



The One-Hundred Eighty-Third Annual  
Meeting of the Congregation and Corporation  
of the First Presbyterian Church  
of West Chester, PA

March 5, 2017  
11:30 a.m.

West Chester, PA

**THE FIRST PRESBYTERIAN CHURCH (U.S.A.)**

130 W. Miner Street  
West Chester, PA 19382

**THE ONE-HUNDRED EIGHTY-THIRD ANNUAL MEETING OF  
THE CONGREGATION AND CORPORATION**

11:30 a.m. March 5, 2017

1. Call to Order of the Annual Meeting of the Congregation of the First Presbyterian Church (U.S.A.),  
West Chester, PA. Dr. Greg Stovell, Moderator
2. Call to Order of the Annual Meeting of the Corporation of the First Presbyterian Church (U.S.A.),  
West Chester, PA. Joe Schorn, President, Board of Trustees
3. Opening Prayer Rev. Steve Clark
4. Approval of previous minutes
5. The necrology report and memorial moment
6. Ministry Reports  
Financial Report for 2016 Elder Steve Bitner  
Presentation of the 2017 Budget Elder Steve Bitner  
Personnel Report Elder Craig Single  
Service and Outreach Report Elder Elizabeth Guman  
Congregation Study Team Elder Kathy Westhafer
7. Approval of Terms of Call for Pastors Elder Craig Single
8. Recognition of Retiring Officers Pete Galloway, Clerk

**Elders** Jim Austin, Rick Burke, Dan Campbell, Kristy Douglas, Ellen Endslow,  
Howard Lebold, Sharon Register, Gail Turner, Kevin Wilson

**Deacons:** Vern Anstee, Janet Chew, Patty D'Amico, Sara Dunn, Steve Jenkinson,  
Art Massey, Evelyn Norton, Ellen Sinclair, Jim Sylvester, Patty Sylvester, Art Zadrozny

**Trustees:** Russ Buckley, Craig Brown, Beth Farcht, Steve Fleming

9. Motion to Adjourn
10. Closing Prayer Dr. Greg Stovell

# 2016 Results...

## *An overview...*

We finished 2016 with a budget shortfall for the fourth time in five years. The shortfall was primarily a result of pledge income shortfalls at the end of the year and staffing expenses related to filled positions for most of the year. Actual income resumed a downward trend of year over year declines. Unfortunately, this decline accelerated toward the latter half of the year and leaves us with diminished resources moving into the new year.

Key 2016 highlights are as follows:

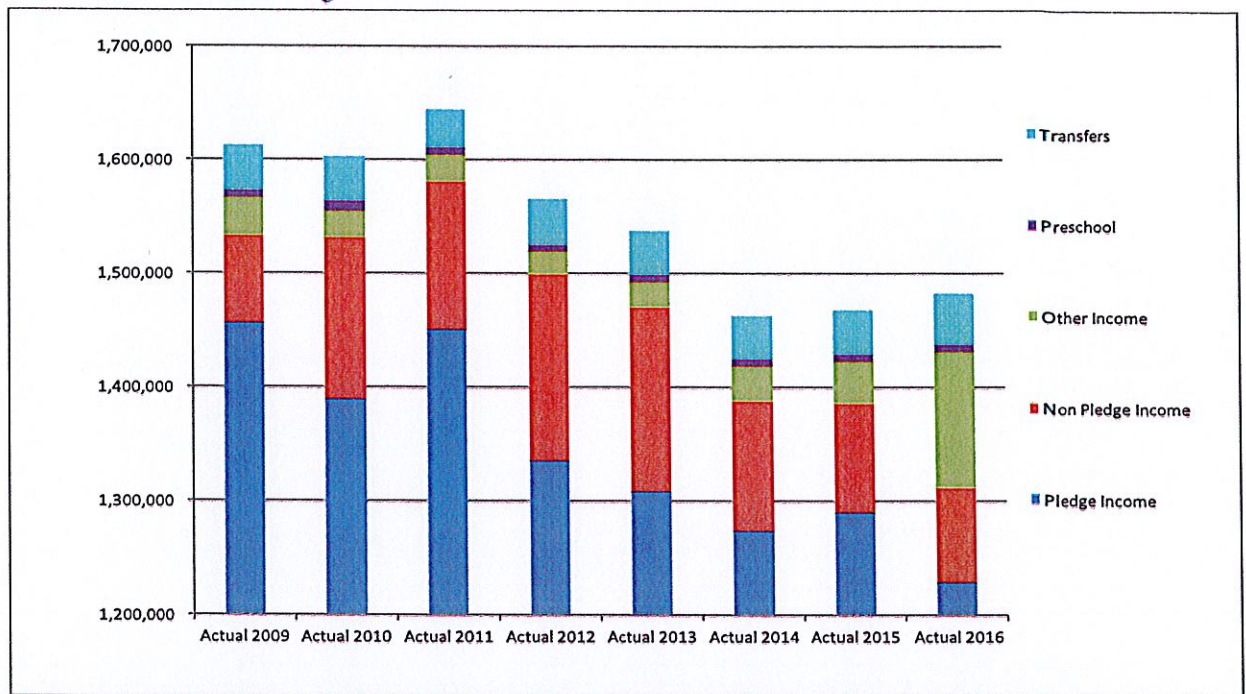
- *Actual expenses exceeded actual income by \$58,969, slightly better than originally planned.*
- *Actual income of \$1,482,703 was \$48,153 below budgeted amounts.*
- *Expenses of \$1,541,672 were \$10,816 higher than budgeted amounts, but included the Summer Mission Project allocations.*

