

Chapel by the Sea
Presbyterian Church

Sunday
January 26, 2014
10:50 am

**2014 Annual Congregation Meeting
Chapel by the Sea Presbyterian Church (USA)
Fort Myers Beach, Florida**

Annual Meeting
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Fort Myers Beach, Florida
Gary L. Bagley, Interim Pastor

January 26, 2014
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Agenda

Call to Order and Prayer by the Moderator	Rev. Dr. Gary Bagley
Clerk of Session Report	Elder Kim Southworth
Recognition of Committee, Staff, and Organizational Reports	
Election of Elders to the Class of 2016 Nominees Presented by Elder Bill Pearson, Chair	
Election of Three Congregational Members to the 2014 Nominating Committee Nominees Presented by Bill Pearson, Chair	
Old Business	
New Business	
Adjournment with Prayer by the Moderator	

Interim Pastor's Annual Report

The following pages are provided by committee chairs, Clerk of Session, program staff, and Church Administrator to provide you with an overview of the year 2013 at Chapel by the Sea Presbyterian Church (USA).

Thanks to all of you who participated in Chapel's ministries. Such is the life-blood of this community of faith. To the many volunteers in the areas of Worship, Missions & Outreach, Administration & Finance, Discipleship & Fellowship, Building & Grounds, Music Programs, Children's and Youth Programs, Session, and Staff, I say "thank you." Chapel would not function without you. You are the church."

The year 2013 began with Chapel giving Dr. Pittendreigh its blessings as he responded to a new call to become pastor of Grace Covenant Presbyterian Church in Orlando. I began as Chapel's intentional interim pastor on February 1. Worship-wise, Chapel moved through its normal liturgical seasons. Stewardship Emphasis was carried out on the last two Sundays of February. Chapel celebrated her 75th Anniversary on March 17 and hosted the Island's Easter Sunrise Service at the pier on March 31. The Advent season concluded with two candlelight Christmas Eve services.

Unique to the Interim/Transition period, the following events transpired:

- A "Seaside Chat" to dialogue with the congregation during the worship hour on May 5 to better understand some of the dynamics about the interim period;
- The delayed Session/Staff retreat, held on May 1;
- Formation of a Transition Team comprised of eight members in early June from 54 recommendations to assist in the Five Developmental Points of Focus;
- Election of the Pastor Nominating Committee (PNC) on July 28;
- Appointment of an *ad hoc* Communications Committee in June to assess the existing communication media and recommend numerous improvements, several of which have been accomplished so far;
- Facilitated the "U.S. Congregational Life Survey" in September;
- Implementation of a study of Diana Butler Bass's book, *Christianity for the Rest of Us*, to understand and compare this Lilly Foundation's discovery of healthy congregational characteristics in relation to Chapel's characteristics;
- Offered an additional weekly pastor-and-wife-led adult spirituality study (Wayne Muller's *Sabbath: Finding Rest, Renewal, and Delight in Our Busy Lives*) during the Fall months;
- Re-establishment of a Buildings & Grounds Committee by Session at the recommendation of the Transition Committee;
- Witnessed the PNC's completion of the Mission Information Form and its approval by Session and Peace River Presbytery's Committee on Ministry.

Thanks to all of Session, the outgoing Class of 2013 (Marja Cook, Huggy Ellyatt, Chuck Golden, Don Ivester, and Bill Pearson), and Clerk of Session Kim Southworth for their leadership in 2013. My thanks, also, to Chapel's faithful staff—Tamara McPheron, Sheila Morales, Chuck Elston, Michael Melnikov, Holly Tribble, and Katy Reinke.

Gary L. Bagley

Administration and Finance Committee

Submitted by Bob Nunn, Chair

Administration and Finance Committee meetings were held at least monthly during 2013. It was a challenging year and one in which many difficult decisions had to be made to keep Chapel on a solid financial foundation. In addition to developing a budget and overseeing the annual Stewardship drive, we provided Session with financial information and funding distribution recommendations. As both a year round and seasonal church, cash flow had to be very closely monitored.

