



Hamburg Presbyterian Church
177 Main Street
Hamburg, New York 14075

2017 Annual Report
Ecclesiastical and Corporate Meeting

A time for new beginnings

January 21, 2018

Proposed Agenda for the Annual Ecclesiastical and Corporate Meeting

1. Prayer for the Meal and Congregation

2. Lunch in Fellowship Hall

3. Congregational Meeting

- Call to Order, Open with Prayer, and Approval of Agenda
- Minutes were read by session and deemed correct. A copy of the *January 22, 2017 Congregational Meeting* minutes is attached.
- A copy of the *December 10, 2017 Called Special Meeting of the Congregation Meeting* minutes are attached.
- Pastoral Report – Rev. Rachel Brown
- Clerk’s Annual Statistical Report – Cheryl Koelmel
- Reports From Committees and Ministry Teams
 - ◆ Building & Grounds – Craig Schmittendorf
 - ◆ Christian Education – Cally Miklasz and Bill Brodie
 - ◆ Church Life – Christel Beers
 - ◆ Deacons – Katy Webster
 - ~ Caregivers – Corrine Archangel
 - ◆ Financial Management – Russell Rich
 - ~ Treasurer Reports – Jeffrey Leyonmark
 - ✚ A copy of the *December 10, 2017 Special Called Session* minutes is attached re: Approval of Proposed HPC Budget for 2018
 - ◆ Hospitality – Carole Mitchell
 - ◆ Mission – Leanne Howe
 - ~ Pumpkin Patch – Dudley Hollenbeck
 - ◆ Nominating – Shawn Ferro
 - ◆ Pastoral Care Assistant – Wendy Zimmerman
 - ◆ Personnel – Gary Lauchert
 - ~ Pastors Terms of Call: *CBE Form 2018*
 - ◆ Presbyterian Women – Linda Ryder
 - ◆ Worship & Music – Joyce Huen and Sandra Stearns
 - ~ Minister of Music – Sandy Ackerman
 - ~ Christian Nurture – Sue Rich
- Closing Prayer – Rev. Rachel Brown

**THE ECCLESIASTICAL AND CORPORATE CONGREGATIONAL MEETING
HAMBURG PRESBYTERIAN CHURCH
JANUARY 22, 2017**

The Rev. Rachel Brown, Moderator, called the meeting to order at 12:15 p.m. The meeting was preceded with grace by Pastor Brown and a luncheon provided by the Church Life Ministry Team. A quorum was present (approximately 54 members) along with staff Mandy Eppolito, Jacki Knauss, Wendy Zimmerman, Cally Miklasz, and George Davis.

The meeting was opened with prayer by Pastor Rachel. Meeting packets and a current telephone directory were distributed to the members. A **MOTION** was made and seconded to accept the agenda as written.

The Minutes of the Annual Congregational Meeting of January 17, 2016 and December 11, 2016 were individually accepted as written.

Pastor Rachel reviewed her pastor report and Clerk Cheryl Koelmel reviewed the Clerk's Annual Statistical Report. Pastor Rachel led the membership in a prayer for the passing of our three members in 2016: Elizabeth Barton, Dick Headlee, and Helen Papp.

Each ministry team of the church has a written report in the packet. The team chairmen's were available for any questions.

Jim Lewis, Treasurer in 2016, presented the Session approved balance budget for 2017 - \$235,870. In 2016, the church had an excess income over expenses of \$10,984.13.

Russell Rich, Chair of Nominating, then presented two additional members to serve as deacons in the class of 2019....Hollis Bahruth and Scott Nelson. Nominations were then opened to the floor. As there were none, a **MOTION** was made, seconded, and passed to nominate the above members. Russell then presented the slate of members to serve on the 2017 Nominating Committee.....Julie Cimorelli, Jeff Leyonmark, Lamont Beers, Linda Ryder, and Shawn Ferro, Chair. Nominations were then open to the floor. As no additional names came forward, a **MOTION** was made, seconded, and passed to approve the above slate.

TERMS OF CALL

Pastor Rachel was excused from the room. Gary Lauchert of Personnel reviewed the 2017 Compensation, Benefits, and Expenses (CBE) form for Pastor Rachel. Following questions and discussion, a **MOTION** was made, seconded, and passed to accept the Terms of Call as presented. Pastor Rachel returned to the meeting.

A **MOTION** was made, seconded and passed to adjourn the meeting at 1:20 p.m. and Pastor Rachel closed with prayer.

Respectfully submitted:

Cheryl Koelmel, Clerk of Session

Rev. Rachel Brown, Moderator

**CALLED SPECIAL MEETING OF THE CONGREGATION
HAMBURG PRESBYTERIAN CHURCH
DECEMBER 10, 2017**

The Rev. Rachel Brown called the above meeting to order at 12:30 p.m. A quorum was present and the meeting was opened with prayer.

The purpose of the meeting was to receive the slate of officers for the next 3-year term.

Elder Shawn Ferro, Chairman of the Nominating Committee, presented the following slate for Elder and Deacon.

For Elder for a 3-year term – Class of 2020

Jim Beatty Christel Beers Kris McGuire

For Deacon for a 3-year term – Class of 2020

Zak Nelson Elyse Perry Cheryl Weyand

Pastor Rachel asked if there were any nominations from the floor. As there were no names brought forward, a **MOTION** from committee was to accept the slate of officers as presented, it was seconded, and passed.

A **MOTION** was made, seconded, and passed to end the meeting at 12:35 p.m. The meeting was closed with prayer by Pastor Rachel.

Respectfully submitted:

Cheryl L. Koelmel
Clerk of Session

Rev. Rachel Brown
Moderator

PASTOR'S REPORT

So let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up. ~ Galatians 6: 9 NLT

I have had a **wonderful third year** at Hamburg Presbyterian Church. The Lord has called me to serve and lead the people of HPC and I feel it a great fit for all. Thank you for blessing me with the gift of the White Robe given by the church through the Worship and Music Ministry team – I really appreciate it.

Highlights from the year: Reading the Book Community together as a session and working on vision planning for the future; The Celebrate the Gifts of Women retreat in March; Summertime Picnics at my house as well as the annual picnic at the Hines home in Eden; Hosting a Presbytery Branch meeting in July.

Preaching is a huge part of any pastor's role. I spend many hours in sermon preparation and this past year I followed liturgical year C and B. One highlight is preaching on "Hot Topics" over the summer including those on addiction, welcoming refugees, and others.

As part of my **Pastoral Care** I have enjoyed the communion home visits, hospital visits, individual counseling, as well as one-on-one prayer with many in our congregation. I feel it is imperative that, as a pastor and spiritual leader, I pray for our people. I spend time every week praying for those and many other requests. Each month I send out birthday cards.

One of the reasons I became a pastor was to be part of the many beautiful moments in the lives of those the LORD brings to my path. This year I officiated the **vow renewal** of Heather Ferro's parents; the **wedding** of Scott Frost and Kelly Coughlin in Oregon; the **baptisms** of Adelaide Loeb and Christian Lovelace; and the **funerals** of Edith Beatty, June Sercu, Sharon Gallagher, Nancy Crossan, Jayne Ahrens, Alfred Harrington as well as non-members Janet Ruth and Joanne Fix.

One of my many duties is to serve on a **Presbytery committee**. I serve as Chair on the Committee of Council, which meets the second Tuesday of the month.

I look forward to continuing to serve the LORD at HPC in 2018. Let this be the year of focusing on how we can grow in our faith today and vision for our future as a church.

In His Grip,

Rev. Rachel N. Brown
Pastor

**ANNUAL STATISTICAL REPORT OF THE CLERK OF SESSION
HAMBURG PRESBYTERIAN CHURCH
JANUARY 21, 2018**

MEMBERSHIP

Membership – January 1, 2017	216
Members lost by death	7
New Members	4
Confirmands	3
Reinstated membership	1
 Membership – December 31, 2017	 217

DEATHS

03/16/17	Edith Beatty
09/25/17	June Sercu
09/29/17	Sharon Gallagher
10/10/17	Jayne Ahrens
11/05/17	Nancy Crossan
11/09/17	Alfred Harrington
12/21/17	John Griffin, Sr.

