



# **second** presbyterian church

## **Ministry and Mission Reports for the Year 2020 and Financial Report for 2020**

528 Garland Drive • Carlisle, Pa 17013 717-243-4571 • [GrowWithSecond.org](http://GrowWithSecond.org)

# Second Presbyterian Strategic Guides

June 2020 - June 2023

## • Vision

With God's love and grace,  
Welcoming all  
Growing relationships  
Serving joyfully  
Being a Second Family

## • Mission

Making disciples who make a difference

## • Strategic Goals

With patient endurance, love, and faithfulness, imagine, discover, and evaluate and reshape all ministries to reach the most people most effectively for the church of tomorrow

Put systems in place that enable us to have all the resources to thrive

Led by Jesus' teachings, love and serve our community through personal involvement and leadership by taking deliberate action to address and advance safety, diversity, and inclusion for all people

## • Values and Principles

Guided by the law of love<sup>1</sup>

Guided by the Spirit<sup>2</sup>

Committed to the Greater Carlisle community to which God has called us to minister

Committed to be part of the Presbyterian Church (U.S.A.)

Rooted in the sovereignty of God, the incarnation of God in Jesus, the necessity of grace through faith

<sup>1</sup>Luke 10:27, "You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind; and your neighbor as yourself." (NRSV)

<sup>2</sup>Galatians 5: 22-23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control." (NRSV)

# **REPORT OF THE PASTOR**

## **Rev. Dr. Jeff Gibelius**

2020 will forever be known as the year of pandemic, protests, and politics. In some years congregations are largely immune to current events, but this year no congregation was spared. And our Second Family sought to respond as faithfully as possible to these challenges, not just for ourselves, for the sake of the community we love and serve.

Responding to these challenges required enormous agility and flexibility. Indeed, when the building was closed due to COVID after our March 15 worship service we immediately re-thought every aspect of our ministries. Weekly worship was condensed to a single service and shifted on-line, then to the parking lot for Drive-in worship, then back online with small pods participating remotely on-site or at home through Facebook, YouTube, Zoom and GrowWithSecond.org. Our fabulous Tech Team, led by Steve Kownacki, Conrad Smith, and Deb Brandberg, supported by Drew Geesaman and Keagan Hesse, made this possible. Our caregiving ministries – Deacons, pastors, and Care Team – began meeting by Zoom and caring by phone, card, Zoom, and socially distant door-stop visits when allowed; it was very frustrating not to be able to visit people in hospitals or nursing homes due to COVID dangers. Our communication strategy shifted, too. We moved from paper-based bulletins and newsletters to digital missives and thrice weekly e-mails to keep the congregation informed and spiritually fed (especially through our Wednesday devotionals, prepared by Nancy Wilkes, Pat Butler, and Destinee Friskey). The Adult Ministry Committee offered at least a dozen Zoom classes involving hundreds of participants as well as Zoom Bingo during Lent and a virtual Easter egg hunt. Every area of church life was forced to adapt, sometimes weekly, to changing conditions.

It's a testimony to the strength of our congregation's lay leaders that during this time of challenge and constant change we were able to complete a strategic planning process and adopt a page of Strategic Guides to direct our decision-making and priorities for the next few years. Those guides are included at the beginning of this "Annual Report for 2020." The Strategic Guides can serve us much like the star guided the magi to the manger. We pray that following them in 2021 and beyond will lead us to where God wants us to go as a congregation, that is, to our own Promised Land. Every committee, task force, team, small group, and board met by Zoom regularly this year and we learned both the strengths and weaknesses of this medium that most of us hadn't even heard of before March 2020.

One of the Strategic Goals we adopted this year was for Second Church to become personally and actively involved in community leadership and service. I have embraced that new directive and sought to increase our congregation's impact on Carlisle in whatever way possible. Here are a few of the 2020 initiatives that we have been part of through my community leadership as your pastor:

- Hosted our third Community Thanksgiving Service, which received over 1000 online views.
- One of the founding members of the Carlisle Community Action Network (CCAN). Through my involvement we
  - gave away 4000 masks in November
  - supplied 30 Kindle tablets so that elderly under-resourced people could connect digitally
  - chaired the Summer Care for Children Task Force (which led to us hosting dozens of SPY kids for six months)
  - developed an anti-racism training program for local leaders.

- Helped convene a monthly meeting of Black Leaders in Carlisle to discuss ways to respond to COVID and the aftermath of the killing of George Floyd in Minneapolis over the summer. Our contributions to that group included:
  - Starting “Adopt a Cop” -- our officer is Mik Primus. This is an inter-racial initiative designed to build mutual empathy and understanding between 5 local congregations and Carlisle cops.
  - Distributing 30,000 pounds of free food in December to people in need.
  - Creating 200 lawn signs reading, “We Need Each Other to Survive” with a picture of white and black hands embracing.

We can safely say that 2020 was a year when Second Church moved from passionately serving Carlisle to taking an active part in shaping the community that we are today.

There were other areas of innovation and good news as well in 2020. Take a look at this entire report and you’ll read how everyone adapted.

- The entire staff shifted to a remote work model, which has its strengths and weaknesses.
- The CYF Committee, with Pastor Donna Christopher’s leadership, started JAM for kids in September.
- The Nominating Committee suggested changes to our bylaws that now allow for consecutive terms for Elders and more adaptations are ahead.
- We installed two new basketball hoops in the parking lot through the generosity of some anonymous donors who love kids.
- We received \$26,000 in special grants which we were able to use to fund COVID-related technology purchases, a new initiative from Maranatha, and the Community Thanksgiving Service.
- As part of the Presbytery’s Coordinating Council I developed a Zoom-based on-line worship experience for Advent with over 100 pastors and leaders participating.
- Despite horrid economic news and massive layoffs, due to the faithful generosity of our Second Family we finished the year with a financial surplus and find ourselves in a strong position to begin 2021.

- **2020 Sermon Series**
- The Good, the Bad, and the Ugly
- What Jesus Wants
- What People Get Wrong About Jesus
- How to Survive a Year from...
- YBNRML (Why Be Normal?)
- Stay Strong, Second!
- O Holy Night

I could not have imagined a year like 2020 in my wildest dreams or worst nightmares. So far over 360,000 American have died from COVID-related causes, including some members of our own Second Family. Experts predict 100,000 more could die before the vaccine is spread widely enough to make a difference in the spread. As I write this report, President Trump is facing impeachment for the second time this year (he was acquitted last February) . It is only a few days after armed protestors turned

violent and breached Capitol security. And the inauguration of a new president is slated for just a few days. What will 2021 hold? In one sense, I have no idea.

But here are few predictions:

- We will see the end of the COVID challenge and Second Church will emerge healthy because we adapted and focused on our God-given Strategic Guides and not the negative news cycles.
- The Children, Youth, and Family Committee will find creative ways to move forward in the wake of Pastor Donna's decision to leave.
- We will find new ways to use our building and grounds as tools for ministry for the whole community and not simply as a place for staff offices, meetings, and worship. 2020 witnessed our parking lot so full of cars for the Project SHARE Food Truck event that we had to have hundreds of cars park on the lawn. Imagine that kind of creative use of our building by dozens of partner ministries.
- Parishioners will finally return to the Sanctuary and online worship will continue in some robust form to serve the people who can't worship safely or easily in person.
- You'll hear more about the Strategic Guides as the Session and other leaders implement them in daily decision-making.

And here is one thing I've CERTAIN of: God will be with us.

Privileged to be your pastor,

Rev. Dr. Jeffrey W. Gibelius

## **REPORT OF THE ASSOCIATE PASTOR**

### **Rev. Donna Christopher**

One of the most unexpected pieces to come out of the global pandemic was that I would end up leaving you after about two years of service. Many years ago, I sat down at my desk for the first time as a pastor and instead of excitement I felt panic. *I only get three years of training and I'm supposed to know how to be a PASTOR?* I remember that day vividly because I had to do something to calm down and press forward in ministry. So I asked myself a simple question- a question that I have asked myself repeatedly in 2020. "Why did I become a pastor?" If you asked a hundred pastors that question, you'd likely get a hundred different answers. As I move on to whatever God has next for me, I wanted to share my answer, which hasn't changed since that day. Why did I become a pastor? Because He's real and I want to be part of what's real. This sentence has been with me from the beginning of my ministry.

When I was nineteen I had an encounter with the love of Christ that completely turned my world upside down. Since, then, I have developed a burning passion within me to do whatever it takes to live love so well, that others might be convinced that the love of Christ is real and worth worshipping. That zeal feels like a fire within my heart that can't be quenched, only satisfied temporarily with wins in ministry.