Our summary results for the previous three years (together with the budgeted 2017 amounts) are as follows:

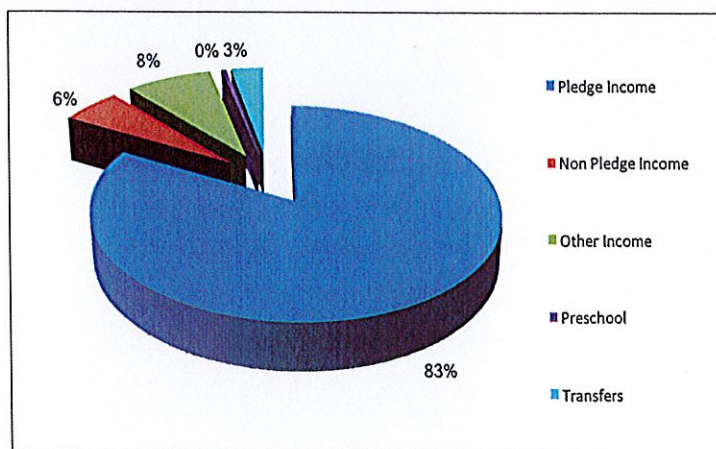
	<i>Actual 2014</i>	<i>Actual 2015</i>	<i>Actual 2016</i>	<i>Budget 2017</i>
<i>Average Weekly Attendance</i>	437	394	332	
Actual Income – Total	\$1,463,138	\$ 1,467,950	\$1,482,703	\$ 1,338,948
Actual Expense & Transfers	<u>1,558,972</u>	<u>1,407,440</u>	<u>1,541,672</u>	<u>1,411,792</u>
(DEFICIT)/ SURPLUS	<u>\$ (95,834)</u>	<u>\$ 60,510</u>	<u>\$ (58,969)</u>	<u>\$ (72,844)</u>

