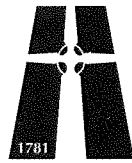


**Review of 2020 Session Minutes and Church Registers**

<b>Church</b>	<b>Exceptions</b>
Adah, Palmer Community	<b>No exceptions</b>
Apollo, Poke Run	2 exceptions
Avonmore, First	6 exceptions
Belle Vernon, First	8 exceptions
Belle Vernon, Harmony	3 exceptions
Belle Vernon, Marion	2 exceptions
Belle Vernon, Rehoboth	7 exceptions
Bolivar, United	6 exceptions
Boswell, Covenant	IN PROCESS
Brownsville, Calvin	
Brownsville, Ft. Burd	1 exception
Brownsville, Hopewell	
Colver	3 exceptions
Cresson	5 exceptions
Dawson, Tyrone	
Delmont	5 exceptions
Derry	8 exceptions
Dunbar, First	8 exceptions / REGISTER (5 exceptions)
Dunbar, Laurel Hill	7 exceptions
Ebensburg	5 exceptions / REGISTER (1 exception)
Fairchance, First	IN PROCESS
Farmington, Mt. Washington	11 exceptions
Fayette City, First	5 exceptions
Fayette City, Little Redstone	
Greensburg, First	6 exceptions
Greensburg, Maplewood	5 exceptions
Greensburg, Westminster	10 exceptions
Irwin, First	4 exceptions
Irwin, West Hempfield	6 exceptions
Jeannette, First	
Johnstown, Bethany	3 exceptions / REGISTER (2 exceptions)
Johnstown, First	<b>No exceptions</b>
Johnstown, Second	6 exceptions
Johnstown, Westmont	3 exceptions
Lake Lynn, Springhill Furnace	IN PROCESS
Latrobe	<b>No exceptions</b>
Latrobe, United	1 exception
Leisenring	
Ligonier, Pleasant Grove	10 exceptions
Lower Burrell, Grace Community	10 exceptions / REGISTER (3 exceptions)
Lower Burrell, Puckety	10 exceptions / REGISTER (1 exception)
Masontown, First	1 exception / REGISTER (1 exception)
McClellandtown	6 exceptions
Merrittstown, Dunlap's Creek	
Mt. Pleasant, Reunion	1 exception
Murrysville, First	5 exceptions
Murrysville, Newlonsburg	4 exceptions

Murrysville, Union	5 exceptions / <b>REGISTER</b> (1 exception)
New Alexandria, Community	2 exceptions
New Alexandria, Congruity	<b>No exceptions</b>
New Florence, Bethel	4 exceptions
New Florence, Trinity	<b>No exceptions</b>
New Kensington, United	6 exceptions
New Salem	1 exception
North Huntingdon, New Hope	2 exceptions
Patton	5 exceptions
Revloc	5 exceptions
Scottdale, Calvin	
Smithfield, Grace Chapel	1 exception
Smock, Pleasant View	2 exceptions
Trafford, Level Green	1 exception
Uniontown, Tent	8 exceptions
Uniontown, Third	
Uniontown, Trinity	2 exceptions
Vanderbilt, East Liberty	<b>No exceptions</b>
West Newton, Sewickley	IN PROCESS
West Newton, Sewickley United	4 exceptions / <b>REGISTER</b> (3 exceptions)
West Newton, United	



# Presbytery of Redstone

APPENDIX 'B'

PRESBYTERIAN CHURCH (USA)

To: Clerks of Sessions  
From: Richard "Skip" Noftzger, Stated Clerk  
Subject: 2021 Annual reports and informational requests

Dear Clerk of Session:

Enclosed are the annual Year-End Report forms for the year 2021. Most of these reports are submitted to the Presbytery office. All of these reports may not be applicable in all cases. If you desire, you may submit the reports to the Presbytery of Redstone through the forms on the web page (<http://redstonepresbytery.org/clerk-of-session-annual-report>). Otherwise, the hard copies may be mailed by the appropriate date to the Presbytery office. You may also scan them and email them ([secretary@redstonepresbytery.org](mailto:secretary@redstonepresbytery.org)). The **Necrology report** should be submitted by **January 10, 2022**. All other Presbytery reports are to be returned no later than **March 1, 2022**. Additionally, if you have not done so already, please send me a copy of your current by-laws, property deeds, and church directory if possible.

The **Annual Statistical Report to General Assembly** is filed electronically using the instructions enclosed. Please submit your electronic report to General Assembly no later than **February 18, 2022**. [*The system will close at midnight; please don't wait until the last minute or site "traffic" may lock you out.*] If you have questions about filing this report electronically, or need assistance in completing it, please call either Bobbie or me as soon as possible at the Presbytery office (724-837-6737). Please make sure your rolls have been "cleaned" and fill in this report with complete 2021 data as soon as possible. With the report already completed, you will be able to hit "submit" upon approval of the Session (**prior to February 18, 2022**).

This packet contains the following forms needed if you are planning to submit hard copies. **If you plan to file them electronically on the presbytery webpage ([www.redstonepresbytery.org](http://www.redstonepresbytery.org) - the link to the form is near the top on the right side) these hard copies do not need to be returned.**

1. **Index of Reports and Due Dates**
2. **Necrology Report (2021)** – Due to Presbytery by **January 10, 2022**; Service of Remembrance at the January 29, 2022 Presbytery Meeting being held at First Presbyterian Church, Greensburg.
3. **Terms of Call Form** - Due to Presbytery by **March 1, 2022**
4. **Manse Inspection Report** (if applicable) - Due to Presbytery by **March 1, 2022**
5. **Session Members Report** [Please list by class] - Due to Presbytery by **March 1, 2022**
6. **Church Register Review Checklist 2021 and Session Minute Review Checklist 2021**  
(these **do not** need to be returned – they are preparation copies for you to prepare your register/minutes and bring with you for review later in the year. Please note that approval of a child protection policy has been added). Review copies for reviewers will be provided at those meetings. Look for an upcoming announcement about review dates in 2022.
7. **Waiver Request for Rotation of Officers** - Due to Presbytery by **March 1, 2022** (if needed)
8. **On-Line Annual Statistical Report (OGA)** for 2021 -- instructions — **Due online to OGA by February 18, 2022 – This report does not need to be returned to the Presbytery. There is no longer a workbook available to download but the report seems self-explanatory in the enclosed pages. Again, if you need assistance in completing it, please call the Presbytery office.**

appreciate your help in getting these completed as soon as possible. If either Bobbie or I may be of any assistance, please let us know. Thank you.