Of course, I came to Second with that same passion burning within me, and I set to work on applying it to the smallest ones among us. If I want a child to grow up through our program and at the end, to love God with all their heart, to put action to their love of God, and to find regular Christian community, what would we have to do? What actions, relationships, and programs would lead to such outcomes? So the CYF committee and I set to work to that end.

This was a mighty undertaking. Typically, a children's ministry director would come in new, maintain what had been happening, and then slowly introduce new ideas. I was upended the cart from the beginning. When you start asking questions like "is this program effective?" then we have to face the hard truth of what it means to be effective in ministry. Members of the CYF committee did a lot of mental work to consider new ways of doing things. I consider this to be one of my greatest successes at Second- slowly leading some folks to accept that the status quo- the way we've always done things wasn't producing the results we hoped for- we only needed to look at the church demographics to realize that. And to their credit, and minor apprehension, the committee began to realize some form of radical change needed to take place if we ever wanted young people to be excited to be in the church again.

The committee and I felt as though we had developed a good strategy for ministry, and as children and families experienced it, they would see its value as well. As we all know now, the best laid plans can quickly be derailed. All of our planning had revolved around being together in person, in the building. In the summer, we realized that nothing was going back to normal as quickly as we all wanted it to, so we made a hard pivot to modify our approach to an online experience. Talk about taking the wind out of our sails! But the committee, and so many volunteers came through and now each Sunday at 9a.m. we get to share the love of God with our elementary aged children in highly practical, engaging ways.

We have heard stories from the families of participants- ranging from understanding at such a young age the meaning of integrity, to even our adult volunteers reciting some of our bottom lines when their own work life becomes stressful. A lot of my work over these last two years was very hands-on. We were reaching a point with the launch of JAM where I would be free to turn my attention to other responsibilities.

With our youth, I worked hard to develop a program we call IMPACT. It is an opportunity for youth to participate in service projects in the community each month. This fall was our first opportunity to get it off the ground and the global circumstances have made these opportunities challenging or impossible.

I believe one of the greatest values I brought to the church was to encourage everyone to emphasize the needs of the next generation and to leverage our resources to that end. When you consider the future, and what might be best next for Second, I would encourage a deep dive into answering this question: What will it take to reach our children? Jesus' unconditional love is real, and I encourage you to do whatever it takes to share that truth with the next generation.

Pastor Donna

## **REPORT OF THE CLERK OF SESSION**

Our membership figures as of December 31, 2020 are as follows:

Membership 1-1-2019	563
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### Gains in 2020

Profession of Faith	2
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Restored	0
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Certificate of Transfer	0
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Total Gains 2020	2
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### Losses in 2020

Certificate of Transfer	0
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Deaths	9
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Removals	8
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Total Losses in 2020	17
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Total Membership 12-31-20	548
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Baptisms	5
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Our Members who died in 2020 are:

Dolly Koehler	2-28-2020
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Betty Caldwell	3-17-2020
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Sandra Diehl	7-18-2020
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Chris Ritter	7-19-2020
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Neil Stewart	11-24-2020
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Bob Thompson	12-4-2020
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David Ditenhafer	12-7-2020
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Lee Goodhart	12-12-2020
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Crea Arnold	12-31-2020
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## **REPORT OF THE OFFICE MANAGER**

### **Destinee Friskey**

Though 2020 brought many changes for Second and the world, I may have seen the least amount of change in job responsibilities of most staff. The biggest change that I have experienced is that I am not often in the office or answering the phone at the church, or seeing many members of our second family in person. I can still be reached through my church voicemail (they come right into my email so I can get back to you as soon as possible) or email at all hours of the day or night. The largest shifts that I have made is that I now do most of my work in the evenings starting at about 8 PM when both of our daughters are asleep and through the day work off and on through my phone or tablet.

Most of my focus has been on the following things:

- executing 3 weekly emails to keep all of our second family linked in to all that is happening at second despite the pandemic

- keeping the church website as up to date as possible (events, zoom opportunities, worship information, sermons—posted the same day as worship by noon)
- creating mini newsletters for members who do not have email and continuing the Second Chronicles schedule, as well as other post cards and important mailings
- creating and maintaining schedules, cloud drives, many of our online platforms, licenses, purchasing office supplies and equipment, etc. to keep us connecting with our second family
- continuing to produce a weekly bulletin, slides, logos, maintaining the church database
- and of course there are always various other little or big projects sprinkled throughout my weeks
- Deb Brandberg has continued to be a direct link and contact with the church to coordinate time in the office and check that things remain running smoothly in the office between my visits
- Vicki and I continue to work closely together on the database, mailchimps, website needs, troubleshooting, promotions of events, etc.

## **REPORT OF THE COORDINATOR OF ADULT MINISTRY**

### **Vicki Lantz**

#### **Adult Ministry**

In February of 2020, the personnel committee along with Pastor Jeff had finalized my most recent job description and literally just prior to the lockdown we had reached an agreement. And in the span of a few days, my job description would change once again. With regard to Adult Ministry, during our time away from the physical campus, my responsibility for Adult Ministry really did not change. Five Adult Ministry Zoom events were held on a weekly basis from the end of March through the beginning of July. This was assembled within 2 ½ weeks following lockdown. We are very fortunate at Second Church to have leaders willing to step in. From March through the end of the year I continued to solicit leaders to provide online Education/Bible Study and Prayer groups.

We continued to offer adult education over the summer and provided additional classes in the fall, just like any other year in Adult Education at Second. Once leaders were finalized, my role was to advertise these events on Facebook, in the slideshow on Sunday mornings, emails and to make sure Destinee Friskey updated the website with the appropriate links. I monitored and compiled attendance figures, provided material support to the leaders and the class attendees, all the things I normally did, the only change is that everything was online.

In early fall Pastor Jeff and Pat Butler completed training for our Second Circles (our former small groups ministry). I have been working with three of the trainees from our Second Circles Leadership Training group to follow up on their Second Circle and provide materials to begin this journey.

In December I set up the Advent Devotional. And just as any other year, it was emailed to a specific group, print copies were available in the “red bin”, it was available on the website and on our Facebook page.

#### **Fellowship Events**

In March and April, Pastor Jeff and I hosted Zoom BINGO on Saturday evenings. Almost 20 members of the congregation participated on a regular basis.



September Food Truck Fellowship event – Deb Brandberg and I organized this event. I advertised and handled orders for over 40 attendees, while Deb contacted the Food Truck Vendors and handled the logistics on campus.

October BBQ Picnic Meal – again, Deb Brandberg and I organized the meal. I advertised the event and monitored the ordering process for almost 100 orders for Brisket, Pulled Pork and BBQ Chicken and was responsible for on-site logistics the evening of the event.

December Carols and Hot Chocolate was organized by Deb Brandberg, Conrad Smith and myself. It was held in the church parking lot for about 20 of our members.

### **Worship Support (part of my new job description)**

I set up attendance forms in Church Community Builder (CCB), our church database for both Online Worship and Drive-In Worship and eventually In-Person Worship. Members of the congregation were recruited to help with the attendance process during Drive-In and In-Person Worship.

I created an online Connection Card for our congregation (our Covid version of a pew pad). Members had an opportunity on the forms to provide feedback, concerns, prayers, etc. I monitor, download and forward this information to the appropriate staff, Care Team, Tech Crew and Pastors, and Ingrid King who maintains our overall Worship attendance in CCB.

I created forms in CCB for Worship Reservation Requests for our In Person Worship beginning in October. This online reservation system is used to track who attends Worship and is especially critical for tracking during the Pandemic.

In October we began using Zoom as part of the Worship experience which I organized and have recruited volunteers to help host. Pat Butler, Lee Rueger and Win Cleland were very helpful in making this happen.

### **Serve Team**

Working with the Serve Team (Kathy Beck, chair; Jerry Ogline, Susan Wimer, Victor Traini, Deborah Sweeney and Sharon Tate) and Deb Brandberg, Al Speers and Jack Larson (Bins placed under the portico of the church and monitored) I coordinated the following efforts:

Collection for Community CARES on two different occasions for extended period of time and coordinated the delivery of these items.

Collected cookies and snacks for our Cookies for Caregivers Campaign, twice. I coordinated the schedules of several different members of the congregation as they delivered the treats to our Caregivers.

Completed the Serve Team commitment to the Adopt A Room project (began in January 2019) at Domestic Violence Services Shelter. I coordinated moving of furniture into and out of the shelter, and the volunteers to help with cleaning, prepping and painting rooms. As of August 2nd, the final decorating of the rooms was turned over to Julie Estes and her design team. A total of 8 rooms were completed by Second Presbyterian members, representing over 150 hours of volunteer time.

All of our Partners were contacted several times while in lockdown and throughout the year. Some of our collections were a direct result of this interaction and the Team continued to meet with and determine the feasibility of several new partnerships.