BAPTISMS

04/02/17	Adam Jacob Metzger
04/30/17	William Edward Lovelace
07/02/17	Adelaide Victoria Loeb

WEDDINGS

08/19/17	Miranda Smith & Devin Thompson
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Respectfully submitted:

Cheryl L. Koelmel
Clerk of Session

Building and Grounds Report for 2017

Chair: Craig Schmittendorf

Worship Team: Don Baltus, Shawn Ferro, Wayne Hines, Earl Knauss, Rich McAlpine, Steve Tothoro, Joanne Yoviene

2017 Highlights:

- At the beginning of the year, we repaired and remodeled the Minister of Music's office, in response to the damage caused by an ice dam on the roof. Heating cables were installed on this area of the roof in 2016, and we have not had any issues since.
- The coat room was repainted, and new covers were installed over the plumbing pipes.
- The downspouts near the front of the building, facing the driveway, were replaced. It was determined that they had become a safety issue, and the downspout near the front steps was causing damage to them.
- We treated and removed mold and mildew that were found on the wooden partition in the back of the fellowship hall.
- We have a new tenant, the United Church of God, using the fellowship hall on Saturdays. They hold a small service and meal, and have been both gracious, and great tenants.
- Heating cables were installed on the remaining part of the roof that did not have them. A new electric line has been run to these cables, and are connected to a designated breaker, that will be able to handle the increased amperage.
- Simoncelli Electric updated our 4 exterior, 400 Watt flood lights with new, 125 Watt LEDs. One of the lights had not been working, and the old lights were comparatively dim. The new LEDs have improved the appearance and safety of our parking lot.
- Over the summer, we had a vision planning meeting, where we discussed the direction and future projects for our committee. We broke these projects up into 2 categories: projects to be completed within the next 1-3 years, and projects in the next 3-5+ years. They are listed in our minutes from that meeting in July.

Current focuses for 2018:

- We discussed the proposed budget numbers for our committee for 2018. Our budget has been reduced to cover only the emergency and fixed maintenance expenses, based on trends from the last couple of years. Going forward, any additional projects will be presented to Session,

and voted on based on information and quotes provided by our committee. Money for these projects will need to come from fundraising efforts, and our savings account.

- We have decided to go over our project list that was developed over the summer, and pick 3-4 projects for 2018, at our next meeting in January. We will present these projects to session for approval, and plan our work for the year accordingly.
- Areas of need include: outside steps and landing repair, flooring and carpet repair inside front door, replacing the side entrance door, painting of window frames/window replacement, and more. This is a large building with many needs and the committee will continue to work with Session to be as responsive as possible to as many of those needs as time and resources will permit.
- Please keep in mind that this is a very large building, with one person (our sexton, Jessica Stang) on the payroll at 20 hours per week to clean and maintain it. She works at night, so if you are in the church and notice that it needs attention during the day, it is very likely that she will be in that night to clean. For any areas needing extra attention, we still have our “job jar” board next to the office door. This has been an effective tool in communicating areas of need to our committee and sexton, rather than verbally. In 2018, we are aiming to improve on ALL communication between our committee, the congregation, and our sexton.

Thank you to my committee and everyone at Hamburg Presbyterian Church who has helped to care for our home over the past year. The transition into this role as chair has been eased by all of you, especially my committee and Session, and I am very grateful for the help, patience, and guidance. We have a large building with limited resources, and greatly appreciate everything that everyone has done to help us! God Bless!

2017 Christian Education Ministry Team Annual Report

The members of the Christian Education (CE) Ministry Team included Bill Brodie, Terri Vogler, Diane Hall, Elyse Perry, Kristina Lewis, and Cally Miklasz. We are indeed thankful for their hard work and dedication to the children, youth and adults here at HPC. For the second year, we were blessed to have funding for a part-time Christian Educator – Cally Miklasz. The CE Team normally meets every 3rd Tuesday of the month.

Children's and Adult Sunday School Classes

Children's Sunday school classes are divided into three age brackets. All classes were taught using David C. Cook's Bible-in-Life curriculum. Children 4 years of age through 2nd grade were taught by Cally Miklasz. Children in grades 3-5 were taught by Shelly Ring and there are normally 5-6 students in this class. Kristina Lewis and Bill Brodie taught our oldest children in the 6-7th grade class. There are about five children in this class. In addition to their studies, these young Christians learned about caring for those in our congregation by decorating pumpkins for shut-ins at Halloween, making Valentine's for them in February, and other small mission projects throughout the year. They also shared together in weekly prayer and age appropriate learning experiences, designed to prepare them for their lifelong spiritual journeys.

The Adult Sunday School class was taught by Cally Miklasz, Joe Smith, and Joe Streamer using the David C. Cook curriculum as well. The use of the Ray Vander Lann DVD series was made possible through a donation from Ken Walker, and the adults have been using this curriculum since September.

Children's Church

Cally Miklasz leads Children's Church and the Kid's Own Worship curriculum is used. Children's Church is in its fifth year at HPC, and is a special program for school-age children, which provides age appropriate (K-6 grade) lessons. Children participate in regular worship through the children's meditation and then may leave to attend Children's Church. Children's Church is held every Sunday except the first Sunday of the month/holidays, so that children can participate in the sacrament of Holy Communion. A special thanks goes to Gina Browning, who assisted with Children's Church for a second year. A special thanks also goes to the many parent volunteers who helped this year, and Bill Brodie, Jen Reagan and Terri Vogler who subbed for Cally.

We have begun a young adult training program, which allows 6-7 grade students to assist during Children's Church to prepare them for their transition to Confirmation soon, and becoming adults in the congregation with more responsibilities.

Teen and Young Adult Ministry

Pastor Rachel Brown led the Confirmation class, which began in September 2016, and ran through May 2017. In May 2017, five young adults completed the Confirmation course at Hamburg Presbyterian Church. On May 7, three students were confirmed during the worship service.

Vacation Bible School

Vacation Bible School (VBS) again was co-hosted by the Hamburg United Methodist Church (HUMC) and Hamburg Presbyterian Church and took place at the Methodist Church at 116 Union Street on June 26-30, 2017. Every day there were over 50 children present and learning about God's love for them. The theme this year was *Maker Fun Factory, Created by God Built for a Purpose*. So many volunteers from HPC, HUMC, and the community were instrumental in this year's VBS success – THANK YOU ALL! We plan to host Vacation Bible School in 2018 at our church, and partner with the Methodist Church again.

Easter 2017

Our annual Easter Egg Hunt was held on Psalm Sunday April 9, 2017. In addition, Lenten materials supplemented regular curriculum during this time.

Children's Music

With the coming of Sandy Ackerman, our new Minister of Music, came new opportunities for the children to participate in worship services through music:

Back to School Song – in September a play on the famous song *My Favorite Things* was performed by the children who sang about going back to school (parents could not have been happier)!

Pumpkin Patch Song – *A Thousand Little Pumpkins*, written by Sandy Ackerman, was performed by the children who sang the song to a delighted congregation in October.

Thanksgiving Song (drums) - Cally Miklasz and Sandy Ackerman taught the children how to play bongo drums and they sang about the things they are thankful for to a grateful congregation in November.

We are so blessed to have Mrs. Ackerman as our Minister of Music and we look forward to more new opportunities in 2018 to collaborate with her to involve the children in worship through music!

Christmas 2017

The Worship and Music Team let Cally know that they needed new Chrismons for the church Christmas tree this year. The Chrismons were made and children placed them on the tree during the worship service for the *Hanging of the Greens* at the end of November.

On December 3, 2017, the CE Ministry Team put on a Christmas family event called ***Live Nativity***. To publicize the event, members of the CE Team/HPC children participated in the Hamburg Holidays parade on November 26, 2016.

The Live Nativity event included HPC members portraying Mary, Joseph, and baby Jesus in a “manger” on our front lawn. “Stable” animals were to be provided by the *Field of Dreams* animal rescue organization, but unfortunately, there was a death in their family and the animals could not be secured. However, there were some family pets involved – two dogs and a bunny rabbit! Thank you for sharing your pets with us this holiday season!!

There were both indoor and outdoor activities at the church from 12-2 pm including games, crafts, and food. We estimate that more than 40 people came to HPC for the event. Having a presence in the community of Hamburg and reaching out to our neighbors are goals of the Christian Education Team.

