



INSTRUCTIONS FOR SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2018

This workbook is designed to guide you through the statistical information that you must provide to the presbytery in accordance with G-3.0202f. The Session Report is prepared annually by the Office of the General Assembly, and the information you provide will be combined with that from other PC(USA) congregations to become the "OGA Statistics" that appear annually in the General Assembly Minutes, Part II, Statistics.

PLEASE NOTE: The session needs to approve the report as early as possible after December 31, 2018. This is a session report and **DOES NOT** require approval at a congregational meeting.

Please use this link to enter your information: <http://oga.pcusa.stats>. You will be asked for a user name and password. These are specific to your church and will be the same as last year. If you need help with those please call the Presbytery office.

If you have any questions on how to use this workbook, please call your presbytery office.

Thank you for your work and support.

Statistical Reporting and Frequently Asked Questions

Churches and presbyteries can [access the year-end statistics online reporting system](#).
[Go to the Online Statistics Entry system](#).

*The system works best with Firefox, Google Chrome and Safari.

*If you need further assistance contact your Presbytery or email OGARecords@pcusa.org.

[Where can I find my user name and/or password?](#)

[My user name and password are not working.](#)

[When I log in there is no tab labeled "Statistics."](#)

[What is the deadline date for entering statistics?](#)

[Do I have to enter everything at one time?](#)

[How do I print a copy of my report?](#)

[Who do I contact if I have a problem?](#)

[Where can I find a copy of the workbook?](#)

Where can I find my user name and/or password?

Contact your presbytery for information related to your user name or password.

My user name and password are not working.

Be sure that you are using five (5) numbers for your user name. The user name for a church is the PIN number. You will need to add leading zero's if your PIN is fewer than five numbers. Example, you PIN number is 123. The user name would be 00123.

The passwords are also case sensitive. The letter O and number zero o often look the same, as well as the letter I and the number one 1. If one does not work try the other.

When I log in there is no tab labeled "Statistics."

In most cases, this is an issue with the browser you are using. We suggest using Firefox for best results.

What is the deadline date for entering statistics?

Contact your presbytery for information. Presbyteries establish their own deadline.

Do I have to enter everything at one time?

No. Hitting the 'Accept' button on the bottom of a page saves the data. You may exit and return to enter additional pages at a later time.


To view or print a copy choose "Church Report." It will then ask you for the year you would like to view.

< Return to Report Menu
 Year: 2010 View Report

Your report will appear in a box, scroll down to view page one, then use the blue arrow buttons on the top of the page to move to the second page. To print a page use the drop down box that reads "Select a Format." I suggest using the Acrobat (PDF) option for a clean copy of your report. Press the Export button to download your desired format.

< Return to Report Menu
 Year: 2010 View Report

1 of 2 Select a format Report



Church Report 2010

PCN Number: 1
 Presbytery Number: 380248

Church: Trinity Presbyterian Church
 Address: PO Box 367
 City/State: Chanle, AZ 86503-0367
 Phone: 928-674-3323
 Email: trinity@trinitypc.com
 Web Site: www.trinitypc.com/index.html
 Fax:

Member Ship

First Active Members	53	Inactive	0
Gains		Losses	
17 & Under	0	Certified	0
18 & Over	0	Deaths	0
Certified	0	Other	0
Other	0		
Total Gains	0	Total Losses	0

Who do I contact if I have a problem?

Call your presbytery for immediate help or email OGARecords@pcusa.org for additional help.

Where can I find a copy of the workbook?

There is no longer a workbook being produced. The program has been updated to include both helpful tools and definitions to complete the process. It also in being offered in multiple languages: 한국어, Español, and English. PDFs have been created related to the questions and definitions being asked.

Membership Statistics	
Beginning membership shows your church's active membership as of December 31 of last year (G-1.0402). This is the official membership figure that appeared in the xxxx <i>Minutes of the General Assembly, Part II, Statistics</i> . This figure cannot be changed. If the actual membership as of 1/1/xx is different than the displayed figure, enter a "New Starting Membership" to correct your beginning balance.	Beginning Membership XXXX New Starting Membership XXXX
	Gaines
Enter the number of persons received in xxxx into active membership by certificate of transfer from other churches (G-1.030b)	Certificate Gaines XXX
Enter the number of persons age 17 or younger received in xxxx through Profession of faith.	Youth Professions of Faith XXX
Enter the number of members received in xxxx through the (first-time) profession of faith (18 or older), or reaffirmation (G-1.0303a & c).	Professions of Faith and Reaffirmations XXX
	Losses
Enter the number of persons dismissed in xxxx to other churches for whom certificates of transfer have been issued (G-3.0204).	Certificate Losses XXX
Enter the number deleted from the roll in xxxx because of death. (G-3.0204a)	Deaths xxx
Enter all other reductions (G-3.0204a) in xxxx, reasons including persons temporarily excluded or removed from active membership (D-10.0300)	Deleted from the roll for any other reason XXX
Beginning Membership (or New Starting Membership, if corrected), plus Total Gains, then subtract Total Losses. This figure should equal the number of persons that appear on the active member roll. (This is the figure presbytery per capita is based on.)	Ending Active Membership as of 12/31/xx XXXX
Enter the number of females included in your total ending active membership.	Female Members xxxx

The ending active membership does not automatically calculate. The page must balance in order for changes to save.

Disability and Racial Composition

Persons with a Disability. Statistics gathered on persons with disabilities will be used by entities and committees to formulate programs and policies of the Presbyterian Church (U.S.A.), thus carrying out the mandate for inclusiveness contained in the *Book of Order* (G-3.0103 & F-1.0403).

In order to complete this section, you (as clerk or pastor) are not expected to conduct a survey of the congregation, but to rely on personal knowledge of individuals' disabilities. According to the definition adopted by the World Health Organization, persons with disabilities are those who have physical or mental disabilities that *substantially* limit their participation in one or more of life's activities.

Persons with a major hearing loss or deficiency.	Hearing Impairment XXX
Persons whose ability to move about is substantially impeded. This would include persons suffering from diseases such as arthritis and persons dependent upon canes, crutches, or wheelchairs, etc.	Mobility Impairment XXX
Persons with severe visual limitations.	Sight Impairment XXX
Persons with less easily discerned disabilities such as heart disease, diabetes, epilepsy, or mental conditions.	Other Impairment XXX

Racial Ethnic Composition of the Church

The 202nd General Assembly (1990) instructed the Office of the General Assembly to gather information regarding Racial Ethnic Composition (*Minutes*, 1990, Part I, p. 282.) Inclusiveness is an important part of the life of the church, "The Presbyterian Church (U.S.A.) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life." (G-4.0403)

This information is used in a variety of ways. Two of the ways in which this information is used is as follows:

- (1) The 208th General Assembly (1996) passed a recommendation that "1. affirms the goal of increasing the racial ethnic membership to 10 percent of the Presbyterian Church (U.S.A.) membership by the year 2005, and to 20 percent by the year 2010;" (*Minutes*, 1996, Part I, p. 378).
- (2) The General Assembly Committee on Representation (COR) uses the data at their Synod Committee on Representation Training Workshops that are held biannually.

In making the entries for this category, be guided by how an individual describes themselves. The figure entered as the total for Congregation should be equal to or less than the figure shown for Total Ending Active Membership, on the Membership Page.