The Serve Team met many times over the last 10 months and I have been in constant contact with Kathy Beck (chair) and Jerry Ogline (financial) as we tracked donations and managed the distribution of those funds. The members of the Serve Team have been very instrumental in all of the Serve projects from moving furniture for the renovations at Domestic Violence to making masks, organizing cookies/treats to meeting with Community Leaders as we determined the best use of funds.

### **Connect Team**

The Connect Team: Julie Rhen, chair; Dee Fenton, Jacky Ferguson, Susan McCrea, Robbin Strobel and Joy Burkholder continued to monitor attendance of members based upon visual sightings in classes on Zoom, Sunday morning Worship via Facebook and the Member Connect Cards. Each month I assigned a number of people for check-ins based upon our attendance tracking.

Monitoring the Member Connection Card and Guest Connection Card. Letters/Emails were sent to any guests giving us a contact email or address. Members of the Connect Team provided follow up phone calls, emails or texts.

### **Church Community Builder (CCB) – our Church database system (part of my new job description)**

A main focus within the first few weeks of lockdown in March was getting the database as accurate as possible. This was completed with the help of the Deacons, Moderator Sandra Goodling, and Pat Butler (database management) as they made calls and check-ins just before lockdown and was a God moment as we knew we really had an accurate and up to date database which was vital for staff and the Deacons.

Calendar events – the calendar must be accurate and the events identified correctly in order to use the attendance feature at these events –. No longer could I walk down the hall and check with another staff member about an event or date on the calendar. With hosting all of our events on Zoom and only having two zoom accounts, the accuracy of the calendar was critical. Pat, Deb and I worked to update the calendar and determine the best way to identify our Calendar events.

Coordinated attendance for all zoom events and Worship services and special events held as part of Second Church. Many were part of the Adult Ministry Committee, but I also monitor Zoom events outside Adult Ministry.

Secured from all persons currently having access to CCB a Confidentiality Agreement outlining their use of CCB.

### **Deacons**

Sandra Goodling has been an amazing Deacon Moderator during the pandemic. I met with her via phone constantly, especially during the initial 2-3 months of lockdown.

Early in the pandemic, the Deacons contacted every person in their zone. I provided support in the way of materials (stamps, envelopes, cards, letters) and as I became aware of situations with individuals in their zone alerted them or Moderator Goodling to changes, needs, etc.

### **Congregational Care (greater emphasis in my new job description)**

Continued to make phone calls to members of the congregation, checking in on their well-being, needs during COVID-19, etc. To date I have made over 100 unique phone calls and/or texts. Unfortunately, our Stephen Ministry program has taken a back seat to Covid-19. So much of what our Stephen Ministers do

and the success of the program is that one on one contact, but without the ability to meet in person this program has not flourished. Adult Ministry Committee and leadership will be re-evaluating this program upon our return to the building.

### **Pastoral Support (part of new job description)**

Provided support to Pastor Jeff for several of our events such as BINGO in January, Coffee Hour, sales of the mugs (square payment system), Lent materials and handouts for our Wednesday evening series, managed some of Jeff's Outreach activities as they related to the Serve Team and acted as liaison and worked closely with Pastor Jeff and Pat Butler as we moved forward with Adult Ministry.

### **Additional Duties during Covid-19**

\*In the descriptions above some things were outside of my job description (as all of staff had to do) but were needed to complete other tasks within my job description. Below are a few things that fell into my area of responsibility but really had nothing to do specifically with Adult Ministry and my role as Coordinator.

**Zoom:** A major portion of my time (80% for first four weeks) during lockdown was spent learning how to use zoom, setting up events in zoom and teaching members of our congregation, staff and teachers how to log in and use zoom. This continues to be a focus as all Adult Education events are held on Zoom. I also monitor the Zoom schedule in excel and set up and host many of our zoom meetings/events.

- Zoom has been made available to other congregations and we've reached out to teachers from other congregations to lead a class or event at Second. My role was to make sure they understood how to use zoom, provide the links, distribute any handouts, etc.
- I continue to train others in using Zoom.
- Monitor Sunday morning Facebook feed and Worship Zoom and respond as needed to questions from members.
- Monitor the Congregational meetings and handle the voting piece within the Zoom platform at these meetings.
- Destinee and I monitor the analytics of Facebook, Vimeo, You Tube, Drive-In and In-person Worship.

**Strategic Planning** – began in May with the education of Staff. I worked very closely with Skip Brown and Pat Butler from July through November, meeting at least twice a week to develop a workshop and power point presentation that will be used to train Committees and Teams as they complete their own Action Plans as part of the whole Strategic Plan process.

**Christmas Candle Project** – organized the procuring, stuffing envelopes and bags for distribution of candles for Christmas Eve Worship to over 300 households.

**Worship Review Team and Worship Tech planning** – participated in these discussions as we moved toward In-person Worship. I set up a Worship Survey in MailChimp (our bulk email platform), distributed it and summarized the results for use by this Team.

# **REPORT OF THE DIRECTOR OF MUSIC MINISTRY**

## **Conrad Smith**

It is tempting to believe that all music at Second has simply stopped since the beginning of the pandemic. It is certainly challenging to sing in a world where mouths have to be covered and social distance kept. Music is defined by its ability to bring us together in mutual vulnerability as we offer our gifts of music to God.

It is true, much of our traditional music program came to a grinding halt once the pandemic began. Yet music did not stop. Neither did our community suddenly become disconnected. It transformed. Some of you may remember caroling in the parking lot just a few short weeks ago. It has been a while since we did something like that but what a blast it was!

This past year we tried a myriad of new things to both keep our musical offering to God alive as well as provide comfort and stability to the community. We hosted drive in open mic nights paying a feature group to close out the night. This gathered many listeners in their cars and online, and offered some income to musicians who were struggling after losing gigs and students. We also created a feature TV program for kids to view at home through our website introducing them to instruments such as Tabla, Dulcimer, Guitar and even an in depth look at the organ!

Many have stepped in to provide excellence and inclusion in our musical program. Great thanks are owed to Steve Kownacki for introducing us to such a vast array of technology we can use to spread the message of Christ. I have been apprenticing under Steve to learn all of this technology. Many of you saw the fruits of that labor as we included every child who could get themselves in front of any camera anywhere for our Christmas Nativity.

Thanks are also owed to Mark Romig and Jack Larson. As technology took up more and more of my time, they eagerly stepping in to help cover musical responsibilities. They continue to serve as my need for social distance increases during my wife's pregnancy.

There is no telling what exactly 2021 holds for music or our community at Second. But, if we cling to the gifts of Christ, there is no limit to what He can do through us as we vulnerably submit ourselves to each other in song and praise no matter where we are.

# **REPORT OF THE PROPERTY MANAGER**

## **Debra Brandberg**

2020 started out as a normal year for me. It was going to be a year full of new ideas in the life of our church. By March, things changed and made us all think in many different ways for our way to work, pray, how we will go to church and most importantly how to stay in touch with our families and friends. As one of your church leaders, I hoped that I will write in this report some of the ways that I had helped to think outside the box with our staff and members of the congregation. Most important I want you all to know that all of you helped me stay on task with your willingness to step up when the call went out for help.

March was the first month where we were first introduced to a new beginning. Working from home was a new experience for many of us and took time to get used to not coming into the church. We learned how to function remotely and to reschedule our meetings on Zoom. We were in the middle of

Lent and we, the staff, tech team, valets, session, facility team and other volunteers all worked together to bring our inside Services to the Parking lot. We were Online and knew that we could bring our service to many more who could come to the parking lot as a Drive in Worship. This took a lot of work and quick action in many areas. Who knew that we would be hosting the Drive in Worship for 1 week and then shut down by the Pandemic until June!

This would not keep us from bringing you the online service. We continued each week from the homes of the Pastors and the Music Director would come into the Church to make recordings. It was great to have the tech team that we have to continue to work on new adventures on improving our online services. This only gave us more insight to be prepared as we move into our next months of Drive in Worship starting in June that went through October. We could not have done this without the support of the many volunteers each week to help the staff to get all the behind the worship ready. To make this happen it took lots of time on my work end to organize and put things in action along with the staff members. We had to prepare the parking lot each Sunday for safety, arrange for tech team, ushers, greeters, and set-up and tear down volunteers. Our Ushers and greeters volunteers to thank for this would be: Bill Turner, Jody and Mary Jane Russelburg, Jerry and Barb Oglie, Mike and Cindy Varner, Greg Miller, Sebastian Stoll, Paul Ferenz, Charlie Bailey, Denny Wimer, Robbin Strobel, Julie Rhen, Denny and Joyce Moser, Nancy Sariano, and Sandra Goodling.