A statistically predicted decline in revenue (due to new Pastor search) caused Chapel to borrow \$15,000 in December. Our 2013 expenses exceeded revenues by \$25,000-and would have been \$45,000 plus if a full time youth director had been replaced. Our ability to spend will always depend on the generosity of the congregation, and we thank you for that.

Recognizing the unusual challenges faced in 2013 would carry over into 2014, we put together a budget for 2014 that makes an honest assessment of what we need to enhance God's work. However, to fund this budget will require a dramatic increase in giving over 2013. Please consider this fact as you plan your giving for 2014.

2014 will also see a Capital Campaign for roof replacement and allied costs for Silver Hall's thirty-seven (37) year old roof.

The challenges are great, but with your generous help and God's Blessings, we are optimistic for Chapel in 2014.

I thank Neil Callahan, Tim Cherry, Ron Edman, Barbara Henderson, Tom Kelly, Bill Pearson, Dean Southworth, Douglas Tomney and Will VandenBerg for their hours of dedicated work on and related to the committee. My thanks also to Tamara McPherson for her dedication, carefully prioritizing the payment of invoices, and invaluable assistance throughout the year. Last, but not least, special thanks to Dr. Bagley for his guidance and for his support in all our fundraising efforts.

Buildings & Grounds Committee

Two years ago Buildings and Grounds was combined with Administration and Finance into one committee. Mid way into 2013, Session elected to again create a Building and Grounds Committee as there are many items that need to be addressed during the course of a year.

Thank you to the following volunteers who have agreed to bring their talents to the new Buildings and Grounds Committee (B & G): Doug Bidgood, Preston Brinkman, Emillio Crespo, Ron Edman, Rex LaCocq, Louis Monaco, Joyce Riggleman, Craig Ruke, Karen Swanbeck, Albert Werner, Kim and Marianne Worden, and Chuck Elston, Sexton to serve as staff person!

In November, a Needs/Assessment study was completed by G & B. Three sub-committees of B & G were then formed to better handle the needs of Chapel's facilities:

Interior/Décor will have the talents of Elaine Brinkman, Lois Doggett, Arlene Fisher, Joyce Riggleman, and Karen Swanbeck. They would like to "spruce up" Silver Hall in 2014.

Landscape will have the talents of Kim and Marianne Worden. They have established five areas in need of work: Memorial Garden – Irrigation – Chapel Sign/Front Gardens – Back of Building.

Mechanical/Structure will have the talents of Ron Edman. Chapel's facilities are aging plus the salt air and sun are not kind to metal. Please give prayerful thought to bringing your talents to these sub-committees of B & G in 2014!

Let's look back at some of the the accomplishments of 2013:

- Converted all office lights
- New plumbing for water heater
- Planted Christmas Palms on north side of Chapel Street
- Installed and replaced emergency lights in educational wing
- Trumpet pipes installed for organ
- New lock and rod assembly for office door
- Installed speakers and amp for stage
- New air condition unit for stage and new breaker for sanctuary A/C
- New surveillance cameras
- Removed wall paper, painted, moved mail boxes, and installed tile in the office area
- Rebuilt blower for organ
- New pressure tank for sprinklers
- Ongoing maintenance of Chapel's facilities.

I sincerely thank all who have given of their time and talents to Chapel, especially Chuck Elston!

Dean Southworth, Chair of Buildings & Grounds

Discipleship & Fellowship Committee Report 2013

The active members of this committee are Elaine Brinkman, Rexann Hosafros, Miffie Greer, Arlene Fisher, Anita Fisher, and Nancy Bell. We have other persons who assist us with various efforts but do not attend most meetings. Jimmy Steele was our staff person and although our interim Pastor has substituted since Jimmy's departure, his many other duties make it difficult to fill in with the many responsibilities with which this committee is charged. We have lost several hardworking members with experience and most of our current active members have little institutional memory regarding the many projects with which we are charged.

