1) At a special Called Meeting on July 13, Personnel approved the completed position descriptions, salary details and required hours of the two proposed positions (PD): The Children's Faith Formation Director (CFF) and the Adult Faith Formation Director (AFF). An amended PD for the Director of Mission and Community Engagement (MCE) was also approved. Following this, Session also approved these completed proposed position descriptions of the CFF, AFF and MCE at a special Called Session meeting on July 18.
- 2) Because of the immediate importance of the search for a CFF, a search committee was formed and was first convened on August 5. Personnel was represented by Cheri Taylor and Erlinda McCoy who chaired the committee.
- 3) As reported at our August 3 meeting, Ed Black and Laura Wannamaker will continue to do the DFF duties on a paid per hour basis as part of the transition until a CFF is hired.
- 4) Concerning the temporary assumption of AFF duties, Personnel approved a salary offer which was made in an official letter to Ed Black. Ed subsequently agreed to these terms.
- 5) Because of the new threat from the COVID delta variant, staff have returned to wearing masks whenever they leave their offices while in the church. Some staff will work remotely until pre-school quarantine is over or until children receive negative tests.

- 6) At our September 7 meeting, Personnel reviewed a document prepared by Ellen entitled, "Staff Covid Considerations". This includes Staff Leave Guidance and FLPC Best Practices to help our staff better navigate the ever-changing need to allow employees flexibility in how they complete their job responsibilities when dealing with a COVID exposure or a positive test. After amended, this document was approved to serve as a temporary policy guide for all FLPC staff.

The **Fourth Quarter**, October to December, the following Personnel Highlights are noted:

- 1) At the October meeting, Ellen gave a brief update on the COVID exposures and flexibility for staff workplace and hours policy and reported that it seems to be both effective and appreciated.
- 2) Ellen also reported on a presentation to staff on 9/29, entitled Mental Health De-escalation Training, given by Zee Brown from NAMI. She further noted that given these uncertain and stressful times, additional staff training from other sources seems warranted.
- 3) At the October 5 meeting, the report from the CFF Director search committee mentioned that while the job position has been posted and advertised, no candidate had yet sufficiently impressed the committee to be invited in for a job interview. At the November 2 meeting, the CFF search committee asked for approval to spend up to \$6,000 to hire *Find Great People* to help recruit a suitable candidate. Finally, at our December 7 meeting, Erlinda McCoy, CFF Director search committee chair, reported that while several candidates have been interviewed, no qualified and willing candidate has emerged from the search.
- 4) At our November 2 meeting, budget planning for 2022 became a topic of serious discussion. It was noted that the proposed salaries for the new positions of the CFF and AFF meant that the current salaries of select staff would need to be upgraded. It was agreed that Personnel would consider several hypothetical salary scenarios and would finalize its 2022 budget requests at the December 7 meeting.
- 5) At our December meeting, Personnel approved sponsoring a 50-person maximum training provided by RSD2 staff in mental health tactics and strategies to notice, respond and de-escalate those in crisis. This training would be open to FLPC staff as well as staff from other churches in Trinity Presbytery as well as staff from neighboring churches. At the December 12 Session meeting, Personnel requested that Session sponsor this Crisis Training Workshop at FLPC. Session approved this request at the December 12 meeting.
- 6) Also at the December 7 meeting, Personnel discussed, at some length, a 2022 budget planning recommendation with an alternative staffing plan. The discussion considered several issues; the implications from the failed CFF search, potential problems for the AFF position in May 2022 if Ed Black leaves for a new job, and balancing salary requirements. Personnel reviewed current salaries and considered multiple options. Current Employee compensation was evaluated for parity, and options were explored that will allow salary increases. Much discussion centered on our satisfaction with Ed Black's work and a growing desire to figure out how to keep Ed on the church's staff. After much discussion and review, Personnel made and unanimously approved the motion below to ask for Session's guidance.
- 7) Personnel requested that Session direct Personnel to take actions that will allow FLPC to recreate an Associate Pastor Position at FLPC.