We were blessed with technology equipment from Steve Kownacki from the very beginning of our livestreaming. At the start of our online services, Steve helped us with our equipment and spruced it up with his as we moved forward. This is how we kept bringing good services to you each week. As the time drew closer to move inside, we know that we should invest in our own equipment and not keep relying on Steve's good heart. Thanks to a Grant from G. B. Stuart and support from the tech team volunteers, staff and Session, we were able to build what we have today. I will attest to this that it took months to be where we are today. I was involved with several people to figure out what we want and need. We are still working things through on some issues as technology is always changing. It could not have been done without people like Steve Kownacki, Conrad Smith, Drew Geesaman, Keagan Hess, Adriane Bailey, Josh Kersetter, Kurt Tadrach, Pastor Jeff and the Session.

As the Pandemic was moving at a high rate, it was felt that we should have a Reopening Building Task Force Team formed. We worked on the protocol for cleaning the building, COVID management of the building and the scheduling of meetings. As this process went into play, a staff person was required to be onsite for meetings/SPY (Sumer Programing for Youth). It feel upon the Property Manager and the Custodian to be here at their available times.

As the summer came to fall it was time to think about moving inside for our outside services. The thought of opening Pods, for up to 25 people in areas of the Church was discussed with the Reopening Building Task Force. We followed all the Protocols and started on October 25 with opening the Rotunda as our first Pod. We had a few people including the hostess to check each person. The following weeks led to increase and we were even able to host a baptism and an Officer's Installation. For these we opened a second Pod and followed all Protocols. The Sanctuary was for the staff/tech who were online. We were doing fine until the Governor decided it was best to close indoor gatherings after the Thanksgiving holidays. We were asked by the Reopening Task Force to close our Pods until the end of January 2021. We did not have any cases and we wanted to continue to show a good example to our community. We are hopeful to resume our Pods when we are given the go ahead. We have to thank for hosting are: Lois Gleim, Sandra Goodling, Barb Oglie, Mary Jane Russelburg, Denny and Joyce Moser, Robbin Strobel, Julie Rhen and Nancy Sariano.

In the midst of the Pandemic, our church building still needed the normal PM work done on the inside and the outside. I took care of the scheduling of and being here for the mask mulchers for the church campus. We found out that we could do this in 3 different times rather than trying all on one day. The scheduling of the PM on the cooling system and emergency lights/alarm system were done without interruption to anyone in the building. We had a small mold issue to address and it was taken care of by being onsite with the company doing the work. We were also able through the help of our Grounds Advisory team and volunteers to complete the sealing of the handrails and benches on the patio. The team worked on a project in the Memorial Garden area with Darlene Tyler and expanded to a storm damaged area on both sides of the Sadler Drive entrance. I had to find professional help for clearing of the canopy at the entrance of the path to the walkway through the woods by the Memorial Garden. Some minor area needed cleaned up with the help of our volunteers. The help of volunteers during this year was very helpful for me. Long story short your church and church campus was/is being cared for inside and out the best it could be and we want it to be ready for everyone's return.

Our church hosted SPY (Summer Program for Youth) during the summer and the fall months, which I was available to be in the building for their availability to any building or other needs to our church campus. When Fall arrived and the schools were going to a hybrid learning schedule, SPY reached out to our Church as being a host for one of their satellite for the children to come for five days a week. This took a lot of work on our building team to be here and again members of your staff were here to provide the love and support they needed for the children in our community. SPY took every precaution each day to be sure each child and adult was safe and we are proud to say that no one during the summer program or the Fall program got COVID. Thank you for your support of SPY.

My presence on church campus was extremely helpful to other staff members when they could not be here. I provided my help to them for what they would need to provide for our church family. Mailing could happen remotely with the help of me in the building. My help assisted outreach collections for the community in the bins and delivery of items to the church. I want to offer a big thank you to the following volunteers for the behind the scene help...Al Speers, Jack Larson, and Charlie Holtry.

Programs that we support such as AA and MS Support Groups were able to continue by using the Church Zoom link through the scheduling assistance of me. AA met on a personal Zoom account until the Reopening Building Task Force allowed them to return to the building. They followed the Protocols that were in place.

The roof had the yearly maintenance. They found that we needed some repairs on the drains, gutter guards and other small repairs areas. This took time for your property manager and custodian to be onsite as the workers were here.

We were able to help two members of our church who are CASA volunteers, to help provide transportation to Pittsburgh for a family by providing our van. This family had a child that was to explore the school for the deaf and we are happy to announce that she was accepted. The use of our van provided to this family what looked like a chance that may not have been able to happen for them. The other family is using our church on a visitation basis for the family by using their technology in our building. They needed a neutral space for the children to visit with family members by Zoom and we are able to provide the space. Of course, both of these situations are following the COVID Protocols that are in place for the usage of our building.

During the summer and into the fall months we have encouraged groups to use our rotunda patio and canopy for their meetings. We have had several meetings outside when the building was closed. It was a refreshing way for people to see each other and be safe at a distance.

Our parking lot became a great way to host different events, Drive in Worship, Food Truck Rally (for our use and also for Project Share), Christmas Caroling and Christmas Eve Worship. Not all these events happen without planning, staff and volunteers helping. These events were a big part of my new undertaking in 2020. Many thanks to Carol Turner and her team for making the Luminaries happen this year in a new way for our Christmas Eve Drive In Service.

Hosting an event on Zoom for an event has been an experience that has now become second nature for many. My first one was for the XYZ'ers when we went on a tour for the Two Mile House. It was wonderful for all that attended and hopes of many more in 2021.

Blessings and safe for all in 2021,  
Deb Brandberg  
Property Manager/Program Support

## **REPORT OF THE BOARD OF DEACONS**

The Board of Deacons began January 2020 with 19 deacons. In May four of the deacons left office when their terms were completed, and four new deacons joined the Board. But shortly after the new deacons joined, two resigned due to personal needs. Thankfully, during the Congregational Parking Lot meeting, Pastor Jeff and Al Masland convinced two more folks to join the deacons! So, the total number of deacons to end this year is 19, including two husband-wife teams. Also, last spring the zones were reduced by one to 16, and the number of families in each zone was evened out to 22-24 families per zone. Prior to that, some zones had 28-29 families and others had only 12-15; they had become unbalanced over the years because new families were assigned to zones based on where they lived. It was decided to no longer have the zones be based on geographic areas because the deacons primarily reach out to church members, not by going to their homes and visiting as they may have done in the past, but by phone calls and cards. Thus, in the future, new members will be placed into the zone with the fewest members in hopes of keeping the workload for the deacons more even. From now on, when a family moves, they will keep the same deacon, promoting a more consistent relationship.

One deacon serves as moderator; she attends the weekly Care Team Meetings, keeps deacons apprised of changes in needs of the congregation, helps facilitate the various committees, and conducts the meetings. She does not have the responsibility of a neighborhood; although she did care for one zone for several months until two deacon replacements were found. In addition, Mary Jane Russelburg, who is currently not a deacon, also helped to cover one zone during that time period. The other 18 deacons care for their own zones (called neighborhoods for the last several years), and they also agree to serve as officers of the Deacon Board or as part of a service committee. However, due to Covid-19, many of the committees have not functioned this past year, i.e., no flower delivery, transportation, or valet parking. The two committees that were active this year were Care Packages and Thanksgiving Baskets, described below.

Each deacon is responsible for contacting the families in his/her neighborhood. He or she contacts them in May after the reorganization to let them know who their deacon is and to encourage them to contact her or the church if they have any needs or special celebrations. They send cards throughout the year for birthdays, Christmas, Easter, illness, etc. We also have been responsible for taking meals to families who

need them. This year we arranged meals for six families, up from four last year. Most of the meals were delivered for a short period of time—a week or two. However, this year we have arranged meals for one family for three months, twice each week, and have extended this through March of 2021. The website, TakeThemaMeal.com, is an easy way to broadcast a family's needs not only to our church but to extended family and friends of the folks in need.

One of our biggest service projects is the care packages that are delivered to college students in February. This year we sent boxes filled with home-made and store-bought goodies to students from our congregation as well as to some friends and relatives of our members, at a cost of \$223.19. Our other big project is the Thanksgiving baskets. This year we compiled and delivered 22 fruit baskets and 5 gift bags, at the cost of \$84.20. The chairs of those two committees have a lot of organization to do to prepare for the assembly of these gifts. This year the Deacons did not participate in home communion offered following worship, since it was cancelled due to Covid-19.

In 2019, the deacons decided to meet only four times a year, but this year there was only one Board meeting in February to assemble the Care Packages. Once Covid-19 struck, the Moderator corresponded with the other deacons at least weekly via email. Half of the deacons did help assemble the Thanksgiving baskets in the church narthex, socially distanced, and we may adopt this practice in the coming year—Covid-19 or not. One of the concerns has been the difficulty in recruiting new Deacons, and we are trying to streamline the role so that the deacons can concentrate on reaching out to the people in their zones, rather than on meetings, and there is a lot of positive feedback about fewer meetings! The Board of Deacons is budgeted for \$950 for the calendar year, which pays for the care packages, Thanksgiving baskets, and stamps for the deacons to use for mailing—this is our biggest expenditure. (Some deacons use that stamp money, and others pay for their own stamps as part of their donation to our church.)