Serving Cambria, Somerset, Westmoreland, and Fayette Counties

1004 Mount Pleasant Road • Greensburg, PA 15601-5762 • (724)-837-6737 • Fax (262)244-3320



# INSTRUCTIONS FOR SESSION ANNUAL STATISTICAL REPORT FOR THE YEAR 2021

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, 2021. 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 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](mailto: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.

# How do I print a copy of my report?

You have two options.

On the main screen when you first log into the program, above your church address area you will see a button that says "PDF." Pressing this will create a copy of your current year report as a PDF.

## Church Statistics

---

Trinity

Pin: 00001 Synod/Presb: 380-248

Church

Clerk

Statistics

---

**Church Report:** PDF

**Name:** Trinity

Mailing

**Address 1:** PO Box 367

**Secondary 1:**

**Address 2:**

**Secondary 2:**

**City/State/Zip:** Chinle, AZ 86503-0367

**City/State/Zip:**

**Primary Phone:** 928-674-3323

**Email:** [trinity@trinity.org](mailto:trinity@trinity.org)

**Fax:**

**Website:** [www.phyq-andranyon.org/communita/index.html](http://www.phyq-andranyon.org/communita/index.html)

The other option:

After logging into the program, on the right side, you'll see the option Reports. Below is the portion of the workbook (page 5) explaining how to print.

To print or download a copy of your report press the option "Reports." You'll need to work through a series of options.

## Church Statistics

---

Tasks

Print Report  
Download Report

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

Presbyterian Reports Menu  
Year

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.

**Church Report 2010**

Church Information:

- Church: Trinity Presbyterian Church
- Address: PO Box 267
- City/State: Chamblee, AZ 85043-0267
- Phone: 520-674-3321
- Email: [trinity@trinity.net](mailto:trinity@trinity.net)
- Web Site: [www.trinity.net](http://www.trinity.net)
- File: [www.trinity.net/records/ChurchInfoIndex.html](#)

Members Ship

Members	53	Married	1
Losses		Losses	
Transfers	0	Deaths	0
Transfers	0	Transfers	0
Transfers	0	Transfers	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](mailto: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 is being offered in multiple languages: [한국어](#), [Español](#), and [English](#). PDFs have been created related to the questions and definitions being asked.

Presbytery of Redstone  
**Income and Expense Statement**  
 GENERAL FUND 01, October 2021

APPENDIX 'C'

11/02/2021 10:08 AM

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
<b>INCOME</b>					
<b>CONTRIBUTION INCOME</b>					
UNRESTRICTED			\$325,000.00		
Church Comm/Lgr Church	26,955.16	246,229.00	0.00	0.00%	254,505.86
Church Extra Giving	0.00	0.00	0.00	0.00%	4,202.95
Pd to Prior Yr Commitment	0.00	695.00	0.00	0.00%	2,500.00
Individ Comm/Lgr Church	500.00	2,924.00	0.00	0.00%	316.00
Presbyterian Fdn Cont	0.00	392.10	0.00	0.00%	256.97
<b>Subtotal Unrestricted</b>	<b>27,455.16</b>	<b>250,240.10</b>	<b>325,000.00</b>	<b>77.00%</b>	<b>261,781.78</b>
<b>TEMPORARILY RESTRICTED</b>					
			45,000.00		
Equipping Leadership	200.00	200.00	0.00	0.00%	0.00
Encumbered EP Cont Ed	0.00	0.00	0.00	0.00%	2,985.00
SCLD	0.00	2,327.97	0.00	0.00%	2,237.86
Engaging Congregations	100.00	100.00	0.00	0.00%	12,500.00
Pine Springs Camp	200.00	300.00	0.00	0.00%	439.00
Enabling Ministry Network	100.00	100.00	0.00	0.00%	1,000.00
Resource Center	100.00	394.03	0.00	0.00%	293.52
PDA - Directed	1,127.00	7,308.71	0.00	0.00%	3,131.00
Triennium	200.00	200.00	0.00	0.00%	0.00
Sudan Projects	845.00	8,365.68	0.00	0.00%	7,527.10
Peace and Global Witness	0.00	0.00	0.00	0.00%	854.75
Communications	200.00	200.00	0.00	0.00%	0.00
Ministry Student Aid	0.00	0.00	0.00	0.00%	719.00
PMA - Directed	300.00	7,727.00	0.00	0.00%	12,352.00
Synod Mission	300.00	2,700.00	0.00	0.00%	2,700.00
I.P.L.F.	1,500.00	10,400.00	0.00	0.00%	1,750.00
Presby Offering - Other	0.00	936.00	0.00	0.00%	0.00
<b>Subtotal Temporarily Restricted</b>	<b>5,172.00</b>	<b>41,259.39</b>	<b>45,000.00</b>	<b>91.69%</b>	<b>48,489.23</b>
<b>Subtotal Contribution Income</b>	<b>32,627.16</b>	<b>291,499.49</b>	<b>370,000.00</b>	<b>78.78%</b>	<b>310,271.01</b>
<b>INVESTMENT INCOME</b>					
Investment Income	0.00	0.00	51,000.00	0.00%	0.00
<b>INTEREST INCOME</b>					
Investment Interest	0.00	0.00	5,000.00	0.00%	0.00
PILP Interest	37.63	111.66	0.00	0.00%	111.75
<b>Subtotal Interest Income</b>	<b>37.63</b>	<b>111.66</b>	<b>5,000.00</b>	<b>2.23%</b>	<b>111.75</b>
<b>MISCELLANEOUS INCOME</b>					
			6,000.00		
Oil & Gas Lease	10.27	109.02	0.00	0.00%	88.41
Preaching/Consulting	2,200.24	9,622.15	0.00	0.00%	14,571.38
Miscellaneous Income	14,050.00	18,574.61	0.00	0.00%	442.64
<b>Subtotal Miscellaneous Income</b>	<b>16,260.51</b>	<b>28,305.78</b>	<b>6,000.00</b>	<b>471.76%</b>	<b>15,102.43</b>
<b>RELEASE FROM RESTRICTIONS</b>					
<b>TEMP RESTRICTED RELEASE</b>					
RFR SCLD	-409.92	-1,906.29	0.00	0.00%	-911.65
RFR Engaging Congregation	0.00	0.00	0.00	0.00%	-7,000.00
RFR Pine Springs Camp	0.00	0.00	0.00	0.00%	-439.00
RFR Enabling Min. Network	0.00	-2,000.00	0.00	0.00%	-500.00
RFR Resource Center	0.00	0.00	0.00	0.00%	-77.25
RFR PDA - Directed	-1,127.00	-7,308.71	0.00	0.00%	-3,131.00

*Presbytery of Redstone*  
**Income and Expense Statement**  
GENERAL FUND 01, October 2021

