EASTMINSTER PRESBYTERIAN CHURCH, DALLAS

2025 ANNUAL REPORT

LEAP OF FAITH!

And without faith it is impossible to please him, for whoever would draw near to God must believe that he exists and that he rewards those who seek him. *Hebrews 11:6*

Presented to the Congregation on March 1, 2026

6550 SAMUELL BLVD.

DALLAS, TX 75228

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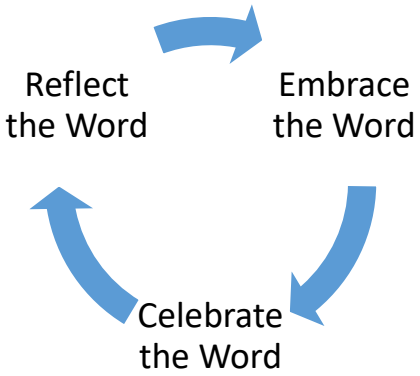
PASTOR'S REPORT

Eastminster Presbyterian Church Mission Statement

Embrace the Word, Celebrate the Word, Reflect the Word



Dear Eastminster Members and Friends,

As we reflect on the year 2025 of the life and ministry of our church, I thought it would be important to use our mission statement to help us. I arranged our statement as a cycle to remind us that as we Embrace the Word, Celebrate the Word, and Reflect the Word we invite others to also Embrace the Word, Celebrate the Word, and Reflect the Word. Through our ministry, with God's help, our congregation is charged to grow in our mission. As we do, the circle of our membership will expand to include more and more individuals and families.

Embrace the Word

Eastminster members Embraced the Word through its participation in several small group classes: Gleaners, Navigators, Searches, Making Jesus My Teacher for Life, Road Trippin' with Paul, a Lenten Study on my latest book *Becoming Spiritually Intelligent: Nine Paths Toward Your Most Loving Self,* a study on the book *Fresh Wind, Fresh Fire*, and Vacation Bible School. I think it is fair to say that there is no shortage of offerings to aid us in embracing God's Word.

Celebrate the Word

We celebrate God's Word as we gather to worship, enjoy fellowship, and give joyfully of our time, talents, and blessings. Aside from our weekly worship, we gathered to Celebrate the Word for Shrove Tuesday along with St. Mark members. We also joined St. Mark, Journey Church (Don't Stop Believing!), and El Divino for Ash Wednesday, Maundy, and Good Friday. Women of Eastminster joined FPC Garland to Celebrate the Word at Gilmont for the Women's Retreat. The choir joined the St. Mark choir and Early Eastfield Brass for a magnificent concert. We Celebrated the Word as we baptized new believers and every time we shared communion. We celebrate together through our giving. We outgave our expenses this year by $10,000! So many other celebratory activities happened in 2025 that I can't keep track.

Reflect the Word

Jesus commanded us to let our light shine so that our Father would be glorified. Light poured out of Eastminster in 2025. We Reflected the Word in our weekly Neighborhood breakfast as members and volunteers welcomed and served our neighbors food and love. Members Reflected the Word as they volunteered at the Pleasant Grove pantry. We Reflected the Word as we welcomed neighbors for fun and fellowship through the Spring Fling. As the pastor, I had many opportunities to help families in need thanks to the Pastor's Discretionary Fund generously

supported by members and friends of EPC. The Word was Reflected through an outbreak of little Jesus figurines that members were passing out to people through the year. Everybody needs a little Jesus! I could go on and on, my friends.
As you read the contents of this report, you will find the Word of God active and leading our shared life through Eastminster Presbyterian Church.
Your loving pastor,
Rev. Dr. Paul Burns

CLERK OF SESSION REPORT

In 2025 we welcomed 5 new members: David Aldrich, Eli Campbell, Paul Castro, Tanatida (T. K.) Kungvarluongse, and Bryston Palacios

1 member transferred his membership to another church: Bryan Iverach.

2 members were taken from us by death: Doris Jordan, Nelda Gentile

3 people were baptized: Betty Crabtree, Tanatida (T. K.) Kungvarluongse, Bryston Palacios

Total membership on December 31, 2024 114

- New members added +5
- Transferred to another church -1
- Members who died -2

Total membership on December 31, 2025 116

Average attendance in 2025
Worship -- 46
Online -- 34
Church School -- 24
Wednesday Bible Study -- 9

The Session met for 10 Stated meetings and 1 Called meeting. There were 2 Stated Congregational meetings. The Administrative Committee met for 2 Stated meetings and 1 Called meeting. Eastminster Commissioners attended 4 quarterly Presbytery meetings.

Respectfully submitted
Charlotte Turner, Clerk of Session

CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee met on the second Sunday of the months right after church. Our work was rooted around the scripture

Colossians 3:16:

Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs m with thankfulness in your hearts to God.

As we look back on this past year, we have done many things as a committee. We had our first Spring Fling on the first Saturday of May. We enjoyed hotdogs, nachos, we had games, and a bounce house. Prizes were given out through a drawing. We had over sixty people in attendance at this event. We gave away goodie bags that contained a reuseable water bottle and information about the church and the Church Services that we provide on a weekly basis. We also had the participants fill out information cards, asking them for contact information. We took those cards and made a list of those contacts for future advertising of other opportunities that we may have to offer at the church.

We enjoyed our first Vacation Bible School in June this year. The theme was Egypt: Joseph's Journey from Prison to Palace. The children played games, sang songs, made crafts, and learned about Joseph. We had many volunteers that helped make this a s We have started a youth program that has met a couple of times after church. We look forward to growing our youth program over this next year.

We continue to have Sunday School opportunities. We have three classes that meet weekly. We hold two classes at the church on Sundays at 10:00 a.m. The Searchers and The Navigators. We have one class; the Gleaners meet via zoom on Monday nights at 6:30 p.m.

We had another Christmas program this year. The name of the program was Gabriel's Favorite Song.

We started a youth program this fall. They met after church several times this fall. We look forward to continuing to have youth stay after church.

We had a fall study led by Traci Truly, entitled Road Trippin with Paul, which was held on Sunday evenings.

I would like to thank the committee for their work this year. The members on the committee were TK, Betty Crabtree, Janice Bell, Philis Knox, Janet Mueller, Bruce Turner, and Evelyn Parker. We look forward to 2026.

Respectfully submitted,

Kathy Kreger, Chair

CONGREGATIONAL CARE COMMITTEE

Committee members included Patience Uche, Christine Blair, Vicki Lynn Cook, Jim Lee, Darlene West, Jacob Whitley, and Melissa Whitley.

The committee met seven times to plan and organize various events in the Church. Our Hostess, Minerva Hernandez helped in many of these events. One highlight was preparing and hosting for the Eastfield Brass Concert again.

Eight Shepherds were assigned and members were distributed for their flock. A monthly list of activities was provided for the Shepherds. Shepherds, members, and non-members made both calls and visits to our homebound members throughout the year including providing current church bulletins. Approximately 654 calls and 60 visits were made this past year.

Shepherds for 2025 were: Toni Bacon, Christine Blair, Betty Crabtree, Bill Davis, Evola Griffin, Melanie Litle, Judy Moreland, Janet Mueller, Kathleen Seymour, Darlene West, and Melissa Whitley. Shepherds faithfully contacted their Flock monthly.

These Days, a quarterly devotional book was mailed or delivered to approximately 20 members per quarter.

New members continue to receive Pastor Paul Burns' book Prayer Encounters and Pastor Alex Thornberg's book Being Presbyterian in the Bible Belt.