Respectively submitted,  
Sandra Goodling, Moderator

## **REPORT OF THE ADULT MINISTRY COMMITTEE**

Four areas of ministry are the Adult Ministry Committee's areas of responsibility. Grow and Care are guided by the Adult Ministry Committee. Serve is guided by the Serve Team and Connect by the Connect Team. The Adult Ministry Committee includes Nancy Wilkes, Victor Traini, Darlene Tyler, Charlie Spears, Ingrid King, Pat Butler, chair, Jeff Gibelius, Vicki Lantz and Deb Brandberg.

### **Grow and Care**

#### *Adult Education*

Many Adult Ministry Zoom events were held weekly throughout the year. Vicki Lantz has done an amazing job to make these events happen, including soliciting leaders, gathering suggestions from Pastor Jeff and others, making contacts with presenters, and arranging the logistics including Zoom set-up, advertising, handouts, reminders and much more. She worked with speed and persistence. Within 2 ½ weeks of the shutdown in March, she was able to arrange a Zoom program with Don Opitz presenting. We are very fortunate at Second Church to have a great number of leaders who are willing to offer such a diversity of events for our faith development.

Events:



### March – August 2020:

- Thursday Morning Prayer Group with Chaplain Mary Washburn (11 participants),
- Prayer with Pastor Donna (4 participants),
- Music and Meditation with Pastor Jack (15-21 participants),
- He Chose the Nails with Pastor Bill Hambright (4 participants)
- Revelation Bible Study with Pastor Don Opitz (18 participants).
- An event called Scripture Echo was presented in June. Terri Dorshimer, Bill Spruill and Mary Sheaffer were the readers. Over 20 members participated.
- Rev. Bruce Humphrey led an Interfaith Dialogue hosted on our Zoom account during July and August. Over 27 individuals participated, 16 of them from Second Church and the rest from other congregations as far away as California.

### September – November 2020 Adult Education:

- Sunday morning class with Chaplain Colonel, Geoff Bailey (AWC), titled Faith and the Battlefield (12 participants),
- Gospel of Mark led by Rev. Dr. Dale Bowne (15 participants),
- Thursday Morning Bible Study with Chaplain Mary Washburn (17 participants)
- Monday evening Seminar “Translating God’s Story”, with Dr. Sharon Putt, from Messiah University (10 participants)
- In October, Rev. Bruce Humphrey began a book group titled Reader’s Deeper Dialogue with 7 members and will continue with a second book group in February.

### *Fellowship Events*

- In March and April, Pastor Jeff and Vicki Lantz hosted Zoom BINGO on Saturday evenings. Twenty members of the congregation participated.
- September Food Truck Fellowship event – Deb Brandberg and Vicki Lantz organized this event. Vicki advertised and handled orders for over 40 attendees, while Deb contacted the Food Truck Vendors and handled the logistics on campus.
- October BBQ Picnic Meal –Deb Brandberg and Vicki Lantz organized the meal. Vicki advertised the event and monitored the ordering process for almost 100 orders for Brisket, Pulled Pork and BBQ Chicken and Deb was responsible for on-site logistics the evening of the event.
- December Carols and Hot Chocolate was organized by Deb Brandberg, Conrad Smith and Vicki Lantz. It was held in the church parking lot for about 20 of our members.

### *Spiritual Care*

Following Lent, Nancy Wilkes felt called to prepare a Mid-Week Devotion. Nancy and Pat Butler put together the devotion which is then prepared for publication online by Destinee Friskey and edited by Vicki Lantz. This has been well received by the congregation and continues weekly.

Our Small Groups Ministry is now called Second Circles. Second Circles are small groups of people, meeting regularly, focusing on fellowship, Bible Study, spiritual growth and, prayer. These groups are vital in maintaining personal relationships within the church, fostering Christian friendship and support. Five groups that started as Christ Care Groups continue to meet regularly. Second Circles Leadership Training was led by Pastor Jeff in the fall. Seven members participated in the training to prepare new leaders. Vicki has been working with three of the trainees to follow up on developing new Second Circles. More opportunities will be available for our Second Family to take a part in this vital ministry.

In December Vicki Lantz set up the Advent Devotional, which was emailed to a group, and was also available on the website and our Facebook page.

### **Connect Team**

The Connect Team started the year with similar goals from the previous years. We remained committed to inviting visitors into our congregation's life, nurturing non-members and non-participating members into an active membership, and staying connected to the Second Family. With the Pandemic taking control of our lives from March to December 2020, the team went through adjustments to focus on the needs of the congregation.

Under the guidance of Vicki Lantz, Adult Ministry Staff rep, the 6-member team met in person in January and February and via Zoom May thru November. The team was generous with their time and effort to keep lines of communication open throughout 2020.

Team accomplishments were:

- Provided team member as Discovery Class mentor from 12 Jan to 9 Feb 2020.
- Nine calls made by the team to non-participating members in January and February.
- Twelve cards sent to at-home members during March.
- From May to December, fifty eight calls made to members who had not participated in any worship services (on-line, drive-in) or church studies or events. The team remained dedicated to checking in on the Second Family.
- Sent follow up emails to any visitors at the drive-in or on-line services who provide contact info. Because the methods of worship were fluid depending on statewide restrictions, attendance and visitors were a challenge to track.
- Discussed three key issues during most of the meetings- welcome center manning and operations, welcoming first time visitors properly (after-service hosts), and engaging non-participating members.

Connect Team meetings were conducted the 4<sup>th</sup> Monday of the month at 10 in the Chapel at Second Presbyterian Church or on-line via Zoom. The 2020 team members were Joy Burkholder, Dee Fenton, Jacky Ferguson, Susan McCrea, Julie Rhen and Robbin Strobel.

Submitted by Pat Butler

## Serve Team

Team members: Jerry Ogline, Victor Traini, Vicki Lantz, Sue Wimer, Debra Sweaney, and Kathy Beck (Chair). Debra Sweaney resigned to take the calling of Elder. Sharon Tate joined the Team in the fall of 2020.

Second Pres Community Partners: Carlisle Cares, Domestic Violence, His Hands Auto, Maranatha, Project Share, Safe Harbour, Samaritan Fellowship, Truck Stop Ministries, and Fruit Belt Farm Workers. Serve Team members volunteered to follow up with a specific ministry and checked in with them over the course of the year. Some of our collections were a direct result of these connections.

Gave out the 2019 Christmas Offering of \$21,000 split by our 3 recipients: Maranatha, Safe Harbor and SPY.

“Adopt a Room” project at Domestic Violence was finally finished. We completed cleaning, painting, and redecorating 8 rooms. After Covid 19 closed things down, no clients were living in the facility. This made it much easier to complete the task. The cost was just under \$7500. Thank you to Julie Estes and “Carlisle Design - Interiors & Consulting Group” for her time and talent. Thank you to all those church members who helped clean, paint, and transport furniture. The monies came from the 2018 challenge where 10% of new monies pledged during the 2018 Stewardship Campaign were earmarked for mission.

In April/May we collected items for Community Cares: creamer, sanitizer, garbage bags, sugar, disposable bowl and cups. In August/September we collected disposable plates/bowls, all purpose cleaner, disposable gloves, toothbrushes. Serve Team members checked the bins on a regular basis and delivered them to CARES.

In September/November we collected coats, hoodies, hats, gloves socks and shoes for the Fruitbelt Farmworkers from Honduras. Sharon Tate and Jack Larson spearheaded this endeavor and delivered the items.

In April as well as December we collected “Cookies for Caregivers” (snacks for front liners). These were given to the hospital, Police department, EMS, and several nursing homes. Several members of the congregation helped to gather and label the packages and delivered them to the facilities.

Members provided meals for the Community CARES guests during Covid through the CARES volunteer page.

A group of members spearheaded by Julie Brown made masks for the Front Liners of Covid.

Another small group of members made masks for our own 2<sup>nd</sup> family and for Caring Place, a non-profit organization that works with grieving families. The Caring Place masks were delivered by Dave Kutz.

The Serve Committee of Second Presbyterian provided a scholarship for one student to attend the School-Year Program for Youth (SPY) for 18 weeks (August 24<sup>th</sup> to December 31<sup>st</sup>) in the amount of \$2,500.

Many members of the congregation continue to serve as volunteers on a regular basis for several of our Ministry Partners and we have members serving on the boards of several of the organizations.