Financial Data

Financial gifts from donors; rents; fees; income from investments and endowments; special offerings; general purpose fundraisers; and subsidies or grants. Include gifts for capital campaigns, bequests or endowments.	Annual Income XXXXXXXX
The total of all expenditures for the current operations of the congregation including but not limited to personnel, building maintenance, program, mission, and administrative cost. Also include special offerings, contributions to the denomination (presbytery, synod, or General Assembly), staff pensions, payroll tax contributions, utilities, insurance, payments of interest and principal on loans. Do not include capital expenditures.	Annual Expenses XXXXXXXX
The total of moneys given to mission related activities at the local or national level, ecumenical bodies or mission causes not related the Presbyterian Church (U.S.A).	Mission XXXXXXXX (subset of Annual Expenses)
The total of all expenditures for staff (ordained and non-ordained) including but not limited to salaries, benefits, payroll tax contributions, workers compensation, retirement and health insurance contributions.	Personnel XXXXXXXX (subset of Annual Expenses)
The total of expenditures related to the place where the congregation regularly gathers for worship, education, and spiritual nurture.	Facilities XXXXXXXX (subset of Annual Expenses)

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, October 2018

11/06/2018 02:21 PM

Page: 1

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Prior Year Percentage	
INCOME					
CONTRIBUTION INCOME					
UNRESTRICTED					
			\$355,000.00		
Church Comm/Lgr Church	30,705.59	283,557.81	0.00	0.00%	260,106.23
Presbyterian Fdn Cont	85.07	343.84	0.00	0.00%	261.76
Subtotal Unrestricted	30,790.66	283,901.65	355,000.00	79.97%	260,367.99
TEMPORARILY RESTRICTED					
			30,000.00		
SCLD	0.00	2,175.97	0.00	0.00%	2,035.27
Engaging Congregations	0.00	2,000.00	0.00	0.00%	0.00
Pine Springs Camp	0.00	5,000.00	0.00	0.00%	1,808.00
Enabling Ministry Network	0.00	6,500.00	0.00	0.00%	0.00
Projector Fund	0.00	0.00	0.00	0.00%	860.68
Resource Center	0.00	394.12	0.00	0.00%	317.57
PDA - Directed	1,903.00	8,863.00	0.00	0.00%	10,495.00
Pres Mtg Off Redstone SC	0.00	1,269.00	0.00	0.00%	0.00
Triennium	0.00	0.00	0.00	0.00%	50.00
Sudan Projects	537.50	6,954.98	0.00	0.00%	23,983.01
Peace and Global Witness	0.00	333.10	0.00	0.00%	1,692.77
Ministry Student Aid	0.00	894.00	0.00	0.00%	854.00
PMA - Directed	300.00	3,681.60	0.00	0.00%	2,601.40
Minister's Assistance	0.00	813.00	0.00	0.00%	0.00
Synod Mission	0.00	0.00	0.00	0.00%	400.00
Subtotal Temporarily Restricted	2,740.50	38,878.77	30,000.00	129.60%	45,097.70
Subtotal Contribution Income	33,531.16	322,780.42	385,000.00	83.84%	305,465.69
INVESTMENT INCOME					
Investment Income	0.00	0.00	20,000.00	0.00%	0.00
INTEREST INCOME					
Investment Interest	0.00	0.00	5,000.00	0.00%	1,641.26
PILP Interest	37.63	111.66	0.00	0.00%	111.66
Subtotal Interest Income	37.63	111.66	5,000.00	2.23%	1,752.92
MISCELLANEOUS INCOME					
			4,000.00		
Oil & Gas Lease	14.10	167.99	0.00	0.00%	181.05
Preaching/Consulting	1,325.00	4,279.47	0.00	0.00%	2,545.17
Miscellaneous Income	50.00	50.00	0.00	0.00%	5,350.00
Church Income	0.00	156,965.52	0.00	0.00%	0.00
Subtotal Miscellaneous Income	1,389.10	161,462.98	4,000.00	4,036.57%	8,076.22
RELEASE FROM RESTRICTIONS					
TEMP RESTRICTED RELEASE					
SCLD	-486.79	-1,269.41	0.00	0.00%	-2,123.51
Engaging Congregations	0.00	-2,000.00	0.00	0.00%	0.00
Pine Springs Camp	-2,250.00	-5,000.00	0.00	0.00%	-1,808.00
Enabling Ministry Network	0.00	-6,500.00	0.00	0.00%	0.00
Projector Fund	0.00	0.00	0.00	0.00%	-860.68
PDA - Directed	-1,903.00	-3,863.00	0.00	0.00%	-10,495.00
Sudan Projects	-6,000.00	-6,000.00	0.00	0.00%	-6,000.00
Peace and Global Witness	0.00	0.00	0.00	0.00%	-1,692.77
Ministry Student Aid	0.00	0.00	0.00	0.00%	-2,000.00
PMA - Directed	-300.00	-3,681.60	0.00	0.00%	-2,601.40

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, October 2018

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Prior Year Percentage	
Minister's Assistance	0.00	-813.00	0.00	0.00%	0.00
Synod Mission	0.00	0.00	0.00	0.00%	-400.00
Subtotal Temp Restricted Release	-10,939.79	-29,127.01	0.00	0.00%	-27,981.36
Subtotal Release From Restrictions	-10,939.79	-29,127.01	0.00	0.00%	-27,981.36
RELEASED FROM RESTRICTION					
Released from restriction	10,939.79	29,127.01	0.00	0.00%	27,981.36
TOTAL INCOME	34,957.89	484,355.06	414,000.00	116.99%	315,294.83
EXPENSES					
MISSION PARTNERSHIPS					
SUDAN					
Sudan - Shared	55.00	55.00	0.00	0.00%	55.00
Sudan - Restricted	6,000.00	6,000.00	0.00	0.00%	6,000.00
Subtotal Sudan	6,055.00	6,055.00	16,000.00	37.84%	6,055.00
PINE SPRINGS CAMP					
PSC - Shared	500.00	22,500.00	0.00	0.00%	29,400.00
PSC - Restricted	2,250.00	5,000.00	0.00	0.00%	1,808.00
Subtotal Pine Springs Camp	2,750.00	27,500.00	38,000.00	72.37%	31,208.00
SYNOD MISSION					
Synod - Restricted	0.00	0.00	0.00	0.00%	400.00
PRES MISSION AGENCY					
PMA - Shared	1,600.00	16,000.00	0.00	0.00%	18,883.31
PMA - Restricted	300.00	3,681.60	0.00	0.00%	2,601.40
Subtotal Pres Mission Agency	1,900.00	19,681.60	32,000.00	61.51%	21,484.71
PRES DISASTER ASSISTANCE					
PDA - Restricted	1,903.00	3,863.00	0.00	0.00%	10,495.00
Subtotal Pres Disaster Assistance	1,903.00	3,863.00	3,000.00	128.77%	10,495.00
Subtotal Mission Partnerships	12,608.00	57,099.60	89,000.00	64.16%	69,642.71
COMMITTEE EXPENSES					
COUNCIL					
Council Expenses	100.00	226.13	1,600.00	14.13%	86.00
Presbytery Mtg Expense	0.00	370.22	900.00	41.14%	263.49
Presbytery Stoles	0.00	350.00	0.00	0.00%	0.00
Equipping Leadership	0.00	2,250.00	5,000.00	45.00%	1,500.00
Engaging Congregations	0.00	2,609.50	5,000.00	52.19%	0.00
Enabling Ministry Network	0.00	6,598.87	5,000.00	131.98%	0.00
Mission Expenses	0.00	388.66	0.00	0.00%	0.00
Christian Associates	0.00	1,125.00	1,500.00	75.00%	1,125.00
Website	0.00	0.00	180.00	0.00%	0.00
COMMUNICATION EXPENSES	0.00	0.00	500.00	0.00%	0.00
Subtotal Council	100.00	13,918.38	19,680.00	70.72%	2,974.49
COMMITTEE ON MINISTRY					
Committee Expense	0.00	0.00	500.00	0.00%	0.00
COM - SCLD	103.66	1,029.22	0.00	0.00%	530.88

