

EASTMINSTER PRESBYTERIAN CHURCH, DALLAS
2024 ANNUAL REPORT



Presented to the Congregation on January 26, 2025

6550 SAMUELL BLVD.

DALLAS, TX 75228

214-381-4693

PASTOR'S REPORT

"All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." Matthew 28:18-20

Jesus' words, referred to as The Great Commission, continue to be our guiding purpose as a church. Making disciples is a long process. Becoming a disciple of Christ is not just something that happens when people decide to follow Christ. Everything we do at Eastminster is geared toward growing in Christ (discipleship).

Eastminster continues to offer excellent growing opportunities. In 2024, members and friends faithfully attended Gleaners, Navigators, and Searcher classes in person and online. We offered Sunday school for children during worship. We introduced new offerings including "Making Jesus My Teacher for Life", a Wednesday night speaker series and meal, and for children we offered a summer program called Kids4Jesus.

Learning about Jesus and his way is not limited to classroom activities, we learn through serving those in need. Members and friends served in many ways in 2024: Neighborhood Breakfast, Pleasant Grove Food Pantry, Kids4Jesus, visiting members in nursing homes and hospitals, and gathering items for homeless youth at Skyline High School. We grow in the way of Christ by serving others!

We cannot grow as disciples of Christ without a direct relationship with God. Worship provides a weekly opportunity to engage directly with Father, Son, and Holy Spirit. Not only do members experience the presence of God in worship, but we had a steady stream of visitors in 2024 who also experienced encounters with God on Sunday mornings in our worship service in person and online. Together we heard the Word of God through scripture and preaching. We gave thanks and brought our concerns to God in prayer. We sang praises in our hymns and songs. We offered ourselves and our treasures to God in the offering. We communed deeply with God and all the Church through our monthly Lord's Supper.

Another way we connect others with Christ is through special events that we invite our neighbors to. Three such events come to mind: the Eastfield Early Brass concert which included the St. Mark and Eastminster choirs, we threw a neighborhood Tailgate Party to kick off our fall speaker series, and in Advent we produced and hosted an intergenerational Christmas Pageant. Through all these events and others, we were able to connect neighbors with the love and life of Jesus.

Lastly, another way we are growing in our discipleship is through our relationship with St. Mark Presbyterian Church, our sister church. In 2024 we shared multiple activities with St. Mark: Shrove Tuesday Pancake Dinner, Ash Wednesday Worship, Maundy Thursday Worship, Good Friday, Worship, the Eastfield Early Brass Concert, and the St. Mark Handbell Choir Christmas concert. Through these joint gatherings we encouraged each other and felt the love and energy of connecting with fellow Christians.

As we turn to 2025, the part of the Great Commission that I would like us to grow the most in is in making new disciples. We are not just here for ourselves but to invite others into Eastminster that they may experience the love and life Christ and begin to grow as well. We have so much to

offer our community and region. I invite you to pray that Christ would lead us in the way of inviting others into relationship with Christ and his Church.

I am so grateful for my first full year in ministry with you and so excited to begin 2025 with you!

Rev. Dr. Paul Burns

CLERK OF SESSION REPORT

1 member was taken from us by death: Walter Griffin

2 members were removed from the rolls: Beverly and Roy Ridley

7 New Members: Sean Talley, Kathleen Seymour, Melanie Litle, Brian Iverach, Jan Walters, Bill Crawford, Lorenzo Richardson

Please see the Book of Order, G302.04: a. Membership Roll ... *The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.*

Total membership on December 31, 2023	109
Removed from the Membership roll:	-2
New Members	7
<u>Members who died</u>	<u>-1</u>
Total membership on December 31, 2024	113

The average in-person attendance for worship in 2024 was 45, and average online attendance was 32. Church School average attendance was 24. The average attendance for the Wednesday Evening Study was 7. The average attendance for the Wednesday Morning Study was 7. The average attendance for the K4J was 5.

In 2024, the Eastminster Session convened for 9 Stated meetings, and 1 called meeting. During the year, the Administrative Committee had 1 Stated meeting, and 1 Called Meeting. Congregation had 2 stated meetings.

Sean Turner,
Clerk of Session

CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee has stepped out of our boat on faith and have had a wonderful year of meaningful activities. I want to thank all of our faithful teachers who have taught Sunday School this year. Christine Blair, Philis Knox, Betty Crabtree, Blair and Cindy Garrett, Fred Watkins, Kathy Kreger, Jo Bryd, Jan Anderson, and Vicki Cook. We started a Kids4Jesus program where we learned about the Fruit of the Spirits. Kids4Jesus met on Saturdays from 9:30 a.m. – 11:00 a.m. this summer and we ended with a pool party in August. We had an average of 4 in attendance with this program. A special thank you to all of the volunteers that

helped with this program. Our biggest accomplishment was we brought back Rally Day, a Christmas Program and our Wednesday night programming. Programming for Wednesday nights was 5:30 – 6 meal, 6-7 speakers. Rally Day we enjoyed the theme of a tailgate party where we had hotdogs, nachos, peanuts, and Cracker Jacks. We enjoyed 16 weeks of different speakers who brought us a wide range of different topics and information. Wednesday nights we enjoyed a variety of home cooked meals for dinner. We held a tailgate party where we hosted over 50 people including members of the congregation and members of our community for a night of fun, food and fellowship. We also held our first Christmas Program in over 15 years. We had over 50 people attend the Christmas program this year. I would like to thank the members of the committee for their time and sharing of their gifts. Thank you to Bruce Turner, Kathy Kreger, Jan Walters, Betty Crabtree and Evelyn Parker. We are looking to the new year with a Lenten Study and Easter activities. A special thanks to Paul Burns for his help and support of the endeavors of the committee.