Respectfully submitted,

Darlene West
Chair, Congregational Care Committee

HOUSE & PROPERTY COMMITTEE

Members:
Jo Byrd, Blair Garrett, Kate Karlen, Dick Knox, Bruce Turner

During the 2025 year we accomplished many tasks and most of them are listed below. Besides our committee members, we had several volunteers that helped along the way this year. We are truly thankful for your prayers and support in the work that was performed to maintain the "House of the Lord."

Budget Summary of 2025
House & Property Committee Budget $92,625.00
Actual Expenses $97,780.00
Over Budget $5,155.00

Major Work Activities
Created a sub-committee to evaluate the costs and needs for three components of needed ADA issues addressed.
Members: Dick Knox, Bruce Turner, Blair Garrett
A. Installed stairlift for choir loft staircase
B. Installed lift for Cloister
C. Installed ADA ramp from the front sanctuary parking lot to the front porch of sanctuary
D. Purchased and installed new ice maker in kitchen.

Respectfully Submitted,
Dick Knox, Chair

OUTREACH COMMITTEE

Thanks be to God for His mighty works. He has provided leadership and encouragement to the Outreach Committee the entire year, and His presence with us has sustained us in the work we did throughout the year.

Thanks also to the members of the committee: Charlotte Turner, Jan Walters, Judy Moreland, Reggie Major, Sean Turner, David Aldrich, Tom Pappas and Bruce Turner. We also thank others who helped in ways beyond committee work, such as Janice Bell, Janet Muller, Michele Pappas and Vicki Thiebaud. As a part of the Outreach work, there are the numerous workers who, week in and week out, make the Saturday Morning Neighborhood Breakfast run like a well-oiled machine. And we also want to thank Jim Lee and Tony Bennett for their work on the Website Subcommittee.

As a committee, we embarked upon numerous initiatives during the year to help us accomplish our mission. That mission is: to lead the witness to the Gospel in practical ways beyond the doors of this congregation. The congregation shall be educated about the needs of communities both near and far. The committee will organize and implement missional activities to address these needs.

Some of the initiatives we undertook include:

We established a subcommittee to evaluate the church website. Ultimately, it was decided that we would continue with our current website provider. We also determined that we should engage in Search Engine Optimization (SEO) in order to increase our visibility on the World Wide Web, particularly with Google searches. For the search "Presbyterian church in Dallas, TX." we began the process on page 4 of the Google results page. Over time, we have climbed to the number 1 position of that search, where we remain. The increase in traffic to the website has been remarkable. With thanksgiving, we recognize the work that Chandra Anderson has done on the website in 2025 and many years before.

The committee also agreed that drone video of the church campus would help in our efforts to be more visible to the rest of the world. Dallas Drone Pros was hired to provide video from the skies over the church that included not only spectacular views of the church campus, but views of the neighborhood and of downtown Dallas. A fly-in to the courtyard and into the sanctuary capped off the recordings, providing a dramatic finish. The videos were edited by Fred Watkins and Sean Turner and were featured at the Rally Day luncheon, looped for all to see on the big screen in the fellowship hall. Additionally, a one-and-a-half minute video of the drone footage, with music, appears prominently on the home page of the church website. And drone video opens each worship service on Sundays. Sean Turner makes that happen each week as a part of the online worship experience. We have more we can do with the unused portion of the drone videos in the future.

The “Welcome Home Team” was established through the efforts of Judy Moreland. Our goal there was to offer a “Wow” experience to visitors, particularly first-timers. Brochures, pamphlets, a letter from the pastor, an Eastminster-branded coffee mug, and other gift items are now included in those new gift bags. The response from visitors has been exceptionally good. Judy recruited Janet Muller and Janice Bell to serve on that team.

There is new stuff coming related to the Welcome Home Team initiative. Real-time worship attendance registration in Realm has been in the planning stages for some time. We have been registering Wednesday morning Bible study participants for several months now. Watch for more information on this in 2026.

The committee embarked upon a neighborhood farming initiative mid-year. We targeted 87 specific houses around the church to increase the residents’ awareness of the fact that we are their neighbors. Included in those efforts were the planting of American flags for Independence Day, mailers inviting the residents to join us for Christmas services, invitations to our Rally Day festivities, door hangers that included 9-volt batteries for their smoke detectors and reminders to set their clocks back at the end of Daylight Savings time, and more. The committee continues to evaluate the effectiveness of this initiative and will make determinations in 2026.

The efforts of the crew that makes the Saturday Morning Neighborhood Breakfast cannot go unheralded. For 52 Saturdays out of the year, the crew set up, prepared, served, and ministered to about 80 guests each Saturday. Pancakes, sausage, and eggs! Oh, my! They have continued for almost 12 years carrying out the commandment of Jesus: “feed my lambs.” Thanks to all who have contributed their time, talents and financial resources to make this important mission the success that it is. We recognize Darlene West, Christine Blair, Jim Lee, Blair Garrett, Tom Pappas, Reggie Major, and others such as TK, Judy Moreland, Bryston Palacios, David Aldrich, and a slew of others who volunteer their time weekly and monthly.

Our Christmas outreach opportunity this year was a very successful “High Tea” that was to benefit residents of the Oxford House nearby, with whom we have been engaged. Charlotte, Jan, Judy, Vicki Cook, Cindy Garrett, Katie Karlen, Savannah Smith, Sean (who did all of the cooking), David, Jim, and Blair were organizers, decorators, hostesses, cooks, and servers. What a beautiful occasion!

The committee explored opportunities to get the Eastminster name out in other ways, such as in print media. *Visit East Dallas Magazine* was targeted due to their extensive coverage of the east Dallas area. Pastor Paul was introduced to the movers and shakers at the magazine and was interviewed by them to be featured on their podcast to tell of his work with us and with St. Mark. We are waiting for the podcast to drop on their site. We hope to work more with them in 2026.

These are the highlights. But there are more. A lot more. The committee has been hard at work, meeting with love, eleven months of the year. We gave thanks to God and asked Him for His

guidance that His will would be done. We hope we have pleased Him with what we have accomplished.

Respectfully submitted,

Bruce Turner, Chair

STEWARDSHIP COMMITTEE

The 2025 Stewardship Committee: Chandra Anderson (Chair and Financial Secretary), Cindy Garrett (Treasurer), Tony Bennett (Assistant Financial Secretary), and Darlene West.
The following offerings were approved by the Session to receive during 2025:

- One Great Hour of Sharing $1,955.00 Recipients: 1/3 Presbyterian Church Disaster Assistance – California Wildfires, 1/3 Presbyterian Children's Homes and Services (PCHAS), 1/3 to the Denomination offering through Grace Presbytery
- Mother's and Father's Day $1,245.00, Recipients: 1/2 Pregnancy Resource Center, 1/2 VNA-Meals on Wheels
- Christmas Joy Offering $1,420.00, Recipients: 1/3 Saturday Neighborhood Breakfast, 1/3 Catch-up and Read (Rev. David Schaefer's program), 1/3 to the Denomination offering through Grace Presbytery

The following fundraisers and donations were not administered by the Stewardship committee but we will report on the collections & disbursements:

- Guest Musicians and Special Music fund: Collections $2,038.00 Recipients: Musicians $1,395.00. The balance in the fund at year end is $1,724.32
- Pastor's discretionary fund donations: $2,390.00.
- PCHAS: $100.00, donations were forwarded to PCHAS.

Giving details: 2025 general fund giving, of the $252,224 that was pledged by 23 families, $245,128.08 was collected, with 7 families exceeding their pledge and 9 families falling short. Overall giving was $309,794.55.
After the 2026 Stewardship campaign, Be Still and Know, there were 24 pledges received for 2026 of $242,016. This equals 84% of our budgeted income for the year of $289,000.