The final event of 2017 was the Christmas Eve morning children's play – ***A Charlie Brown Christmas***. Thirteen HPC children were in the play, which was attended by approximately 200 people. Special thanks go to Sandy Ackerman for doing a wonderful job with the accompanying music.

Other Endeavors in 2017

Sunday School Teacher Appreciation/Graduate Recognition Sunday- was held May 21, 2017 and was part of the Sunday worship service to honor our volunteer teachers and recognize high school/college graduates.

Camp Duffield activities – in June some members of the CE Team went to Camp Duffield to get the hiking trails ready by clearing them and putting up signage.

Fall Fest (At Pumpkin Patch) - for the first time, we partnered with the Mission Team, who coordinates the Pumpkin Patch, to have a small Fall Fest as part of the pumpkin unloading. Painting of pumpkins, games, and treats were offered.

Mother's/Father's Day songs- for Mother's Day a special song was prepared by the children and sang during worship and craft/gift was presented to all women and for Father's Day, a special handmade gift was given to dads.

Multi-church/Presbytery events – members of HPC participated in events like the Scajaquada Creek cleanup in the Spring where we worked with other churches from the Presbytery to clean up this urban creek.

Blessing of the Backpacks – during worship service, in September 2017, Pastor Rachel Brown blessed all children's/teacher's backpacks for back to school 2016. Each child received a prayer card to attach to their backpack to carry with them throughout the school year as a reminder that they have a church family/home and that God is always with them.

Staff Training – Cally Miklasz was able to attend one of the largest children's ministry conferences in the U.S. (sponsored by Group), which took place in September 22-24 in Chicago, IL at the Hyatt Regency O'Hare. This was a wonderful chance to get intense training on many children's ministry topics and to mingle with other church staff from across the country. Cally was able to take six courses including *Building an Attractive Preteen Volunteer Culture*, *Adding Pizazz to Your Teaching!*, *The Secret Formula to Building Great Volunteer Teams*, *Perseverance and Resilience in Kids*, *Feeling the Squeeze – Budgets, Space, Downsizing, etc.*, *How to Love Today's Parents*. These courses have enabled Cally to bring new ideas to our children's ministry and there will be more to come in 2018.

Cally was also able to attend the Presbytery sponsored course on the New Testament which took place during October through December. Cally is going to be able to use this course to count towards her pending certification as a Christian Education Associate- goal for completion in 2018.

Strategic Planning – over the summer, the CE Team was busy completing a plan for CE activities for the next 5-10 years. Over a two-month period, the Team came up with a plan for the future of our church and our youth.

A big THANK YOU to parents and other volunteers for helping out with CE events/activities throughout the year. We cannot do it without you!

We look forward to 2018 and all that it will bring knowing that we have a strong Christian Education Ministry Team with strong support from our congregation.

With God, there is nothing we cannot accomplish!!

CHURCH LIFE MINISTRY TEAM 2017 Annual Report

The mission of our Ministry Team is to promote and strengthen Christian Fellowship within our Church family and beyond. In this spirit we were involved in the following activities during the past year:

Sunday Morning Coffee Hour and Fellowship

- We established the 2017 Sunday Coffee Hour schedule and guidelines for all Ministry Teams, as well as supplied coffee, tea, creamer, sugar and paper goods for the Coffee Hour.

Luncheon for Annual Congregational Meeting

- In January we prepared and served a lunch for members attending the annual Congregational Meeting

Women's Mini-Retreat and Luncheon

- In March we shared with Presbyterian Women in the planning and serving of a delicious lunch at the women's gathering.

Strawberry and Ice Cream Social

- In June we served ice cream and strawberries during Coffee Hour.

Annual Church Picnic

- Many thanks go to Shirley and Wayne Hines, who so generously opened in June their home and swimming pool for a great church picnic.

Harvest Dinner

- In November we organized and served the annual Harvest Dinner, which included 4 donated turkeys with all the trimmings, and many casseroles and desserts offered by those attending.

Finally, a heartfelt "thank you" to each member of our Church Life Ministry Team: **Linda Ryder, Marilyn Monckton, Carole Mitchell, Kris McGuire, Shirley Hines and Lamont Beers.** Your dedication and support helped make these events possible!

Respectfully submitted,
Christel Beers, Chair

Deacons Report for 2017

The Deacons at Hamburg Presbyterian church are privileged to serve our members in a variety of ways.

Group home transportation was provided each Sunday, for Sandy and any other residents who wished to attend. Sandy enjoys attending services and we certainly enjoy having her with us and hearing about her activities with the home and her family. We thank Linda Ryder, Cindy Rotino, and Susan and Russell Rich for their help with this important mission.

A member of Deacons attended each Session meeting this year, to communicate with Session about current service opportunities and to bring back information regarding the Session meeting back to Deacons.

Deacons set up and cleaned up for monthly Communion, and for special services such as Ash Wednesday, Maundy Thursday, Christmas Eve, and Springtime, Yuletide, and Christmas in the Country. A Deacon also accompanied Pastor Rachel on visits to several homebound members, and assisted her with Communion on these visits. We thank Janie Smith and Lamont Beers for their dedication and time in providing the Communion elements each month.

Along with Caregivers, the Deacons visit and call our church friends at home or in care facilities, and send cards monthly, as well.

The Deacons ordered Easter and Christmas flowers to beautify the sanctuary. Flowers were also delivered to homebound members.

At our monthly meetings, the Deacons discuss our members' needs, and make plans to help where needed. We pray for our members, our church, community, and world. We thank the Session and members of HPC for the opportunity to serve the Lord through service to His people. We look forward to serving in 2018.

Katy Webster
Moderator of Deacons

2017 Deacons: Hollis Bahruth, Don Baltes, Jean Coffey, Sharon Fisk, Maleah Gawlak, Scott Nelson, Anna Robinson, Marci Toney, Katy Webster.

Caregivers Ministry

2017 Annual Report

The mission of Caregivers Ministry is to reach out with loving support to HPC members who are transitioning through difficult circumstances due to illness, loneliness, being homebound, loss of a loved one or other personal/family situations that present challenges. We work in close partnership with the Deacons to make monthly contacts with members of our church family who are no longer able to attend Sunday services. This is achieved through cards, telephone contact, personal visitations or accompanying Pastor Rachel on visits.

Caregiver activities within the past year have included:

- Monthly meetings to prayerfully consider the concerns and needs of our HPC family members.
- Attendance at Deacon Ministry meetings to share concerns and activities.
- Six bereavement visits and gift basket presentations made to members who experienced the loss of an immediate family member as a way of letting them know that their church family cares and shares their sorrow. An additional gift card was sent to a family with long term needs.
- Thinking of you cards sent to members who were experiencing an illness or hospitalization.
- Coordination of meal delivery to help members of our church family transitioning through a temporary illness or personal difficulty.
- Successful implementation of the 'Meal Train' program as an automated outreach to provide the entire church family with opportunity to participate in meal preparation and delivery.
- Updating the "In our Prayers" list for the Sunday bulletin and the "In Need of Continued Prayers" list for the Towel and Basin. This keeps our church family informed of members in need of prayers and support.
- Assisting the Deacons in delivery of flowers at Christmas and Easter and pumpkins from the Pumpkin Patch decorated by the Sunday School children. A tag with a picture of HPC and a message that reads "From your friends at Hamburg Presbyterian Church" was designed and printed to accompany each delivery as a visual reminder of their church home.

A special thank you for the dedication and compassion shown by my fellow members of the Caregivers Ministry Team - Christel Beers, Holly Bortel, Marilyn Monckton and Linda Ryder - and to all who support our mission by assisting in providing meals, making visitations and lifting up prayers for those who are put before us. We invite anyone who feels a calling to join us in this ministry.

Through our actions, may God's love be known

Corrine Arcangel, Chair

2017 Financial Management Annual Report

The Financial Management Ministry Team had a wonderful 2017. The committee consists of Blair Webster, Jeff Leyonmark, Ken Martin, Chuck Boehler, Wendy Zimmerman, Dudley Hollenbeck, and Russell Rich.

2017 was our first full year of Jeff Leyonmark as treasurer/bookkeeper and our first year with QuickBooks. There was a bit of a learning curve but, all in all, we are making very good progress and have an excellent handle of church finances. We continue to strive for best practices in all we do. We also continue to look at the long range financial health of HPC.