Respectfully submitted,

Philis Knox, Chair

CONGREGATIONAL CARE COMMITTEE

Committee members included Melody Davis, Christine Blair, Vicki Lynn Cook, Jim Lee, Michele Pappas, Jacob Whitley, and Melissa Whitley.

Special events kicked off with giving a Valentine card to each person attending Worship. These cards were prepared by the Wednesday Bible Study group.

The committee met eight times to plan and organize various events in the Church. Our Hostess, Minerva Hernandez helped in many of these events.

To help celebrate the 40th Anniversary of Eastminster, members were given an engraved wooden cross. These were engraved by Betty Crabtree.

Membership was reviewed monthly using the absentee list provided by the Office.

The Manual of Operations for the Congregational Care Committee was updated. This is used as a guideline for this committee.

Nine 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.

Shepherds for 2024 were: Lorna Almas, Janice Bell, Christine Blair, Betty Crabtree, Bill Davis, Kathy Kreger, Judy Moreland, Janet Mueller, 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.

Homebound members received Pastor Paul Burns' book *Prayer Encounters*.

New members were provided 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

During the 2024 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."

Summary of 2024:

- House & Property Budget: \$89,000
- Actual Expenses: \$86,519.21
- Under Budget: \$2,480.79

Work Activities:

- AED Units in the kitchen and sanctuary restroom have had their batteries replaced and a Narcan Kit has been placed in each AED station
- Drop down attic door replacement or repair in maintenance closet
- Repair gutters. North side of sanctuary, downspouts on cloister
- Install roof diffuser on southside of Fellowship Hall
- Replace exit signs in fellowship hall
- Replace exit signs in exterior door to playground
- Replace exit signs in hallway near chapel
- Replace exit signs in hallway near choir room
- Replace exit signs in hallway of cloister door
- Install baffle in supply duct of loft of choir in sanctuary (both sides)
- Reroute HVAC supply line in attic of sanctuary - 16' of vent covers still be to installed - Pending
- Replace bathroom exhaust fan in fellowship hall women's restroom
- Paint ceiling in office
- Attach trim to wall near light socket at NW corner of fellowship hall
- Repair ice maker
- Replace parking lot lights with LED fixtures
- Repair damaged sheetrock in Navigator classroom
- Repair kitchen dishwasher
- Repair shower valve in men's restroom
- Rebuild sloan valve in women's restroom
- Installed new T&S faucet in janitorial closet
- Repair crack in wall of chapel and paint
- Replace dead flowers and plants in pots located in courtyard

- Plant flowers in large pots outside sanctuary entrance
- Inspected & Certified fire extinguishers

Created a sub-committee to evaluate the costs and needs for three components of needed ADA issues addressed. Members: Dick Knox, Sean Talley, Bruce Turner

- A. Feasibility to design and install stairlift for choir loft staircase
- B. Feasibility to design and install lift for Cloister
- C. Feasibility to design and install ADA ramp from the front sanctuary parking lot to the front porch of sanctuary

Faithfully submitted,

House and Property Committee 2024: Blair Garrett, Bruce Turner, Jo Byrd, Katie Karlen, Sean Talley, Dick Knox - Chair

OUTREACH COMMITTEE

Members: Reggie Majors, Charlotte Turner, Sean Turner, Tom Pappas (Chair) Patience Uche (Chair)

Skyline Subcommittee Members: Denise Bennett, Evola Griffin, Charlotte Turner

In 2024, the Outreach Committee continued its work spreading God’s Love into the community.

The cornerstone of Eastminster’s Outreach is our Saturday Morning Neighborhood Breakfast. An average count of 65 guests per week enjoyed (again, an average) 123 meals each Saturday (Dine-in and To-go) at an astonishing cost of only \$1.67 per meal. At the core of this endeavor are the volunteers who – rain or shine – set up, cook, and serve everyone who comes to the door within two short hours. Challenges this year included rising food costs and the need to find additional sources of funding as the project – now in its 11th year – continues to serve its guests with welcome smiles.

The Committee worked to expand its participation with the Pleasant Grove Food Pantry.

The St. Mark Presbyterian Church Sandwich Sunday mission project also benefited from Eastminster’s participation this year. Every 5th-Sunday month found our members providing approximately 20 dozen sandwiches to aid our sister church’s project to provide meals for the Austin Street Shelter in Dallas.

Again this year, we coordinated the Lenten Lunch Bag project, which saw our members produce bags of lunch that were distributed to guests at the Neighborhood Breakfast. Eastminster members contributed enough supplies to double the number of lunch bags we had produced in 2023 – an impressive 100 bags were set up this year.