Before Jimmy Steele resigned, the committee had a church luncheon, sport event outings, an Easter luncheon and egg hunt and operated a successful vacation bible school program.

Since Jimmy's departure, the committee (mostly Miffie Greer) kept the teen group alive until the church secured the assistance of Katy Reinke. The program survives but is not thriving and needs more assistance. The committee made a great deal of effort to "re-start" the Kidzday program, which for several reasons was closed very early in the school year.

The committee has secured the assistance of members outside the committee to have several spiritual/biblical study groups which continue and positive comments are received from participants. A scholarship subcommittee received applications and made a recommendation to session regarding awards.

Our members and other volunteers help with coffee hour after church and have had a few special Sundays (for example, apple Sunday) to try to create enthusiasm and participation. We still need more folks to help with this so as to avoid volunteer burnout.

The committee used little of its allotted budget but did supply updated and replacement Christmas decorations for the church and trees.

The group mostly completed a SWOT assessment at the request of Pastor Gary Bagley. Committee members are currently working on policy rewrites at the request of Session.

Submitted by Rexann Hosafros

Mission and Outreach

2013 was another successful and rewarding year for Chapel by the Sea Mission/Outreach Team.

Our main goal was to continue to increase Mission giving to agencies and organizations we have chosen to feed, clothe, help provide shelter and most of all, show the needy that God loves them and so do we. Unfortunately, due to the failure of Chapel to meet it's budget for 2013, Mission received \$1,000 less than designated.

Our goal to add new volunteers to the M/O Team was achieved and we were blessed with the excellent addition of hard working hands-on support for our projects. Most Team members have "Special Interest" projects, but willingly help others when needed.

The following is a brief description of our accomplishments during 2013. The Christmas Living Gift Market received \$1,325 for Heifer International, \$975 for Medical Benevolence, \$322 for Habitat, and \$1,150 for God's Table. Chapel was honored by Habitat for being one of the founders of Habitat in Lee and Henry Counties. Chapel provided transportation for workers, contributing over 1,000 hours of work. We continue to support Brightest Horizons Child Development, which will have a new name in 2014. It will be known as Gladiolus Learning and Development Center. During 2013, Chapel member, Sharon Trantina reported that over 278 children were served by the Center. We provided funding, had contact with the children, delivered a "trunk load" of Christmas gifts, made cupcakes for their graduation party, all while our Sew&Sew ladies continued to make hand sewn blankets and bibs. Chapel still buses volunteers to Immokalee twice a month to feed out-of-work migrant workers as well as provide clothing and financial support. Shelia Morales, R.N., Chapel Parrish Health, provided 1205 Direct contacts, which consisted of Hospital, Home, Nursing/Assisted Living, Telephone, and office visits and 4947 Indirect contacts. Shelia also arranged Exercise/Education programs, held a Wholeness Service one Sunday each month, published and distributed 3600 newsletters, and served 35 home communions. Her Outreach involvement also included 8,039 persons that attended God's Table. Volunteers also collected 174 Operation Christmas Child shoeboxes to be distributed to children around the world. Total shoe boxes collected from all countries exceeded 12 million. Chapel helped provide and serve lunch to 250 worldwide visitors at E.C.H.O.

Mission/Outreach tries to keep the congregation informed of Mission projects and how they can be involved by giving one minute announcements during three Sundays each month and also in two weekly FMB newspapers.

Billy H. Turner

Chairman

Personnel Committee

During 2013 the members of your Personnel Committee were: Don Cady, Chair pro tem, Jennifer Pinkard and Jan Kitchen.