# 2016 Results...

*An overview... Our Gifts...*



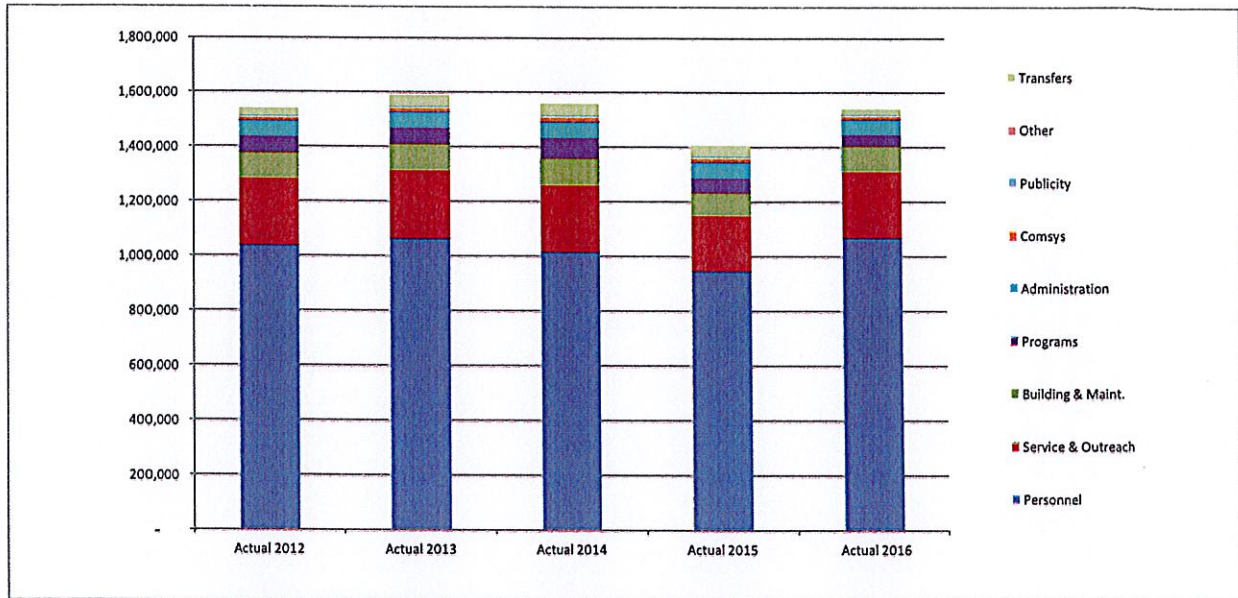
- **Revenue increased in 2016, but core giving continued a long-standing downward trend.** Total income (including the summer special giving) in 2016 was \$1,482,703; up from \$1,467,950 in 2015. Pledge revenue **decreased \$61,176** from 2015 levels.
- **83%** of our general operating fund gifts resulted from congregational pledges, down 5% from 2015, and represents our lowest support in more than a decade, and reversed the trend of the last couple of years of lessening our reliance on reserves to fund the general operating budget.
- Non-pledge income represented only 6% of our total income in 2016, and a drop of 13% in absolute terms. We have moved to an even more conservative estimate of these funds for budgeting purposes.



***These statistics do not begin to quantify the efforts and many hours our members contribute to the Church and our many Ministries!!***

# 2016 Results (cont.)...

*An overview... Use of Our Gifts...*



- 69% of our expenses were used to fund personnel related costs in 2016. This represents an increase from 67% in 2015, and results from more fully staffed personnel for the full year.
- In 2016, **Service and Outreach** expended \$245,505, including the summer Special Mission homeless drive. If the \$68,452 were excluded, expenditures would have been down an incremental 10% from 2015 levels.
  - Service and Outreach, including Special Mission activity, represented 16% of our total expenditures in 2016.
  - The 2017 Ministry Plan continues to place a greater focus on using the success of special mission activities to further supplement the Service and Outreach budget.
- Building and Maintenance, Programs, and Administrative costs remained relatively consistent over the past five years in the aggregate.

# Our Historical Results...

*The details... Our Income and Expenses*

*Fiscal Years 2012 through 2016 (unaudited)*

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Actual 2016
Pledge Income	1,335,752	1,309,001	1,273,951	1,290,474	1,229,298
Non Pledge Income	164,426	162,449	115,365	96,606	83,841
Other Income	19,473	21,933	29,814	36,687	119,050
Preschool	7,000	7,000	7,000	7,000	7,000
Transfers	<u>39,246</u>	<u>37,009</u>	<u>37,008</u>	<u>37,183</u>	<u>43,514</u>
<b>INCOME</b>	<b><u>1,565,897</u></b>	<b><u>1,537,392</u></b>	<b><u>1,463,138</u></b>	<b><u>1,467,950</u></b>	<b><u>1,482,703</u></b>
Personnel	1,039,228	1,065,165	1,015,000	945,915	1,069,779
Service & Outreach	248,132	253,308	250,451	209,794	245,505
Building & Maint.	89,663	92,617	94,640	78,714	90,124
Programs	64,111	64,069	79,394	58,706	47,483
Administration	53,891	54,429	53,455	54,321	49,430
Comsys	13,140	14,900	17,900	16,172	15,247
Publicity	6,611	4,471	5,632	3,817	4,104
Other	-	-	-	-	-
Transfers	<u>28,000</u>	<u>42,500</u>	<u>42,500</u>	<u>40,000</u>	<u>20,000</u>
<b>EXPENSES</b>	<b><u>1,542,776</u></b>	<b><u>1,591,459</u></b>	<b><u>1,558,972</u></b>	<b><u>1,407,439</u></b>	<b><u>1,541,672</u></b>
<b>(DEFICIT)/SURPLUS</b>	<b><u>23,121</u></b>	<b><u>(54,067)</u></b>	<b><u>(95,834)</u></b>	<b><u>60,511</u></b>	<b><u>(58,969)</u></b>