11/02/2021 10:08 AM

Page: 2

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
RFR Sudan Projects	0.00	-14,000.00	0.00	0.00%	-10,000.00
RFR Ministry Student Aid	0.00	-3,000.00	0.00	0.00%	0.00
RFR PMA - Directed	-300.00	-7,727.00	0.00	0.00%	-12,352.00
RFR Minister's Assistance	0.00	-2,000.00	0.00	0.00%	0.00
RFR Synod Mission	-600.00	-2,700.00	0.00	0.00%	-2,700.00
RFR I.P.L.F.	-1,558.01	-8,063.54	0.00	0.00%	-350.25
RFR I.P.L.F. 2	0.00	-786.73	0.00	0.00%	0.00
RFR Presby Offering Other	-936.00	-936.00	0.00	0.00%	0.00
<b>Subtotal Temp Restricted Release</b>	<b>-4,930.93</b>	<b>-50,428.27</b>	<b>0.00</b>	<b>0.00%</b>	<b>-37,461.15</b>
<b>Subtotal Release From Restrictions</b>	<b>-4,930.93</b>	<b>-50,428.27</b>	<b>0.00</b>	<b>0.00%</b>	<b>-37,461.15</b>
<b>RELEASED FROM RESTRICTION</b>					
Released from restriction	4,930.93	50,428.27	0.00	0.00%	37,461.15
<b>TOTAL INCOME</b>	<b>48,925.30</b>	<b>319,916.93</b>	<b>432,000.00</b>	<b>74.05%</b>	<b>325,485.19</b>
<b>EXPENSES</b>					
<b>MISSION PARTNERSHIPS</b>					
<b>SUDAN</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,000.00</b>	<b>0.00%</b>	<b>\$0.00</b>
Sudan - Shared	0.00	0.00	0.00	0.00%	55.00
Sudan - Restricted	0.00	14,000.00	0.00	0.00%	10,000.00
<b>Subtotal Sudan</b>	<b>0.00</b>	<b>14,000.00</b>	<b>16,000.00</b>	<b>87.50%</b>	<b>10,055.00</b>
<b>PINE SPRINGS CAMP</b>	<b>0.00</b>	<b>0.00</b>	<b>38,000.00</b>	<b>0.00%</b>	<b>0.00</b>
PSC - Shared	2,750.00	27,500.00	0.00	0.00%	27,500.00
PSC - Restricted	0.00	0.00	0.00	0.00%	439.00
<b>Subtotal Pine Springs Camp</b>	<b>2,750.00</b>	<b>27,500.00</b>	<b>38,000.00</b>	<b>72.37%</b>	<b>27,939.00</b>
<b>SYNOD MISSION</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00%</b>	<b>0.00</b>
Synod - Restricted	600.00	2,700.00	0.00	0.00%	2,700.00
<b>Subtotal Synod Mission</b>	<b>600.00</b>	<b>2,700.00</b>	<b>1,000.00</b>	<b>270.00%</b>	<b>2,700.00</b>
<b>PRES MISSION AGENCY</b>	<b>0.00</b>	<b>0.00</b>	<b>32,000.00</b>	<b>0.00%</b>	<b>0.00</b>
PMA - Shared	1,400.00	15,200.00	0.00	0.00%	11,200.00
PMA - Restricted	300.00	7,727.00	0.00	0.00%	12,352.00
<b>Subtotal Pres Mission Agency</b>	<b>1,700.00</b>	<b>22,927.00</b>	<b>32,000.00</b>	<b>71.65%</b>	<b>23,552.00</b>
<b>PRES DISASTER ASSISTANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00%</b>	<b>0.00</b>
PDA - Restricted	1,127.00	7,308.71	0.00	0.00%	3,131.00
<b>Subtotal Pres Disaster Assistance</b>	<b>1,127.00</b>	<b>7,308.71</b>	<b>3,000.00</b>	<b>243.62%</b>	<b>3,131.00</b>
<b>Subtotal Mission Partnerships</b>	<b>6,177.00</b>	<b>74,435.71</b>	<b>90,000.00</b>	<b>82.71%</b>	<b>67,377.00</b>
<b>COMMITTEE EXPENSES</b>					
<b>COUNCIL</b>					
Council Expenses	158.68	1,304.68	1,500.00	86.98%	184.82
Presbytery Mtg Expense	6.03	218.07	900.00	24.23%	422.69
Council - Misc. Expenses	0.00	24.56	0.00	0.00%	0.00
<b>EQUIPPING LEADERSHIP</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00%</b>	<b>0.00</b>
Equip Leadership - Shared	0.00	1,550.87	0.00	0.00%	1,769.96

*Presbytery of Redstone*  
**Income and Expense Statement**  
GENERAL FUND 01, October 2021

11/02/2021 10:08 AM

Page: 3

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Prior Year Percentage	
Subtotal Equipping Leadership	0.00	1,550.87	6,000.00	25.85%	1,769.96
<b>ENGAGING CONGREGATIONS</b>	0.00	0.00	6,000.00	0.00%	0.00
Eng Cong - Shared	0.00	0.00	0.00	0.00%	230.00
Eng Cong - Restricted	0.00	0.00	0.00	0.00%	7,000.00
Subtotal Engaging Congregations	0.00	0.00	6,000.00	0.00%	7,230.00
<b>ENABLING MINISTRY NETWORK</b>	0.00	0.00	6,000.00	0.00%	0.00
En Min Network - Shared	0.00	0.00	0.00	0.00%	500.00
En Min Net - Restricted	0.00	2,000.00	0.00	0.00%	500.00
Subtotal Enabling Ministry Network	0.00	2,000.00	6,000.00	33.33%	1,000.00
Worship Expenses	0.00	72.00	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
<b>COMMUNICATION EXPENSES</b>			500.00		
CE - Shared	47.70	656.97	0.00	0.00%	635.19
Subtotal Communication Expenses	47.70	656.97	500.00	131.39%	635.19
Subtotal Council	212.41	6,952.15	22,580.00	30.79%	12,367.66
<b>COMMITTEE ON MINISTRY</b>					
Committee Expense	0.00	2,000.81	500.00	400.16%	0.00
COM - SCLD	0.00	370.38	0.00	0.00%	0.00
Subtotal Committee On Ministry	0.00	2,371.19	500.00	474.24%	0.00
<b>COMMITTEE ON PREPARATION</b>					
Committee Expense	0.00	0.00	1,000.00	0.00%	0.00
<b>SCHOLARSHIPS</b>					
Scholarships - Restricted	0.00	3,000.00	0.00	0.00%	0.00
Subtotal Committee On Preparation	0.00	3,000.00	1,000.00	300.00%	0.00
Subtotal Committee Expenses	212.41	12,323.34	24,080.00	51.18%	12,367.66
<b>OPERATIONS</b>					
<b>LEGAL AND AUDITING</b>					
Audit	6,600.00	6,600.00	6,000.00	110.00%	0.00
PCUSA Meetings	0.00	590.00	4,500.00	13.11%	50.78
Property/Comp. Insurance	0.00	6,834.00	3,656.00	186.93%	2,379.00
Worker's Compensation	0.00	605.00	821.00	73.69%	821.00
Telephone	315.00	2,608.44	3,800.00	68.64%	2,860.77
Postage	7.60	827.20	1,000.00	82.72%	686.37
Office Supplies	601.69	2,926.30	5,500.00	53.21%	3,606.92
<b>RESOURCE CENTER</b>			500.00		
RC - Shared	0.00	125.18	0.00	0.00%	80.00
RC - Restricted	0.00	0.00	0.00	0.00%	77.25
Subtotal Resource Center	0.00	125.18	500.00	25.04%	157.25
<b>LEASES</b>			3,000.00		
Copier Lease	233.03	1,733.03	0.00	0.00%	1,650.00