Many members completed the Time and Talent Commitment sheet, including online, and the Stewardship Committee is joyfully thankful for the response of our faithful members. God is so generous with us and we are called as His children to bring our first fruits and these pledges indicate our obedience to His word!
The Stewardship Committee was responsible for receiving and recording offerings on a weekly basis. The committee thanks the faithful money counters, who were assigned as follows:

- First Sunday: Dick Knox and Darlene West
- Second Sunday: Chandra Anderson and Mark Anderson
- Third Sunday: Cindy Garrett and Blair Garrett

- Fourth Sunday: Jim Lee and Michele Pappas
- Fifth Sunday: Darlene West and Melody Davis

The committee thanks our 2025 financial officers, Cindy Garrett, Treasurer; Jim Lee, Assistant Treasurer; Chandra Anderson, Financial Secretary; and Tony Bennett, Assistant Financial Secretary.

Respectfully submitted,
Cindy Garrett, Treasurer

WORSHIP COMMITTEE

Thanks to the members of the committee – Melody Davis Co-Chair, Chandra Anderson, Sean Turner, Fred Watkins, Steve O'Neill and Jimmy and Suzie Fielding

Thank you to all who served as ushers, candlelighters and cross bearers during the year for regular and special services. A big thank you to Sean Turner for baking the bread for communion each and every month. Thank you to Chandra and then Cathy for creating the worship bulletin each week and providing a link to the service through email as well. The Worship Committee continues to discuss alternative worship services and would always welcome ideas from the congregation.

The worship committee also oversees the YouTube channel. Thanks to both Fred and Sean for providing the content and ability for us to watch online. You will find other videos by Pastor Paul on spirituality and specific ones featuring the choir.

Thank you to all the choir members who contribute their time and talents to lead the singing as well as sing anthems and other music during worship services. A big thank you to Melody Davis who enhances our worship with her offerings and her outstanding accompanying of the choir and congregational singing. Thanks to Sean and Bruce Turner who assist the music with various instruments.

Thank you to Sean Turner for keeping up with the paraments, banners, and paintings. And a big thank you to everyone who volunteers to help with the greening of the sanctuary during Advent season and the lily's during Lent.

We once again held a Shrove Tuesday pancake supper fundraiser and thank you to all who helped and ate! Special thanks to Katy Karlen, Bruce Turner, Sean Turner and Tim Kreger for organizing the event and to all the choir members who helped put it on. Those funds raised, pay for all the special instrumentalists we use during the year.

We shared Ash Wednesday and Maundy Thursday (with a lovely dinner of soup and salad) with St. Mark this year by attending their services, and Good Friday here while they attended ours.

We hosted a concert and reception May 18th for the Eastfield Early Brass group. The Congregational Care Committee provided a lovely reception following the concert. We will once again do this in 2026.

This is a vibrant and very busy committee who joyfully serves God through all things having to do with worship. We are always seeking others to help. It takes a village!

Co-chair Michele Pappas

ELDERS in Residence
as of December 31, 2025

Chandra Anderson
Mark Anderson
Janice Bell
Denise Bennett
Matthew Bennett
Tony Bennett
Christine Blair
Bettye Clark
Betty Crabtree
William “Bill” Crawford
Vicki Lynn Cook
Melody Davis
Jimmy Fielding
Blair Garrett
Cindy Garrett
Evola Griffin
Gary Holloman
Chandra Karlen.
Frank Karlen, Sr.
Frank Karlen, Jr.
Kellie Karlen.
Harry Karlen
Shirley Karlen
Dick Knox
Philis Knox
Kathy Kreger
Kayla Kreger
James Lee
Deidre Maples
Wayne Maples
Judy Moreland
Janet Muller
Lilly Pappas
Michele Pappas
Tom Pappas
Margret Pearce
John Randall
Victoria Thiebaud
Bruce Turner
Charlotte Turner
Sean Turner
Patience Uche
Isabella Venegoni Joiner
Fred Watkins
Shirlene Watkins
Darlene West
Melissa Whitley
Tom Whitley
Miatta Wilson
Michelle Wyatt

Session Composition for 2026

Class of 2026	Class of 2027	Class of 2028
Melody Davis	Kathy Kreger	Vicki Lynn Cook
Patience Uche	Michele Pappas	Judy Moreland
Darlene West	Bruce Turner	Janet Muller

Trustees for 2026

Class of 2026	Class of 2027	Class of 2028
Jo Byrd	Steve O’Neil	Jim Lee

Eastminster Presbyterian Church
2025 Treasurer's Report
From Statement of Activities ending December 31, 2025

	2025	2025 Budget	2024 [4]
Revenue	$330,044.79	$278,602.00	$344,424.87
Expenses	$319,370.31	$309,507.67	$273,547.09
Net Income(Loss)	$10,674.48	$(30,905.67)	$70,877.78

2025

2025 Revenue was 19% over budget
2025 Expenses were 3% over budget

From Statement of Financial Position ending December 31, 2025[1]

	Jan. 1, 2025	Dec. 31, 2025	Change
Current Assets……	$107,236.40	$59,098.09	$(48,138.31)
Other Assets……	$1,277,697.78	$1,357,026.99	$79,329.21
Total Assets……	$1,384,934.18	$1,416,125.08	$31,190.90
Total Liabilities & Net Assets…	$1,384,934.18	$1,416,125.08	$31,190.90

Eastminster Presbyterian Church TPF investment account balance beginning 1/1/25 and ending 12/31/25 [2]

Beginning Balance	Debits	Credits	Ending Balance	Increase[3]	Rate of return
$275,428.99	$183,906.76	$109,565.29	$349,770.46	$74,341.47	18%

Owen's Endowment account balance beginning 1/1/25 and ending 12/31/25 [2]

Beginning Balance	Debits	Credits	Ending Balance	Increase	Rate of return
$15,050.87	$4,044.76	$2,194.32	$16,901.31	$1,850.44	12%

East Dallas Cluster of Churches TPF account balance beginning 1/1/25 and ending 12/31/25 [2]

Beginning Balance	Debits	Credits	Ending Balance	Increase	Rate of return
$107,000.78	$14,928.08	$8,404.12	$113,524.74	$6,523.96	14%