Building on our relationship with Skyline High School, we again collected school supplies and toiletries to stock the shelves at the school. At the suggestion of Community Liaison Kenneth Hall, Eastminster furnished 250 meal cards to be used as grade/attendance rewards for students in the homeless program. The Subcommittee will continue to seek ways to assist these students.

The Committee is posting information on our bulletin board to inform the Congregation about the needs of the homeless in our area.

The Committee – in conjunction with the Christian Education Committee – participated in publicizing the fall Tailgate Party in October.

In looking toward 2025, we are hopeful that we can refresh our website and to establish a better system for “At-the-Door” ministry to serve guests with immediate needs.

It has truly been a blessing to serve in such a strong faith community.

Tom and Patience

STEWARDSHIP COMMITTEE

The 2024 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 2024:

- One Great Hour of Sharing \$860, Recipients: ½ Denomination, ½ Camp Gilmont
- Mother’s and Father’s Day \$1,400, Recipients: ½ Faith Presbyterian Hospice, ½ VNA-Meals on Wheels
- Christmas Joy Offering \$951, Recipients: ½ Denomination, ½ Saturday Neighborhood Breakfast fund

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 \$1,592.32 Recipients: Musicians \$920. The balance in the fund at year end is \$1,081.32.
- School supplies for Pleasant Grove food pantry family: Collections \$610, expenses \$352.84. The balance in the school supply fund at year end is \$548.49.
- Pastor appreciation/Minister's robe: Collections \$795.00, expenses \$689.04. The balance in the fund is \$105.96.
- Pastor's discretionary fund donations: \$2,348.00.
- PCHAS: \$140, donations were forwarded to PCHAS.
- CE committee collections for grill: \$410, the grill cost \$363.96.

For 2024 giving, of the \$231,120 that was pledged by 20 families, \$231,581.14 was collected, with 10 families exceeding their pledge by \$3,072.66 and 3 families falling short by \$2,611.52. Overall giving was \$290,133.49.

After the 2024 Stewardship campaign, Leap of Faith, there were 22 pledges received for 2025 of \$251,024. This equals 94% of our budgeted income for the year of \$268,000, the highest percentage we have ever had pledged

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 Tony Bennett
- Fifth Sunday: Darlene West and Jim Lee

The committee thanks our 2024 financial officers, Cindy Garrett, Treasurer; Jim Lee, Assistant Treasurer; Chandra Anderson, Financial Secretary; and Tony Bennett, Assistant Financial Secretary.

Respectfully submitted,

Cindy Garrett, Treasurer

Galatians 6:9 Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.

WORSHIP COMMITTEE

Good afternoon and greetings from the Worship Committee, Sean Turner, Co-Chair, Chandra Anderson, Denise Bennett, Jimmy and Susie Fielding, Steve O'Neill, and Michele Pappas.

Big thanks to all who have helped in the worship service, especially those who serve as liturgists, Candle lighters, and Cross Bearers, especially Jacob Whitley, those who usher, and those who prepare for communion, Michele Pappas and Sean Turner, who bake the communion bread. Michele also makes sure there is oil in the candles as well as wicks. Thanks to all of you for participating in the liturgy and for singing the songs and hymns. Huge thanks to Chandra Anderson. She uses her creativity in preparing the Worship Bulletins and makes sure we all get the bulletin and the link to the live broadcast each week. The Worship Committee has been discussing other worship and alternative worship services that may develop in the future.

The Worship Committee also oversees our YouTube channel. Which, as of January 6 2025, has 128 Subscribers. This is where you can see the worship service live if you are out of town or ill, or you can watch the recorded service. There are also videos by Pastor Paul on spirituality and other music programs. Also found on the channel are several music videos by the Choir. This leads us to:

A huge thanks to the best small choir who contribute their time and talents to lead the singing as well as sing anthems and other music for the worship of God! Thanks to Melody Davis who enhances our worship with her offerings and her outstanding accompanying of the Choir and congregational singing. Thanks to Sean Truner who assists me and plays bass and guitar and several other instruments. Thanks to Bruce Turner, who plays drums during our worship. Thanks to Michele and Sean for keeping up with the Liturgical year banners, and paraments.

The Committee and the Choir appreciate your contributions to the budget, which helps to provide music for the brass at Easter. Big thanks to those of you who contribute to Shove Tuesday Pancake Supper, which helps to have some musicians throughout the year, especially at Lessons and Carols. Another huge thank you to Sean Turner, who has faithfully served as an Audio/Visual Technician and has been elevated by the Session to Staff Audio/Visual Technician.

The committee, through the Covent Committee, shared Maundy Thursday at St. Mark, and Good Friday at Eastminster. For the second year, we hosted the Eastfield Early Brass Group with the Congregational Care Committee as part of our outreach. We will host them again on May 18th.

On November 24, following worship, we had a soup lunch and decorated the Sanctuary for Christmas. There are several wonderful people who give of their time to enhance and prepare the Sanctuary for the season. On Jan 5, after worship, the wonderful group took down the decorations. Thanks to those who also loaned us their Nativity scenes for all the windows in the sanctuary and the foyer.