*Presbytery of Redstone*  
**Income and Expense Statement**  
GENERAL FUND 01, October 2021

11/02/2021 10:08 AM

Page: 4

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Prior Year Percentage	
Subtotal Leases	233.03	1,733.03	3,000.00	57.77%	1,650.00
Miscellaneous Expenses	0.00	109.00	0.00	0.00%	0.00
<b>SERVICE FEES</b>					
Bank Fees	62.00	253.79	0.00	0.00%	88.90
Misc. Service Fees	0.00	62.50	0.00	0.00%	67.23
Subtotal Service Fees	62.00	316.29	0.00	0.00%	156.13
<b>UTILITIES</b>					
Gas	94.77	2,265.73	2,000.00	113.29%	1,397.63
Electric	119.97	1,237.26	1,500.00	82.48%	1,007.30
Water	45.00	496.92	350.00	141.98%	205.51
Sewage	0.00	588.68	350.00	168.19%	196.68
Trash Collection	53.64	226.58	800.00	28.32%	416.41
Subtotal Utilities	313.38	4,815.17	5,000.00	96.30%	3,223.53
<b>MAINTENANCE</b>					
Custodial Services	75.00	765.62	1,500.00	51.04%	778.12
Yard Maintenance	120.00	800.00	1,000.00	80.00%	560.00
Parking Lot Maintenance	0.00	812.50	1,000.00	81.25%	237.50
Building Maintenance	564.48	2,987.00	1,000.00	298.70%	1,286.21
Subtotal Maintenance	759.48	5,365.12	4,500.00	119.22%	2,861.83
Subtotal Operations	8,892.18	33,454.73	38,277.00	87.40%	18,453.58
<b>PRESBYTERY STAFF</b>					
<b>EXECUTIVE STAFF</b>					
<b>EXECUTIVE PRESBYTER</b>					
EP Salary	5,865.84	58,658.40	70,390.00	83.33%	58,658.22
EP - Board of Pensions	1,426.70	14,267.00	18,500.00	77.12%	15,585.41
EP - Continuing Education	0.00	1,000.00	1,500.00	66.67%	1,500.00
EP - Travel	0.00	0.00	4,750.00	0.00%	0.00
EP Travel - Shared	669.20	1,718.64	0.00	0.00%	1,442.68
EP Travel - Restricted	409.92	1,848.00	0.00	0.00%	641.69
Subtotal Ep - Travel	1,079.12	3,566.64	4,750.00	75.09%	2,084.37
EP - Prof. Expense Shared	74.94	889.18	1,825.00	48.72%	1,149.84
EP-Prof. Exp. Restricted	0.00	58.29	0.00	0.00%	0.00
EP - Deferred Comp / 403B	726.07	7,260.70	8,712.81	83.33%	7,260.67
Subtotal Executive Presbyter	9,172.67	85,700.21	105,677.81	81.10%	86,238.51
<b>STATED CLERK</b>					
SC - Salary	0.00	0.00	1,300.00	0.00%	0.00
Subtotal Executive Staff	9,172.67	85,700.21	106,977.81	80.11%	86,238.51
<b>SUPPORT STAFF</b>					
<b>ADMINISTRATIVE ASSISTANT</b>					
AA - Salary	2,739.62	26,026.20	28,765.24	90.48%	23,971.00
AA - Board of Pensions	1,318.02	13,050.00	23,500.00	55.53%	21,756.40
Subtotal Administrative Assistant	4,057.64	39,076.20	52,265.24	74.77%	45,727.40

Presbytery of Redstone

**Income and Expense Statement**  
GENERAL FUND 01, October 2021

11/02/2021 10:08 AM

Page: 5

	Current Period	Year to Date	Annual Budget	Annual Budget YTD Percentage	Prior Year
<b>ASSISTANT CLERKS</b>					
Recording Clerk Salary	0.00	975.00	1,300.00	75.00%	975.00
Associate Clerk Salary	0.00	975.00	1,300.00	75.00%	975.00
Subtotal Assistant Clerks	0.00	1,950.00	2,600.00	75.00%	1,950.00
Subtotal Support Staff	4,057.64	41,026.20	54,865.24	74.78%	47,677.40
<b>EMPLOYER PAID FICA TAXES</b>					
Employer Paid FICA Taxes	658.32	6,478.40	7,585.38	85.41%	6,378.57
Subtotal Presbytery Staff	13,888.63	133,204.81	169,428.43	78.62%	140,294.48
<b>APPORTIONMENTS</b>					
GA Per Capita	6,654.05	68,203.37	86,500.00	78.85%	71,853.58
Synod Per Capita	1,767.75	18,249.27	23,500.00	77.66%	19,268.00
Subtotal Apportionments	8,421.80	86,452.64	110,000.00	78.59%	91,121.58
<b>RESTRICTED EXPENSE</b>					
Minister's Assistance	0.00	2,000.00	0.00	0.00%	0.00
Projector Fund	0.00	0.00	0.00	0.00%	465.76
I.P.L.F.	1,558.01	8,063.54	0.00	0.00%	350.25
I.P.L.F. 2	0.00	786.73	0.00	0.00%	0.00
Presby Offering - Other	936.00	936.00	0.00	0.00%	0.00
Subtotal Restricted Expense	2,494.01	11,786.27	0.00	0.00%	816.01
<b>TOTAL EXPENSES</b>	<b>40,086.03</b>	<b>351,657.50</b>	<b>431,785.43</b>	<b>81.44%</b>	<b>330,430.31</b>
<b>TRANSFER ACCOUNTS</b>					
<b>TRANSFER FROM OTHER FUNDS</b>					
Cash Transfers In	\$0.00	\$0.00	\$0.00	0.00%	\$49,650.87
CTI - New Covenant	682.42	5,390.54	0.00	0.00%	2,853.70
Trans In Hooten Scholars	0.00	0.00	0.00	0.00%	1,298.00
Transfer In BOP Grant	0.00	0.00	0.00	0.00%	5,499.00
Transfer In I.P.L.F.	0.00	0.00	0.00	0.00%	29,740.37
Transfer In I.P.L.F. 2	0.00	0.00	0.00	0.00%	9,864.83
Subtotal Cash Transfers In	682.42	5,390.54	0.00	0.00%	98,906.77
<b>TOTAL TRANSFERS</b>	<b>682.42</b>	<b>5,390.54</b>	<b>0.00</b>	<b>0.00%</b>	<b>98,906.77</b>
<b>EXCESS INCOME/EXPENSES</b>	<b>\$9,521.69</b>	<b>-\$26,350.03</b>	<b>\$214.57</b>	<b>-12,280.39%</b>	<b>\$93,961.65</b>