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, October 2018

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
Subtotal Committee On Ministry	103.66	1,029.22	500.00	205.84%	530.88
COMMITTEE ON PREPARATION					
Committee Expense	0.00	0.00	500.00	0.00%	0.00
CPM - SCLD	0.00	0.00	0.00	0.00%	524.78
Ministry Student Aid	0.00	0.00	0.00	0.00%	2,000.00
Subtotal Committee On Preparation	0.00	0.00	500.00	0.00%	2,524.78
Subtotal Committee Expenses	203.66	14,947.60	20,680.00	72.28%	6,030.15
OPERATIONS					
LEGAL AND AUDITING					
Legal Expenses	90.00	90.00	0.00	0.00%	72.50
Audit	0.00	5,900.00	6,000.00	98.33%	5,750.00
Subtotal Legal And Auditing	90.00	5,990.00	6,000.00	99.83%	5,822.50
PCUSA Meetings	0.00	1,674.46	4,750.00	35.25%	29.95
Property/Comp. Insurance	0.00	3,081.78	3,656.00	84.29%	3,168.75
Worker's Compensation	0.00	-152.92	821.00	-18.63%	490.36
Telephone	295.31	3,104.15	3,650.00	85.05%	3,413.27
Postage	115.99	856.73	900.00	95.19%	1,152.30
Office Supplies	919.46	5,711.05	5,500.00	103.84%	5,242.99
RESOURCE CENTER					
RC - Shared	0.00	-92.36	0.00	0.00%	582.19
RC - Restricted	0.00	153.24	0.00	0.00%	0.00
Subtotal Resource Center	0.00	60.88	1,000.00	6.09%	582.19
LEASES					
Copier Lease	300.00	1,657.50	3,000.00	55.25%	2,989.00
Miscellaneous Expenses	200.00	349.00	0.00	0.00%	57.50
SERVICE FEES					
Bank Fees	20.00	188.71	0.00	0.00%	85.00
Misc. Service Fees	7.50	-47.50	0.00	0.00%	55.00
Subtotal Service Fees	27.50	141.21	0.00	0.00%	140.00
UTILITIES					
Gas	79.31	1,568.98	2,000.00	78.45%	1,247.81
Electric	66.74	884.18	1,500.00	58.95%	997.80
Water	0.00	121.54	350.00	34.73%	150.01
Sewage	0.00	123.12	350.00	35.18%	174.44
Trash Collection	0.00	262.56	800.00	32.82%	266.89
Subtotal Utilities	146.05	2,960.38	5,000.00	59.21%	2,836.95
MAINTENANCE					
Custodial Services	93.75	853.12	1,500.00	56.87%	884.36
Yard Maintenance	0.00	680.00	1,000.00	68.00%	680.00
Parking Lot Maintenance	0.00	1,062.50	1,000.00	106.25%	642.50
Building Maintenance	398.14	1,649.05	1,000.00	164.91%	2,445.17
Subtotal Maintenance	491.89	4,244.67	4,500.00	94.33%	4,652.03
Subtotal Operations	2,586.20	29,678.89	38,777.00	76.54%	30,577.79

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, October 2018

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
PRESBYTERY STAFF					
EXECUTIVE STAFF					
EXECUTIVE PRESBYTER					
EP Salary	5,865.82	58,658.20	70,390.00	83.33%	58,648.63
EP - Board of Pensions	1,479.81	14,798.10	17,758.00	83.33%	14,053.10
EP - Continuing Education	38.67	308.26	1,500.00	20.55%	925.00
EP - Travel	0.00	0.00	4,750.00	0.00%	0.00
EP Travel - Shared	704.14	3,276.52	0.00	0.00%	3,245.29
EP Travel - Restricted	383.13	1,165.75	0.00	0.00%	1,067.85
Subtotal Ep - Travel	1,087.27	4,442.27	4,750.00	93.52%	4,313.14
EP - Professional Expense	194.25	1,236.60	1,825.00	67.76%	1,063.32
EP - Deferred Comp / 403B	347.66	3,476.60	4,172.00	83.33%	1,666.80
Subtotal Executive Presbyter	9,013.48	82,920.03	100,395.00	82.59%	80,669.99
STATED CLERK					
SC - Salary	0.00	0.00	1,000.00	0.00%	0.00
Subtotal Executive Staff	9,013.48	82,920.03	101,395.00	81.78%	80,669.99
SUPPORT STAFF					
OFFICE ADMINISTRATOR					
OA - Salary	2,259.50	22,595.00	27,114.00	83.33%	21,937.00
OA - Board of Pensions	1,750.48	17,504.80	22,000.00	79.57%	15,285.70
Subtotal Office Administrator	4,009.98	40,099.80	49,114.00	81.65%	37,222.70
ASSISTANT CLERKS					
Recording Clerk Salary	0.00	937.50	1,250.00	75.00%	0.00
Associate Clerk Salary	0.00	937.50	1,250.00	75.00%	937.50
Subtotal Assistant Clerks	0.00	1,875.00	2,500.00	75.00%	937.50
Subtotal Support Staff	4,009.98	41,974.80	51,614.00	81.32%	38,160.20
EMPLOYER PAID FICA TAXES					
Employer Paid FICA Taxes	621.58	6,215.80	7,797.88	79.71%	6,165.40
Subtotal Presbytery Staff	13,645.04	131,110.63	160,806.88	81.53%	124,995.59
APPORTIONMENTS					
GA Per Capita	6,626.55	66,355.41	80,000.00	82.94%	66,425.00
Synod Per Capita	1,971.68	19,716.74	24,600.00	80.15%	20,370.32
Subtotal Apportionments	8,598.23	86,072.15	104,600.00	82.29%	86,795.32
RESTRICTED EXPENSE					
Minister's Assistance	0.00	813.00	0.00	0.00%	0.00
Projector Fund	0.00	0.00	0.00	0.00%	860.68
Peace and Global Witness	0.00	0.00	0.00	0.00%	1,692.77
Subtotal Restricted Expense	0.00	813.00	0.00	0.00%	2,553.45
TOTAL EXPENSES	37,641.13	319,721.87	413,863.88	77.25%	320,595.01
TRANSFER ACCOUNTS					
TRANSFER TO OTHER FUNDS					

Presbytery of Redstone
Income and Expense Statement
 GENERAL FUND 01, October 2018