This year, on December 1, Worship and the Congregational Care Committees hosted the St. Mark's Bell Choir playing Christmas music. They were terrific, and Pastor Paul played with them.

It has been a pleasure to chair this committee for the past three years. They are faithful and true believers in God's mercy and grace. They are a hard-working, creative-thinking group. They have and are giving their time beyond the meeting time to put into action the details involved in our regular Sunday worship and other worship services like Christmas Eve and Good Friday. This committee in 2023 stepped up when we were without a pastor, providing Pulpit Supply and moderators for Session meetings. Thanks to all who have given their appreciation and compliments for the choir, the flowers, and the music programs like the Eastfield Brass.

To God be the Glory,
Fred Watkins, Chair

ELDERS in Residence as of December 31, 2024

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

Session Composition for 2025

Class of 2025	Class of 2026	Class of 2027
Dick Knox	Melody Davis	Kathy Kreger
Philis Knox	Patience Uche	Michele Pappas
Chandra Anderson	Darlene West	Bruce Turner

Trustees for 2025

Class of 2025	Class of 2026	Class of 2027
Katie Karlen	Jo Byrd	Steve O'Neil

Eastminster Presbyterian Church 2024 Treasurer's Report

From Statement of Activities ending December 31, 2024

	<u>2024</u>	<u>2024 Budget</u>	<u>2023</u>
Revenue ⁴	\$344,424.87	\$270,702.00	\$282,267.38
Expenses	\$273,547.09	\$287,263.42	\$255,090.19
Net Income(Loss)	\$70,877.78	\$(16,561.42)	\$27,177.19

2024

2024 Revenue was 27% over budget
2024 Expenses were 5% under budget

From Statement of Financial Position ending December 31, 2024 ¹

	<u>Jan. 1, 2024</u>	<u>Dec. 31, 2024</u>	<u>Change</u>
Current Assets.....	\$65,081.43	\$107,236.40	\$42,154.97
Other Assets.....	<u>\$1,199,622.82</u>	<u>\$1,277,697.78</u>	<u>\$78,074.96</u>
Total Assets.....	\$1,264,704.25	\$1,384,934.18	\$120,229.93
Total Liabilities & Net Assets...	\$1,264,704.25	\$1,384,934.18	\$120,229.93

Eastminster Presbyterian Church TPF investment account balance beginning 1/1/24 and ending 12/31/24²

<u>Beginning Balance</u>	<u>Debits</u> ³	<u>Credits</u>	<u>Ending Balance</u>	<u>Increase</u> ³	<u>Rate of return</u>
\$190,356.68	\$85,072.31	\$	\$275,428.99	\$85,072.31	20%

Owen's Endowment account balance beginning 1/1/24 and ending 12/31/24²

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>	<u>Increase</u>	<u>Rate of return</u>
\$12,048.22	\$3,002.65	\$	\$15,050.87	\$3,002.65	25%

East Dallas Cluster of Churches TPF account balance beginning 1/1/24 and ending 12/31/24²

<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>	<u>Increase</u>	<u>Rate of return</u>
\$96,567.96	\$10,918.00	\$485.18	\$107,000.78	\$10,432.82	11%

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

² Includes unrealized gain/loss from market, shows 2024 increase in all accounts

³ Includes \$40,000 transferred from checking

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

EASTMINSTER PRESBYTERIAN CHURCH, 2024 AND 2025 BUDGETS

Accounts	2024 Budget	Proposed 2025 Budget	Budget \$ Change
Revenues			
Income			
Offerings			
4001 Identifiable Pledges - Adults	252,000.00	268,000.00	16,000.00
Total Offerings	252,000.00	268,000.00	16,000.00
Committee Income			
4420 Christian Education	0.00	0.00	0.00
4460 Outreach Committee	150.00	0.00	(150.00)
Total Committee Income	150.00	0.00	(150.00)
Other Income			
4020 Rental Receipts	14,640.00	6,420.00	(8,220.00)
4024 Owen's Endowment Income	40.00	50.00	10.00
4029 Memorials	500.00	500.00	0.00
4037 Fellowship Breakfast	300.00	540.00	240.00
4038 Neighborhood Breakfast	3,000.00	1,800.00	(1,200.00)
4039 Can Recycling	60.00	80.00	20.00
4042 Pastor's Discretionary offering	0.00	1,200.00	1,200.00
4046 Grocery Rebates	12.00	12.00	0.00
Total Other Income	18,552.00	10,602.00	(7,950.00)
Total Income	270,702.00	278,602.00	7,900.00
Total Revenues	270,702.00	278,602.00	7,900.00
Expenses			
Benevolences			
5001 General Mission	12,000.00	13,392.00	1,392.00
5002 Theological Education Fund	500.00	500.00	0.00
5003 Pleasant Grove Food Pantry	2,600.00	2,700.00	100.00
5007 E. Dallas County Cluster-Gen Dues	100.00	100.00	0.00
5008 E. Dallas County Cluster-Guatemala Pastors	100.00	200.00	100.00
5009 E. Dallas County Cluster-Guatemala			
Nutrition	100.00	400.00	300.00
5011 Pastor's Discretionary Expense	450.00	1,920.00	1,470.00
5012 Presbyterian Children's Homes and Services	0.00	500.00	500.00
Total Benevolences	15,850.00	19,712.00	3,862.00
Administrative Expenses			
Payroll			
Salaries/Benefits			
Pastor			
5102 Salary	10,000.00	12,100.00	2,100.00
5103 Housing	25,000.00	25,000.00	0.00
5104 Deferred Compensation	0.00	0.00	0.00