Rationale: 1) The combined salaries of the three, part time positions (i.e., CFF, AFF and Ministry Associate for Pastoral Care), make it possible to offer a new Associate Pastor Terms of Call that are in line with other Columbia Associate Pastor positions and well above the Presbytery

Minimum salary requirements. 2) If approved, this motion will direct Personnel to go to work to create a new Associate Pastor position description, terms of call and to recommend a qualified search committee. Those documents/recommendations will come back to Session for approval, then a congregational meeting would be called to accomplish this goal. Then the search could begin to fill that Associate Pastor position. 3) The search for a CFF staff person would cease, and we would not activate search committees for the AFF or Ministry Associate for Pastoral Care.

## **Ministry of Property**

**Moderator: William Hunter**

**Staff Liaisons: Ellen Skidmore, Shannon Fancher**

### **Committee Members:**

- The fellowship hall HVAC system quit working after about 20 years of service in late December of 2020. The unit that was installed in 2020 was a 30-ton system that also serviced the parlor, S211 & S212. Those areas have since received their own units. Also, renovations to the fellowship hall were planned, so the property committee hired an electrical engineer to determine what size unit was needed to service the fellowship hall. They recommended a 15-ton unit. Due to the supply chain issue of 2021, this unit was finally installed and fully operational in September 2021.
- Through Dominion Energy, another round of LED lights were installed and the project should be completed in 2022. LED lights were installed in the Community Room, most downstairs classrooms and upstairs classrooms.
- The Sanctuary Lights continue to be replaced as they go out.
- The AED was replaced.
- The HVAC maintenance agreement was reviewed. We received bids from additional companies, but Central Heating and Air is by far the most economical. The committee decided to upgrade to MERV 10 filters.
- A review of Safety Procedures was conducted.
- A clean-up day was held May 1st in conjunction with HOPE. The front beds by the portico had fertilizer and new mulch installed. Others helped put down pine straw throughout the campus.
- The Interior Design Policy was updated.
- The Parlor Purpose Policy was rescinded.
- Covid 19 was followed closely, and the committee adapted its Kitchen Policy to be based on current CDC and ServeSafe protocols.
- The following Endowment Projects were awarded:
  - Back Corner Landscape- \$5,400. This was completed in December 2021 by the landscaper who also implemented the Landscape Plan for the Capital Campaign.
  - Handrails- \$6,800 The outer handrails were sandblasted and repainted. This project was completed in November 2021.
  - Handrails- Parlor- \$2,750 The handrails outside the Parlor were hand-scraped and repainted.
  - Pictures- \$1,500 Ed Black led this project. Liz Roberts went through her pictures and ordered large canvas prints to be hung around the campus. This project is almost complete.
- The old cross that was removed when the organ was replaced was to be retired by session. Upon hearing this, Sally Templeton came forward to pay for the cross to be re-stained and rehung in the back of the sanctuary. The cross should be hung in the first quarter of 2022.
- The bus's hub caps were ruined by scraping into the Gervais Street bridge. The check engine light came on. The AC was fixed, and the check engine light was addressed by replacing the fuel filter.

- The steam table's plug was replaced. It was determined that the floor outlets also need to be replaced. This will be addressed during the renovations of the kitchen.
- The library flat roof continued to leak. PCT Services did a water test where they plugged the drain and put 2-3 inches of water on the roof. Several leaks were detected and fixed. They also redid the drain and believe that will cause the leaks to stop. No additional leaks have been detected since then.
- Motion lights were installed outside the parlor.
- The Woodshop is in the process of being revamped. Theron Smith is willing to sell his tools to the church. The committee voted to purchase this equipment. A small committee is gathering to remove old and unusable equipment from the woodshop.
- The Ginkgo tree in honor of Karen and Travis Webster was damaged by the lawn crew again. It was replaced.
- The insurance policies were reviewed and renewed.
- The HVAC system in E102 went out. Central Heating and Air will replace it once the unit comes in.
- Tritex was engaged to do an annual inspection of the fire system. This was completed in December 2021.
- The stair treads in the stairwell by the office will be replaced once they come in.