1 Does not include the EDCCPC (Cluster) TPF account balance

2 Includes unrealized gain/loss from market, shows 2025 increase in all accounts

3 Includes net of $26,000 transferred from checking

4 December 2024 revenue includes $40,067.93 from Estate of Larry Symns

EASTMINSTER PRESBYTERIAN CHURCH, 2025 AND 2026 BUDGETS

Accounts	2026 Approved Budget	2025 Budget	Budget $ Change Increase (Decrease)
Revenues			
Income			
Offerings			
4001 Identifiable Pledges - Adults	289,000.00	268,000.00	21,000.00
Total Offerings	289,000.00	268,000.00	21,000.00
Committee Income			
4420 Christian Education	0.00	0.00	0.00
4460 Outreach Committee	0.00	0.00	0.00
Total Committee Income	0.00	0.00	0.00
Other Income			
4020 Rental Receipts	7,180.00	6,420.00	760.00
4024 Owen's Endowment Income	48.00	50.00	(2.00)
4029 Memorials	500.00	500.00	0.00
4037 Fellowship Breakfast	384.00	540.00	(156.00)
4038 Neighborhood Breakfast	2,800.00	1,800.00	1,000.00
4039 Can Recycling	80.00	80.00	0.00
4042 Pastor's Discretionary offering	2,400.00	1,200.00	1,200.00
4046 Grocery Rebates	12.00	12.00	0.00
Total Other Income	13,404.00	10,602.00	2,802.00
Total Income	302,404.00	278,602.00	23,802.00
Total Revenues	302,404.00	278,602.00	23,802.00
Expenses			
Benevolences			
5001 General Mission	4,800.00	13,392.00	(8,592.00)
5002 Theological Education Fund	500.00	500.00	0.00
5003 Pleasant Grove Food Pantry	2,880.00	2,700.00	180.00
5007 E. Dallas County Cluster-Gen Dues	100.00	100.00	0.00
5008 E. Dallas County Cluster-Guatemala Pastors	200.00	200.00	0.00
5009 E. Dallas County Cluster-Guatemala Nutrition	400.00	400.00	0.00
5011 Pastor's Discretionary Expense	2,040.00	1,920.00	120.00
5012 Presbyterian Children's Homes and Services	500.00	500.00	0.00
Total Benevolences	11,420.00	19,712.00	(8,292.00)
Administrative Expenses			
Payroll			
Salaries/Benefits			
Pastor			
5102 Salary	14,700.00	12,100.00	2,600.00
5103 Housing	25,000.00	25,000.00	0.00

Accounts	2026 Approved Budget	2025 Budget	Budget $ Change Increase (Decrease)
5104 Deferred Compensation	0.00	0.00	0.00
Total Pastor	39,700.00	37,100.00	2,600.00
Presbytery Required Pastor Benefits			
5106 Pension Plan	3,374.50	3,153.50	221.00
5107 Medical/LTD/TD Insurance	595.50	556.50	39.00
Total Presbytery Required Pastor Benefits	3,970.00	3,710.00	260.00
Pastor Reimbursements			
5108 Car Allowance	1,000.00	1,500.00	(500.00)
5109 Continued Education & Prof. Exp.	1,500.00	1,000.00	500.00
5110 Telephone Allowance	0.00	0.00	0.00
Total Pastor Reimbursements	2,500.00	2,500.00	0.00
Administrative Assistant			
5120 Salary	27,723.00	26,994.00	729.00
5121 Continued Education/Memberships	500.00	500.00	0.00
5122 Medical Insurance	1,440.00	0.00	1,440.00
5123 Telephone Allowance	600.00	600.00	0.00
Total Administrative Assistant	30,263.00	28,094.00	2,169.00
Music Director			
5140 Salary	16,155.00	15,730.00	425.00
5141 Continued Education / Memberships	250.00	250.00	0.00
Total Music Director	16,405.00	15,980.00	425.00
Organist			
5150 Salary	14,942.00	14,549.00	393.00
5151 Continued Education / Memberships	250.00	250.00	0.00
Total Organist	15,192.00	14,799.00	393.00
Audio Visual Technician			
5153 Salary	9,859.00	9,600.00	259.00
5154 Continued Education / Memberships	250.00	250.00	0.00
Total Audio Visual Technician	10,109.00	9,850.00	259.00
5160 Custodian's Salary	15,742.00	15,328.00	414.00
5170 Nursery Attendant's Salary	1,848.00	1,700.00	148.00
5180 Activities Hostess / Host	2,711.00	2,500.00	211.00
Total Other Staff	20,301.00	19,528.00	773.00
Total Salaries/Benefits	138,440.00	131,561.00	6,879.00
Employment Taxes			
5192 Social Security Tax	5,516.76	5,356.86	159.90
5193 Medicare Tax	1,290.21	1,252.81	37.40
Total Employment Taxes	6,806.97	6,609.67	197.30
Total Payroll	145,246.97	138,170.67	7,076.30

Accounts	2026 Approved Budget	2025 Budget	Budget $ Change Increase (Decrease)
Church Office			
5201 Postage	540.00	950.00	(410.00)
5202 Supplies	2,500.00	2,500.00	0.00
5203 Equipment Repair/Purchase	3,000.00	3,000.00	0.00
5204 Technology/Web Site	5,400.00	5,400.00	0.00
5205 Telephone/Internet	4,600.00	4,600.00	0.00
5206 Memberships, dues, fees	1,200.00	1,200.00	0.00
Total Church Office	17,240.00	17,650.00	(410.00)
Committee Expenses			
Worship			
5401 Pulpit Supply	1,600.00	1,600.00	0.00
5402 Substitute Choir Director	1,200.00	1,200.00	0.00
5403 Substitute Organist	1,600.00	1,600.00	0.00
5404 Supplies & Cleaning	400.00	400.00	0.00
5405 Sanctuary Decorations	800.00	800.00	0.00
5406 Audio Visual Equipment	1,000.00	5,100.00	(4,100.00)
5407 Sound Technician	200.00	200.00	0.00
Music			
5301 Music and Licensing	1,500.00	1,500.00	0.00
5302 Choir Retreat/Choir Dinner	400.00	400.00	0.00
5303 Guest Musicians	2,500.00	2,000.00	500.00
5304 Supplies and Cleaning	300.00	400.00	(100.00)
5305 Instrument Repair/Tuning	800.00	800.00	0.00
5306 Choir Other	5,300.00	0.00	5,300.00
Total Music	10,800.00	5,100.00	5,700.00
Total Worship	17,600.00	16,000.00	1,600.00
Christian Education			
5421 Curriculum	1,200.00	1,000.00	200.00
5422 Educational Supplies	100.00	200.00	(100.00)
5423 Leadership Training	400.00	300.00	100.00
5433 Youth Program	1,000.00	1,000.00	0.00
5434 Sponsor Expenses	500.00	200.00	300.00
5435 Scholarships	300.00	150.00	150.00
5436 Background Checks	300.00	300.00	0.00
Total Christian Education	10,700.00	8,350.00	2,350.00

Accounts	2026 Approved Budget	2025 Budget	Budget $ Change Increase (Decrease)
Congregational Care			
5451 Care of Members	600.00	600.00	0.00
5452 Fellowship Supplies & Programs	1,600.00	1,500.00	100.00
5453 Activities/Scholarships	0.00	0.00	0.00
5454 Personal Devotions	700.00	600.00	100.00
Total Congregational Care	2,900.00	2,700.00	200.00
Outreach			
5461 Emergency Food Pantry	250.00	250.00	0.00
5462 Mission Programs	500.00	200.00	300.00
5463 Special Needs	100.00	100.00	0.00
5464 Neighborhood Breakfast	15,050.00	7,300.00	7,750.00
5465 Outreach Other	2,000.00	250.00	1,750.00
5466 Communications/Website	10,000.00	100.00	9,900.00
5467 Christmas Outreach	2,100.00	2,000.00	100.00
Total Outreach	30,000.00	10,200.00	19,800.00
Stewardship			
5471 Stewardship Other	600.00	600.00	0.00
5472 Electronic Giving	3,200.00	3,500.00	(300.00)
Total Stewardship	3,800.00	4,100.00	(300.00)
House & Property			
5481 Insurance	44,000.00	38,000.00	6,000.00
5485 Lawn Care/Grounds Maintenance	15,000.00	14,000.00	1,000.00
5486 Building Maintenance	13,000.00	16,000.00	(3,000.00)
5491 Pest Control	500.00	500.00	0.00
Utilities			0.00
5484 Alarm Service	900.00	825.00	75.00
5487 Water/Sewer	5,000.00	5,000.00	0.00
5488 Electric Service	10,500.00	13,500.00	(3,000.00)
5489 Gas Service	3,700.00	3,000.00	700.00
5490 Trash Collection	2,250.00	1,800.00	450.00
Total Utilities	22,350.00	24,125.00	(1,775.00)
Total House & Property	94,850.00	92,625.00	2,225.00
Total Committee Expenses	159,850.00	133,975.00	25,875.00
Total Administrative Expenses	322,336.97	289,795.67	32,541.30
Total Expenses	333,756.97	309,507.67	24,249.30
Net Total	(31,352.97)	(30,905.67)	(447.30)