Ken Martin chaired the Stewardship Ministry Team and we are proud to say, for the third year in a row, giving has increased. That may not seem like a big deal, but not many churches can report that giving is up.

With the 2018 budget submitted and approved, the committee will now be focusing on an audit review of 2017. This is a smaller “in-house” audit that is required by Presbytery.

This is a wonderful ministry team and gives you a very good overview of all that happens within Hamburg Presbyterian Church. If you're interested in joining, you do not need to have financial management experience; just a willingness to serve Hamburg Presbyterian Church.

Thank you,
Financial Management Ministry Team
Submitted by Russell Rich

Hamburg Presbyterian Church
Profit & Loss
 January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Designated Fund	
Christian Education	228.96
Disaster Relief	140.00
Memorial Fund	1,240.00
Pastor's Discretionary Fund	5,280.00
Special Music	1,000.00
Total Designated Fund	7,888.96
Income	
2016 Pledged	801.27
2017 Pledged (\$187,304)	192,831.09
2018 Pledge	5,000.00
Loose Offering (\$1,200)	1,624.78
Non-Pledge (\$14,000)	8,888.00
Total Income	209,145.14
Other Income	
Angel Tree	50.00
Buildings and Grounds	500.00
Christian Education	107.97
Christian Nurture	241.61
Christmas in the Country	132.00
Christmas Joy (\$800)	940.00
Christmas Offering	1,270.00
Churches in Action	750.00
Easter Flowers	256.00
Flowers	65.25
Food Bank	160.00
Funeral Service Fee	400.00
Hymnals	20.00
Initial Offering (\$600)	300.00
Live Nativity	45.00
Misc	266.38
Mitten Tree	20.00
One Great Hour of Sharing	2,263.40
Per Capita (\$2,000)	2,161.50
Poinsettia	308.00
Premier Promotions (\$3,500)	2,995.88
Pumpkin (\$5,000)	14,485.52
Refund	159.88
Rental (\$6,000)	7,993.00
Springtime in the Country	732.50
Wedding Fees	60.00
Women's Retreat	620.00
Yuletide in Ther Country	51.00
Total Other Income	37,354.89
Total Income	254,388.99
Gross Profit	254,388.99

Hamburg Presbyterian Church
Profit & Loss
 January through December 2017

	Jan - Dec 17
Expense	
Administration	
Building Insurance (\$5,217)	4,849.30
Copier Lease, Copies (\$3,700)	3,460.15
Disability Insurance (\$241)	303.90
Office Sup, Mat & Ads (\$2,500)	4,422.38
Payroll Service (\$1,200)	1,518.39
Per Capita (\$3,395)	3,395.00
Postage (\$900)	221.56
Tele, Internet & IT(\$4,358)	6,537.88
Worker's Compensation (\$881)	699.70
Total Administration	25,408.26
Loan Repayment (\$12,000)	19,000.00
One Great Hour of Sharing	2,263.40
Other Staff	
CE Coordinator Salary (\$13,658)	11,640.39
Employer Taxes (\$5,015)	11,858.71
Keyboardist Salary (\$10,188)	4,019.83
Minister of Music (\$12,731)	11,372.50
Pulpit Supply (\$750)	475.33
Secretary Salary (\$14,560)	12,868.59
Sextons Salary (\$10,609)	8,806.42
Soloists	575.00
Total Other Staff	61,616.77
Pastor	
Auto Expense (\$1,000)	883.11
Board of Pensions (\$17,374)	17,728.37
Business and Pro (\$3,000)	2,963.72
Continuing Education (\$1,000)	747.45
H R A (\$2,600)	3,062.39
Pastor 403(B) (\$600)	1,165.25
Pastor Discretionary Fund	4,180.00
Salary, Housing, SECA (\$47,000)	50,594.57
Total Pastor	81,304.86
Physical Plant	
Maintenance (\$6,500)	8,240.68
Sewer Tax (\$900)	912.61
Sexton Supplies (\$1,000)	1,882.39
Snow Removal (\$5,500)	7,090.00
Utilities (\$12,000)	9,981.37
Village Tax	266.72
Total Physical Plant	28,393.77
Programs	
Bells (\$150)	150.00
Christian Education (\$3,325)	3,267.02
Christian Nurture (\$900)	47.96
Church Life (\$200)	69.57
Churches In Action	750.00
Deacons/Caregivers (\$125)	550.51
Financial Management (\$500)	173.99
Hospitality (\$100)	266.08
Mission (\$16,000)	11,043.94
Music/Worship (\$4,300)	3,818.45
Personnel (\$400)	1,682.61
Pumpkin Mission	14,476.07

12:22 PM
01/07/18
Accrual Basis

Hamburg Presbyterian Church
Profit & Loss
January through December 2017

	Jan - Dec 17
Session	75.71
Woman's Retreat	487.97
Total Programs	36,859.88
Total Expense	254,846.94
Net Ordinary Income	-457.95
Net Income	-457.95

Checking Balance 12/31/17 \$ 36,753.74 Savings Balance 12/31/17 \$ 103,268.78

HPC Designated Funds as of 12/31/17

<u>Fund</u>	<u>Fund Owner</u>		<u>Ending Balance</u>
Christian Education	CE	\$	665.71
Church Life	Church Life	\$	25.00
Special Music	Worship	\$	49.86
Lending Box	Mission	\$	600.00
Memorial	FM	\$	1,240.00
Pastor Discretionary	Pastor	\$	1,100.00
<u>Pastor HRA</u>	<u>Pastor</u>	<u>\$</u>	<u>225.86</u>
Total		\$	3,906.43

\$50,000 Loan From S. Park as of 12/31/17

<u>Loan Amount</u>	<u>Term</u>	<u>Payments</u>	<u>Balance 12/31/16</u>	<u>2017 Payments</u>	<u>Balance</u>
\$ 50,000.00	36 Months	12	\$ 38,000.00	\$ 19,000.00	\$ 19,000.00

Note: 2% Interest (\$1,000)

**SPECIAL CALLED SESSION MEETING MINUTES
HAMBURG PRESBYTERIAN CHURCH
DECEMBER 10, 2017**

Rev. Rachel Brown, Moderator, called a Special Session Meeting for the purpose of reviewing the Proposed 2018 Budget presented by the Financial Management Committee.

A quorum was present. The meeting was called to order at 9:00 a.m. Elders in attendance were: Joyce Huen, Russell Rich, Leanne Howe, Shawn Ferro, Craig Schmittendorf, Christel Beers, Carole Mitchell, Sandy Stearns, and Cheryl Koelmel, Clerk. Excused: Bill Brodie, Gary Lauchert, and Terri Vogler.

Also present was Jeff Leyonmark, Treasurer and Blair Webster, Financial Management Team.

Pastor Rachel opened the meeting with prayer.

Russell Rich, Chair of the Financial Management Team presented and reviewed each line item of the proposed budget. Questions were answered and certain expenses and line items would need to be address further to the membership at the Annual Congregational meeting in January.

A **MOTION** from committee to accept the proposed 2018 budget of \$255,630 was seconded and passed unanimously.

The meeting was adjourned at 9:40 a.m.