**Redstone Presbytery**  
**Commitment to Larger Church**  
**October 31, 2021**

	<b>2021</b>	<b>TOTAL</b>	<b>% Payup</b>	<b>Unpaid</b>
	<b>PLEDGE</b>	<b>PAID</b>	<b>as of</b>	<b>Pledge</b>
			<b>10/31/2021</b>	<b>Balance</b>
Adah, Palmer	500.00	333.36	67%	166.64
Apollo, Poke Run	3,660.00	3,838.00	105%	(178.00)
Avonmore	1,000.00	1,707.00	171%	(707.00)
Belle Vernon, First	4,000.00	4,000.00	100%	-
Belle Vernon, Harmony	1,000.00	800.00	80%	200.00
Belle Vernon, Marion	2,150.00	2,150.00	100%	-
Belle Vernon, Rehoboth	6,000.00	4,500.00	75%	1,500.00
Bolivar	1,500.00	1,125.00	75%	375.00
Brownsville, Calvin	1,020.00		0%	1,020.00
Brownsville, Ft. Burd				-
Brownsville, Hopewell				-
Colver	350.00	435.00	124%	(85.00)
Cresson	1,400.00	1,400.00	100%	-
Dawson, Tyrone		500.00		(500.00)
Delmont				-
Derry	500.00	500.00	100%	-
Dunbar, First		1,275.00		(1,275.00)
Dunbar, Laurel Hill	1,062.00	1,062.00	100%	-
Ebensburg	1,000.00	1,025.30	103%	(25.30)
Fairchance				-
Farmington	1,800.00	1,800.00	100%	-
Fayette City, First	202.50		0%	202.50
Fayette City, Little Redstone	2,000.00	2,000.00	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	8,400.00	7,000.00	83%	1,400.00
Irwin, First	25,000.00	20,833.34	83%	4,166.66
Irwin, W. Hempfield	6,000.00	4,500.00	75%	1,500.00
Jeannette	2,400.00	2,400.00	100%	-
Johnstown, Bethany	1,620.00	1,620.00	100%	-
Johnstown, First	6,000.00	5,400.00	90%	600.00
Johnstown, Second	3,600.00	2,700.00	75%	900.00
Johnstown, Westmont	16,000.00	12,000.00	75%	4,000.00
Lake Lynn	1,500.00	1,500.00	100%	-
Latrobe, Main St.	26,500.00	22,100.00	83%	4,400.00
Latrobe, Spring St.		3,000.00		(3,000.00)

**Redstone Presbytery**  
**Commitment to Larger Church**  
**October 31, 2021**

	2021 PLEDGE	TOTAL PAID	% Payup as of 10/31/2021	Unpaid Pledge Balance
Leisenring		800.00		(800.00)
Ligonier, Pleasant Grove	850.00		0%	850.00
Lower Burrell, Grace	10,000.00	8,333.30	83%	1,666.70
Lower Burrell, Puckety	9,000.00	9,000.00	100%	-
Masontown	500.00		0%	500.00
McClellandtown		4,000.00		(4,000.00)
Merrittstown, Dunlap's Ck.	300.00	300.00	100%	-
Mt. Pleasant, Reunion	1,000.00	670.00	67%	330.00
Murrysville, First	8,000.00	6,000.00	75%	2,000.00
Murrysville, Newlonsburg	23,418.00	20,189.00	86%	3,229.00
Murrysville, Union	4,000.00	3,000.00	75%	1,000.00
N. Alexandria, Community	5,000.00	3,750.00	75%	1,250.00
N. Alexandria, Congruity	6,000.00	5,378.35	90%	621.65
New Florence, Bethel	3,000.00	2,500.00	83%	500.00
New Florence, Trinity	3,825.00	2,868.75	75%	956.25
New Kensington	5,500.00	5,003.80	91%	496.20
New Salem	3,000.00	1,701.00	57%	1,299.00
N. Huntingdon, New Hope	5,400.00	4,500.00	83%	900.00
Patton	4,208.00	3,506.30	83%	701.70
Revloc	1,500.00	1,125.00	75%	375.00
Scottdale	500.00	180.00	36%	320.00
Smithfield, Grace Chapel	750.00	375.00	50%	375.00
Smock, Pleasant View	10,000.00	7,500.00	75%	2,500.00
Trafford, Level Green	3,960.00	5,627.50	142%	(1,667.50)
Uniontown, Tent	340.00	340.00	100%	-
Uniontown, Third		1,360.00		(1,360.00)
Uniontown, Trinity	7,000.00	5,132.00	73%	1,868.00
Vanderbilt, E. Liberty	1,000.00	765.00	77%	235.00
West Newton, Sewickley		420.00		(420.00)
W. Newton, Sewickley UP				-
West Newton, United		400.00		(400.00)
<b>Totals</b>	<b>280,215.50</b>	<b>246,229.00</b>		<b>33,986.50</b>

## 2022 BUDGET NARRATIVE

### OVERALL

When we consider a projected budget, we are looking to who God might desire us to be and what God might ask us to do within the next year. Whether income or expenditures, we are making a faithful effort to anticipate what this Godly vision will look like and to estimate accordingly. In the course of the year, sometimes those estimates need to be adjusted as we pursue that vision based upon actual opportunities matched with available resources. Yet, as this budget reflects our commitment to live as God's people together in both congregations and as a communion of churches in the Body of Christ as we anticipate it now.

As a Finance and Budget committee, we take our stewardship of God-given presbytery resources seriously. Based upon the contributions of churches in Redstone, we seek to pursue God's faithfulness both in the vision and the effective means. Consequently, we reviewed our recent trends and historical analysis of the budgeted and actual revenues, expenditure allocations, and annual fund uses of reserves. Additionally, we reviewed the historical decline and growth of the balance sheet with net assets, days of cash on hand, liquidity of unrestricted net assets at the beginning of each budget year. From this analysis, we desired to make reasonable projections of revenues from church contributions, restricted revenues and what might be an appropriate use of reserve funds.