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
Cash Transfers Out	\$0.00	-\$110,000.00	\$0.00	0.00%	\$0.00
TRANSFER FROM OTHER FUNDS					
Cash Transfers In	-398.12	0.00	0.00	0.00%	2,059.16
CTI - New Covenant	2,659.17	5,481.74	0.00	0.00%	0.00
Subtotal Cash Transfers In	2,261.05	5,481.74	0.00	0.00%	2,059.16
Subtotal Transfer From Other Funds	2,261.05	5,481.74	0.00	0.00%	2,059.16
TOTAL TRANSFERS	2,261.05	-104,518.26	0.00	0.00%	2,059.16
EXCESS INCOME\EXPENSES	-\$422.19	\$60,114.93	\$136.12	44,163.19%	-\$3,241.02

Redstone Presbytery
Commitment to Larger Church
October 31, 2018

	2018 PLEDGE	TOTAL PAID	% Payup as of 10/31/2018	Unpaid Pledge Balance
Adah, Palmer	400.00	266.68	67%	133.32
Apollo, Poke Run	3,125.00	3,125.00	100%	-
Avonmore	3,500.00	2,664.00	76%	836.00
Belle Vernon, First	7,000.00	7,000.00	100%	-
Belle Vernon, Harmony	1,000.00	600.00	60%	400.00
Belle Vernon, Marion	2,000.00	1,943.50	97%	56.50
Belle Vernon, Rehoboth	6,000.00	5,000.00	83%	1,000.00
Bolivar	1,500.00	1,250.00	83%	250.00
Boswell				-
Brownsville, Calvin		1,560.00		(1,560.00)
Brownsville, Ft. Burd	3,813.00	3,772.00		41.00
Brownsville, Hopewell				-
Colver	350.00	606.00		(256.00)
Cresson		2,400.00		(2,400.00)
Dawson, Tyrone				-
Delmont	4,000.00	3,142.00	79%	858.00
Derry	1,500.00	375.00		1,125.00
Dunbar, First	2,800.00	2,800.00		-
Dunbar, Laurel Hill	500.00	500.00	100%	-
Ebensburg	900.00	1,148.00	128%	(248.00)
Fairchance		1,000.00		(1,000.00)
Farmington	1,800.00	1,800.00		-
Fayette City, First				-
Fayette City, Little Redstone	1,000.00	1,000.00	100%	-
Greensburg, First	30,000.00	25,000.00	83%	5,000.00
Greensburg, Maplewood	6,000.00	5,000.00	83%	1,000.00
Greensburg, Westminster		6,000.00		(6,000.00)
Irwin, First	25,000.00	20,833.30	83%	4,166.70
Irwin, W. Hempfield	5,000.00	3,750.00	75%	1,250.00
Jeannette	6,780.00	5,693.00		1,087.00
Johnstown, Bethany	2,150.00	2,150.00	100%	-
Johnstown, First	10,000.00	6,300.00		3,700.00
Johnstown, Second	3,240.00	2,700.00	83%	540.00
Johnstown, Westmont	12,500.00	9,170.00	73%	3,330.00
Lake Lynn		2,508.40		(2,508.40)
Latrobe, Main St.	26,500.00	19,890.00		6,610.00
Latrobe, Spring St.	3,000.00	3,000.00		-

Redstone Presbytery
Commitment to Larger Church
October 31, 2018

	2018	TOTAL	% Payup	Unpaid
	PLEDGE	PAID	as of	Pledge
			10/31/2018	Balance
Leisenring		500.00		(500.00)
Ligonier, Pleasant Grove	890.00	890.00		-
Lower Burrell, Grace	15,300.00	12,750.00	83%	2,550.00
Lower Burrell, Puckety		9,000.00		(9,000.00)
Masontown	500.00			500.00
McClellandtown		4,800.00		(4,800.00)
Merrittstown, Dunlap's Ck.	300.00	300.00	100%	-
Mt. Pleasant, Reunion		919.00		(919.00)
Murrysville, First	8,000.00	8,000.00		-
Murrysville, Newlonsburg	25,174.00	20,723.00	82%	4,451.00
Murrysville, Union	1,000.00	875.00		125.00
N. Alexandria, Community	4,000.00	4,000.00	100%	-
N. Alexandria, Congruity	7,000.00	4,883.00	70%	2,117.00
New Florence, Bethel	2,400.00	1,800.00	75%	600.00
New Florence, Trinity		3,250.00		(3,250.00)
New Kensington		6,000.03		(6,000.03)
New Salem	3,000.00	2,533.00	84%	467.00
N. Huntingdon, New Hope	4,920.00	4,100.00	83%	820.00
Patton	4,346.00	4,346.00	100%	-
Revloc	1,500.00	1,250.00	83%	250.00
Scottdale	1,000.00	1,099.40	110%	(99.40)
Smithfield, Grace Chapel				-
Smock, Pleasant View	10,000.00	10,100.00	101%	(100.00)
Trafford, Level Green	3,500.00	3,541.00	101%	(41.00)
Uniontown, Tent	287.00	287.00	100%	-
Uniontown, Third	10,660.00	5,330.00	50%	5,330.00
Uniontown, Trinity	9,000.00	5,138.50	57%	3,861.50
Vanderbilt, E. Liberty	2,200.00	1,480.00	67%	720.00
Vandergrift				-
West Newton, Sewickley	420.00	210.00		210.00
W. Newton, Sewickley UP	600.00	600.00	100%	-
West Newton, United		906.00		(906.00)
Totals	287,355.00	273,557.81		13,797.19

POLICY ON STUDENT/CLERGY INDEBTEDNESS AND DEBT RELIEF ASSISTANCE

It is the policy of the Presbytery of Redstone, through its Committee on Preparation for Ministry, to ensure that inquirers and candidates understand the real effects of indebtedness arising out of a seminary education and to help them take steps throughout their seminary studies to keep their debt to a minimum, and, through its Committee on Ministry, to ensure that eligible congregations and pastors know about debt relief available from the Board of Pensions and expedite approval of applications by eligible Teaching Elders.

The Committee on Preparation for Ministry will:

1. Discuss the inquirer's plans to minimize seminary debt when meeting with the prospective inquirer to consider accepting him or her as an inquirer.
2. Meet with a regional representative of the Board of Pensions or a representative of the Presbyterian Foundation to assess net worth and make a plan for financing the cost of seminary.
3. Encourage the candidate to complete a Board of Pensions workshop on financial management and planning. (e.g. "Getting in Shape Fiscally").
4. Counsel each inquirer regarding the inquirer's level of indebtedness vis-à-vis the prospective salary that can be expected based on the current median income for the denomination reported by the Board of Pensions as well as the minimum effective salary adopted by the Presbytery at that time.
5. Encourage each inquirer and candidate, where possible, to use his or her available assets to pay for seminary expenses rather than incurring indebtedness.
6. When indebtedness cannot be avoided, monitor with the inquirer or candidate the level at which indebtedness increases as well as the assets that may be made liquid to assist with seminary debt repayment.
7. Make available at least annually to each inquirer and candidate a scholarship offered through the Presbytery, as well as advocate for exploration of available grants, interest-free loans, funding that may be available through the Financial Aid for Studies Office of the PC(USA) and PC(USA) seminaries, and other types of financial assistance.
8. Advocate with the congregation of which each inquirer or candidate is a member, and with other congregations of the presbytery as appropriate, in order to generate financial support in the form of grants or scholarships.