### **Memorial Garden**

- An audit of the Memorial Garden was completed.
- The committee approved allowing plaques to go down lower on the walls so that more plaques could be added. This created 74 plaque spaces. There are 30 spots left for interment. They have decided once those are sold, the memorial garden will be closed. The Capital Campaign has money designated for expansion, which will be addressed once this happens.
- A letter went to family members of current Memorial Garden members to inform them that it was getting close to being filled in the form as it is today.
- The committee voted to have the Business Manager as their sole staff liaison.
- Carolyn Wright and John Hudgens were appointed by Session to the Class of 2023.

### **Ministry of Service and Benevolence**

**Moderator: Anne Fowler**

**Staff Liaison: Jodi Beckham**

**Committee Members: Pam Appleby, Jeff Binnicker, Linda Byrum, Jackie Cominotti, Joan Dickinson, Frank DiSilvestro, Sissy Ervin, Anne Fowler, Lucy Leclair, Tom Leclair, Julie Lott, Dianne Poston, Tommy Stallings, Cindy Welborn**

Although 2021 continued to be challenging due to Covid, God was at work through heads, hearts and hands of the FLPC congregation and members of this ministry. And while many of our projects looked different than we had hoped, FLPC proved that despite a global pandemic, we would find ways to serve in 2021. The following represent some of the activities that were a part of the Service and Benevolence ministry this year. We are excited about continuing the transformative work of the Service and Benevolence Ministry in the coming year.

### **Family Promise:**

Family Promise of the Midlands opened its doors in December 2014, after more than two years of multi-denominational effort. FLPC was one of the first (of 16) churches to commit to this mission, helping deal with families in need because of homelessness.

FLPC served the Family Promise organization in monetary donations this year instead of hosting families at the church due to the COVID shutdown. FLPC provided \$3,350 to support the housing and living expenses of homeless families through the Family Promise organization. The Christmas Eve offering is designated to support Family Promise of the Midlands.

Linda Byrum and Christi Cooper were co-coordinators for the program and attended monthly zoom meetings for all church coordinators in the program. Some highlights of the program this year:

- Continue to support families who have completed the program to ensure they do not slip back into homelessness.
- A donation of a mobile home by Clayton Homes was dedicated as a transitional home for a family in the program.
- Qualified families are housed in apartments, motels and other housing provided by companies at reduced rates.
- Tomorrow's Promise provides enrichment activities (Sports, music, art, dance) for students of homeless families.

Family Promise has done a great job continuing to support the homeless this year. FLPC looks for

### **Environmental Stewardship:**

Biggest headline: We lost Lee Phippen in the spring, leaving a huge hole in the soul of FLPC. FLPC continued to maintain and encourage all of our congregation to participate in caring for God's Earth while safely modifying our activities due to Covid 19, continuing from 2020.

Certifications- We renewed our certification as an Earth Care Congregation with PCUSA in January 2021.

**Community Service and Participation:** We held semi-annual (spring and fall) FLPC Adopted Gills Creek Waterway Cleanups through Keep the Midlands Beautiful. We also collected 228 pairs of shoes for Keep the Midlands Beautiful Shoe recycling-by-reusing project.

**Recycling:** Our church recycling (paper/plastic/aluminum) was collected by Forest Acres, and our congregation was encouraged to donate used ink cartridges to benefit Camp Fellowship. The composting from our kitchen was used in our Kids' Garden.

**Gardening:** Our three gardens –SCWF certified Habitat Garden, Raingarden, and Kids' Garden were maintained by our Green Garden Team of volunteers. The Kids Garden had spring and summer plantings, and we donated all produce of fruit and vegetables to Rehoboth UMC Food Pantry.