Respectfully submitted:

Cheryl L. Koelmel
Clerk of Session

HPC Budget for 2018 as approved 10 Dec 2017					
	2017 Budget	2017 actuals projected as of 30 Nov	2018 Budget Requests as of 6 Nov 17	2018 Approved budget	Notes
INCOME					
Pledged	\$187,304	\$194,678	\$190,094	\$192,673	Using 98% of pledges for 2018
Non Pledged	\$14,000	\$7,798	\$8,000	\$8,000	may be less, as increase in Pledged may come from unpledged
Loose	\$1,200	\$1,435	\$1,437	\$1,437	
Initial	\$600	\$300	\$300	\$300	
Christmas (numbered envelopes)	\$800	\$800	\$800	\$800	Not the Christmas Joy
Per Capita	\$2,000	\$2,131	\$2,400	\$2,400	
Rentals	\$6,000	\$8,423	\$9,400	\$11,400	\$200 / week x 40 weeks, plus \$3400
Misc income	\$0	\$11,527	\$0	\$500	include "designated funds" here, like flowers, or Christmas Joy, for example
Womens retreat	\$0	\$620	\$620	\$620	also an expense line
Premier	\$3,500	\$3,500	\$4,000	\$3,500	Actuals so far \$3300 in 2017, with "Yuletide" still to come
Pumpkin sales (net until 2018, then gross)	\$5,000	\$5,000	\$15,000	\$15,000	
From Savings	\$12,000	\$12,000	\$0	\$19,000	take "loan payment" from savings, do remaining (12 for 2018 and 7 for 2019)
From Savings	\$3,216	\$3,216	\$0	\$0	
Lenten Series	\$250	\$0	\$0	\$0	
Total Income	\$235,870	\$251,427	\$232,051	\$255,630	
EXPENSES					
Pastor					
Salary	\$30,000	\$32,520	\$30,000	\$30,000	from CBE form
Housing	\$17,000	\$18,428	\$18,000	\$18,000	from CBE form
403b	\$600	\$585	\$600	\$600	from CBE form
SECA Tax allowance	\$3,596	\$0	\$0	\$3,672	from CBE form (7.65% of salary and housing)
Board of Pension	\$17,374	\$19,408	\$17,982	\$17,982	from CBE form
Continuing Ed	\$1,000	\$1,000	\$1,000	\$1,000	from CBE form
Auto Expense	\$1,000	\$1,000	\$1,000	\$1,000	from CBE form
Business / Professional Expenses	\$3,000	\$2,821	\$4,500	\$4,500	from CBE form
HRA	\$2,600	\$3,147	\$2,600	\$2,600	from CBE form
403b matching	\$600	\$585	\$600	\$600	from CBE form
Total Pastor	\$76,770	\$79,495	\$76,282	\$79,954	4% increase from 2017 budget
Other Staff					
Personnel salaries	\$66,044	\$48,215	\$66,182	\$65,173	combine secretary, CE Coordinator, minister of music, sexton, financial secretary
Temporary Help	\$1,750	\$1,145	\$2,250	\$2,250	pulpit supply, soloists, office help

Employer SS	65173*	\$10,392	\$12,540	\$4,986	This is number from Personnel, minus \$3672 moved to Pastor section
Total Other Staff	\$69,544	\$60,898	\$83,222	\$72,409	
Administration					
Building Ins	\$5,217	\$4,834	\$5,021	\$5,021	
Workmans Comp	\$881	\$763	\$1,150	\$0	We won't have this in 2018, paid in 2017
Disability	\$241	\$304	\$304	\$304	
Copier Lease / Maint	\$3,700	\$3,591	\$3,600	\$3,600	
Office Supplies (including postage)	\$3,400	\$4,660	\$5,300	\$5,300	added postage to this line
Payroll Service	\$1,200	\$1,442	\$1,200	\$1,200	
Per Capita	\$3,395	\$3,395	\$2,400	\$3,497	increase by 3%
Pumpkins cost	\$0	\$0	\$10,000	\$10,000	
Telephone, Internet & IT	\$4,358	\$4,420	\$3,400	\$3,400	
Total Admin	\$23,292	\$23,617	\$32,375	\$32,322	
Physical Plant					
Maintenance	\$6,500	\$6,500	\$10,000	\$3,600	reduce to "emergency maint", and have other projects specifically costed and approved
Sewer Tax / Village Tax	\$900	\$1,200	\$900	\$900	\$300 was unexpected, one time charge (recycling bins)
Utilities	\$12,000	\$9,916	\$10,500	\$10,500	
Sexton Supplies	\$1,000	\$1,811	\$1,560	\$1,560	
Snow Removal	\$5,500	\$5,500	\$5,500	\$5,500	use contracted price, does not include any salting, will that be enough?
Return to savings	\$0	\$0	\$0	\$3,615	return money to savings in 2018 that was used to balance 2017 budget
Total Physical Plant	\$25,900	\$24,927	\$28,460	\$25,675	
Programs					
Bells	\$150	\$150	\$0	\$0	see Worship and Music
CE	\$3,325	\$3,325	\$3,325	\$3,325	keep to 2017 budget
Church Life	\$200	\$200	\$200	\$200	keep to 2017 budget
CIA	\$0	\$750	\$0	\$0	
Deacons / Caregivers	\$125	\$522	\$125	\$625	add flowers to 2018 request (see flowers income); 2017 actuals include flowers
Financial Mgt	\$500	\$174	\$0	\$500	for internal audit
Hospitality	\$100	\$100	\$100	\$100	
Mission	\$16,000	\$14,401	\$11,000	\$11,000	does not include pumpkin money
Mission - pumpkins net	\$0	\$0	\$5,000	\$5,000	In mission line til 2018
Music	\$4,300	\$4,300	\$0	\$0	see Worship and Music

Worship & Music / Christian Nuture and Bells	\$900	\$900	\$4,500	\$4,500	add Music / Bells to this, it's less than 2017
Woman's Retreat	\$0	\$488	\$620	\$620	also an income line
Pastor Discretionary	\$0	\$4,180	\$0	\$0	
Session	\$0	\$76	\$0	\$0	
Personnel	\$400	\$1,683	\$400	\$400	
Total Programs	\$26,000	\$31,249	\$25,270	\$26,270	
Repayment to Savings for Heating Systems	\$12,000	\$19,000	\$12,000	\$19,000	let's add 2019 and remaining "balloon payment" in here and be done with this in 2018
Summary of Expenses					
Pastor	\$76,770	\$79,495	\$76,282	\$79,954	31.3%
Other Staff	\$69,544	\$60,898	\$83,222	\$72,409	28.3%
Admin	\$23,292	\$23,617	\$32,375	\$32,322	12.6%
Physical Plant	\$25,900	\$24,927	\$28,460	\$25,675	10.0%
Programs	\$26,000	\$31,249	\$25,270	\$26,270	10.3%
Loan Repayment	\$12,000	\$19,000	\$12,000	\$19,000	7.4%
TOTAL EXPENSES	\$233,506	\$239,186	\$257,609	\$255,630	
TOTAL INCOME	\$235,870	\$251,427	\$232,051	\$255,630	
Surplus (or Deficit)	\$2,365	\$12,242	(\$25,558)	\$0	

HOSPITALITY TEAM 2017 ANNUAL REPORT

The Hospitality Committee is chaired by Elder Carole Mitchell. Our current members are Pat Catalino, Chris Gawlak, and Cheryl Koemel. Our thanks to Holly Bortel, Kristina Lewis, and Sandy Smith for their past service on the team.

The team attempts to introduce themselves and talk with visitors each Sunday. Upon receipt of the blue visitor/prayer cards in the pews, we contact visitors by phone or email as requested.

The HPC brochure was updated the end of this summer and replaced in the pews.

Our team is responsible for distribution of the quarterly "The Daily Bread" booklets that are handed out following worship the last two Sundays prior to the new quarterly printing.

Each team member is responsible for getting volunteers to be greeters/ushers for each Sunday morning worship and special services.

Carole Mitchell
Chair

2017 Mission Team Annual Report

The Mission Team would like to thank the HPC Congregation for their generous support. Without it, we would not have been able to carry out the projects that we did. I would also like to thank my team members: Nancy Brogan, Amanda Cimorelli, Julie Cimorelli, Dudley Hollenbeck, Janie Smith and Joanne Yoviene.

GOALS: We began 2017 by 1. defining the goals for the Mission Team and 2. Reviewing the previous year's recipients for Mission disbursements and establishing a budget and time line for 2017 disbursements.

PROGRAMS: The Mission Team coordinates:

1. *Sandwich Sunday:* the third Sunday of the month, delivering on the average of 100 sandwiches to *St. Luke's Mission of Mercy*. This year, we held two Sandwich Making Extravaganza events, following church, where approximately 500 sandwiches were made and delivered.

2. *Friends of the Night People:* The Mission Team coordinates the making of casseroles and volunteers to serve. Monthly, a member of the team drives the casseroles (which are made by the congregation) to FONP and helps organize HPC volunteers to serve dinner on the last Sunday of the month.

With prayerful consideration, the Mission Team has decided that at the end of 2017, we are no longer going to be making casseroles and serving at FONP. We have instead, decided, throughout the year, to collect products for hygiene kits to be distributed at FONP.

Thank you to all members of the congregation who have volunteered to make the sandwiches and casseroles and that gave of their time to serve at FONP.

3. *Moment for Mission:* On the second Sunday of the month, a member of our team spoke during the church service to share with the congregation programs that we support and introducing them to Missionaries.