Because of our desire to fulfill what God desires to do through us together, this budget reflects an opportunity for each of us 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. 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. Without that investment and consideration of possible new contributions, we may need to make choices that make it difficult to pursue this shared vision. 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. As a steward of our resources, we remain committed to this approach. Yet, church contributions in the form of "First Fruits" pledges have continued to decline. Although we do not use a per capita assessment, we know that a "fair" share from each congregation would represent at least 43.00/member based upon their active membership rolls. As a Presbytery, we continue to be diligent in communicating not only the need, but the opportunity for congregations to share in this ministry, but if we cannot increase overall

commitments additional changes in expenditures may need to be made from the relatively stable ministry environment we have had for the last few years.

At the same time, as a means of supplementing income while addressing congregational needs, the Executive Presbyter has sought to increase the provision of pulpit supply preaching and part time pastoral leadership within our churches both in 2020 and 2021. These fees for service have always been a small part of miscellaneous income, but in both 2020 and 2021, they reflected a significant increase. Although this budget does not reflect an obligation to such a practice, nonetheless, when there are opportunities to both serve our congregations and to increase miscellaneous income, those prospects minimize the impact of any shortfalls in First Fruits.

## **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. With the increased per capita from both the General Assembly and the Synod, the Presbytery gets “squeezed” between an “obligation” to pass on funds based upon membership numbers while congregational support is based upon what the sessions choose as a pledge.



**INCOME/RECEIPTS****Shared Ministry/Mission**

Church contributions	
Shared	320,000.00
Directed	45,000.00
Other gifts and contributions	
Interest	5,000.00
Investments (reserves)	51,000.00
Miscellaneous	6,000.00
<b>TOTAL REVENUE</b>	<b>427,000.00</b>

**EXPENSES****Shared Ministry**

<b>Council</b>	
Council expense	1,000.00
Communications	300.00
Presbytery meetings	800.00
Website	180.00
PCUSA meetings	3,500.00
Equipping Leadership	4,500.00
Engaging Congregations	4,500.00
Enabling Ministry Networks	4,500.00
New Ministries	
<b>Committee On Ministry</b>	
Committee Expense	500.00
<b>Committee on Preparation</b>	
Committee Expense	2,000.00
<b>Committee-Nominating</b>	0.00
<b>Committee on Representation</b>	0.00

**Executive Presbyter**

EP Salary	70,390.00
Deferred comp.-403B	11,876.92
EP Pension	19,500.00
EP Study Leave	1,500.00
EP Professional Services	1,825.00
EP Travel	4,750.00

**Christian Education/Resources**

Christian Education	
Triennium	2,800.00
Resource Center	
Shared	0.00
Directed	500.00

**Denominational/Ecumenical Ministry**

Presbyterian Media Mission	
Christian Associates	1,500.00
Synod of Trinity(per capita)	22,500.00
General Assembly(per capita)	83,000.00

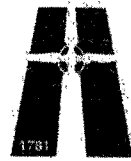
**TOTAL SHARED MINISTRY****241,921.92****Shared Mission**

Sudan Partnership	16,000.00
Shared	
Directed	
Pine Springs Camp	38,000.00
Shared	
Directed	
Synod Mission	1,000.00
Shared	
Directed	
Presbyterian Mission Agency	31,000.00
Shared	
Directed	
Presbyterian Disaster Assistance	3,000.00
Shared	
Directed	
<b>TOTAL SHARED MISSION</b>	<b>89,000.00</b>

## Operations

Supplies	6,000.00
Postage	1,000.00
Telephone	3,600.00
Utilities & Maintenance	9,750.00
Property Insurance	6,500.00
Worker's Compensation	821.00
Legal and Auditing	6,500.00
Leases	2,500.00
Miscellaneous	0.00
Stated Clerk Salary/Associate	2,600.00
Recording Clerk	1,300.00
AA Salary	33,861.70
AA Medical/Pension	13,663.00
FICA paid-Presbytery	8,000.00
<b>TOTAL OPERATIONS</b>	<b>96,095.70</b>
<b>TOTAL EXPENSES</b>	<b>427,017.62</b>





# 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

## THINKING FLEXIBLY ABOUT OUR BUILDINGS

“Pastor, I love this building. It evokes a special memory every time I enter. It’s one of the main reasons I joined this church. It’s my image of what a church should look like. I hope nothing ever happens to change it.” Such words can strike fear in a pastor or church team contemplating an overdue renovation. Yet renovate we must. The landscape is littered with church buildings that were built long before our children or grandchildren were born. One church renovation expert notes that in most of his projects it has been at least thirty years since any part of the facilities has been refurbished in any way.<sup>1</sup> It’s better to assess the building on a regular basis to be sure that its size, shape, and function fit the congregation’s mission to the community. This calls for flexible thinking, which means letting go of rigidity and recalling the roots of our faith as a nomadic people.

### Recognize Rigidity

Remaining rigid in our view of how a church space should function can limit our ability to flourish. There are three primary reasons we tend to gravitate toward rigidity instead of flexibility.

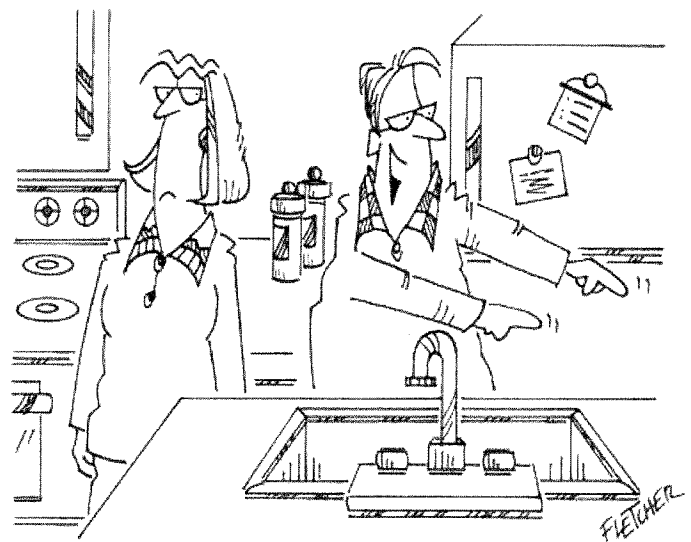
1. **Viewing the building as unalterable.** Richard Giles, in a book on redesigning church buildings, relates the challenges faced by British producers of a TV drama set in the Edwardian era (1901-1910). To gain an authentic look, it was necessary to remove every sign of modern life from the village where the drama was set. However, nothing had to be changed inside the village church, which appeared as if it had been frozen in time. Serving as a priest in Philadelphia, Giles observed similar tendencies in U.S. churches toward a “fossilization” of the space.<sup>2</sup>
2. **Giving in to building anxiety.** Jennifer Baskerville-Burrows, bishop of the Episcopal Diocese of Indianapolis, says that many of her pastoral conversations focus on the troubles caused by owning a building. “Buildings come with all kinds of anxiety, because often people don’t know what to

do about them.”<sup>3</sup> The roof falls in, a flood occurs, or some other emergency prompts conversations about future action.