EASTMINSTER PRESBYTERIAN CHURCH

STATEMENT OF ACTIVITIES BY FUND FOR THE YEAR ENDED DECEMBER 31, 2025

Accounts	Actual 2025	Budget 2025	Annual Budget Over/Under 2025	Annual Budget % Used 2025
Fund: Church				
Revenues				
Income				
Offerings				
4001 Identifiable Pledges - Adults	310,044.55	268,000.00	42,044.55	115.69
Total Offerings	310,044.55	268,000.00	42,044.55	115.69
Committee Income				
4400 Worship Committee	718.52	0.00	718.52	0.00
4420 Christian Education	1,339.57	0.00	1,339.57	0.00
4460 Outreach Committee	40.00	0.00	40.00	0.00
4480 House & Property Committee	3,137.30	0.00	3,137.30	0.00
Total Committee Income	5,235.39	0.00	5,235.39	0.00
Other Income				
4020 Rental Receipts	6,330.00	6,420.00	-90.00	98.60
4024 Owen's Endowment Income	63.35	50.00	13.35	126.70
4029 Memorials	500.00	500.00	0.00	100.00
4037 Fellowship Breakfast	275.00	540.00	-265.00	50.93
4038 Neighborhood Breakfast	2,839.90	1,800.00	1,039.90	157.77
4039 Can Recycling	66.60	80.00	-13.40	83.25
4042 Pastor's Discretionary	2,390.00	1,200.00	1,190.00	199.17
4044 Church Office	2,230.00	0.00	2,230.00	0.00
4046 Grocery Rebates	0.00	12.00	-12.00	0.00
4049 Christ in Asia Ministries	70.00	0.00	70.00	0.00
Total Other Income	14,764.85	10,602.00	4,162.85	139.26
Total Income	330,044.79	278,602.00	51,442.79	118.46
Total Revenues	330,044.79	278,602.00	51,442.79	118.46
Expenses				
Benevolences				
5001 General Mission	13,392.00	13,392.00	0.00	100.00
5002 Theological Education Fund	500.00	500.00	0.00	100.00
5003 Pleasant Grove Food Pantry	2,700.00	2,700.00	0.00	100.00
5007 E. Dallas County Cluster-Gen Dues	100.00	100.00	0.00	100.00
5008 E. Dallas County Cluster-Guatemala Pastors	200.00	200.00	0.00	100.00
5009 E. Dallas County Cluster-Guatemala Nutrition	400.00	400.00	0.00	100.00
5011 Pastor's Discretionary Expense	4,467.53	1,920.00	-2,547.53	232.68

Accounts	Actual 2025	Budget 2025	Annual Budget Over/Under 2025	Annual Budget % Used 2025
5012 Presbyterian Children's Homes and Services	1,000.00	500.00	-500.00	200.00
Total Benevolences	22,759.53	19,712.00	-3,047.53	115.46
Administrative Expenses				
Payroll				
Salaries/Benefits				
Pastor				
5102 Salary	13,183.31	12,100.00	-1,083.31	108.95
5103 Housing	25,000.00	25,000.00	0.00	100.00
Total Pastor	38,183.31	37,100.00	-1,083.31	102.92
Presbytery Required Pastor Benefits				
5106 Pension Plan	3,245.58	3,153.50	-92.08	102.92
5107 Medical/LTD/TD Insurance	572.81	556.50	-16.31	102.93
Total Presbytery Required Pastor Benefits	3,818.39	3,710.00	-108.39	102.92
Pastor Reimbursements				
5108 Car Allowance	410.20	1,500.00	1,089.80	27.35
5109 Continued Education & Prof. Exp.	1,751.73	1,000.00	-751.73	175.17
Total Pastor Reimbursements	2,161.93	2,500.00	338.07	86.48
Administrative Assistant				
5120 Salary	28,121.00	26,994.00	-1,127.00	104.18
5121 Continued Education/Memberships	0.00	500.00	500.00	0.00
5122 Medical Insurance	540.00	0.00	-540.00	0.00
5123 Telephone Allowance	625.00	600.00	-25.00	104.17
Total Administrative Assistant	29,286.00	28,094.00	-1,192.00	104.24
Music Director				
5140 Salary	15,729.96	15,730.00	0.04	100.00
5141 Continued Education / Memberships	0.00	250.00	250.00	0.00
Total Music Director	15,729.96	15,980.00	250.04	98.44
Organist				
5150 Salary	14,549.04	14,549.00	-0.04	100.00
5151 Continued Education / Memberships	0.00	250.00	250.00	0.00
Total Organist	14,549.04	14,799.00	249.96	98.31
Audio Visual Technician				
5153 Salary	9,600.00	9,600.00	0.00	100.00
5154 Continued Education/Memberships	0.00	250.00	250.00	0.00
Total Audio Visual Technician	9,600.00	9,850.00	250.00	97.46
Total Salaries/Benefits	113,328.63	112,033.00	-1,295.63	101.16

Accounts	Actual 2025	Budget 2025	Annual Budget Over/Under 2025	Annual Budget % Used 2025
Other Staff				
5160 Custodian's Salary	15,327.96	15,328.00	0.04	100.00
5170 Nursery Attendant's Salary	1,848.85	1,700.00	-148.85	108.76
5180 Activities Hostess / Host	2,768.91	2,500.00	-268.91	110.76
Total Other Staff	19,945.72	19,528.00	-417.72	102.14
Employment Taxes				
5192 Social Security Tax	5,493.53	5,356.86	-136.67	102.55
5193 Medicare Tax	1,284.84	1,252.81	-32.03	102.56
Total Employment Taxes	6,778.37	6,609.67	-168.70	102.55
Total Payroll	140,052.72	138,170.67	-1,882.05	101.36
Church Office				
5201 Postage	420.00	950.00	530.00	44.21
5202 Supplies	2,053.82	2,500.00	446.18	82.15
5203 Equipment Repair/Purchase	2,880.29	3,000.00	119.71	96.01
5204 Technology/Web Site	7,630.02	5,400.00	-2,230.02	141.30
5205 Telephone/Internet	4,533.89	4,600.00	66.11	98.56
5206 Memberships, dues, fees	1,746.03	1,200.00	-546.03	145.50
Total Church Office	19,264.05	17,650.00	-1,614.05	109.14
Committee Expenses				
Worship				
5401 Pulpit Supply	1,200.00	1,600.00	400.00	75.00
5402 Substitute Choir Director	450.00	1,200.00	750.00	37.50
5403 Substitute Organist	500.00	1,600.00	1,100.00	31.25
5404 Supplies & Cleaning	221.02	400.00	178.98	55.26
5405 Sanctuary Decorations	36.00	800.00	764.00	4.50
5406 Audio Visual Equipment	3,294.00	5,100.00	1,806.00	64.59
5407 Sound Technician	0.00	200.00	200.00	0.00
Music				
5301 Music and Licensing	1,817.98	1,500.00	-317.98	121.20
5302 Choir Retreat/Choir Dinner	603.68	400.00	-203.68	150.92
5303 Guest Musicians	1,655.00	2,000.00	345.00	82.75
5304 Supplies and Cleaning	0.00	400.00	400.00	0.00
5305 Instrument Repair/Tuning	0.00	800.00	800.00	0.00
5306 Choir Other	94.04	0.00	-94.04	0.00
Total Music	4,170.70	5,100.00	929.30	81.78
Total Worship	9,871.72	16,000.00	6,128.28	61.70