Accounts	2024	Proposed	Budget \$ Change
	Budget	2025 Budget	
Total Pastor	35,000.00	37,100.00	2,100.00
Presbytery Required Pastor Benefits			
5106 Pension Plan	2,975.00	3,153.50	178.50
5107 Medical/LTD/TD Insurance	525.00	556.50	31.50
Total Presbytery Required Pastor Benefits	3,500.00	3,710.00	210.00
Pastor Reimbursements			
5108 Car Allowance	1,500.00	1,500.00	0.00
5109 Continued Education & Prof. Exp.	1,000.00	1,000.00	0.00
5110 Telephone Allowance	0.00	0.00	0.00
Total Pastor Reimbursements	2,500.00	2,500.00	0.00
Administrative Assistant			
5120 Salary	26,208.00	26,994.00	786.00
5121 Continued Education/Memberships	500.00	500.00	0.00
5123 Telephone Allowance	600.00	600.00	0.00
Total Administrative Assistant	27,308.00	28,094.00	786.00
Music Director			
5140 Salary	15,272.00	15,730.00	458.00
5141 Continued Education / Memberships	250.00	250.00	0.00
Total Music Director	15,522.00	15,980.00	458.00
Organist			
5150 Salary	14,125.00	14,549.00	424.00
5151 Continued Education / Memberships	250.00	250.00	0.00
Total Organist	14,375.00	14,799.00	424.00
Audio Visual Technician			
5153 Salary	0.00	9,600.00	9,600.00
5154 Continued Education / Memberships	0.00	250.00	250.00
Total Audio Visual Technician	0.00	9,850.00	9,850.00
5160 Custodian's Salary	14,882.00	15,328.00	446.00
5170 Nursery Attendant's Salary	1,080.00	1,700.00	620.00
5180 Activities Hostess / Host	2,700.00	2,500.00	(200.00)
Total Other Staff	18,662.00	19,528.00	866.00
Total Salaries/Benefits	116,867.00	131,561.00	14,694.00
Employment Taxes			
5192 Social Security Tax	4,604.55	5,356.86	752.31
5193 Medicare Tax	1,076.87	1,252.81	175.94
Total Employment Taxes	5,681.42	6,609.67	928.25
Total Payroll	122,548.42	138,170.67	15,622.25
Church Office			
5201 Postage	500.00	950.00	450.00
5202 Supplies	2,800.00	2,500.00	(300.00)
5203 Equipment Repair/Purchase	3,000.00	3,000.00	0.00
5204 Technology/Web Site	5,500.00	5,400.00	(100.00)

Accounts	Proposed		Budget \$ Change
	2024 Budget	2025 Budget	
5205 Telephone/Internet	4,500.00	4,600.00	100.00
5206 Memberships, dues, fees	1,200.00	1,200.00	0.00
Total Church Office	17,500.00	17,650.00	150.00
Committee Expenses			
Worship			
5401 Pulpit Supply	1,500.00	1,600.00	100.00
5402 Substitute Choir Director	1,200.00	1,200.00	0.00
5403 Substitute Organist	1,400.00	1,600.00	200.00
5404 Supplies & Cleaning	400.00	400.00	0.00
5405 Sanctuary Decorations	200.00	800.00	600.00
5406 Audio Visual Equipment	400.00	5,100.00	4,700.00
5407 Sound Technician	200.00	200.00	0.00
Music			
5301 Music and Licensing	1,100.00	1,500.00	400.00
5302 Choir Retreat/Choir Dinner	400.00	400.00	0.00
5303 Guest Musicians	1,100.00	2,000.00	900.00
5304 Supplies and Cleaning	300.00	400.00	100.00
5305 Instrument Repair/Tuning	800.00	800.00	0.00
5306 Choir Other	10,600.00	0.00	(10,600.00)
Total Music	14,300.00	5,100.00	(9,200.00)
Total Worship	19,600.00	16,000.00	(3,600.00)
Christian Education			
5421 Curriculum	1,000.00	1,000.00	0.00
5422 Educational Supplies	200.00	200.00	0.00
5423 Leadership Training	300.00	300.00	0.00
5425 Special Adult Education	100.00	1,500.00	1,400.00
5426 Children's Activities	300.00	400.00	100.00
5427 Nursery	30.00	500.00	470.00
5428 Children's Camp and Conferences	300.00	300.00	0.00
5429 Transportation	1,000.00	500.00	(500.00)
5430 Special Events	200.00	200.00	0.00
5431 Youth Retreats	250.00	1,000.00	750.00
5432 Youth Summer Camps/Conferences	1,000.00	800.00	(200.00)
5433 Youth Program	100.00	1,000.00	900.00
5434 Sponsor Expenses	1,000.00	200.00	(800.00)
5435 Scholarships	150.00	150.00	0.00
5436 Background Checks	400.00	300.00	(100.00)
Total Christian Education	6,330.00	8,350.00	2,020.00
Congregational Care			
5451 Care of Members	840.00	600.00	(240.00)
5452 Fellowship Supplies & Programs	1,050.00	1,500.00	450.00
5453 Activities/Scholarships	105.00	0.00	(105.00)