*The above analysis represents activity in our general operating fund, and excludes certain bequests/ gifts and other activity. The above amounts also exclude some special mission activity and do not reflect approved uses of reserves to cover budget deficits. These financial statements are subject to final adjustment and classification. Full financial statements are prepared and reviewed by an independent accountant by June of each year, and may result in certain adjustments and reclassifications. Please contact the Finance and Stewardship committee with any questions.*

# 2017 Ministry Plan

	Budget 2016	Actual 2016	Budget 2017
Pledge Income	1,235,339	1,229,298	1,133,970
Non-Pledge Income	112,000	83,841	84,000
Other Income	133,003	119,050	68,080
Preschool	7,000	7,000	7,000
Transfers	<u>43,514</u>	<u>43,514</u>	<u>45,898</u>
<b>INCOME</b>	<b><u>1,530,856</u></b>	<b><u>1,482,703</u></b>	<b><u>1,338,948</u></b>
Personnel	1,105,956	1,069,779	1,047,863
Service & Outreach	188,764	245,505	135,640
Building & Maintenance	88,500	90,124	88,487
Programs	57,143	51,587	55,125
Administration	54,321	49,430	49,430
Comsys	16,172	15,247	15,247
Use of Designated Funds			
Transfers	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>EXPENSES</b>	<b><u>1,530,856</u></b>	<b><u>1,541,672</u></b>	<b><u>1,411,792</u></b>
<b>SURPLUS / (DEFICIT)</b>	<b><u>0</u></b>	<b><u>(58,969)</u></b>	<b><u>(72,844)</u></b>

## NOTES –

The above budget is provided for the Congregation's information. This budget has been approved by Session, and is subject to possible updates / changes as the year progresses based on events and needs of the Church.

## *Other Financial Reports:*

- *Condensed Balance Sheet Information and Capital Campaign (which includes Rental Properties) and Special Giving/Restricted Fund activity*
- *2016 Special Mission Activity*
- *2016 Support for Service & Outreach Partners*
- *Pastors Salaries and Benefits - 2017*



# Our Financial Position...

*A snapshot as of December 31, (unaudited)*

	2013	2014	2015	2016
Cash and Investments	1,795,309	1,892,697	1,963,412	2,028,140
Building and Long-Term Assets	2,112,713	2,300,988	2,247,403	2,088,809
<b>Total Assets</b>	<b>3,908,022</b>	<b>4,193,685</b>	<b>4,210,815</b>	<b>4,116,949</b>
Accts Payable and Accrued Exps	13,004	5,907	13,481	8,786
Prepaid Pledges	22,251	29,118	43,943	47,072
Mortgage Payable	-	-	-	-
Designated Funds, Reserves & Other	242,791	416,935	361,643	352,190
<b>Total Liabilities</b>	<b>278,046</b>	<b>451,960</b>	<b>419,067</b>	<b>408,048</b>
Unrestricted Fund Balance	3,281,909	3,092,898	3,113,147	3,072,150
Temp. Restricted Fund Balance	138,354	439,113	468,888	427,038
Perm. Restricted Fund Balance	209,713	209,713	209,713	209,713
<b>Total Fund Balance</b>	<b>3,629,976</b>	<b>3,741,724</b>	<b>3,791,748</b>	<b>3,708,901</b>
<b>Total Liabilities and Fund Balance</b>	<b>3,908,022</b>	<b>4,193,685</b>	<b>4,210,815</b>	<b>4,116,949</b>

## *Income and Expense (2015 and 2016) for Capital Campaign and Special Giving*

	<u>Capital Campaign/ Rental</u>		<u>Special Giving</u>	
	<u>Prop.</u>			
	2015	2016	2015	2016
Total Income	88,619	80,710	89,395	110,880
Total Expense / Transfers	46,803	47,374	31,137	49,011
Surplus	41,816	33,336	58,258	61,869