Accounts	Actual 2025	Budget 2025	Annual Budget Over/Under 2025	Annual Budget % Used 2025
Christian Education				
5421 Curriculum	1,371.38	1,000.00	-371.38	137.14
5422 Educational Supplies	0.00	200.00	200.00	0.00
5423 Leadership Training	410.00	300.00	-110.00	136.67
5425 Special Adult Education	1,178.75	1,500.00	321.25	78.58
5426 Children's Activities	596.28	400.00	-196.28	149.07
5427 Nursery	0.00	500.00	500.00	0.00
5428 Children's Camp and Conferences	0.00	300.00	300.00	0.00
5429 Transportation	0.00	500.00	500.00	0.00
5430 Special Events	2,974.47	200.00	-2,774.47	1,487.24
5431 Youth Retreats	0.00	1,000.00	1,000.00	0.00
5432 Youth Summer Camps/Conferences	0.00	800.00	800.00	0.00
5433 Youth Program	32.44	1,000.00	967.56	3.24
5434 Sponsor Expenses	0.00	200.00	200.00	0.00
5435 Scholarships	0.00	150.00	150.00	0.00
5436 Background Checks	11.50	300.00	288.50	3.83
Total Christian Education	6,574.82	8,350.00	1,775.18	78.74
Congregational Care				
5451 Care of Members	254.55	600.00	345.45	42.42
5452 Fellowship Supplies & Programs	1,161.49	1,500.00	338.51	77.43
5454 Personal Devotions	699.60	600.00	-99.60	116.60
Total Congregational Care	2,115.64	2,700.00	584.36	78.36
Outreach				
5461 Emergency Food Pantry	14.53	250.00	235.47	5.81
5462 Mission Programs	329.18	200.00	-129.18	164.59
5463 Special Needs	526.83	100.00	-426.83	526.83
5464 Neighborhood Breakfast	13,368.34	7,300.00	-6,068.34	183.13
5465 Outreach Other	1,797.99	250.00	-1,547.99	719.20
5466 Communications/Website	800.00	100.00	-700.00	800.00
5467 Christmas Outreach	706.62	2,000.00	1,293.38	35.33
Total Outreach	17,543.49	10,200.00	-7,343.49	172.00
Stewardship				
5471 Stewardship Other	566.04	600.00	33.96	94.34
5472 Electronic Giving	2,842.59	3,500.00	657.41	81.22
Total Stewardship	3,408.63	4,100.00	691.37	83.14

Accounts	Actual 2025	Budget 2025	Annual Budget Over/Under 2025	Annual Budget % Used 2025
House & Property				
5481 Insurance	42,172.00	38,000.00	-4,172.00	110.98
5485 Lawn Care/Grounds Maintenance	15,289.63	14,000.00	-1,289.63	109.21
5486 Building Maintenance	15,376.35	16,000.00	623.65	96.10
5491 Pest Control	360.00	500.00	140.00	72.00
Utilities				
5484 Alarm Service	813.04	825.00	11.96	98.55
5487 Water/Sewer	4,561.47	5,000.00	438.53	91.23
5488 Electric Service	13,586.80	13,500.00	-86.80	100.64
5489 Gas Service	3,487.94	3,000.00	-487.94	116.26
5490 Trash Collection	2,132.48	1,800.00	-332.48	118.47
Total Utilities	24,581.73	24,125.00	-456.73	101.89
Total House & Property	97,779.71	92,625.00	-5,154.71	105.57
Total Committee Expenses	137,294.01	133,975.00	-3,319.01	102.48
Total Administrative Expenses	296,610.78	289,795.67	-6,815.11	102.35
Total Expenses	319,370.31	309,507.67	-9,862.64	103.19
Net Total	10,674.48	-30,905.67	41,580.15	-34.54

EASTMINSTER PRESBYTERIAN CHURCH

STATEMENT OF FINANCIAL POSITION BY FUND AS OF DECEMBER 31, 2025

Accounts	
Fund: Church	
Assets	
Current Assets	
1002 PNC Main	38,598.09
1011 PNC Tax Account	500.00
1016 TPF Money Market	20,000.00
Total Current Assets	59,098.09
Fixed Assets	
1201 Building & Improvements	980,265.05
1202 Furniture and Equipment	3,137.30
1220 ADA Improvements 2019-20	26,952.87
Total Fixed Assets	1,010,355.22
Other Assets	
1031 TPF Investment Account	329,770.46
1040 TPF Owen's Endowment	16,901.31
Total Other Assets	346,671.77
Total Assets	1,416,125.08
Liabilities & Net Assets	
Liabilities	
Other Liabilities	
2030 Nursery Remodel 2019-20	617.63
2050 2021 Grant & insurance proceeds water damage	27,303.87
Total Other Liabilities	27,921.50
Total Liabilities	27,921.50
Net Assets	
3001 General - Unrestricted	174,344.06
3201 Increase (Decrease) in Net Assets - Unrestricted	10,611.13
3604 TPF Unrealized Gain/Loss-EPC	145,609.01
Without Donor Restrictions	
Pre 2019 Individual Memorials	
3654 Savilla Howard	3,019.88
Total Pre 2019 Individual Memorials	3,019.88
Designated by Session	
3610 Capital Maintenance	13,307.49
3704 Disaster Assistance	1,723.92
3707 School Supplies	298.49
3710 Guest Musicians & Special Music	1,724.32
3711 Neighborhood Breakfast Program	1,872.44
3713 EPC Pantry	576.30
3714 Youth Fund Raising	3,164.94

Accounts	
3716 Kitchen Equipment	37.92
3718 Christmas Outreach	4,139.72
3720 Blankets	116.86
3725 Christmas Offering	1,420.00
3733 Audio Video improvements 2025	4,992.92
3734 East Dallas Cluster VBS fund	1,000.00
3735 Jeri Turner Memorial Fund	3,000.00
Total Designated by Session	37,375.32
Other	
3613 Building & Improvements	980,265.05
3709 Garage Sale	5,053.61
Total Other	985,318.66
Total Without Donor Restrictions	1,025,713.86
With Donor Restrictions	
3205 General - Restricted	253.40
3210 Increase(Decrease) in Net Assets - Restricted	63.35
3603 TPF Unrealized Gain/Loss-Owens	8,863.42
3615 Owen's Memorial Endowment	7,721.14
3662 Jerry Brumbaugh	15,024.21
Total With Donor Restrictions	31,925.52
Total Net Assets	1,388,203.58
Total Liabilities & Net Assets	1,416,125.08

Fund: Eastern Dallas Cluster of Churches	
Assets	
Other Assets	
1030 TX Presby Fund E. Dallas Cluster	113,524.74
Total Other Assets	113,524.74
Total Assets	113,524.74
Liabilities & Net Assets	
Liabilities	
Total Liabilities	0.00
Net Assets	
3612 East Dallas Cluster Account	113,524.74
Total Net Assets	113,524.74
Total Liabilities & Net Assets	113,524.74

BYLAWS

PREFACE

The Bylaws of the EASTMINSTER PRESBYTERIAN CHURCH of Dallas, Texas, as a corporation, shall always be subject to the Constitution and laws of the State of Texas, and also to the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE I: ORGANIZATION OF THE CHURCH

SECTION 1: INTRODUCTION: These Bylaws are intended to define the organization and procedure of EASTMINSTER PRESBYTERIAN CHURCH in areas not defined in the Form of Government of the Presbyterian Church (U.S.A.) and to place in the hands of each member a brief summary of the Form of Government. The General Rules of Judicatories as outlined in the Presbyterian Form of Government shall be the rules adopted for guidance of this church and its various organizations; and the Form of Government and the Book of Discipline of the Presbyterian Church (U.S.A.), shall be adopted by this church. In the event of any conflicting provisions hereinafter listed, the Form of Government of the Presbyterian Church (U.S.A.) shall be the final authority.