The Committee on Ministry will:

1. Encourage any minister serving a first call following graduation from seminary who comes with any educational indebtedness to participate in one of the Board of Pensions workshops (e.g. "Getting in Shape Fiscally")
2. Encourage calling congregations to utilize further educational debt reduction as a point in negotiating salary with a prospective minister who is a recent seminary graduate.
3. Upon adoption of this policy, identify existing congregations and pastors eligible for the Board of Pensions' Seminary Debt Assistance program and apprise them of the availability of the program.
4. In the future, identify congregations recruiting new pastors that qualify for the Board of Pensions' Debt Assistance program and apprise their Session and/or search committee of the availability of the program and the requirements for teaching elders to be eligible (which, as of the date this policy is adopted, is that they be in a full-time called position and in their first seven years of ministry).
5. Advise teaching elders eligible for Debt Assistance how to apply (www.pensions.org) support their submission of the application and complete the appropriate section of the application on behalf of the Presbytery of Redstone.

The expectations laid out in this policy are for both the long-term financial health and ministry for inquirers, candidates and teaching elders.

The Board of Pensions Minister Educational Debt Assistance Grants are available for those PCUSA ministers enrolled in the Pastor's Participation Benefits Plan, have completed a CREDO conference and have an effective salary less than eighty thousand and an adjusted gross income of less than twice the national median for pastors. Applications must be approved by the Presbytery either through the Executive Presbyter, CPM or COM.

Approved by the Committee on Preparation for Ministry
Approved by the Committee on Ministry:

2019 BUDGET NARRATIVE

OVERALL

The message of Jesus most frequently recorded by the gospels declares the coming of the "reign of God." Not to be confused with control by the powers that dominate our world or the security of claims that are built upon hoarding resources, the "kingdom" to which Jesus calls us is one of dependence, sharing, and compassion.

As those claimed and called by Jesus Christ, our discipleship reflects the norms and values of that kingdom. This is as true for who we are as a presbytery and in the tangible expressions of our budgets, as well as congregations, as it is for us as individuals and families. God has called us together to be joined as the body of Christ in seeking first the kingdom and righteousness in this place, in this region.

Because of this communion in Christ, the budget reflects an opportunity **to invest in the ministry and mission that we share together as a presbytery**. Our covenantal partnership in service of the Lord's kingdom is represented in the sharing of our time, our talents, and our resources. As noted in the Scriptures, such acts of generosity reflect the operating principle of "abundance" present in the kingdom. Such commitment and action become those expressions of God's grace "at work in the world."

God's gracious provision through the generous investment of **both congregations and individuals** permit this shared ministry to move forward for the honor and glory of Jesus Christ among us. Trusting in God, we believe that the Lord has provided in the past and we look toward God's gracious provision in the future through the generosity of God's people.

INCOME

Since 2013, the Presbytery has "lived within its means" by significantly cutting expenses and at the same time maintaining optimal cash flow management in order to maximize revenue. Yet, church contributions in the form of "First Fruits" pledges have continued to decline. Although not a per capita assessment, as an expression of both gratitude and responsibility, we desire that each congregation contribute **at least 42/member** based upon their active membership rolls. The 2019 budget income projections are optimistic and hopeful based upon incomplete data for 2018, but also anticipated increases in pledge commitments for 2019. It also reflects a potential increase in contributions from our investment assets. If 2018 contributions do not reach the budgeted levels, expenditure reductions in variable costs will need to be reduced again.

EXPENSES

The collective ministry of the Presbytery in **Engaging Congregations, Equipping Leadership, Enabling Ministry Networks, and Empowering Mission Partnerships** is enacted through the shared expenses of our life together. These priorities may be reflected in the support for particular mission projects of the Presbytery such as the Sudan/South Sudan Partnership, Pine Springs Camp, the Presbyterian Disaster Assistance as well as our unified giving through our denominational mission agency.

Tangible expressions of these priorities are lived out through the human resources of the Executive Presbyter in offering expertise, consulting, and assistance in the lives and ministries of both congregations and pastors. Whether in the midst of leadership transition, refocusing ministry strategy, or operational assistance, Presbytery staff provide the firsthand engagement and facilitate connections with other resources (in/outside the Presbytery). Supporting local pastoral leadership with either coaching or pastoral care through the availability of an executive may be critical to their own ongoing health and ministry. Often, shared ministry is represented symbolically in the presence and practices of our Presbytery leadership.

Both the programmatic and operational work of our committees and the Presbytery as a whole are supported through our shared financial commitments. Whether in the ministries of Council, COM, CPM, or ministry networks, each is resourced through the use of facilities, equipment, and office staff involvement.

Finally, we affirm that the Church is more than our individual congregations or even our Presbytery through our commitment to support our denominational connections in the Synod of the Trinity and the General Assembly. These per capita contributions are made based upon the active membership rolls of the seventy congregations regardless of whether the individual church has contributed that amount. In 2019, the per capita contribution for the General Assembly will increase by 1.22/member (a task force has been commissioned to study per capita as a system of funding our national church). Consequently, you will note those increases in shared ministry. Additionally, we are engaged with our ecumenical partners within our region through our participation in Christian Associates.

Consistently, even with declining revenues, we have sought to budget with an awareness of benchmarking budget expenditures in order to retain our primary commitments. Below you will see the breakdown of observing those benchmarks. Although in most presbyteries, executive staffing might be split between ministry and mission, we have chosen to show it all in shared ministry.

	2016	2017	2018	2019
Shared Ministry	56.6%	55.8%	56%	57.4%
Shared Mission	20.9%	21.0%	21.5%	20.5%
Operations	22.5%	23.2%	22.5%	22.1%
Total	100%	100%	100%	100%

INCOME/RECEIPTS

	2018 Budget	2019 Proposed Budget
Shared Ministry/Mission		
Church contributions	\$385,000.00	
Shared		355000
Directed		30000
Other gifts and contributions		\$365,000.00
		\$30,000.00
Interest	\$5,000.00	\$5,000.00
Investments (reserves)	\$20,000.00	\$30,000.00
Miscellaneous	\$4,000.00	\$4,000.00
TOTAL REVENUE	\$414,000.00	\$434,000.00

EXPENSES

Shared Ministry

Council		
Council expense	\$1,600.00	\$1,500.00
Communications	\$500.00	\$500.00
Presbytery meetings	\$900.00	\$900.00
Website	\$180.00	\$180.00
PCUSA meetings	\$4,750.00	\$4,500.00
Equipping Leadership	\$5,000.00	\$5,000.00
Engaging Congregations	\$5,000.00	\$5,000.00
Enabling Ministry Networks	\$5,000.00	\$5,000.00
Committee On Ministry		
Committee Expense	\$500.00	\$500.00
Committee on Preparation		
Committee Expense	\$500.00	\$1,000.00
Committee-Nominating	\$0.00	\$0.00
Committee on Representation	\$0.00	\$0.00

Executive Presbyter

EP Salary	\$70,390.00		\$70,390.00
Deferred comp.-403B	\$4,172.00		\$6,408.85
EP Pension	\$17,758.00		\$18,113.00
EP Study Leave	\$1,500.00		\$1,500.00
EP Professional Services	\$1,825.00		\$1,825.00
EP Travel	\$4,750.00		\$4,750.00