Accounts	2024	Proposed	Budget \$
	Budget	2025 Budget	Change
5454 Personal Devotions	840.00	600.00	(240.00)
Total Congregational Care	2,835.00	2,700.00	(135.00)
Outreach			
5461 Emergency Food Pantry	100.00	250.00	150.00
5462 Mission Programs	1,000.00	200.00	(800.00)
5463 Special Needs	100.00	100.00	0.00
5464 Neighborhood Breakfast	5,000.00	7,300.00	2,300.00
5465 Outreach Other	2,000.00	250.00	(1,750.00)
5466 Communications/Website	200.00	100.00	(100.00)
5467 Christmas Outreach	2,000.00	2,000.00	0.00
Total Outreach	10,400.00	10,200.00	(200.00)
Stewardship			
5471 Stewardship Other	400.00	600.00	200.00
5472 Electronic Giving	2,800.00	3,500.00	700.00
Total Stewardship	3,200.00	4,100.00	900.00
House & Property			
5481 Insurance	34,600.00	38,000.00	3,400.00
5485 Lawn Care/Grounds Maintenance	13,600.00	14,000.00	400.00
5486 Building Maintenance	18,000.00	16,000.00	(2,000.00)
5491 Pest Control	440.00	500.00	60.00
Utilities			0.00
5484 Alarm Service	800.00	825.00	25.00
5487 Water/Sewer	3,800.00	5,000.00	1,200.00
5488 Electric Service	12,000.00	13,500.00	1,500.00
5489 Gas Service	3,500.00	3,000.00	(500.00)
5490 Trash Collection	2,260.00	1,800.00	(460.00)
Total Utilities	22,360.00	24,125.00	1,765.00
Total House & Property	89,000.00	92,625.00	3,625.00
Total Committee Expenses	131,365.00	133,975.00	2,610.00
Total Administrative Expenses	271,413.42	289,795.67	18,382.25
Total Expenses	287,263.42	309,507.67	22,244.25
Net Total	(16,561.42)	(30,905.67)	(14,344.25)

Accounts	Actual 2024	Budget 2024	Annual Budget Over/Under 2024	Annual Budget % Used 2024
Fund: Church				
Revenues				
Income				
Offerings				
4001 Identifiable Pledges - Adults	290,133.49	252,000.00	38,133.49	115.13
Total Offerings	290,133.49	252,000.00	38,133.49	115.13
Committee Income				
4400 Worship Committee	151.80	0.00	151.80	0.00
4420 Christian Education	46.04	0.00	46.04	0.00
4460 Outreach Committee	0.00	150.00	-150.00	0.00
Total Committee Income	197.84	150.00	47.84	131.89
Other Income				
4020 Rental Receipts	9,280.00	14,640.00	-5,360.00	63.39
4024 Owen's Endowment Income	56.29	40.00	16.29	140.72
4029 Memorials	40,067.93	500.00	39,567.93	8,013.59
4037 Fellowship Breakfast	565.00	300.00	265.00	188.33
4038 Neighborhood Breakfast	1,638.60	3,000.00	-1,361.40	54.62
4039 Can Recycling	77.72	60.00	17.72	129.53
4040 Disaster Assistance	40.00	0.00	40.00	0.00
4042 Pastor's Discretionary	2,348.00	0.00	2,348.00	0.00
4044 Church Office	20.00	0.00	20.00	0.00
4046 Grocery Rebates	0.00	12.00	-12.00	0.00
Total Other Income	54,093.54	18,552.00	35,541.54	291.58
Total Income	344,424.87	270,702.00	73,722.87	127.23
Total Revenues	344,424.87	270,702.00	73,722.87	127.23
Expenses				
Benevolences				
5001 General Mission	12,000.00	12,000.00	0.00	100.00
5002 Theological Education Fund	500.00	500.00	0.00	100.00
5003 Pleasant Grove Food Pantry	2,600.00	2,600.00	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	100.00	100.00	0.00	100.00
5009 E. Dallas County Cluster-Guatemala				
Nutrition	100.00	100.00	0.00	100.00
5011 Pastor's Discretionary Expense	2,647.30	450.00	-2,197.30	588.29
Total Benevolences	18,047.30	15,850.00	-2,197.30	113.86
Administrative Expenses				
Payroll				
Salaries/Benefits				
Pastor				