**Education:** Our planned Earth Sunday indoor event was postponed due to Covid for the second year, but we held several "Earth Month" events including April 18<sup>th</sup> worship with Earth Day theme: "Grow God's Garden" and youth Earth Day lesson. We held a plant giveaway/exchange in the Kids' Garden in honor of Lee Phippen, with great turnout and lots of great plants/flowers given away. We also had a Cooking/Food Prep presentation given by Karen Webster (over Zoom) with a sustainable theme of "Maximize to Minimize".

**Energy Savings:** We underwent round 2 of our transition to LED lighting in most areas throughout the church, with Dominion Energy funding the majority of the cost through their Small Business Energy Solutions program, and the remaining FLPC cost expected to have paid for itself in less than 1 year. We anticipate starting round 3 of LED replacements (final round) in early 2022.

**Backpack Program:** The Forest Lake Presbyterian Church (FLPC) Backpack Buddies program exists to provide weekend meals for students who attend Forest Lake Elementary School (FLES) and who suffer from food insecurity. Students in the program are those who qualify for free and/or reduced meals at school as well as those experiencing various hardships. According to the latest FLES accreditation report, 55.7% of all students at Forest Lake Elementary are members of families eligible for free and reduced breakfast and lunch programs.

The 2021-2022 school year began on August 18, 2021, and distribution began on September 2, 2021. The first two weeks of the school year were spent identifying those students who met the criteria for participation in the program. Initial enrollment was 20 students and increased to 25 in October. The number rose to 35 in November and currently remains at that level.

Mrs. Kendra Miller is the social worker assigned to the FLES program and with whom FLPC coordinates. She regularly provides updates on participation and scheduling. Mrs. Miller picks up the packs weekly and delivers them to the participants. She is also the assigned social worker for Jackson Creek Elementary School.

FLPC distributed 410 packs of food over 15 weeks, which equals 2,460 meals. Each pack contains 6 meals and 2 snacks. The packs include a protein and fruit or vegetable with each lunch and dinner. Breakfast consists of grits or oatmeal along with juice or a granola bar. The average cost per bag is \$7.50. Packs were not provided over the school breaks as other organizations provided meals during the week of Thanksgiving and will provide during the two-week Winter break.

The Backpack Buddies team consists of 10 active volunteers and several interested members who are available to help if needed. The volunteers shop, deliver goods to the church, collect grocery bags to use for packing and pack the bags. Packing is done every other week at the church by teams of three. There is a designated space at the church for use as an inventory pantry and space allocated for packing.

The partnership between Forest Lake Presbyterian Church and Forest Lake Elementary School remains successful, serving a critical need to a population impacted by food insecurity.

**Meal Packaging Event:** FLPC packed 25,000 meals with the Outreach Program. Frank DiSilvestro was the project coordinator and eight S&B members served as volunteer leaders for the event (station leaders and check-in). 75 people participated, including 10 children and several guests. 115 boxes were packaged. 3 went to USC Food Pantry, 56 went to Rehoboth Food Pantry, 56 went to Christian Assistance Bridge. Don Keever helped deliver the meals to Rehoboth Food Pantry. A bake sale, chili cookoff and coin collection were held to raise money for the

project, but the bulk of the money came from budget surplus funds requested by S&B (\$6,500). The total cost for the 25,000 meals was \$7,750.

**Elf Tree:** 119 elementary and middle school children were provided with gifts and 21 youth provided with gift cards. Schools involved in gift giving: Forest Lake Elementary, Condor Elementary, Windsor Elementary, Keels Elementary, Dent Middle, and Jackson Creek Elementary. Richland NE HS youths were provided the gift cards.

**Homeless Kits:** 33 bought for distribution Note: we modified the kits for 2021 by not including a McDonald's gift card (this was because McDonald's stopped selling them in bulk at local stores). That modification caused price per kit to drop from \$8 to \$3.

**The Heart and Hands Bazaar and BBQ Bonanza:** A fundraiser was held on October 31, 2021. Handmade items were donated to sell along with homemade BBQ as a joint project between S&B and PW. The project raised \$5,017.07 which was split between The Cooperative Ministry and Rehoboth UMC Food Pantry.