3. **Forgetting the congregation’s purpose.** When a roof collapse prompts questions about how to finance the costly upkeep of an aging building, the prior question should be: What is this congregation’s unique mission to the community that is being impeded by these costly repairs? The book, *Holy Places: Matching Sacred Space with Mission and Message* outlines a discernment process that must take place prior to any building project. Ask, Who are we as a congregation? (identity), Who are our neighbors? (demographics), and Who is God calling us to be? (mission).<sup>4</sup>

### Reclaim Flexibility

The Christian faith has its origins in the semi-nomadic life of our ancestors. Abraham and Sarah went forth in response to the divine promise, and the Israelites in the Book of Exodus carried the Ark with its tablets from



“OUR CHURCH KITCHEN RENOVATION IS GAINING MOMENTUM... THIS WEEK. WE SWITCHED THE SPOON DRAWER WITH THE FORK DRAWER.”

place to place and erected a tent for worship wherever they found themselves. The place of worship was portable and the faithful encountered God on the move. Later, the establishment of the Temple and the synagogue expressed another aspect of religious practice and a more settled one. However, Jesus held an ambivalent attitude toward sacred buildings, and his earliest followers borrowed places to meet or modified their homes to become permanent meeting places, such as the house at Dura Europos (AD 232) in Syria. Only after the Emperor Constantine (AD 313) declared Christianity the state religion were larger, monumental structures built to express the church's growing influence. Flexible thinking about our buildings is rooted in these earlier expressions of faith.<sup>5</sup>

### Get Started with Bible Study

Flexible thinking is not only a part of our history, but it is also a part of the biblical message. Lay a theological foundation for renovating the sanctuary or other parts of the church building through a six-week Bible study.<sup>6</sup>

1. **Tent or Temple.** Read Numbers 9:15-23; 1 Samuel 7:1-13; 2 Chronicles 6:18-21; Mark 11:15-17; and Mark 13:1-2. Discuss the tension between tent and temple, nomadic and static traditions, and explore Jesus' attitude to the Temple. Group project: arrange to hold worship in a different setting from the sanctuary and assess it in light of our nomadic tradition.
2. **The Environment of Change.** Read James 4:13-14 and Hebrews 13:12-14. Discuss the technological and social changes that have taken place in the life of class members. Should the church be a bastion of stability or an agent of change? Group project: visit worship services in other churches, one traditional and one progressive.
3. **The Church Building.** Read Luke 4:16 and Luke 9:57-58. The word "church" is commonly used to describe the building and the people, yet the building must serve the people. Is our building in the right place? Is it the right building? Group project: visit a faith community that uses a secular building (such as a former warehouse or parking garage) as its gathering place.
4. **The Hospitable Church.** Read Luke 19:1-5; Acts 16:14-15; and Revelation 19:6-9. A central theme of the New Testament is the sharing of a meal together. How welcoming is our congregation? Does the building entrance need to be rede-

signed to be more welcoming? Group project: invite members of another church to attend worship and ask them to fill out a simple survey on their experience of hospitality.

5. **The Teaching Church.** Read Numbers 21:8 and John 12:32. What sign or symbol dominates the worship space, or is it a confusing mix of symbols? Does the placement of the altar table, the lectern or pulpit, and the seating plan foster participation or simply observation? Group project: visit a church that has recently rearranged or renovated its church building, such as its sanctuary, dining area, or entrance foyer.
6. **The Transformed Church.** Read Matthew 17:1-8 and 1 Peter 2:9-10. In light of this study, explore a vision for renovating the building so that it fits your congregation's particular ministry to the community. Group project: plan a teach-in for the broader church or planning retreat for leadership.

### For Reflection

Is your church building in the right place? Is it the right building? When was the last time your church building was renovated? Was it done in response to catastrophe or the result of planning for the congregation's mission to the community?

### Resource

Partners for Sacred Places. 2021. *Transitioning Older and Historic Sacred Places: Community-Minded Approaches for Congregations and Judicatories*. Electronic publication. 72 pages. <https://sacredplaces.org/info/publications/transitioning-older-and-historic-sacred-places/>

---

1. Karl Vaters, "Churches Renovate Their Building, On Average, Every 30 Years? Really?!" *Pivot*, May 9, 2018. <https://www.christianitytoday.com/karl-vaters/2018/may/churches-renovate-on-average-every-30-years.html?paging=off>

2. Richard Giles, *Re-Pitching the Tent: The Definitive Guide to Reordering Church Buildings for Worship and Mission* (Norwich, Norfolk, U.K.: Canterbury Press, 2004), 4.

3. "Jennifer Baskerville-Burrows: Congregations Should See Their Buildings as Assets, Not Albatrosses," *Faith and Leadership*, February 9, 2021, <https://faithandleadership.com/jennifer-baskerville-burrows-congregations-should-see-their-buildings-assets-not-albatrosses>

4. Nancy DeMott, Tim Shapiro, and Brent Bill, *Holy Places: Matching Sacred Space with Mission and Message* (Herndon, VA: Alban Institute, 2007), 9-57. For a summary of the process, see *The Parish Paper*, June 2021, "Is it Time to Relocate?"

5. Giles., 9-52.

6. *Ibid.*, 240-245.

## HOW TO PLAN A COMMUNITY PROJECT

It's time to start a project in the community. Where to start? Let's begin with a definition: a project is an activity that (1) has a specific objective, (2) has a start and end date, (3) may have funding limits, and (4) uses resources such as money, people, or equipment.<sup>1</sup> The important thing—and the definition makes this clear—is that projects are specific and limited. Being clear about what is to be accomplished (the specific objective), the time limit (a start and end date), and what sort of resources will be needed (money, people, and equipment) can be make the task easier. Whether it's a community garden, a food program, or arranging for children to visit their mothers in prison, it will start and end. It's important to keep that in mind at the outset.