Accounts	Actual 2024	Budget 2024	Annual Budget Over/Under 2024	Annual Budget % Used 2024
5102 Salary	10,874.96	10,000.00	-874.96	108.75
5103 Housing	24,999.96	25,000.00	0.04	100.00
Total Pastor	35,874.92	35,000.00	-874.92	102.50
Presbytery Required Pastor Benefits				
5106 Pension Plan	3,049.39	2,975.00	-74.39	102.50
5107 Medical/LTD/TD Insurance	538.22	525.00	-13.22	102.52
Total Presbytery Required Pastor Benefits	3,587.61	3,500.00	-87.61	102.50
Pastor Reimbursements				
5108 Car Allowance	294.80	1,500.00	1,205.20	19.65
5109 Continued Education & Prof. Exp.	507.56	1,000.00	492.44	50.76
Total Pastor Reimbursements	802.36	2,500.00	1,697.64	32.09
Administrative Assistant				
5120 Salary	26,208.00	26,208.00	0.00	100.00
5121 Continued Education/Memberships	1.61	500.00	498.39	0.32
5123 Telephone Allowance	600.00	600.00	0.00	100.00
Total Administrative Assistant	26,809.61	27,308.00	498.39	98.17
Music Director				
5140 Salary	15,272.04	15,272.00	-0.04	100.00
5141 Continued Education / Memberships	70.00	250.00	180.00	28.00
Total Music Director	15,342.04	15,522.00	179.96	98.84
Organist				
5150 Salary	14,124.96	14,125.00	0.04	100.00
5151 Continued Education / Memberships	0.00	250.00	250.00	0.00
Total Organist	14,124.96	14,375.00	250.04	98.26
Audio Visual Technician				
5153 Salary	1,600.00	0.00	-1,600.00	0.00
Total Audio Visual Technician	1,600.00	0.00	-1,600.00	0.00
Total Salaries/Benefits	98,141.50	98,205.00	63.50	99.94
Other Staff				
5160 Custodian's Salary	14,882.04	14,882.00	-0.04	100.00
5170 Nursery Attendant's Salary	1,640.00	1,080.00	-560.00	151.85
5180 Activities Hostess / Host	2,460.00	2,700.00	240.00	91.11
Total Other Staff	18,982.04	18,662.00	-320.04	101.71
Employment Taxes				
5192 Social Security Tax	4,731.12	4,604.55	-126.57	102.75
5193 Medicare Tax	1,106.46	1,076.87	-29.59	102.75
Total Employment Taxes	5,837.58	5,681.42	-156.16	102.75
Total Payroll	122,961.12	122,548.42	-412.70	100.34
Church Office				
5201 Postage	772.54	500.00	-272.54	154.51
5202 Supplies	1,837.23	2,800.00	962.77	65.62

Accounts	Actual 2024	Budget 2024	Annual Budget Over/Under 2024	Annual Budget % Used 2024
5203 Equipment Repair/Purchase	2,870.68	3,000.00	129.32	95.69
5204 Technology/Web Site	4,981.39	5,500.00	518.61	90.57
5205 Telephone/Internet	4,575.79	4,500.00	-75.79	101.68
5206 Memberships, dues, fees	1,273.85	1,200.00	-73.85	106.15
Total Church Office	16,311.48	17,500.00	1,188.52	93.21
Committee Expenses				
Worship				
5401 Pulpit Supply	1,000.00	1,500.00	500.00	66.67
5402 Substitute Choir Director	300.00	1,200.00	900.00	25.00
5403 Substitute Organist	1,500.00	1,400.00	-100.00	107.14
5404 Supplies & Cleaning	811.39	400.00	-411.39	202.85
5405 Sanctuary Decorations	1,035.99	200.00	-835.99	518.00
5406 Audio Visual Equipment	1,572.00	400.00	-1,172.00	393.00
5407 Sound Technician	0.00	200.00	200.00	0.00
Music				
5301 Music and Licensing	1,140.25	1,100.00	-40.25	103.66
5302 Choir Retreat/Choir Dinner	44.39	400.00	355.61	11.10
5303 Guest Musicians	1,235.00	1,100.00	-135.00	112.27
5304 Supplies and Cleaning	35.62	300.00	264.38	11.87
5305 Instrument Repair/Tuning	0.00	800.00	800.00	0.00
5306 Choir Other	0.00	10,600.00	10,600.00	0.00
Total Music	2,455.26	14,300.00	11,844.74	17.17
Total Worship	8,674.64	19,600.00	10,925.36	44.26
Christian Education				
5421 Curriculum	674.35	1,000.00	325.65	67.44
5422 Educational Supplies	111.94	200.00	88.06	55.97
5423 Leadership Training	366.66	300.00	-66.66	122.22
5425 Special Adult Education	1,488.99	100.00	-1,388.99	1,488.99
5426 Children's Activities	291.91	300.00	8.09	97.30
5427 Nursery	0.00	30.00	30.00	0.00
5428 Children's Camp and Conferences	0.00	300.00	300.00	0.00
5429 Transportation	0.00	1,000.00	1,000.00	0.00
5430 Special Events	598.39	200.00	-398.39	299.20
5431 Youth Retreats	0.00	250.00	250.00	0.00
5432 Youth Summer Camps/Conferences	0.00	1,000.00	1,000.00	0.00
5433 Youth Program	0.00	100.00	100.00	0.00
5434 Sponsor Expenses	0.00	1,000.00	1,000.00	0.00
5435 Scholarships	0.00	150.00	150.00	0.00
5436 Background Checks	183.20	400.00	216.80	45.80
Total Christian Education	3,715.44	6,330.00	2,614.56	58.70
Congregational Care				