**Midlands Organized Response for Equity and Justice (MORE Justice):**

The work of Midlands Organized Response for Equity and Justice, MORE Justice, continues. Together with other local congregations, we work to empower marginalized people and act powerfully to address serious community wide problems through direct action. Our congregation has two team leaders, Ellen Skidmore and Peggy Carey. Though the pandemic has slowed down some of the work, the organization continue to work on gun violence and affordable housing.

**FLPC Financial Contributions to Missions and Organizations**

In addition to the financial donations and donations of services set forth above, FLPC through S&B contributed money to the following organizations:

- Camping Ministries of the Carolinas
- Centennial ARP Church
- Children's Garden
- Columbia Pastoral Counseling Center
- Cooperative Ministry
- Family Promise
- Frontera de Christo Mission
- Harvest Hope
- Live Oak Counseling
- Medical Benevolence
- Ministry of Hope
- Montreat Retreat Center
- Oliver Gospel Mission
- Salvation Army Woodyard Fund
- Sister Care
- Unumb Center
- Washington Street Methodist Church Soup Kitchen
- Women's Shelter

## **Ministry of Stewardship and Administration**

**Moderator: Dave Precht**

**Staff Liaisons: Shannon Fancher, Ellen Skidmore, Eric Skidmore, Stacy Rivera**

**Committee Members: Marshall Brown, Corky Clark, Steve Etheredge, Amanda Green, Bill Hancock, John Hudgens, Brad Woodward**

After a successful Stewardship Campaign and with the surplus from 2020, the 2021 operating budget was set at the same level as 2020 - \$811,062.

The Capital Campaign was supported through S&A throughout the year, with participation on the fundraising and approval of a matching gift campaign of up to \$43,000 to help reach the overall goal. As well, it was approved by S&A to move forward with a line of credit, mentioned earlier in the Capital Campaign update.

On March 28<sup>th</sup> the Endowment Committee met to review projects that were submitted by the various church ministries and the Board of Deacons. Grant Requests totaled \$57,165. The amount available for distribution was \$66,880. All projects were recommended for funding at their full requested amount. Additionally, the Endowment Committee identified other deserving projects to fill the gap and enable use of the entire \$66,880. Both S&A and Session approved the Endowment Committee's recommendations. In the November S&A committee meeting, a change was approved to the 2022 endowment process which should result in the submission of more projects to the Endowment Committee.

The endowment projects approved were:

- Property – Landscape (Rockbridge Village side) - \$5400
- Property – Handrail maintenance (sandblast and paint) - \$6800
- Property – Handrails leading to Parlor (sandblast and paint) - \$2750
- Property – Update of images around church – \$1500
- S&A – License to use Vimeo (livestreaming) - \$1000
- S&A – ReShape - \$4000
- Worship – License to livestream our music and texts - \$925
- Worship – Purchase electronic keyboard for outdoor events - \$1035
- S&B – Camp Cole- \$5000
- S&B – Senior Resources/Malane Pike-\$10,000
- S&B – Healthy Seminarians-Healthy Church-\$1875
- S&B – Michael Ryker Seminary- \$1880
- S&B – Pastor's Emergency Fund- \$5000
- S&B – RCSD2- Families in Need- \$10,000
- EC – Family Promise - \$1215
- EC – Ed Black – Seminary cost help - \$1000
- EC – Rehoboth food pantry - \$2500
- EC – Cooperative Ministry - \$3000
- EC – Live Oak Counseling - \$1000
- EC – Camp Fellowship - \$1000

Early in 2021, the FLPC Staff moved to the Realm system for accounting and administrative functions. This change expanded throughout the year with a positive impact on reducing complexity and improving overall efficiency.

The Stewardship campaign began in October and has received 212 pledges totaling \$730,368 toward our 2021 church budget. There are currently 330 total giving units (individuals and families) in our congregation. 68% of those church giving units have made a pledge of financial support as of December 30th.