*Beyond our regular partner budgeted giving, Since March 2020, the Serve Team has helped with these Covid related needs:*

Salvation Army lunches for kids	\$1000
Sadler clinic – antibiotics for clients	\$ 100
2 <sup>nd</sup> Pastors emergency fund	\$ 750
United Way “Emergency Response Fund of Carlisle”	\$4000
2 <sup>nd</sup> Pres Care team “snacks for front liners”	\$ 136
Community Cares concentrate disinfectant	\$ 240
Community Cares (Tent for day use in hot summer)	\$ 500
SPY Summer Project for Youth	\$1000
SPY School year program	\$2500
Sadler clinic – antibiotics for clients (2 <sup>nd</sup> request)	\$ 100
<b>Total given since March for Covid related needs</b>	<b>\$10,326</b>

Respectfully submitted by Kathy Beck Serve Team Chair

## **REPORT OF THE FACILITIES COMMITTEE AND GROUNDS TEAM**

We have many Teams and Task Force members that worked throughout the year to maintain our beautiful building and campus. We would like to thank all the volunteers who have helped this year and would take this opportunity to encourage everyone to consider helping us in 2021. Many of our serving opportunities can be limited in scope and helpful in completing our vision for the future.

Most of our activities this year centered on maintaining the Memorial Garden and grounds cleaned and mulched. Some of our planned projects were delayed due to Covid 19. We found that teams of two and small groups of masked volunteers were available to help when called.

The new benches and handrails in the patio area leading to the Rotunda have been stained this fall. One aged bench has been removed and the decision on the replacement of the Memorial Garden benches has been projected.

The Grounds Team supervised the tree line trimming and clearing along the back entrance off Sadler Drive. Clearing the pathway through the woods required both professional and volunteer labor. Several diseased or dangerous trees were removed or treated during the fall clean up. Repair work on the pathway to the woods has been delayed due to product availability issues with vendors.

We also continue to look for projects to help mitigate the Stormwater Fee from the Borough of Carlisle. Our team will continue to plan for Phase Two and Three this coming year.

One unplanned expense this year was to install new main roof drain guards and gutter guards above the upper and lower classrooms on the Garland Drive side of the Church to prevent future water backup into those spaces. Painting of the lower quad classrooms and other spaces for CYF has been completed.

We finished an upgrade to our alarm system for better audio and visual notifications for any future fire and emergency needs for exiting the building. Installation of windows in every office door, the chapel doors and one Sanctuary door set was completed in November. We professionally mitigated a mold issue that developed over the summer in the music closet. We plan to add air flow duct work into that room and place door vents in both doors when they arrive from our vendor.

With a gas line feed now available to our church we are evaluating increasing natural air flow, air purifiers, and system changes for heating and cooling in our building. We have met CDC Guidelines for cleaning our building after daily use. One unit in use is a fogger that we use to effectively sanitize cloth and solid surfaces. Building use guidelines were developed by Task Force members.

We welcomed a Summer Program for Youth this summer and fall into our Rotunda space. At the request of the Cumberland County Board of Elections we provided space in our Narthex for the General Election. These outreach opportunities were extremely successful and met one of our Strategic Goals:

*“Led by Jesus’ teachings, love and serve our community through personal involvement and leadership by taking deliberate action to address and advance safety, diversity, and inclusion for all people.”*

And addressed a Value and Principle:

*“Committed to the Greater Carlisle community to which God has called us to minister.”*

Our future plans to complete in 2021 include the approved plans for The Cove when components are available, insuring ADA egress for emergencies, and finalizing our Emergency Action Plans.

Submitted by Dennis Yeingst, Chair

Deb Brandberg, Staff

## **REPORT OF THE CYF COMMITTEE**

2020 certainly became something that none of us expected. We have faced significant roadblocks in our children, youth and family ministry this year. While we planned for an epic, in-person launch to JAM, we found ourselves doing a hard pivot to an online experience for the safety of our SecondKids, volunteers, and our community. Since launching our JAM experience in September, we have been able to get our feet under us so-to-speak. The tech learning curve has been steep, and all of our volunteers have really committed to learning not only the content of our orange curriculum, but also the technology necessary to pull it all off. We have recorded dozens of God experiences throughout the fall. We have been so pleased to see God working in the young hearts and minds of our SecondKids.

In-person plans have been particularly challenging for our ministry, just as they have been for everyone. We planned a Trunk or Treat event this fall that ended up being successful beyond all of our plans! We had many families participate, including many from the community. We were able to make a lot of community connections during this event. We look forward to returning to some regular in-person family activities when the time is right.

In the meantime, after we accomplished what was necessary to move JAM online, we have turned our attention to preparing our church building space for a future in-person experience. We have worked

hard to develop our volunteer room- one of the rooms off of Glory's Edge. It now contains new paint, a table and chairs, comfortable seating, and the furniture necessary to keep our volunteers equipped for all of their needs. We have worked hard to emphasize how important our volunteers are, and we hope that our new volunteer room can be a refuge for them. Additionally, we've painted the other large room off of Glory's edge and purchased equipment to prepare it for the return of our youth and small groups.

Down in the quad, large effort was made to clear out unnecessary items from the classrooms, they have been painted, and we now refer to them as small group rooms. The quad itself and the hallway is gearing up for new paint and décor. The equipment for JAM in-person has been purchased and our next step is installation.

We hope that you were able to view our "New Nativity" service for families on Christmas Eve. We pulled together the creativity of Jenni Shomaker for a new script, the participation of so many families, and the technical expertise of Conrad Smith to edit all of our videos together. The final product turned out great, and the kids had tons of fun doing the nativity in a new way! We hope you enjoyed it!

As far as our CYF systems and culture, administrative assistant Michele Nowell, and Pastor Donna have worked hard to cull the lists of participants in our database, making sure that the right people were receiving the right information. Our committee has created over fifty documents to develop our structure, to support our volunteers, and to keep our committee organized towards our goals. We believe this work provides us a strong foundation to build on into our future.

We have continued to think about our work as providing "God Experiences" to our children. We believe that the more God Experiences we provide, the more likely we will be to develop belief, behavior, and belonging and to grow our SecondKids into wholehearted adults.

Finally, we would like to share a story from one of our JAM participants. This seven year old young man had participated in our monthly theme of "Integrity." One day he visited his grandparent's house and saw a jar of candy on the counter. His grandmother watched him look at the candy, and he turned to her and said: "Integrity would mean that I ask you for a piece of candy before I take it. If I take the candy without asking, then I wouldn't have integrity."

This young person might have the simplest, most helpful grasp of the word integrity possible. What a gift from the Lord, as we hear this story, and other wonderful stories of our SecondKids applying what they learn at JAM to their life throughout the week. We hope this story brightens your day, and we look forward to 2021 providing many more God Experiences for the next generation.

Submitted by Pastor Donna Christopher on behalf of The Children, Youth, and Family Committee: Debbie Masland, Chair, Karen Gessaman, Pam Price, Jenni Shomaker, Matt Shomaker, and Charlie Spears

## **REPORT OF THE FUNDING COMMITTEE**

Funding Committee ensures that the Congregation has appropriate financial resources for current and future ministries which enable people to grow in Discipleship through giving. 2020 created some challenges to accomplish this mission. Many of our normal practices regarding collecting and dispersing the Church finances had to be redefined or in some cases like our teams of counters stopped altogether. Committee meetings were less than regular and had to be held via Zoom or telephone. In person contact was limited.

In the early stages of the pandemic Funding's concern was that if a substantial decrease in income would occur with the closing of the building what steps would be necessary to support our mission. Even with the substantial drop in income which was offset by a decrease in expenses Second Pres was able to meet all the obligations and end the year on the positive side. The difference between actual pledges received and the budget amount for 2020 was nearly \$27,000 as compared to \$13,000 in 2019. The concern for Funding is the drop in pledges for 2021 compared to 2020 (see chart below as of 12/31/20) and the impact going forward.

	Number	Amount(2021)	Change
2021 New EOG's Received	12	\$ 13,194	
2021 EOG's Increased from 2020	41	177,245	19,276
2021 EOG's same as 2020	83	221,974	
2021 EOG's Decreased from 2020	37	126,646	(45,281)
2021 EOG's Received	173	539,059	(26,005)
2020 Pledges stopped for 2021	5	(14,460)	
2020 Pledge deceased	1	( 6000)	
2020 Pledges with no response	30	83,380	
Total 2021 EOG	173	539,059	
2020 Comparison	193	614,556	
Change 2021 vs 2020	-20	(75,497)	

Lee Rueger led the Budget preparation to be presented for Session's approval.

Treasurer Mary Zeladonis has done an outstanding job this year taking on an enormous increase in duties necessary because of this pandemic.

Funding has requested the Nominating Committee to present a team of in house auditors separate from the Funding Committee to Session for approval to complete a Review of 2020 finances.