Accounts	Actual 2024	Budget 2024	Annual Budget Over/Under 2024	Annual Budget % Used 2024
5451 Care of Members	171.51	840.00	668.49	20.42
5452 Fellowship Supplies & Programs	1,088.39	1,050.00	-38.39	103.66
5453 Activities/Scholarships	316.00	105.00	-211.00	300.95
5454 Personal Devotions	256.66	840.00	583.34	30.55
Total Congregational Care	1,832.56	2,835.00	1,002.44	64.64
Outreach				
5461 Emergency Food Pantry	276.49	100.00	-176.49	276.49
5462 Mission Programs	119.53	1,000.00	880.47	11.95
5463 Special Needs	0.00	100.00	100.00	0.00
5464 Neighborhood Breakfast	10,619.39	5,000.00	-5,619.39	212.39
5465 Outreach Other	863.43	2,000.00	1,136.57	43.17
5466 Communications/Website	0.00	200.00	200.00	0.00
5467 Christmas Outreach	0.00	2,000.00	2,000.00	0.00
Total Outreach	11,878.84	10,400.00	-1,478.84	114.22
Stewardship				
5471 Stewardship Other	383.38	400.00	16.62	95.84
5472 Electronic Giving	3,223.12	2,800.00	-423.12	115.11
Total Stewardship	3,606.50	3,200.00	-406.50	112.70
House & Property				
5481 Insurance	36,325.00	34,600.00	-1,725.00	104.99
5485 Lawn Care/Grounds Maintenance	16,545.17	13,600.00	-2,945.17	121.66
5486 Building Maintenance	7,799.05	18,000.00	10,200.95	43.33
5491 Pest Control	480.00	440.00	-40.00	109.09
Utilities				
5484 Alarm Service	742.22	800.00	57.78	92.78
5487 Water/Sewer	6,736.57	3,800.00	-2,936.57	177.28
5488 Electric Service	13,389.16	12,000.00	-1,389.16	111.58
5489 Gas Service	2,697.57	3,500.00	802.43	77.07
5490 Trash Collection	1,804.47	2,260.00	455.53	79.84
Total Utilities	25,369.99	22,360.00	-3,009.99	113.46
Total House & Property	86,519.21	89,000.00	2,480.79	97.21
Total Committee Expenses	116,227.19	131,365.00	15,137.81	88.48
Total Administrative Expenses	255,499.79	271,413.42	15,913.63	94.14
Total Expenses	273,547.09	287,263.42	13,716.33	95.23
Net Total	70,877.78	-16,561.42	87,439.20	-427.97

Eastminster Presbyterian Church
Statement of Financial Position by fund

As of: Dec 31st 2024 | Includes Open Transactions

Fund: Church

Assets

Current Assets	
1002 PNC Main	86,736.40
1011 PNC Tax Account	500.00
1016 TPF Money Market	20,000.00
Total Current Assets	107,236.40
Fixed Assets	
1201 Building & Improvements	980,265.05
1220 ADA Improvements 2019-20	26,952.87
Total Fixed Assets	1,007,217.92
Other Assets	
1031 TPF Investment Account	255,428.99
1040 TPF Owen's Endowment	15,050.87
Total Other Assets	270,479.86
Total Assets	\$ 1,384,934.18

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	146,276.13
3201 Increase (Decrease) in Net Assets - Unrestricted	70,821.49
3604 TPF Unrealized Gain/Loss-EPC	97,267.54
Without Donor Restrictions	
Pre 2019 Individual Memorials	
3654 Savilla Howard	3,792.06
Total Pre 2019 Individual Memorials	3,792.06
Designated by Session	
3610 Capital Maintenance	8,785.21
3704 Disaster Assistance	2,723.92
3707 School Supplies	548.49
3710 Guest Musicians & Special Music	1,081.32
3711 Neighborhood Breakfast Program	1,847.44
3713 EPC Pantry	576.30
3714 Youth Fund Raising	3,164.94
3716 Kitchen Equipment	37.92
3717 Pastor's Robe	105.96
3718 Christmas Outreach	4,139.72
3725 Christmas Offering	450.50
Total Designated by Session	23,461.72
Other	
3613 Building & Improvements	980,265.05
3709 Garage Sale	5,053.61
Total Other	985,318.66
Total Without Donor Restrictions	1,012,572.44

With Donor Restrictions	
3205 General - Restricted	197.11
3210 Increase(Decrease) in Net Assets - Restricted	56.29
3603 TPF Unrealized Gain/Loss-Owens	7,076.33
3615 Owen's Memorial Endowment	7,721.14
3662 Jerry Brumbaugh	15,024.21
Total With Donor Restrictions	30,075.08
Total Net Assets	1,357,012.68
Total Liabilities & Net Assets	\$ 1,384,934.18

Fund: Eastern Dallas Cluster of Churches

Assets

Other Assets	
1030 TX Presby Fund E. Dallas Clstr	107,000.78
Total Other Assets	107,000.78

Total Assets

\$ 107,000.78

Liabilities & Net Assets

Liabilities	
Total Liabilities	0.00

Net Assets	
3612 East Dallas Cluster Account	107,000.78
Total Net Assets	107,000.78

Total Liabilities & Net Assets

\$ 107,000.78

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 four (4) 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.