The year of 2013 began with the knowledge that our pastor for the past 5 years would be leaving on January 20th to assume the duties as head of staff of another church. Knowing that an interim pastor would be needed while we conducted a search for a new called pastor, an Interim Pastor Nominating Committee had been formed the previous November. The expeditious work of this committee enabled our Session to approve a one-year contract with the Rev. Dr. Gary L. Bagley as our Interim Pastor beginning on February 1, 2013. Dr. Bagley's first Sunday in the pulpit was February 10, 2013. Dr. Bagley has since agreed to continue as our Interim Pastor until such time as our Pastor Nominating Committee completes its work and we call a pastor.

During 2013 Chapel experienced two additional changes in personnel. In July the decision was made not to renew the employment contract of the Director of the Kidz Days program. In the fall this position was not filled when it was determined to close the program in early September because of additional state requirements and accreditation issues.

Also in July, Jimmy Steele, our Director of Educational and Youth Ministries, informed us that he was accepting a youth director opportunity with another church. Jimmy had highly recommended that we consider employing Katy Reinke as a Youth Intern. Katy is a student and resident advisor at Florida Gulf Coast University. She is also a counsellor at Cedarkirk Conference Center and a church Elder. After interviewing her, Katy Reinke was hired as our Youth Intern to work part time with our youth during the 2013-2014 school year.

In 2013 these members of our staff continued to serve our congregation with diligence and dedication during this time of change:

Chuck Elston, our Sexton, is responsible for Chapel's cleanliness, routine maintenance, security, and the safety of our equipment, buildings, and grounds. In addition, Chuck coordinates with outside contractors and you will see him supervising the "production booth" in the back of the sanctuary on Sunday mornings.

Tamara McPheron, our Church Administrator, performs a variety of tasks that keep Chapel functioning efficiently. These include accounting for offerings, reporting contributions, preparing financial reports, paying outstanding invoices, making payroll, filing tax forms, and maintaining personnel files. Finally, when no one else seems to have the answer, Tamara is often the "go to" person.

Michael Melnikov, our Director of Music Ministries, directs the Chancel and Chapel Bell Choirs and plays Chapel's pipe organ on Sunday mornings. He is responsible for coordinating with our Pastor the music for each worship service. In addition, he works with the Music Committee in organizing special concerts and recitals, and provides music for weddings and funerals.

Sheila Morales, our Parish Nurse, promotes programs to maintain and improve physical, mental, and spiritual health within the congregation. Working with the Pastor she initiates visits to the ill, infirmed, lonely and bereaved. Specifically, she is a resource to families in crisis, makes referrals to providers of health services, arranges on-site health care screening programs, and facilitates educational programs.

Holly Tribble, our Administrative Assistant, serves as the secretary and assistant to the Senior Pastor, oversees our church publications, and supervises and assists office volunteers; all while assisting with day-to-day office problems when needed.

Worship Committee

The Worship Committee meets on the first Tuesday of each month, at 9:30 a.m. Current membership of the committee includes Elaine Brinkman, Marchyne Clement, Lois Doggett, Huggy Ellyatt, Charlotte Fergus, Miffie Greer, Nancy Henneberger, Mary Jo Jacobs, Jan Kitchen, Laura Miller, Linda Monaco, Joyce Riggelman, Barbara Welton, and Ginny Young. Landon Doggett, Session member, serves as the chair; and Michael Melnikov, Chapel Music Director, is the staff representative. Gary Bagley, our Interim Pastor, has attended most of our 2013 meetings.

The Worship Committee is responsible for providing ushers, greeters, and liturgists for all services in the Sanctuary, including both Sunday services during “Season”, special holiday services, concerts, and funeral and memorial services. Mary Jo Jacobs serves as head usher, recruiting volunteers and providing training, while Barbara Welton and Ginny Young are coordinators for the greeters. Lynda Monaco coordinates the liturgists.

The Worship Committee is responsible for providing materials for Holy Communion on a monthly basis, plus any additional special services. Miffie Greer leads a group of volunteers in the preparation of the elements, to be administered either by intinction or by pew service. Laura Miller recruits and organizes elders to serve communion.