- *The above comparative balance sheet information represents activity and balances of all of our funds (consolidated). Full financial statements are prepared and reviewed by an independent accountant by June of each year, and may result in certain adjustments and reclassifications. Please contact the Finance and Stewardship committee with any questions.*
- *The summary fund information for Capital Campaign includes rental income and related expenses. Special giving amounts include unrestricted bequests and gifts.*

# Special Mission Activity...

## For 2016...

A Hicks Back To School Supplies	250.00
CC Food Bank	200.00
Christmas Joy	2,760.00
Disaster Relief	4,225.00
Getsemani Church	200.00
Guatemala Medical Mission	2,655.00
Heifer Program	1,185.09
Israel/Palestine Mission Network	400.00
Kennsington Mission (underwear)	586.10
Migrant Ministry	1,140.00
MiRefugio	1,000.00
Mission Market	125.00
Mthatha - Pres Sister Church *Mem Gifts B Stalnaker	6,290.15
NAPHTALI	3,705.00
One Great Hour	7,415.00
Peacemaking	700.00
Pres Emerging Welfare	987.00
PW Mission Giving	3,054.70
Stop Hunger Now	8,166.46
The Barn - Sunday School offering	310.93
Tools of Hope/Blanket & Bake Sale	699.00
Undesignated Mission Giving	2,326.51
West Chester Food Cupboard (Sunday School students Mission)	258.78
<b>Totals</b>	<b>48,639.72</b>

\$68,402.14 was received and each of 5 agencies received \$13,680.42 as of 8/31/16

# Service and Outreach...

For 2016...

## 2016 Service and Outreach Actual Giving

Local Service & Outreach	
ACT in Faith*	\$ 13,680
Bridge of Hope*	\$ 13,680
Chester County Migrant Ministries	\$ 6,000
CC Opportunity Industrialization Center	\$ 1,000
Domestic Violence Center	\$ 2,000
Exchange Club Family Center*	\$ 13,680
Frederick Douglas Christian School	\$ 3,000
Friends Association *	\$ 13,680
Good Works	\$ 4,500
Habitat for Humanity	\$ 5,000
Interfaith Housing Assistance Corp*	\$ 13,680
Legal Aid of Southeastern Pennsylvania	\$ 1,000
Maternal & Child Health Consortium	\$ 1,500
Meals on Wheels of Chester County	\$ 1,500
The Village	\$ 2,510
Radio Broadcast Ministry	\$ 4,335
Safe Harbor of West Chester	\$ 6,000
The Barn at Spring Brook Farm	\$ 1,500
The Hickman	\$ 1,250
West Chester Area Senior Center	\$ 5,500
West Chester Food Cupboard	\$ 1,000
<b>Subtotal Local Service &amp; Outreach</b>	<b>\$ 115,995</b>

Other	
Per Capita	\$ 63,346
Special Mission (see detail next page)	\$ 48,640
<b>Subtotal Other</b>	<b>\$ 111,986</b>

\*5 agencies who received the summer mission project gifts

National Service & Outreach	
Camp Donegal	\$ 1,000
La Iglesia New Church Development	\$ 2,500
Naphtali	\$ 1,000
<b>Subtotal National Service &amp; Outreach</b>	<b>\$ 4,500</b>

Global Service & Outreach	
General Assembly (GA) Unified	\$ -
<b>PCUSA Missionaries</b>	
Smith (Argentina)	\$ 3,000
Boyd (Congo)	\$ 3,000
Lim (East Asia)	\$ 3,000
Sommers (Malawi)	\$ 3,000
Hare (Haiti)	\$ 3,000
Koball (Peru)	\$ 3,000
Collins (East Central Africa)	\$ 3,000
Fujii (Thailand)	\$ 3,000
<b>GA Extra Commitment</b>	
Presbyterian Disaster Assistance	\$ 6,000
Getsemani Church	\$ 7,500
<b>Non-PCUSA Global</b>	
Harrar (Wycliffe Bible Translators)	\$ 3,000
Snyder- Intl. Health Services	\$ 2,000
<b>Subtotal Global Mission</b>	<b>\$ 42,500</b>

Projects	
Youth Mission Trips	\$ 3,500
Undesignated Global/National	\$ 16,349
<b>Subtotal Projects</b>	<b>\$ 19,849</b>

**Total Service & Outreach Support \$ 294,830**