SECTION 2: OFFICERS AND GOVERNING BOARDS: Officers and Governing Boards of the church shall include: (a) the Minister(s) of Word and Sacrament, (b) the Session, (c) Trustees, (d) the Church Treasurer and Assistant Church Treasurer, and (e) the Financial Secretary and Assistant Financial Secretary.

SECTION 3: TERMS OF ELECTED OFFICES: The term of office for Ruling Elders and Trustees shall be three (3) years, elected by the congregation in three (3) classes with an equal number in each class. No officer shall serve on any church board for consecutive terms, either full or partial, aggregating six (6) years. Upon the expiration of a full term of service, any officer shall be ineligible to re-election to the same office until one (1) year shall have elapsed. The congregation may also choose to elect a Youth Elder to the Session for a term of one (1) year. All officers of the church shall be Active Members of the church.

SECTION 4: TERMS OF APPOINTED OFFICES: The Treasurer, Assistant Treasurer, Financial Secretary and Assistant Financial Secretary shall be appointed by the Session after due consideration of the recommendation of the Stewardship Committee. Appointments of Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary shall be made at the January Session meeting and shall be for a term of one (1) year. An appointee may be reappointed for two (2) additional years. Thereafter, a lapse of one (1) year shall intervene before this person may be reappointed to this office. If, in the judgment of the Session, the most effective operation of the church is best served, the Session may, on an individual and annual basis, disregard the three-year term limitation, making note of its intentional decision to do so.

SECTION 5: VACANCIES OF ELECTED OFFICES: Removal from the church community shall automatically vacate any church office when, in the judgment of the Session, an incumbent cannot adequately carry out the duties of the office he/she holds. Any resignation must be made to the Session and acted upon by the Session. Vacancies occurring in any elective office may be filled by a vote of the congregation at any regular or duly called meeting of the congregation. If

emergency demands, the Session may make a temporary appointment until a congregational meeting can be properly called.

ARTICLE II: MEETINGS

SECTION 1: STATED CONGREGATIONAL and CORPORATE MEETINGS

A. There shall be an Annual Meeting of the congregation in the church edifice on a Sunday in January for the transaction of any business properly coming before such meeting and to receive the reports from all boards and organizations of the church. Public notice of the time, place and purpose during regular worship at least two (2) Sundays before said meeting and announced through the Sunday church bulletin on two (2) Sundays immediately preceding said meeting.

B. The Annual Corporate Meeting shall be held immediately following the Stated Congregational Meeting for the purpose of electing a Trustee(s).

C. There shall be a regular meeting of the congregation to elect the officers, receive the annual budget and the "Call of the Minister(s) of Word and Sacrament" and to transact other business which may properly come before such meeting. This meeting shall be held in the church edifice on the first Sunday in November each year and announced through the Sunday church bulletin on two (2) Sundays immediately preceding said meeting.

SECTION 2: SPECIAL MEETINGS: Special meetings of the congregation may be held at any time upon the call of the Session or the Presbytery. The time and specific purpose of such meetings shall be given during regular worship at least two (2) Sundays before said meeting and announced through the Sunday church bulletin on two (2) Sundays immediately preceding said meeting.

SECTION 3: PRESIDING OFFICER: The Minister(s) of Word and Sacrament shall preside at all Congregational Meetings. If the church is vacant or if the Minister(s) of Word and Sacrament and the Ruling Elders agree that the subjects to be discussed requires it, or if the Minister(s) of Word and Sacrament is/are ill or are otherwise unable to be present, a Minister(s) of Word and Sacrament of the Presbytery of jurisdiction shall be invited by the Session to preside. This invitation shall be cleared through the Committee on Ministry of the Presbytery.

SECTION 4: SECRETARY: The Clerk of the Session shall be the Secretary of the meeting of the congregation. In the absence of the Clerk, the Minister(s) of Word and Sacrament presiding shall designate an acting Clerk in his/her stead.

SECTION 5: VOTING: All Active Members in good standing shall be entitled to vote at Congregational Meetings. Only Active Members of Eastminster Presbyterian Church and of legal age shall be entitled to vote at meetings of the church corporation. Voting by proxy is not allowed.

SECTION 6: QUORUM: The Moderator, a Secretary and ten percent (10%) of the eligible voters shall constitute a quorum for the transaction of business at the properly called meetings of the congregation, corporate or ecclesiastical.

ARTICLE III: ELECTION OF OFFICERS

SECTION 1: ELIGIBILITY: Any Active Member of the church shall be eligible for the office of Ruling Elder.

SECTION 2: NOMINATING COMMITTEE: A Nominating Committee shall be named in January of each year as soon as the Session and various organizations of the church have been able to complete their organizations. This committee shall be composed as follows: three (3) Ruling Elders elected by the Session from the membership; one (1) of whom shall be elected by the Session as Chairperson of the committee; one (1) Active Member of the Church School elected by the members of the Junior High age or above; one (1) Active Member of the Women's Association; one (1) Active Member from the Men's Group (if there is a men's group); three (3) Active Members of the congregation elected at the Stated Congregational Meeting and nominated by the Nominating Committee of the church; one (1) Active Member elected by and from the combined Junior High and Senior High Youth Groups. The Minister(s) of Word and Sacrament shall hold ex-officio membership. The committee shall serve through the year to bring in nominations for any vacancies occurring and shall in the fall proceed with the matter of nominating officers to be presented at the Congregational Meeting called for the election of officers.

SECTION 3: NOMINATIONS: No later than six (6) weeks prior to the November meeting of the congregation for the purpose of electing officers, but as early as the Sunday following Easter, the Nominating Committee shall request the submission of any suggestions for nominations from the church members. Suggestions must be in writing and bear the signature of the person making the nomination. At this point, the willingness of the nominee to serve will not need to be verified by the person making the suggested nomination. Two weeks following such public announcement of the opening of nominations, the Nominating Committee shall begin its work of preparing a list of nominees for the respective vacancies. Due consideration shall be given to all suggested nominations presented to the committee as well as names generated by the committee itself. Nominations shall be determined by a majority vote of the committee.

SECTION 4: POSTING OF NOMINEES: On the two (2) Sundays immediately preceding the November election, the names of all persons nominated by the committee shall be listed alphabetically in the Sunday church bulletin. No nominations may be posted without the consent of the person nominated to accept the office if elected.

SECTION 5: NOMINATIONS FROM THE FLOOR: Nominations made from the floor and those nominated from the floor will be considered if the Nominee is present to consent to serve or if the Nominee has previously indicated willingness to serve.

SECTION 6: ELECTION BY BALLOT: All elections shall be by ballot unless the Moderator, by majority vote of the congregation, be directed to call for a voice vote.

SECTION 7: ELECTION PROCEDURE: Nominees receiving the highest number of votes and not less than a majority of all votes cast for any particular office shall be declared elected. The congregation may in any election, on motion, eliminate the names of one or more nominees receiving the smallest minority after the first vote.