Christian Education/Resources

Christian Education			
Triennium	\$0.00		\$3,000.00
Resource Center	\$1,000.00		
Shared		500	\$500.00
Directed		500	\$500.00

Denominational/Ecumenical Ministry

Presbyterian Media Mission			
Christian Associates	\$1,500.00		\$1,500.00
Synod of Trinity(per capita)	\$24,600.00		\$24,600.00
General Assembly(per capita)	\$80,000.00		\$92,000.00

TOTAL SHARED MINISTRY

\$231,425.00

\$249,166.85

Shared Mission

Sudan Partnership	\$16,000.00		\$16,000.00
Shared		6000	
Directed		10000	
Pine Springs Camp	\$38,000.00		\$38,000.00
Shared		33000	
Directed		5000	
Synod Mission			\$0.00
Shared			
Directed			
Presbyterian Mission Agency	\$32,000.00		\$32,000.00
Shared		24000	
Directed		8000	
Presbyterian Disaster Assistance	\$3,000.00		\$3,000.00
Shared		0	
Directed		3000	

TOTAL SHARED MISSION

\$89,000.00

\$89,000.00

Operations

Supplies	\$5,500.00	\$5,500.00
Postage	\$900.00	\$1,000.00
Telephone	\$3,800.00	\$3,800.00
Utilities & Maintenance	\$9,500.00	\$9,500.00
Property Insurance	\$3,656.00	\$3,656.00
Worker's Compensation	\$821.00	\$821.00
Legal and Auditing	\$6,000.00	\$6,000.00
Leases	\$3,000.00	\$3,000.00
Miscellaneous	\$0.00	\$0.00

Stated Clerk Salary/Associate	\$2,250.00	\$2,250.00
Recording Clerk	\$1,250.00	\$1,250.00

AA Salary	\$27,114.00	\$27,927.42
AA Medical/Pension	\$22,000.00	\$23,052.00

FICA paid-Presbytery	\$7,797.88	\$7,521.28
----------------------	------------	------------

TOTAL OPERATIONS \$93,588.88

\$95,277.70

\$414,013.88

\$433,444.55

Addiction Questionnaire

The Addiction Ministry Network Committee of Redstone Presbytery has received a grant from the Westmoreland County Drug and Alcohol Commission to develop a small group curriculum on Theology and Addiction for use by ministers, lay leaders and/or current event Sunday Schools. The curriculum will take a look at various aspects of addiction (substance use disorders) and provide information, biblical references and background for addressing each topic in stand-alone components or small group studies.

In looking to provide information relevant to our churches, we ask that you provide us with answers to the following survey questions. You do not need to provide your name unless you want to have us respond to you, or you want to be included in the development and/or testing of the curriculum. The committee plans to have the trial curriculum complete for testing in February and final distribution in late March. Our hope is to have several churches use the curriculum or components of it after Easter and provide feedback for us to incorporate into our final grant report due by June 30, 2019.

I am a: Clergy member Lay Leader Elder Other: _____

1. On a scale of 1 (little) to 10 (great), circle or underline the number that most closely matches your level of understanding of Substance Use Disorders or Addiction.

1 2 3 4 5 6 7 8 9 10

2. Do you know individuals in your congregation who are suffering from a substance use disorder, or who are living with someone who is suffering from a substance use disorder?

Yes No

3. Have you had to deal personally or professionally with any of the following situations? Please check all that apply and add any additional areas that you have experienced.

____ Death of a congregant, friend, or family member due to overdose.

____ Discussions with individuals about their concern for someone's suspected or known abuse of alcohol or other drugs.

____ Congregants who have ceased coming to church due to theirs or a family member's suspected substance abuse.

____ Groups of people using or dealing drugs on or near church property.

____ Counseling for police or other first responders in your congregation.

____ Theft or other criminal activity as the result of substance abuse disorders.

Other situations:

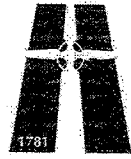
4. From the areas you checked in #3, did you feel you had enough knowledge about substance use disorders to adequately deal with these situations? Yes No

5. From the areas you checked in #3, did you feel you had an adequate number of scripture references and theological insight to support your discussions? Yes No
6. Please check any of the following topics that you would like to see included in the Theology and Addiction Curriculum. List any other topics that you feel are necessary to include.
- Basic alcohol and other drug information
 - Jesus and the disease concept of addiction
 - Love and limits (not hindering the recovery process)
 - Recovery programs (including 12-step, faith-based and medication-assisted)
 - Help and recovery for family members of the substance abuser
 - Navigating the referral process
 - The Church as a safe haven
 - Forgiveness and relapse
 - The Lazarus effect: Bringing people back from overdose with Narcan
 - Letting God lead: Turning over control
 - The importance of confession
 - Sharing the message
 - The paradox of recovery: Powerlessness leads to strength and surrender to victory

Other topics to include:

7. Would you or a leader from your congregation be interested in facilitating a small group Sunday School class or providing a sermon using this curriculum once it is developed? Please circle or underline the best answer to the following statements:
- a. We have someone in our congregation who would be willing to lead a small group with the curriculum. Yes Maybe I Don't Know No
- b. The pastor of our church would be willing to provide at least one sermon based on the curriculum. Yes Maybe I Don't Know No
8. If you have any questions or would like to be included in the development or testing of the curriculum, please state these along with your name, church, email address and phone number below. Thank you!

Please complete and return today or return by email to lgchicka@gmail.com by Friday, Nov. 30, 2018.



Presbytery of Redstone

PRESBYTERIAN CHURCH (USA)

Redstone Presbytery's purchase of a subscription to *The Parish Paper* INCLUDES:

1. Permission to provide copies to our staff and to the congregations within our jurisdiction in any of the following ways: email, postal, newspaper, newsletter, meetings, training events, and our website.
2. Permission for each congregation within our jurisdiction to (a) photocopy or electronically distribute for local use as many copies as it needs, (b) post them on its website, and (c) quote sentences and paragraphs.

Congregations within Redstone Presbytery's jurisdiction to which we distribute *The Parish Paper* do NOT have permission (a) to delete the copyright ownership notice, (b) to re-write, paraphrase, delete, or change the wording of sentences and paragraphs, or (c) to give ANY THIRD PARTY - other than our staff and constituents - permission to photocopy or reprint (in any quantity, no matter how small, whether for free distribution or for sale).

Serving Cambria, Somerset, Westmoreland, and Fayette Counties

1004 Mount Pleasant Road • Greensburg, PA 15601-5762 • (724)837-6737 • Fax (724)837-4112

HOW TO DEVELOP HABITS FOR WELL-BEING

Seminaries and social work programs often ask their students to create a self-care plan. Not only does this send a message about self-care while pursuing a degree, ordination, or certification, it also makes clear that self-care is a life-long commitment for those who serve the church and others. High demands and weak support systems can foster a toxic environment for clergy health. Therefore, some experts see a problem with the idea of *self-care*, which suggests that responsibility for clergy well-being falls entirely on the pastor. Clergy health and well-being involve three systems: the individual pastor's lifestyle, family and friends, and the congregation or denomination. Although all three systems share responsibility, this issue focuses primarily on the role of clergy.