Don DeMuth, MBA, CPA, CFA, continues to manage our Investments which have done very well in 2020.

With God's love and grace, the Personnel Committee works to ensure that we have the personnel resources defined and in place to help our Second Family become disciples that make a difference. (From Second Family's "Strategic Guides" Vision-Mission-Strategic Goal #2.)

Submitted by Rick Bower

# REPORT OF THE PERSONNEL COMMITTEE

We began 2020 by developing a new job description for the Director of Adult Disciplining. This description was approved by the Session and Vicki Lantz was appointed to the position. She began working officially with the Adult Ministry Committee and will be the staff resource for the wide-ranging actions of this committee.

In August of 2020, a new Personnel Committee was convened. On it were Session Members Skip Brown, Adriane Bailey, and Bill Allison. Win Cleland was appointed to represent the Deacons. Previously ordained Elder Deborah Sweaney was added to the group, first as an observer, and then became a member when she was elected by the Congregation to serve on the Session.

The group began their work by examining the actions required by the Personnel Committee to meet our new strategic goals. Discussions with Pastor Jeff and Pastor Donna regarding these goals brought to the forefront tensions between the two. Members of the Personnel Committee met several times over the next months with both pastors to address these issues. We were not able to resolve them and Pastor Donna made the decision to resign as the Associate Pastor for Children, Youth, and Families. The Personnel Committee took the lead to develop an exit strategy for Pastor Donna and to prepare the official dissolution agreements required by Presbytery.

Our immediate attention upon Pastor Donna's departure was to ensure that CYF had the pastoral and administrative resources needed to continue their Sunday morning *Jesus and Me* (JAM) sessions. Pastor Jeff assured all that there would be support in place from existing staff until longer term arrangements could be made.

The Personnel Committee also realized that the duties of our Director of Music needed to be clarified. Conrad Smith had taken on responsibilities far beyond those expected for a music director to support the technology needed for Sunday morning services during the COVID-19 pandemic. Adriane Bailey, Mark Romig, and Pastor Jeff are working with Conrad to re-write his job description with a focus on those activities required by a Director of Music. This task group will make recommendations regarding the appropriate number of hours and the financial compensation required to perform these tasks. A companion effort will address the technical team needed to maintain our Sunday worship until our Second Family can safely worship in person.

With plans in place to address these immediate areas, the Personnel Committee will continue to document our Second Family organization and committee structure. We will develop and implement action plans for regular staff reviews to ensure alignment, accountability, and transparency.

Understanding our current structure will prepare our Second Family for two major initiatives. These efforts will be guided by clearly defined action plans and will set the stage for Second Presbyterian in the coming years:

- First, we must identify the resources needed for Second Presbyterian as we move beyond COVID-19 and the departure of Pastor Donna. Personnel will work with appropriate committees to ensure that by September 2021, we will have the interim staff in place to lead us through August of 2022. This will include a plan for the use of technology as we go forward as well as hiring interim staff to support Children, Youth, and Families and provide pastoral care for the congregation through August of 2022.



- After September 2021, Personnel again will work with relevant Session committees and congregational leadership to develop and implement action plans which will result in calling permanent pastoral support, sometime in 2022.

Personnel Committee members: Deborah, Adriane, Bill, Win, Skip 1-25-21

Submitted by Skip Brown

## **REPORT OF PRESBYTERIAN WOMEN**

2020 has been a very challenging year for PW as it has been for all. Our mission is mission and this past year we were not able to oversee either Spring or Fall Whale of a Sales. We were able to render our mission partners some support only through the generosity of our church Presbyterian Women at the time of our Annual Appeal.

We did conduct a giving project for Domestic Violence. We initiated a drive from our church members to provide small meals which needed no stove or refrigeration as domestic violence clients were scattered in motels instead of a common house.

In the Fall a small group of us went on the annual retreat to Ocean Grove (with rules and masks and social distancing). There we assembled dry soups to be given in Thanksgiving baskets and others in need. Our theme was "Hope" which seemed very appropriate.

We met via Zoom meeting in December to disperse funds to our mission partners from money donated during the Annual Appeal. The very bright side and bright sign of hope is that we were able to allocate \$3870, primarily from the generous giving from our annual appeal in February.

"Hope" and prayers for 2021.

Submitted by Joanne Beard

# ***Guide to the Treasurer's Report***

## **Banking Summary**

- Checking Operating – Balances in the general checking accounts.
- Checking Escrow – Balance in the Escrow checking account.
- Fidelity MM bank accounts set up to get additional interest and still maintain easy access to monies if needed.
- Escrow Investment Account – Long Term escrow funds set up in an investment account.

## **Investment Funds** – Endowments to help fund future church programs.

- Fidelity – Building and Facilities – Proceeds used to fund major repairs and enhancements to the building.
- Fidelity – Ministry Enhancement – Proceeds used to fund church programs.
- Fidelity - Frey Memorial Fund – This is fund to finance college student scholarships given by the church.
- Fidelity – Flex Investment Fund – Set up in 2012, this fund set up for emergency purposes.
- Fidelity – Memorial Garden Perpetual Care Fund – Income used to care for Memorial Garden.
- Fidelity – Escrow Investment Fund – Long term portion of escrow accounts that are invested.

**Escrow Accounts** (for information purposes more accounts may be described below than be active at any given time).

## **Adult Ministry Escrow Accounts-**

- Adult Retreat – Fund administered by Adult Ministries to help fund Adult Retreats.
- Second Family Dinners – Funds used to capture the receipts and disbursements for church lunches and meals. (Adult Ministries)
- Fellowship – Funds received for special activities such as bus trips. (Adult Ministries)
- Library – Money received to improve the library. (Library Committee)
- Luminaries – Funds less expenses received from the Luminaries at Christmas. Portion of funds are donated to Alzheimer's Association. (Adult Ministries)
- Older Adult Ministry – Donated funds to use for older adult activities. (Adult Ministries)
- Presbyterian Women – Funds received for Presbyterian Women (PW)
- Repast Escrow – Donated funds used for after funeral luncheons. (Adult Ministries)
- "One Carlisle"-Funds given by Carlisle Presbytery to use as needed

- Stephen Ministry – Funds received from craft bazaar to support Stephen Ministry. (Adult Ministries)
- Supplemental Pastoral Care – Used to pay for personal auto mileage for retired pastoral visits to hospitals and nursing homes. (Adult Ministries)

#### **Building and Grounds Escrow Accounts-**

- Building Reserve – Monies set aside for emergency maintenance and repair (Building and Grounds).
- Grounds Upkeep – Funds donated and accrued. (Building & Grounds)
- Heat Pump Reserve – Reserve set up to cover heat pump repair/replacement (Building & Grounds).
- Memorial Garden – Monies in reserve for the maintenance of the Memorial Garden. (Building & Grounds)
- Mission House – Funds received from sale of Mission House furnishings. (Building & Grounds)
- Security Deposit Mission House – Monies received from current tenants of the Mission House. (Building & Grounds)
- Roof Repair

#### **Children's Ministries Escrow Accounts-**

- VBS – Funds received to pay for VBS expenses. (Children's Ministries)

#### **Deacon's Escrow Accounts-**

- Holiday Flowers and Plants – Moneys donated to cover the cost of holiday plants through the year. (Deacons)
- Craft Bazaar – Funds received from the Fall Craft Bazaar to support Stephen Ministries. (Deacons)
- Health Ministry Escrow – Funds donated to assist Health Ministry. (Deacons)

#### **Finance Escrow Accounts-**

- Operational Reserve – Reserve started in 2015 from Carry Over and other reserves to offset future annual fund requirements. (Finance)
- Technology Reserve – Reserve started in 2016 to set aside funds for computer and other technology replacement. (Finance)
- Prepaid Per Capita – Funds received in current year to be credited to a members per capita payment in the subsequent year. (Finance)
- Prepaid Pledge – Full year pledges received in advance. Funds transferred to offerings monthly. (Finance)
- Escrow Investment Income – Earnings on the Money Market account at BB&T Bank and the Fidelity Escrow Investment Account. (Finance)
- Unallocated Escrow Fund – Funds received and held until designation is decided.
- PPP Loan – Monies received from government to support personnel expenses during the COVID period May 11 through Oct 24, 2020. To be determined if needed by Session.