### **Ministry of Worship**

**Moderator: Margaret Harris**

**Elder Representative: Craig Collins**

**Staff Liaison: Ellen Skidmore**

**Committee members: Patti Eckhardt, Stuart Hunter, Karl Maddox, Beth Mears, Michele Osenga, Liz Roberts, Jane Shear, Debra Slaughenaupt**

2021 started much the same way 2020 left off: masks still in place, registration to attend worship, live streaming going strong, Communion using pre-packaged cups, no choir in loft, no passing the offering plate or Friendship Registers, and no Faith Formation classes being held. Gradually, as the COVID restrictions eased, worship began to look a bit more as we remembered it.

On Sunday mornings, in-person attendance ranged from 38 (Apr 2) to 165 (Dec 12). Easter had 38 in attendance at the drive-up Sunrise Service, 142 in the sanctuary for worship at 10am, and online there were 36 views on Vimeo, 35 views on YouTube, and 24 views on Facebook. Online attendance is tracked, but we can only identify distinct IP addresses (or “views”) and do not know how many people that address/view represents. The Church services are streamed on three platforms: Vimeo (through our website), YouTube, and Facebook. We do know that livestreaming opens up participation in our worship services, funerals, special services, etc. to people all over the world. We are grateful to have and to be able to continue this option. Pre-registration for in-person worship was waived in April. The attendees were still required to wear masks, be seated by the ushers, and social distancing while seated. Seating by the ushers ended in June. In May, the congregation was allowed to sing (masked) the Doxology and Gloria Patri and a couple of the verses of each hymn. In June the choir was back in the loft leading the hymns wearing masks. In August the choir sang anthems for two Sundays and rehearsals for children’s choir, handbells and chancel choir all resumed in September. Many special performances by musicians and soloists, along with piano and organ duets, filled in the void created by the absence of the choir. By November, COVID restrictions eased to allow congregants to worship without masks if desired. There were two infant baptisms and two weddings in 2021

Communion continued throughout the year to be served with pre-packaged elements. Offering plates remained in Narthex and Connecting Point but were not passed. Friendship Registers began being passed again in the Fall, but we retained a card that could be turned in to register attendance or prayers requests for those who did not wish to pass the Friendship Registers.

In September, Faith Formation classes resumed being held at 9:00 am followed by worship at 10:00 am. This decision was made jointly by the Education Ministry and Worship Ministry.

Highlights of the year:

- Youth Sunday was pre-recorded and then live-streamed in February.
- Palm Sunday and Easter Services were well attended. Drive-in Palm Sunday and Easter Sunrise services were also held.
- Second graders assisted with worship on June 6 before being presented with their Bibles.
- Three Mission-oriented worship services were held in the Fall highlighting a few of the many community providers we sponsor: Cooperative Ministry, Family Promise, and RECONCILE.
- Palmetto Pipes and Drums held another concert in the Rockbridge parking lot in September.

- FLPC participated again with our Jewish and Christian neighbors along North Trenholm in the Interfaith Thanksgiving Service, which was held at Beth Shalom Synagogue.
- Outdoor Advent wreath lighting took place on the second Sunday of Advent – December 5.
- Youth of the church lit the Advent candles in the sanctuary each Sunday of Advent.
- Wooden Advent wreaths were made by Mike and Janice Bliss and given to congregants along with candles to encourage the spiritual discipline of lighting the Advent Wreath at home.
- Children’s Christmas Music program was held in early December.
- John 1:5 Day (December 21) replaced the Longest Night Service. It was a day to remember those grieving the loss of someone and those that are homebound and lonely by calling or sending notes.
- Two alternative Advent services were held on November 28<sup>th</sup> and December 19<sup>th</sup> at 5pm in the evening, highlighting the themes of Advent.
- Christmas Eve the Puppets made a return for the 5:30 worship service with 203 people worshipping in the sanctuary. It was followed by the Candlelight Service at 8:00 pm which was livestreamed and had 96 people in the sanctuary.