### How to Get Started

The following seven steps may clear away enough of the confusion to get going. Following the exact order of steps may be less important than getting a sense of the basic pieces. When in doubt, start somewhere, and then do something after that.<sup>2</sup>

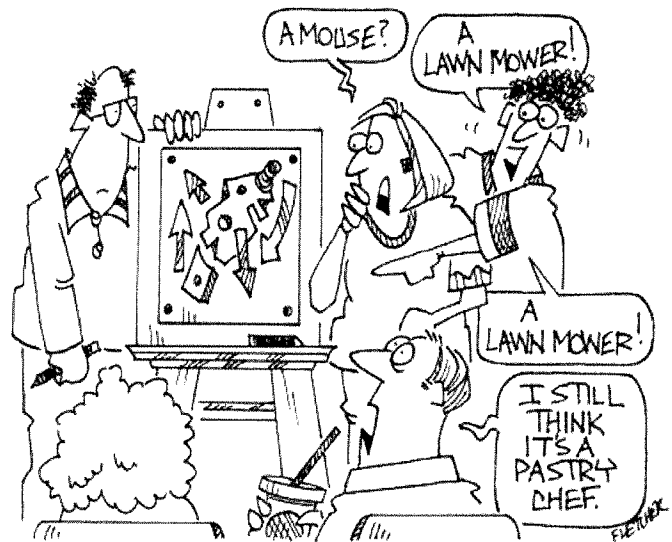
**Step 1: Have a Clear Goal.** It helps to start this community project with a clear goal or statement of purpose. What do you want to accomplish? What results do you want? What in the community needs to change? Many people will engage in a series of activities with no clear sense of what results they want. Whenever possible, identify the root causes of the problem in order to inform your stated goal. Hunger persists in the neighborhood despite the fact that most families are working. Why? What is the underlying problem? This could be compared to a doctor diagnosing the underlying cause instead of simply treating the symptom.<sup>3</sup>

**Step 2: Do Research.** For some people, the word "research" brings to mind a lonely, isolated process of bringing together dry facts about the situation. Yet the most effective research is relational. Research can be

done by meeting one-on-one with community leaders, and perhaps building deeper relationships with a few of them through a series of meetings over time. Attending community events or participating in community groups that convene regularly also qualify as research, as does volunteering in the community, taking a walk around the neighborhood, or going door-to-door in the community, assuming this is safe and that people would respond well to this approach.<sup>4</sup>

**Step 3: Communicate.** Now it is time to make a case for the project and recruit volunteers. Best practices include developing a purpose statement for the project, creating a recognizable logo to remind people of what it is, and coming up with a "sound bite" statement to sum up the spirit of the effort.

**Step 4: Put Together a Team.** Effective projects generally start in the mind of an individual. A thought, a dream, or a snatch of conversation might be just the spark that gets the fire going. Yet even when it starts with a person, the fire rarely burns long or well enough without the help of others. Normally, it takes a team to



ANOTHER CHALLENGE OF THE COMMUNITY PROJECT IS CREATING A RECOGNIZABLE LOGO.

provide the structure to fuel that initial spark. A team has been defined as “a small group of people with complementary skills who are committed to a common purpose, performance goals and approach for which they are mutually accountable.”<sup>5</sup> As the definition suggests, the group needs to be small enough to make effective decisions together, yet diverse enough, based on “complementary skills,” so that the group’s strengths can build on one another. Members must also work together with a “common purpose” and be “mutually accountable” for what they do. Regarding skill sets, try searching for these four types: (1) an investor who provides resources such as time, talent, or money to the project; (2) an intermediary who “acts as a bridge between an investor and the program implementers”; (3) an implementer who does the hands-on work; and (4) an innovator who “dream[s] up new ways to solve problems.”<sup>6</sup>

If the congregation has a mission team that works on local efforts, start by bringing the idea to this group. Beyond this, consider expanding the group by inviting newer members of the congregation or those not yet actively involved. Invite members to reach out to their circle of friends outside the church. Many times, someone who would never think of setting foot in worship may feel perfectly comfortable volunteering for an outreach project that meets an urgent need. For this reason, keep an open mind about who will serve on the team. Email or social media can be used to get the word out, though for some people, word of mouth still works best.

**Step 5: Take Action.** It’s time to make the leap. For some reason, this can be more difficult for groups than individuals. Congregations can find it difficult to be bold. In a book providing examples of bold ministries, Linda Marie Delloff observes that the most successful ones are able to “recognize, then overcome their fears, or at least they are willing to take risks despite their fears.” Fears include failure, rejection by the targeted public, physical or emotional discomfort, or even physical danger. It can also include fear of “the other,” that is, people who are different than oneself. She writes, “Such congregations are willing, even eager, to accept these risks because they know that by always being ‘safe’ they will never change anything.”<sup>7</sup>

**Step 6: Find Ways to Expand on Your Action.** A project usually starts with a single action, such as

collecting food for the hungry, but over time it may be expanded by finding additional ways to achieve the same end: adding fresh food with donations from local gardens in the area, teaching classes in nutrition or cooking, asking food recipients to volunteer for the project, or holding a community discussion on what causes hunger and how to change policy. These ideas serve as variations on the theme of hunger, and new actions may help the project expand.

**Step 7: Use Sustainability Strategies to Keep It Going.** Often people burn out because they have not thought about sustainability strategies. This may include sharing a special meal together to celebrate accomplishments and people, using small-group Bible study as a place to reflect on your action, inviting the people you serve to pray with you, or developing a Sunday worship service centered on a social issue. Sustainability can be as much about mental and spiritual capacity as about finances or volunteer hours. Studying, sharing meals, celebrating—these are sustainability strategies. Do them, or something like them, and avoid burn out.

Framing a community project as a series of steps can serve to sharpen focus. When done effectively, such projects can make a big difference by addressing directly the problems faced every day by the people who live in the community surrounding the church. It’s a way for congregations to be neighborly.

This article has been adapted from Dana Horrell’s book, *Engage! Tools for Ministry in the Community* (Fortress Press, 2019).

---

1. R. E. Quinn, *Becoming a Master Manager* (Boston: Wiley & Sons, 2003), 139.

2. Adapted from Benjamin Shepard, *Community Projects as Social Activism* (Thousand Oaks, CA: Sage, 2015), 3.

3. Sandra S. Swan, *The New Outreach* (New York: Church Publishing, 2010), 2–14.

4. Joy F. Skjegstad, *7 Models for Community Ministry* (Valley Forge, PA: Judson, 2013), 17–26.

5. Jon R. Katzenbach, *The Wisdom of Teams* (San Francisco: HarperBusiness, 1994), 12.

6. Swan, 61–63.

7. Linda-Marie Delloff, *Public Offerings: Stories from the Front Lines of Community Ministry* (Bethesda, MD: Alban Institute, 2002), 14.