DISBURSEMENTS: Mission Funds were disbursed to the following organizations: FLM/Haiti, Churches in Action, St. Luke's Mission of Mercy, Friends of the Night People, Water = Life, Operation Good Neighbor, Buffalo Dream Center, Journey's End Refugee Center, Presbyterian World Mission, Presbyterian Disaster Assistance and Sparks of Hope Recovery Support Center.

LOCAL MISSION: We continued to focus on local mission work. In 2017 we:

1. Organized the 9th Annual Pumpkin Patch (that supported local food pantries). As a result, HPC was able to donate approximately \$1200.00 to each of the following food pantries: SS Peter and Paul Outreach, Eden-North Collins, Operation Good Neighbor and Union Presbyterian Church.

2. Organized the HPC Angel Tree: This program provided Christmas gifts to 59 children and support to 22 families within the Hamburg and Frontier school districts and 2 from Buffalo, including a family that recently moved here from Puerto Rico.
3. Donated money to a local boy with Autism for purchase of a service dog.
4. Provided gift cards to Pastor Rachel to be distributed at her discretion.
5. Purchased 75 ponchos for our Presbytery district which were included in kits that were put together at the February district meeting and distributed to homeless Veteran's in the Jamestown area.

GLOBAL MISSION: On a global level, we continued to support:

1. FLM/Haiti
2. Presbyterian Disaster Assistance: collecting items for emergency cleanup buckets along with money.
3. Presbyterian World Mission

SPECIAL OFFERINGS:

1. One Great Hour of Sharing, where \$2263.40 was collected
2. The Christmas Joy Offering

Respectfully submitted,

Leanne E. Howe

2017 Pumpkin Patch

It was another good year for the Pumpkin Patch. We had sales and donations of \$14,501.66. This was \$1849 more than last year. After paying for the pumpkins and a few other expenses we had \$5125.58 to distribute. Each of the following food pantries received a check for \$1250:

- Eden – North Collins Food Pantry in North Collins
- Operation Good Neighbor in North Evans
- Saints Peter and Paul Outreach Program in Hamburg
- Union Presbyterian Church Food Pantry in Blasdell

We hear a lot about donating canned goods to food pantries, but the fact is that what they need is money to spend at the Food Bank of WNY. A dollar spent that way will buy four or five dollars' worth of food. So, a check for \$1250 does a lot of good.

We also sent a check for \$100 to Field of Dreams in Springville. This is the deer rescue organization which solves a major problem for us by taking all the left over pumpkins off our hands. (We do not have to pay for pumpkins we receive but do not sell.) They do a wonderful job of rescuing injured and orphaned deer and fawns, holding them over the winter and releasing them in the spring. Deer love to eat pumpkins. Field of Dreams also brought a petting zoo to the pumpkin patch.

We had \$2438 in credit card sales, about the same as last year.

The 2018 Pumpkin Patch is already being planned.

Respectfully submitted,

The Mission Committee

HAMBURG PRESBYTERIAN CHURCH
2017 NOMINATING COMMITTEE

The 2017 Nominating Committee, voted on by the congregation at the January 2017 Annual Meeting, was represented by: Lamont Beers, Jeff Leyonmark, Julie Cimorelli, Linda Ryder and Shawn Ferro, Chair.

The committee started meeting in September and continued into December. Meeting times were every Sunday at 10:00 am. Our slate consisted of finding 5 Elders, 3 Deacons, a Treasurer, a Clerk of Session, 2 Commissioners to Presbytery, the 2018 Nominating Team and a Youth Deacon.

We were in contact with approximately 48 individuals from HPC to fill the vacancies. . After prayerful consideration, 3 members said yes to an Elder (Session) position and 3 members said yes to a Deacon position. These individuals were voted upon at the Congregation Meeting on December 10, 2017.

The committee is still looking for 2 more Elders for the class of 2020.

Many of the congregation is actively serving on committees and groups in the church. In 2018, when you get the call from this committee, don't be so quick to say no. Serving as an elder and deacon allows you to better know God, your church and church family, and would be a gift to all of us.

A **MOTION** from nominating to elect Shawn Ferro, Jeff Leyonmark, Julie Cimorelli, Karen Hummel, and Kris McGuire elder chair to the 2018 nominating committee.

Shawn D. Ferro.

Pastoral Care Assistant 2017

In 2017, I enjoyed visits and calls with numerous members and friends of Hamburg Presbyterian Church. I trust this contact was helpful and supportive to you. I enjoy keeping in touch with my church family.

I'm grateful for your welcoming me into whatever your situation is. Your kindness is a blessing to me and I appreciate it.

I pray for your health and God's grace in the coming year. May God bless us all as we follow Christ's example of humility and love.

Peace and love,

Wendy Zimmerman

2017 ANNUAL REPORT FROM PERSONNEL

The Personnel Committee's responsibilities for 2017 included the oversight of our church staff:

- Pastor Rachel Brown
- Sandra Ackerman - Minister of Music (Hired August 2017)
- Jessica Stang - Sexton
- Cally Miklasz – CE Coordinator
- Amanda Eppolito - Administrative Secretary
 - Joanne Hollenbeck - Music Associate/Keyboardist (Retired May 2017)
 - George Davis – Minister of Music (Retired May 2017)

Personnel Committee: tasks completed in 2017 included the following:

- Worked on Personnel Committee Operating Procedures.
- Review and approval of Pastors monthly expenses
- Develop and implement mid-year informal reviews for all staff
- Coordinated the celebration for Joanne & George on their retirement from the HPC music program. Presented both with gifts.
- Worked with Music & Worship to refine the job description for the new Minister of Music.
- Advertised, interviewed, checked references, coordinated employment paperwork, and hired a Minister of Music for HPC.
- Worked with Mandy to upgrade the computer to Servant Keeper 8.
- Address staff and staffing issues as needed
- Discussion with the Board of Pensions, Presbytery of WNY and Committee on Ministry as needed
- Attendance at the annual BOP meeting regarding employee benefits
- Pastor Rachel's evaluation and review of Pastor's CBE Form (financial package) for 2018
- Coordinate Staff performance evaluations
- Review and set personnel budget for 2018
- Christmas gifts for staff

Members of the Personnel Committee: *Diane Hall, Linda McAlpine, Anna Robinson, Shawn Ferro and Gary Lauchert*

*Submitted by Personnel Committee
Gary Lauchert, Chair*

Presbytery of Western New York
Compensation, Benefits & Expenses for Ministers 2018 (CBE Form)
Please return to Presbytery Office no later than February 28, 2018

MINISTER'S NAME: Pastor Rachel Brown

CHURCH (or employer): Hamburg Presbyterian Church

POSITION: Pastor

SERVICE: Full Time – 13 segments (a segment is a morning, afternoon or evening)
 Part Time – How many segments per week? _____

	2017	2018	
1	\$ 30,000.00	\$ 30,000.00	Annual Cash Salary (less employee withholding 403b contributions on line 3)
2	\$ 17,000.00	\$ 18,000.00	Housing, Utility and Furnishings Allowance paid
3	\$ 600.00	\$ 600.00	Contributions to 403(b), other than matching
4	\$ 0	\$ 0	Other allowances
5	\$ 0	\$ 0	Church Manse value
6	\$ 47,600.00	\$ 48,600.00	TOTAL EFFECTIVE SALARY (TES)
7	\$ 3,594.50	\$ 3,672.00	Social Security (SECA) tax allowance (allowance amounts of 50% or less of total SECA)
8	\$ 51,195.50	\$ 52,272.00	TOTAL CASH PAID (sum of lines 6 & 7 minus line 5) This is the amount included in the regular paycheck.