SECTION 8: ORDINATION AND INSTALLATION OF OFFICERS: The ordination and installation of Ruling Elders shall be celebrated at a worship service on a Sunday in January. The installation of the Trustee(s) will be during the January Stated Congregational Meeting.

ARTICLE IV: THE SESSION

SECTION 1: COMPOSITION: The Session shall consist of the Minister of Word and Sacrament as Moderator and nine (9) Ruling Elders, each elected for a term of three (3) years, with a class of three (3) Elders being elected each year. If the congregation so desires, the Session may also include a Youth Elder, elected for a term of one (1) year.

SECTION 2: DUTIES: The Session shall perform its duties as outlined in the Book of Order. The Session shall also maintain and administer The Gift Acceptance Policy.

SECTION 3: MEETINGS: The Session shall ordinarily meet once each month, but no less than quarterly, as a Stated Meeting. The Minister of Word and Sacrament shall also convene the Session in special meetings on due notice when he/she deems advisable or when requested to do so by any two (2) Ruling Elders. If a Ruling Elder misses three (3) Stated Meetings during the year with an unexcused absence, the position may be vacated.

SECTION 4: QUORUM: The Moderator and one-third (1/3) of the Ruling Elders shall constitute a quorum for the transaction of business at any duly called meeting.

SECTION 5: CLERK: The Session shall annually elect a Clerk of Session, serving as a Ruling elder, whose term shall be one (1) year. The Clerk may be reappointed for two (2) additional years, providing his or her three-year term of office has not expired.

SECTION 6: STANDING COMMITTEES: At the first meeting of the Session following ordination and installation of Ruling Elders, the Session shall organize itself for the year by naming Ruling Elders to the standing committees. The committee chairs will subsequently add members to the committees so that each committee will be composed of a majority of non-Ruling Elders. The committee chairperson will be a Ruling Elder. The Standing Committees are responsible to the Session for their several areas of responsibility. The Session may receive the recommendations of committees for action. The Session may delegate authority and empower a committee to act in areas specifically designated and duly recorded in Session minutes. Standing Committee action is subject to the review and final authority of the Session.

In the event any Standing Committee would like to make changes to their Mission Statement, the revised statement must be presented to the Session for final approval.

The Standing Committees are Christian Education, Congregational Care, House and Property, Outreach, Stewardship, and Worship.

SECTION 7: ADMINISTRATIVE COMMITTEE: There shall be an Administrative Committee which shall be composed of the chairpersons of the Standing Committees, the Church Treasurer, the Clerk of Session, and the Moderator of the Session, who shall serve as chairperson of the committee. This committee shall convene upon call of the Moderator at least twice annually.

The mission of this committee shall be to review the general operation and functioning of the church. This committee shall serve as the Personnel Committee of the church and in this capacity see to the preparation of job descriptions for all personnel, conduct performance review of staff and recommend adjustments in compensation of personnel.

The committee shall be responsible for the preparation of the annual budget to be submitted to the Session for approval by December of each year.

The Administrative Committee shall serve as a Special Gifts Committee whose responsibility shall include maintaining a list of necessary or desirable special gifts and the ordering of the priority of these gifts and ensure that the Church Treasurer or his/her designee promptly acknowledges all gifts and memorials received. The Financial Secretary maintains appropriate records pertaining to gifts and memorials received and the Clerk of Session maintains written records of the proceedings of the Administrative Committee.

ARTICLE V: TRUSTEES

SECTION 1: ELECTION/COMPOSITION: The congregation will elect a Board of Trustees composed of three (3) members who may be any Active Members of the church who have reached their legal majority. Each person will be elected for a three-year term, one (1) being elected each year upon nomination by the Nominating Committee. The election will be held at the Stated Congregational Meeting, usually in November, when Ruling Elders are elected. Trustees are installed at the Stated Congregational Meeting, usually in January.

SECTION 2: CHAIRPERSON: The chairperson of the Trustees shall be the "senior" member of the Board. (i.e., the person whose term expires at the end of the current year).

SECTION 3: MEETINGS: The Trustees will meet on the call of the chairperson. The chairperson will call a meeting when directed to do so by the Session.

SECTION 4: DUTIES

A. To receive, hold, encumber, manage, and transfer property, real or personal, for the congregation, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting; to accept and execute deeds of title to such property; to hold and defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the congregation, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.). The powers and duties of the trustees shall not infringe upon the powers and duties of the session or the board of deacons (Book of Order [Currently G-4.0101]).1

B. A safe deposit box is currently maintained by PNC. Three Trustees are to sign a new signature card in January. An appropriate letter and a copy of the November “Congregational Meeting Minutes” with the elected Trustees’ names must be taken to the bank to secure new signature cards for completion. A Trustee is to maintain one key on his person and the second key is secured in a locked key box in the copy room at the church The Trustees (at least two) are to prepare a safe deposit box inventory annually for presentation by the April Session meeting. One copy of this inventory will go to the Clerk of Session (to be reported at the Session meeting), Treasurer, and one copy for the church files. The Treasurer is responsible for seeing that this is completed on a timely basis.

C. The Trustees must ensure both written and picture inventories of the church’s real property are reviewed annually by the House and Property Committee. The Financial Secretary will assist with maintaining both inventories.* What is to be inventoried are valuables – items that could not be replaced if stolen or damaged. For example, paintings by Gloria Taylor, sound equipment, organ, pianos, statue in courtyard donate to the church by artist Carol Ann Haggard,

EPC's silver (stored in parlor); along with pictures of all rooms, i.e., sanctuary, chapel, fellowship hall; parlor; offices, etc.

D. The Trustees working with the Treasurer, Assistant Treasurer, Financial Secretary, and Assistant Financial Secretary shall annually clean and purge financial records, both paper and electronic, retaining at least a few years of records.

E. The Trustees have been assigned the responsibility of evaluating (with the assistance from the House and Property Committee) the coverage the church has for the property, contents, etc. and any additional insurance matters that might arise. The Trustees will need to work with the Treasurer and the PCUSA Insurance Board to maintain insurance on the property.

ARTICLE VI: MINISTER(S) OF WORD AND SACRAMENT

The Minister(s) of Word and Sacrament shall function in accordance with provisions of the Book of Order of the Presbyterian Church (U.S.A.), and shall have ex-officio membership in all Standing Committees of the Session.

ARTICLE VII: CORPORATION MEETINGS

There shall be an Annual Meeting of the corporation in conjunction with the ecclesiastical meeting of the congregation on a Sunday in January of each year, unless otherwise ordered by the Session. Special Corporation Meetings may be called at the request of the Session.

Presbytery may call a special meeting or authoritatively direct the Session to do so. The time and specific purpose of all special meetings shall be given during regular worship at least two (2) Sundays before said meeting and announced through the Sunday church bulletin on two (2) Sundays immediately preceding said meeting.

ARTICLE VIII: THE SACRAMENTS

The sacraments of the church shall be observed at the appointed time and in a manner as determined by the Session.

ARTICLE IX: ROSTER & RECORDS

It is the duty of every organization or department affiliated with the church to file annually with the Session all membership lists, minutes and records involved in their work. The Session or its designee will annually review the roll of the congregation, and will adjust the status of members as may be necessary or desirable, ordinarily at its November or December meeting.

ARTICLE X: AMENDMENTS

The Bylaws may be amended by a two-thirds (2/3) vote at any duly called meeting of the congregation. Proposed changes must be in accord with the Constitution of the Presbyterian Church (U.S.A.). Proposed changes shall be published in the Sunday church bulletin on the two (2) Sundays immediately preceding the meeting.