Making Better Choices

Mounting research finds that genetic differences are less important for longevity and health than previously asserted. Twin studies reveal that genetics only account for 25% of the defining forces related to life span. What accounts for the rest? Lifestyle choices and habits. For example, Sanjay Gupta lists five habits that can extend a person's life by a decade or more: eating a healthy diet, exercising regularly, maintaining a healthy body weight, consuming alcohol in moderation, and never smoking.¹

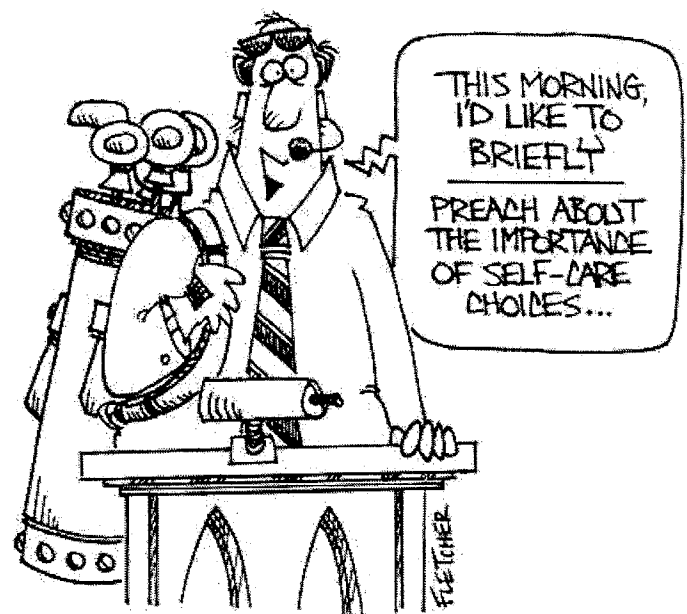
Models of well-being incorporate additional elements beyond physical health because studies find clear links between mental, social, and physical health. For instance, scientists are beginning to pay attention to a sixth healthy habit: maintaining a strong social network. Although positive emotions and moods relate to overall health, they only produce short-term impacts. Positive mental health combined with high psychological and social functioning delivers greater long-term health.²

Map Your Self-Care Plan

Before you can make deliberate changes to construct a personalized self-care plan, you must know where you

are already strong and where you need to focus to see improvement. The self-care wheel, available in multiple versions, is such a tool and illustrates the interaction between multiple dimensions of daily life.³ Imagine a pie cut into six equal parts with each section representing one area of your life: physical, psychological, emotional, spiritual, personal, and professional. If you imagine the center as zero and the outer edge of the pie section as ten, you can rank your satisfaction level within each area by drawing a line to create your own outer edge for each area.

When the findings are graphed onto the pie, some sections are longer or shorter than others. The shorter areas reflect areas of life where functioning can be improved. For example, lower scores in the spiritual area might prompt someone to explore new spiritual practices, participate in a small spirituality group, or other actions aimed at creating greater levels of life satisfaction and balance. Ultimately, you see your full life balance picture and can begin to consider how to improve the whole.



Other approaches entail completing short questionnaires (see the Buffalo School of Social Work for an easy to complete example⁴). Or clergy can honestly answer questions like:

- How often in the past two years has poor physical health, emotional problems, or family demands interfered with your ministry effectiveness? How do you cope in such situations?
- What practices do you regularly engage in that sustain you physically, emotionally, and spiritually? Are additional efforts needed to support your well-being and reduce stress?
- How would a spouse or best friend answer these questions? Your coworkers?

The value of these approaches is that the agency for making better choices rests with the individual. A friend of the late Senator John McCain remarked that he was not very good at lying to himself. McCain would joke that his biggest accomplishment as a Navy pilot was crashing five jet planes, reflecting his belief that “We cannot forever hide the truth about ourselves, from ourselves.”⁵ Authenticity or self-integrity is a gift to be treasured.

Create and Enact Your Self-Care Plan

Just as there is no “right way” to experience God, there is no “right way” to find a greater sense of well-being. Once you have mapped what your current life balance looks like on the pie chart and honestly answered questions about your life habits, take time to make a solid plan. For the areas of your life where you are strong, write a few sentences about how to maintain or even enhance those areas. For areas that are closer to zero, write down goals to help you increase your satisfaction. You also want to periodically check in on how you’re doing with these goals to see if you need to revise any of them as your life changes. It is okay to begin with only one or two areas. Finally, find someone who cares about you to hold you accountable and who is willing to help you achieve these goals. It’s best to find someone in a similar situation as you, such as another clergy member. Share your self-care plans and meet regularly to check in with each other.

Remember that people will be motivated to form new habits by different incentives and identities. These differences mean that no two people will choose an identical path to a more satisfying life and that the goals you set must be tailored to work for you.

Congregational and Denominational Support

Every congregation should have a functioning personnel committee because a church cannot succeed unless the pastor succeeds. The regular interaction between the committee and the pastor contributes to the pastor’s overall ministry and life satisfaction, assists the pastor in establishing priorities and boundaries, and supports the pastor’s self-care choices. The pastor and the committee members must share a vision for ministry and a shared understanding of the pastor’s gifts.

Several denominations began to recognize that support for pastors needed to extend beyond seminary. For example, the Church Pension Group of the Episcopal Church started CREDO, a conference for pastors aimed at enhancing clergy wellness. Participants explore four areas—spiritual, vocational, financial, and physical/psychological health—in a week-long community experience. The Board of Pensions, Presbyterian Church (U.S.A.), launched a similar national clergy program to help pastors examine their health and replenish their spirit. Other judicatories and denominations invite their clergy to workshops and experiences that help pastors deal with stress, nurture spiritual vitality, and promote flourishing ministry. Congregational leaders should encourage the pastor to participate in such conferences.

Well-Being Is a Journey

The good news of the gospel says again and again, “Behold, I make all things new” (Rev 21:5). People, who are made in the image of God, are free to make choices. And they are free to make new choices. Begin with one new self-care practice today. Begin with one new way of finding joy in life. Try it on and risk failure. Pastors and people of faith can count on the promise of John 10:10: “I have come that they might have life and have it abundantly.”

1. Dr. Sanjay Gupta, “Forget science (for now); living longer is in your hands,” <https://www.cnn.com/2018/07/27/health/living-longer-sanjay-gupta/index.html>.

2. R. J. Proschold-Bell and J. Byassee, *Faithful and Fractured: Responding to the Clergy Health Crisis* (Grand Rapids, MI: Baker, 2018), 112-113.

3. <http://www.olgaphoenix.com/wp-content/uploads/2015/05/Self-Care-Wheel-Final.pdf>

4. <https://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/self-care-assessment.pdf>

5. https://www.brainyquote.com/quotes/john_mccain_135484

GETTING TO KNOW OUR NEIGHBORS

ONE-ON-ONE INTERVIEWS

Holding conversations with neighbors can provide church leaders with vital information about the community. A one-on-one interview takes the process a step further by structuring the conversation around a set of questions prepared in advance so that church leaders can focus on what matters most: tailoring ministry that is most appropriate for this neighborhood, these people, and this time.