BENEFITS & PROFESSIONAL EXPENSE REIMBURSEMENT
NOT INCLUDED IN TOTAL EFFECTIVE SALARY (TES)

Board of Pension Dues:			
9	\$ 17,374.00	\$ 17,982.00	Member Coverage (Member or Member & Family coverage)
Accountable reimbursement plan (vouchered business expenses)			
10	\$ 1,000.00	\$ 1,000.00	Continuing education reimbursements
11	\$ 1,000.00	\$ 1,000.00	Automobile expense reimbursements
12	\$ 3,000.00	\$ 4,500.00	Business and professional expense reimbursements
13	\$ 2,600.00	\$ 2,600.00	Medical expense reimbursement plan for medical deductible, copays, and/or dental premiums. The plan must be one of the IRS approved types described in BOP publication MED-636 "Employer Guide to Tax-Advantaged Plans" and the church must adopt a formal plan document. Otherwise, it is part of Total Effective Salary (on lines 1-4) subject to BOP dues, income and SECA taxes.
14	\$ 600.00	\$ 600.00	Employer matching contributions to 403(b) tax sheltered annuity plan.
15	\$ 8,200.00	\$ 9,700.00	TOTAL BENEFITS & PROFESSIONAL EXPENSE REIMBURSEMENTS (add lines 10 – 14)
16	\$ 76,769.50	\$ 79,954.00	TOTAL COST FOR POSITION (add lines 6, 7, 9 & 15)

Presbytery approval of changes in Terms of Call: The Committee on Ministry reviews all CBE Forms and is charged with the responsibility of bringing before Presbytery the terms of call for all minister members serving in a pastoral capacity each year in accordance with **Book of Order G-2.0804** ("The terms of call shall always meet or exceed any minimum requirement of the presbytery in effect when the call is made..."). **Those Terms of Call need to be reported each year, even if there are no changes.** **NOTE:** Pastors also need to file a separate annual report to the Board of Pensions. Complete Salary Change Form ENR-111

Signed for the congregation:

_____ Date _____ Phone _____ Email _____
 Clerk of Session

_____ Date _____ Phone _____ Email _____
 Minister

Waiver: If changes in Terms of Call do not meet the current minimum, a waiver is required.

We wish to request a waiver. Rationale for waiver request:

Return completed form to the Presbytery of Western New York Office.
 2060 Union Road, West Seneca, NY 14224
No later than February 28, 2018.

For questions about this CBE, contact Jan at 716-668-1995.
 For financial questions, call Dale at the same number.

EXPLANATION AND INFORMATION

We recommend that every church give at least a cost of living increase to its minister based on the Consumer Price Index. In addition, a salary increase may be warranted due to increased responsibility, experience, outstanding performance, and comparable salaries in the community. **The Committee on Ministry has recommended a 1.7% cost of living increase for 2018. Your church may apply whatever salary increase you choose.**

Minimum Salary and Housing for:

	<u>2017</u>	<u>2018</u>
Clergy owned or rented home	\$46,683	\$47,477
Living in Church-owned Manse	\$41,732	\$42,441

The Presbytery of Western New York's vacation policy is one month.
Complete policy is available through the Presbytery Office.

Compensation Included In Total Effective Salary (TES)

See the Board of Pensions Booklet titled "Understanding Effective Salary". This booklet gives clear, concise details on all categories of compensation. Copies may be obtained online at www.pensions.org, go to the Forms & Publications Category. It is listed under Publications, alphabetical, (U) "Understanding Effective Salary."

NOTE: Pastors also need to file a separate annual report to the Board of Pensions: Salary Change Form ENR-111

EXPLANATION AND INFORMATION (Continued)

	Taxable	Location on W-2
1 Annual Cash Salary (less any employee withholding 403b contributions shown on line 3) NB: Pastors as well as all other church staff should receive a W-2 for payroll, not a 1099.	Yes*	Box 1
2 Housing, Utility and Furnishings Allowance paid (for clergy living in church owned manse – use line 6 - however, a pastor in a manse may receive a small allowance for purchase of personal household items – report here.)	Yes SECA only	Box 14
3 Contributions to 403(b), other than matching (matching, see line 14a) tax sheltered annuity plan, equity allowances.	No	Box 12, code E
4 Other allowances. Include all other forms of compensation not otherwise covered on Lines 1-4, including medical deductible and expense reimbursement allowances not paid through a group benefit plan, insurance premiums for additional insurance coverage provided for individual employees (premiums for group plan coverage are not included) and others. If an allowance is provided to reimburse Self-Employment Contributions Act (SECA) tax obligations, any amount over 50% of the minister's SECA tax obligation should be included on this line. (See line 7.)	Yes*	Box 1
5 Church Manse value (Fair market rental value, furnished, including utilities. Must be at least 30% of lines 1-5).	Yes SECA only	Box 14
6 TOTAL EFFECTIVE SALARY (TES) (sum of lines 1-5) BOP dues are paid on this figure. (See Minimums – Pg3)		
7 Social Security (SECA) tax allowance: up to 50% of estimated obligation = 7.65% of total effective salary (TES) in line 6 minus line 3 (403b not subject to SECA) Self-Employment Contribution Act (SECA) Tax Allowance is an optional benefit (but strongly recommended) paid to offset the Social Security (SECA) tax obligation of clergy. (Ministers are required to pay 15.3% of TES for Social Security taxes on income received for services performed in the exercise of their ministry on a "self-employed" basis even though they are employees for IRS and W-2 purposes). If the allowances exceed 50% (7.65% of TES) of the minister's projected Social Security (SECA) tax obligation, the allowance in excess of the 50% is subject to Benefits Plan dues and must be reported on Line 4 as other allowances.	Yes	Box 1
8 TOTAL CASH PAID (sum of lines 6 & 7 minus line 5) This is the amount included in the regular paycheck.		

*refers to income taxability in three areas: Federal Income Tax, NYS Income Tax and SECA (Social Security) Tax

**REIMBURSEMENTS/EXPENSES
NOT INCLUDED IN TOTAL EFFECTIVE SALARY (TES)**

Board of Pension Dues:		
9	Member Coverage: Board of Pension dues calculation For 2017: multiply amount on line 6 by 36.5% ; ie. [Major Medical accounts for 24.5% (regardless of family status), Pension is 11%, Death & Disability is 1%.] Minimum Med dues \$10,780, Min Pension/DD \$1,719. For 2018: multiply amount on line 6 by 37.0% ; ie. [Major Medical accounts for 25.0% regardless of family status, Pension is 11%, Death & Disability is 1%.] Minimum Med dues: \$11,000. Minimum Pension + DD: \$1,740.	No
Accountable reimbursement plan (vouchered business expenses)		
10	Continuing education reimbursements – required for all part time and full time pastors regardless of segments, the minimum is \$1,000. The Presbytery policy is to allow for 2 weeks of study leave. <i>Complete policy is available through the Presbytery Office.</i>	No

EXPLANATION AND INFORMATION (Continued)

11	<p>Automobile expense reimbursements are required expenses, and can be covered in one of three ways:</p> <ol style="list-style-type: none"> 1. We encourage congregations to reimburse by the mile, using an accountable reimbursement plan with the IRS-approved employee mileage rate. This is the preferred method. (When available, a link to the 2017 IRS mileage rate 53.5¢/mile. The 2016 rate was 54¢/mile for employees; 14¢/mile for volunteers.) see https://www.irs.gov/tax-professionals/standard-mileage-rates 2. For those congregations who do not choose to use this preferred method, a church may choose to pay the pastor the annual minimum "auto allowance" of \$2,500 per year. When an auto allowance is paid to the minister directly under a non-accountable plan, it must be reported to the IRS as income (add to salary in Box 1 of W-2) on the year-end tax form and is also subject to pension dues. It should be reported on the CBE under Line 4 as a non-accountable allowance. 3. Another suggested alternative is to provide the pastor with a car with full operating expenses for use in ministerial duties 	No (preferred method 1)	Yes (method 2)
12	<p>Business and professional expense reimbursements - examples would be books, professional subscriptions, overnight travel for business (taxi, hotel, etc.), meals or parking fees while away from home on business, laundry costs for professional clothing, long distance business phone costs from home. <i>Guidelines for an "Accountable Reimbursement Plan" can be requested through the Presbytery Office.</i></p>	No	
13	<p>Medical expense reimbursement (group) plan: HRA or FSA, to reimburse copays, deductibles, prescriptions, dental premiums, etc. (Group means offered to church staff on a Nondiscriminatory basis. Otherwise, report medical allowances on Line 4.) To be a qualifying health reimbursement plan, it must be one of the IRS approved types described in BOP publication MED-636 "Employer Guide to Tax-Advantaged Plans," such as a Section 125 Health Flexible Savings Plan (FSA). The church must execute a formal plan document and should consult with legal and tax counsel. Sample plan documents are available. IRS regulations govern these plans. Reimbursement arrangements other than described above constitute compensation that is part of Total Effective Salary, subject to BOP dues (to be reported in line 4 of CBE) and subject to income and Social Security / SECA taxes.</p>	No	
14	<p>Employer matching contributions to 403(b) tax sheltered annuity plan. This is not included in line 3.</p>	No	
15	<p>TOTAL BENEFITS & PROFESSIONAL EXPENSE REIMBURSEMENTS (add lines 10 – 14)</p>		
16	<p>TOTAL COST FOR POSITION (add lines 6, 7, 9 & 15)</p>		

Updated 9/18/2017

PRESBYTERIAN WOMEN

2017 Report of PW Activities at HPC

Presbyterian Women [PW] is a church wide organization open to all women of the PC[USA] who choose to participate in or be supportive of the organization in any way. We meet monthly for bible study and prayer in three circles; the **Hannah Circle** {Gail Wheaton, leader}, the **Elizabeth Circle** [Janie Smith, leader] and the **Ruth Circle** [Ginnie Sprague, leader]. This year's Horizons Bible Study has been Cloud of Witnesses - The Community of Christ in Hebrews.