**Generations Fund Escrow Account-**

- Generations Fund – Money received for the Generations Fund Program. (Generations Fund Committee)

**Onward Escrow Accounts-**

- Onward Capital Campaign – Balance in fund is donations minus expenditures on Onward Projects. (Onward Committee)
- Narthex Upgrade – Donations received from G B Stuart Foundation and other donors upgrade the technology and appearance of the Narthex. (Building and Grounds)
- Onward Capital Campaign – Kitchen – Funds designated by donors to upgrade the kitchen. (Building and Grounds)
- The Cove – Funds designated by donors for upgrade of Cove

**Serve Escrow Accounts-**

- Christmas Offering – Account used to capture the donations for the Christmas Offering. (Serve)
- Easter Offering – Account used to capture the donations for the Easter Offering. (Serve)
- National/International – Deposits and seed money for future mission trips. (Serve).
- One Great Hour of Sharing – Donated funds from congregation to support Presbytery special offering. (Serve)
- Operation Sweet Freedom – Donated funds given through the church. (Serve)
- Mission/Serve – Escrowed funds reserved for Mission purposes. (Serve)
- Project Share – Funds donated from congregation. (Serve)
- Samaritan Fellowship – Funds received from congregation for Samaritan Fellowship. (Serve)
- Soup Kitchen – Funds received from adult Sunday School class to help pay for meals made by church members for the Salvation Army's soup kitchen. (Serve)

**Pastor's Escrow Accounts-**

- Camp Krislund Supplies – Funds designated to pay for supplies needed by Camp Krislund. (Pastor)
- Pastor's Emergency Assistance Fund – Account used to capture donated funds to deposit into the Pastor's Emergency Assistance Checking Account. (Pastors)
- Presbytery COVID Grant – Grants from the Carlisle Presbytery to assist the community in recovery.

**Personnel Escrow Accounts-**

- Continuing Education – Pastor and Associate Pastor – Monies received or escrowed to cover Pastor's sabbatical expenses and continuing education costs. (Sabbatical Committee)

- Continuing Education – Staff – Unused expenses escrowed from the budget to pay for staff continuing education and travel costs. (Personnel Committee)
- Sabbatical Coverage Escrow – Funds set aside to cover costs of substitute pastor's while church pastors are on Sabbatical. (Personnel)
- Staff Appreciation – Funds received from donations for staff functions. (Personnel)

#### **Session Escrow Accounts-**

- Memorial Fund – Total of unrestricted monies given in memory of deceased individuals. (Session).

#### **Worship Committee Escrow Accounts-**

- Arts Series – Funds administered by the Celebrate the Arts Committee. (Worship)
- Ignite – Funds set aside to help fund contemporary worship service (Worship & Audio/Video Committee)
- Music – Funds from memorial and other donations received for the music program. (Worship)
- Sanctuary Choir – Funds received from the closing of the choir's bank account to be used for choir purposes. (Sanctuary Choir)
- Worship Committee – Funds received to fund Worship Committee Projects. (Worship)

#### **Youth Committee Escrow Accounts-**

- Camp Krislund Camperships – Funds designated to help some children pay for camp. (Children's Ministries and Youth)
- Frey Memorial – Undistributed money from the previous year's scholarships (Youth)
- Youth Mission – Funds received for youth sponsored projects such as Giant Gift Card sales to support youth mission trips. (Youth)

**2021 Budget versus 2020 Budget and Actuals Summary**

	2020 Budget	2020 Actual	2021 Budget
<b>INCOME-</b>			
Offerings	682,056	654,802	601,059
Transfers from Escrows & Generations Funds	18,200	-	18,900
Carry-Over & Operation Reserve	-	-	-
Other	25,000	30,473	27,100
<b>Total Income</b>	<b>725,256</b>	<b>685,275</b>	<b>647,059</b>
<b>EXPENDITURES-</b>			
<b>Total SERVE</b>	<b>33,000</b>	<b>31,379</b>	<b>35,000</b>
Programs- Adult Ministries			
Adult Ministries - Worship Support	8,450	13,411	15,170
Adult Ministries - Care	1,250	750	950
Adult Ministries - Connect	200	150	200
Adult Ministries - Grow	3,490	1,503	3,025
<b>Total Adult Ministries Programs</b>	<b>13,390</b>	<b>15,814</b>	<b>19,345</b>
Programs- Youth Ministries			
Children's Ministries	12,900	10,348	11,200
Youth	10,550	5,887	8,900
<b>Total Youth Programs</b>	<b>23,450</b>	<b>16,235</b>	<b>20,100</b>
<b>Total Program Costs</b>	<b>36,840</b>	<b>32,049</b>	<b>39,445</b>
Personnel Costs-			
Salaries & Wages	294,020	290,814	284,474
Payroll Taxes	26,654	26,559	25,263
Medical	44,701	44,701	41,841
Medical Compensation	1,578	1,578	1,356
Pensions	19,056	19,057	16,658
Housing	53,326	53,326	44,410
Travel	2,852	852	1,852
Professional Expense	3,500	2,853	2,500
Continuing Education	4,675	3,434	2,850
Other	8,250	5,276	8,770
<b>Total Personnel Costs</b>	<b>458,612</b>	<b>448,450</b>	<b>429,974</b>
Building & Grounds-			
Utilities	41,317	30,698	35,132
Church Maintenance	20,545	26,092	16,795
Grounds	14,250	10,225	12,600
Mission House	5,000	4,416	5,650
<b>Total Building &amp; Grounds</b>	<b>81,112</b>	<b>71,431</b>	<b>70,177</b>
Office, Postage, & Other-			
Office, Administration, & Technical	21,950	13,511	24,550
Postage	3,800	3,604	3,800
Vehicles	4,822	1,866	4,926
Insurance & Security	11,056	9,664	9,827
Funding	5,800	4,378	6,200
Presbytery Support	25,912	25,912	25,314
Non-Recurring Expenses	2,345	2,727	2,500
	<b>75,685</b>	<b>61,662</b>	<b>77,117</b>
<b>Total Expenditures</b>	<b>685,250</b>	<b>644,971</b>	<b>651,714</b>
<b>Net Income</b>	<b>40,006</b>	<b>40,305</b>	<b>(4,656)</b>

\*\*\*Note: If you would like more detail about any of the line items please contact  
Mary Zeladonis, ext 212 or email [Treasurer@GrowWithSecond.org](mailto:Treasurer@GrowWithSecond.org)

## BANKING and INVESTMENTS

### Banking Summary

	<u>12/31/2019 Bal</u>	<u>12/31/2020 Bal</u>
<b><u>Bank Checking Funds</u></b>		
Checking Operating	\$ 142,129	\$ 135,732
Checking Escrow	65,720	67,469
Business Money Market	31,385	50,089
Pastors' Discretionary Fund	1,505	1,763
Escrow Money Market	-	50,089
<b>Total Checking Accounts</b>	<b>\$ 240,739</b>	<b>\$ 305,142</b>

### **Investment Funds**

#### **Generations Funds**

Fidelity - Building & Facilities	\$ 200,307	\$ 253,147
Fidelity - Ministry Enhancement	514,974	637,669
Fidelity - Flexible Investment Fund	215,978	264,370

#### **Escrow Investment Account**

Fidelity - Escrow Investment Account	246,505	295,059
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#### **Endowment Funds**

Fidelity - Memorial Garden Perpetual Care	67,108	74,375
Fidelity - Frey Memorial Fund	599,393	710,266

<b>Total Investment Funds</b>	<b>\$ 1,844,264</b>	<b>\$ 2,234,886</b>
<b>Total Investments &amp; Assets</b>	<b>\$ 2,085,003</b>	<b>\$ 2,540,028</b>

## ***2021 Proposed Terms of Call for the Pastors***

### **Pastor/Head of Staff: Rev. Jeffrey W. Gibelius**

1. Salary	\$ 73,112	1.5% increase.
2. Housing	\$ 32,562	
3. Contributions to 401b plans		
4. Bonuses and gifts	\$ -	
5. Other (Supp Medical)	\$ 1,057	(50% of PC(USA) schedule)
7. <b>Board of Pension Effective Salary</b>	<u>\$ 106,731</u>	
8. Medical Insurance, Pension, Death and Disability (Mandated by Presbytery -- 37% of Effective Salary):	\$ 41,199	
9. Transportation	\$ 1,852	
10. Professional Dev. (Cont. Ed.)	\$ 2,850	
11. Professional Expenses	\$ 2,500	
12. SECA (7.65%)	\$ 8,165	
<b>TOTAL TERMS OF CALL (Lines 7 - 12)</b>	<u><u>\$ 163,297</u></u>	

### **Additional Matters Provided to Both Pastors:**

- Vacation : 30 Days (incl. 4 Sundays) - Required by Presbytery
- Continuing Education Leave: 14 Days (incl. 2 Sundays) - Required by Presbytery
- Family Leave and Sabbatical Leave as per Session policies approved 1/12/2008 and 1/14/2008 - Recommended by Presbytery
- Spiritual Development : 4 Days (1/quarter) - Recommended by Presbytery

**Note:** The congregation also provides sabbatical funding.  
Salary and Housing amounts represent 1.5% increase from 2020.