Listening: An Essential First Step

Joy Skjegstad, who consults with churches on community ministry, finds that many churches prefer to skip the listening step and simply launch into a new project. “It is faster to plan programming without it, because listening takes time.”¹ Church leaders also tell her that they find it intimidating to meet people they do not know, especially when people in the community come from different ethnic, cultural, socioeconomic, or religious backgrounds than church members. Finally, Skjegstad suspects that some church leaders do not want new information to contradict their long-held assumptions, arguing that “community listening can be a humbling process. People in the community may tell you things you don’t want to hear.”²

Faith-based community organizers consider one-on-one interviews to be an essential tool in getting to know the neighborhood. The Reverend Dennis Jacobsen, an Evangelical Lutheran pastor and community organizer, observes that organizing efforts can falter without relationship building. The one-on-one interview is a primary way to achieve this goal. “Organizing misses its calling,” Jacobsen writes, “when it becomes a swirl of frenetic activity, . . . running past and over human beings. One-on-ones slow things down, restore needed focus, and serve as a reminder of the human dimension of this work.”³

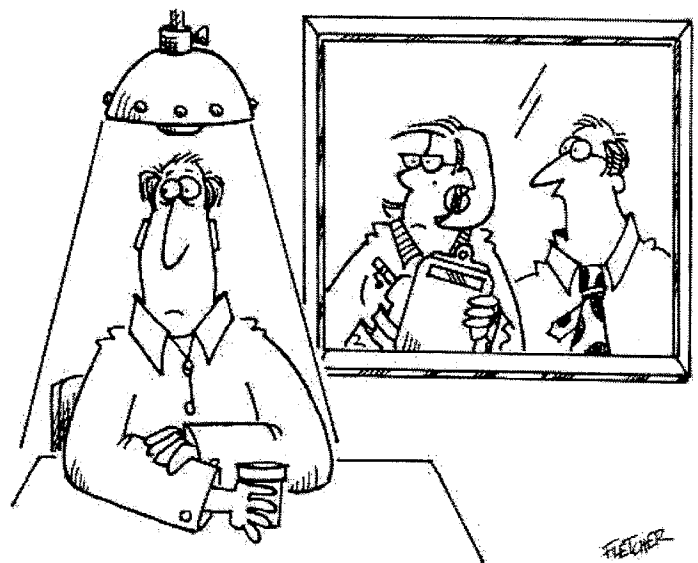
Interviewing Basics

Interviews come in three styles: structured, unstructured, and semi-structured. If you want to get to know

the person or community, try an *unstructured interview*. Start with a broad question about your interviewee’s experience and then let the conversation flow in whatever direction it will. However, if you want to assess a community’s needs or analyze a particular problem, a *structured interview* may serve the purpose better. In this case, ask questions about specific issues. At the extreme end of the structured format, this interview may resemble a verbal questionnaire with answer options limited to yes or no answers. The *semi-structured interview* strikes a compromise between the two styles, utilizing predetermined questions while allowing respondents to use whatever language they are most comfortable with or allowing them to wander from the topic as it suits them.⁴

A basic unstructured interview may be the easiest type of interview to perform. Social scientists Andrea Fontana and James Frey offer the following seven steps for preparing for and carrying out an interview.

1. *Access the setting.* How do you “get in to” wherever the interview will take place? This question must be asked because interviews typically do not take place on your own



“I STILL THINK WE SHOULD HAVE GONE WITH AN UNSTRUCTURED INTERVIEW.”

turf but in the field. How you access the setting depends on the group you are studying. One researcher-author had to buy a motorcycle and hang out where Hell's Angels were known to gather in order to interview them for a book he was writing. While this may be an extreme case, it illustrates a point: in order to interview someone, you need to enter their setting, not invite them to yours.

2. *Understand the language and culture.* An interpreter may help you understand the person you interview, but that is no guarantee you will understand the culture. If you are non-Hispanic, it may feel puzzling to answer a volley of questions about whether you are married and other personal questions about familial relationships. Yet the family holds a key place in Hispanic culture. Ignoring this reality may result in “mis-translation” even if you have a great interpreter.

3. *Decide how to present yourself.* Whether you dress up or dress down may be subject to misunderstanding. Dressing up may create suspicion among some populations such as undocumented immigrants or blue-collar workers, who might misinterpret your intentions. On the other hand, if you are interviewing parishioners in a Sunday morning church setting at a Black church, dressing down might be seen as disrespectful to God. Best practice in many cases might be to try matching your dress to that of the person being interviewed.

4. *Locate an informant.* You may need someone who can act as a guide to the local culture and its distinctive idiom. In one low-income neighborhood in Syracuse, New York, a woman known as “the mayor” of the neighborhood regularly welcomes her neighbors for evening gatherings on her front porch. She would qualify as a good informant.

5. *Gain trust.* Gaining trust may serve as an important prelude to getting someone to talk about themselves. Trust may not be such an issue for someone known to be outspoken on public issues, but it may be more essential if the interview concerns sensitive matters.

6. *Establish rapport.* Developing a strong connection between you and the person you interview, can open the door to a deeper dive into important information. Establishing rapport might not be crucial in some cases. For example, if your goal is to survey as many people as possible on a given issue, establishing a strong connection might take too long. Neighborhood surveys do not typically require deep rapport with everyone you poll.

7. *Collect the data.* How will you record what you find out? The most thorough techniques (video or audio), may seem the best, yet they might be the most intrusive.

In some cases, note-taking may even have an off-putting effect, so you might try taking mental notes and writing it up in private soon afterward. Best practices for collecting data include (1) taking notes regularly and writing them down immediately; (2) writing everything down even if it seems unimportant; (3) trying to be inconspicuous in talking notes; and (4) analyzing your notes often.⁵

The Roving Listener Style

Broadway United Methodist Church in Indianapolis offers one example of how to conduct interviews in the neighborhood. The church hired a “roving listener” to wander through the neighborhood and spend time with people he encountered. This person focused not on neighbors’ needs but on their gifts, passions, and hopes for the community. The interviewer asked these questions:

- What three things do you do well enough that you could teach others how to do?
- What three things would you like to learn?
- Who, besides God and me, is going with you along the way?⁶

Nothing beats a direct one-on-one interview for learning about the community and building relationships. Sometimes we may be surprised by the willingness of our neighbors to express their faith in personal, direct terms outside the worship setting. One researcher, who conducted one-on-one interviews for a faith-based community organization, tells about a neighbor who wanted to pray for her interviewer as the conversation concluded. “Lord Jesus,” she said, “help us work together to change things here. Thank you for this new friend. Give us your Spirit and your power, and we will turn this city around.”⁷

1. Joy F. Skjeggstad, *Seven Models for Community Ministry* (Valley Forge, PA: Judson, 2013), 12.

2. *Ibid.*, 13.

3. Dennis Jacobsen, *Doing Justice: Congregations and Community Organizing* (Minneapolis: Fortress Press, 2001), 60.

4. Scott Thumma, “Methods for Studying Congregations,” in *Studying Congregations: A New Handbook*, ed. Nancy Ammerman et al. (Nashville: Abingdon, 1998), 206.

5. Andrea Fontana and James Frey, “The Interview,” in *Handbook of Qualitative Research*, ed. Norman Denzin and Yvonne Lincoln, 2nd ed. (Thousand Oaks, CA: Sage, 2000), 654–56.

6. Paul Nixon, *Fling Open the Doors: Giving the Church Away to the Community* (Nashville: Abingdon, 2002), 22–23.

7. Richard Wood, *Faith in Action: Religion, Race, and Democratic Organizing in America* (Chicago: University of Chicago Press, 2002), 165.