In all we do we strive to create an inclusive and caring community of women. Mission has always been one of the cornerstones of PW life. Our member pledges and special offerings are designated as seed money for local and worldwide missions. A special "Thank you" to our **Mission Quilters** who meet monthly on the 1st and 3rd Wednesday to sew and tie quilts. In addition, members and friends of PW donated countless hours to support hands-on projects for a variety of ministries, including the following gifts of love and compassion:

- 20 lap quilts were given to Sister Donna from Hospice at Mercy Hospital.
- 1 lap quilt was given to a church family member.
- 4 baby quilts were given at baptisms.
- Knitted hats, mittens, and scarves from our mitten tree were given to local charities through the Salvation Army.
- PW arranged 4 bereavement receptions after funeral/memorial service at HPC as a special service to our church families.

The 4th annual Christmas Angel Ornament was very successful as a fund raiser for our own service projects. Our quilters made 65 angels that had been ordered and paid for at \$10 each.

Presbyterian Women co-hosted the Gifts of Women Mini Retreat Tea/Luncheon given by Pastor Rachel Brown on March 5, 2017.

Finally, I would like to recognize the members of our PW Coordinating Team for their commitment and leadership: Lois Cavanagh, Jean Coffey, Sue Ganey, Marilyn Monckton, Janie Smith, Ginny Sprague, Marci Toney, and Gail Wheaton.

Respectfully submitted by
Linda Ryder, PW Moderator

2017 Worship and Music Ministry Team

It's Christmas Day, it's quiet at my house—for the moment—and I am taking time to reflect on our beautiful Christmas Eve services. This year we held a 10:30 am family service which included the "Charlie Brown's Christmas" play and a more traditional communion and carols service at 8:00 pm.

The family service was delightful. Our very talented children acted out "Charlie Brown's Christmas" with the message of love and tolerance for others. Cally Miklasz, Christian Education Coordinator, directed the play and Sandy Ackerman, Minister of Music, provided the piano accompaniment. Over 200 people attended this service.

The traditional evening service was lovely as well. Beautiful hymns by soloists Aida Carducci and Cheryl Weyand, accompanied by our choir and organist Sandy Ackerman, highlighted the evening.

Both services culminated in the lighting of candles and singing of "Silent Night".

The Lenten season began on March 1 with Pastor Rachel leading the Ash Wednesday service in the chapel which included communion by intinction, special music and the imposition of ashes. We did not hold the Lenten dinner series this year but will include it in 2018.

Maundy Thursday was a meditative communion service in the chapel led by Pastor Rachel. The somber nature of this service was enhanced by minimal lighting and reflective hymns.

Palm Sunday service included the distribution of palms by our youth.

Easter Sunday was a beautiful celebration with spring flowers in abundance in the sanctuary, chapel and lounge. Once again the inclusive "Handel's Messiah", with many members of the congregation participating, concluded the service.

In May, our Music Ministry team of Joanne Hollenbeck and George Davis announced their retirements. On May 28, a reception was held to celebrate their wonderful talents and many years of dedicated service to our church's music program. We are blessed to have very capable pianists in our congregation who stepped in to fill the music vacancy for the summer. Thank you to Wendy Zimmerman, Diane Hall and Heather Ferro.

Once again, our summer music series highlighted many talented members of our congregation and outside soloists.

In July, we met to discuss our vision for the future. One of those visions was to provide seasonal banners for the sanctuary. We are pleased to say that we will be purchasing new banners for the 2018 Lenten and Advent seasons.

In August, we were very blessed to have Sandy Ackerman join us as Minister of Music. Sandy is an accomplished organist/pianist, choir director and bell choir director. She has worked with the children in special presentations—"Charlie Brown's Christmas" and

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individual songs--and we hope that in the very near future we will have a children's choir. We are so fortunate to have someone with Sandy's talents as our M.O.M.

The Hanging of the Greens service was held Nov. 26. Thank you to the Low and Brodie families and all the individual readers for your participation. It was a beautiful service. Thank you to Maleah Gawlak for once again organizing the greens for the service.

Advent began on Dec. 3 with the lighting of the first candle. As usual, the sanctuary looked beautiful with the greens, window candles and poinsettias.

We also held services for Memorial and Veteran's days which had a special emphasis on those who served or are serving our country in the branches of the military. Thank you to Wayne Hines for his help in organizing these services.

The Worship Planning committee meets every Tuesday afternoon to plan the service for the following Sunday. Hymns are chosen and scriptures are read as the bulletin is being prepared.

Christian Nurture , a worship service for residents of area group homes, is also a part of Worship and Music. They meet on the last Tuesday of each month in the chapel and the service is led by Susan Rich. (Please see Sue's "Christian Nurture" report).

We look forward to the purchase of Lenten and Advent banners for the sanctuary. And, our Lenten series for 2018 will again be light dinners of soup, salad and breads and a study of the series "RESTORED: Finding redemption in our mess" by Tom Berlin. Thank you to Christel Beers, Sandra Stearns and Maleah Gawlak for planning this series.

In conclusion, we would like to thank the following committee members for their time and talent: Pastor Rachel Brown, Holly Bahruth (Worship Planning), Christel Beers, Maleah Gawlak, Wayne Hines, Susan Rich (Christian Nurture), Marci Toney (Liturgists), Gail Wheaton, (Worship Planning), Wendy Zimmerman (Acolytes and Children's sermon) and Sandy Ackerman (Minister of Music).

We are always open to welcoming new members and would love to have you join us.

Respectfully submitted:

Joyce Huen and Sandra Stearns

Co-Chairs, Worship and Music Ministry Team.

Music Department 2017

I want to let each member of Hamburg Presbyterian Church know how very grateful I am to be worshipping with you in these past five months. It is a joy to listen to the sermons of Pastor Rachel and to sing hymns with the congregation each week. I especially love sharing our joys and concerns each Sunday morning, because it draws us all closer together.

Music helps us feel the love that God has for us and I am privileged to share that with you. I feel very strongly that Hamburg Presbyterian has been the path that God wanted me to take. I have drawn very close to our bell choir and cancel choirs both in mission and in friendship. As members of this congregation you are all very important to me and, if you haven't met me personally yet, please come up and introduce yourself.

Your new friend,

Sandy Ackerman, Minister of Music

Christian Nurture 2017 -Year End Report

Leaders: Sue Rich, Wendy Zimmerman, JoAnne Hollenbeck, Pat Headlee, Katie Gertner, Rev. Gary Burdick.

Christian Nurture continues to provide a monthly worship service for adults with developmental disabilities in our community. Currently we have 10 group homes participating as well as a few individuals living with their families. Our service is held at 7:15pm the 4th Tuesday of each month.

The deacons arrange to have someone from HPC walk the Main St. group home to and from 10:30 am Sunday worship services as well. We are pleased that Sandy serves frequently as an acolyte on Sunday mornings. Members of HPC have reached out to group home residents by Christmas caroling with CIA and welcoming them during coffee hour. In June, St. Luke's "Voices of Mercy" led a sing-a-long for our dessert social.

Please consider joining us for this monthly worship service. It is a blessing to be part of such a ministry, sharing the message of Christ's love and seeing it reflected in the faces of those worshipping.

Sue Rich