A Flower Guild, headed by Jan Kitchen and Ginny Young, is responsible for providing flowers in the sanctuary for all services. When possible, fresh flowers are purchased with money donated by congregation members; volunteers from the Worship Committee arrange the flowers. This group also coordinates the purchase and display of lilies at Easter and the poinsettia tree at Christmas.

The largest subcommittee is concerned with Music for Worship. Michael Melnikov and Lois Doggett represent this group at our monthly meeting. In addition to providing the Chancel Choir, Bells, and Chimes for Sunday worship services, this group plans and presents a series of concerts designed to appeal to the general public during “Season”. They obtain artists for these events, prepare advertising materials, and have this year developed a special donor program to help insure that this self-financing endeavor can continue to obtain high quality performers.

Receptions following concerts, memorial services, and other special occasions are the responsibility of the Worship Committee.

At the end of the year, the Worship Committee is responsible for decorating the church for Advent and Christmas, as well as the subsequent removal of those decorations after Epiphany.

Submitted by Landon Doggett, Chair

Administrator's Report

"If nothing ever changed, there'd be no butterflies."~ Author Unknown

The 2013 theme at Chapel most certainly can be summed up with two words- change and transition. Like most individuals I don't care for change; however, I am also keenly aware that survival requires that we must change and grow to insure not only our survival but also our ability to thrive.

Thus, the administrative changes that have occurred this year and those planned for 2014 are directly related to these two themes of survival and thriving. Our former bulletin and newsletter formats were outdated and less than user friendly. However, changes in our bulletin and newsletter format required that we invest in an updated copier. This not only allowed us to consolidate two pieces of equipment (the old copier and duplicator) into one piece of office equipment, but also eliminated several manual, labor intensive steps in the production of our publications.

In 2014, we will continue to upgrade our communication process. Our computer network requires updating. Several of our computers will need to be upgraded from Windows XP to Windows 7 as the XP system will go "end of life" in 2014. Monies have been donated to purchase a laptop for the administrator which will allow the administrator to keep Chapel financially functioning in the ACS "cloud" away from the physical location of Chapel if we experience a hurricane. Work has already begun on mapping our network system, identifying installed programs, and determining which computer equipment and accessories are outdated or obsolete. Finally, these upgrades will allow us to re-establish group (or mass) emails to our membership with electronic newsletters and "news blasts" on current or upcoming Chapel events.

Chapel experienced a loss of approximately \$61,000 in primary income in 2013. Statistically, churches typically lose twelve to fifteen percent (12%-15%) in primary income during a transition year. Thus, Chapel income loss in 2013 is typical for a transitional year. Your Administration and Finance Committee responded to this financial challenge by carefully monitoring daily on-going expenditures and committee requests for funds. This resulted in only having to borrow \$15,000 from our in-house "Summer Debt Fund" rather than the full primary income loss of \$61,000.

The organizational and administrative changes that occurred in 2013 and the proposed changes for 2014 are in anticipation of welcoming our new permanent called minister. Your staff is working diligently to lay the groundwork for this next transition in the life of Chapel. Our goal is to allow our next minister to step into their role as our leader helping us move into a successful future without having to be concerned with administrative communication and budget challenges.

Your staff has weathered a challenging 2013; and, 2014 will be no less challenging for us with a new called head of staff. Be gentle with us, give us compliments when they are deserved, point out with gentle but firm love what we can do better, and most of all, pray for us as we partner with you to guide Chapel into a successful, thriving future serving the community of Fort Myers Beach.

"All changes, even the most longed for, have their melancholy; for what we leave behind us is a part of ourselves; we must die to one life before we can enter another." ~ Anatole France

Respectfully submitted by Tamara McPheron

Parish Health Annual Report

Submitted by Sheila F Morales, RN, BS, FCN

The role of the parish nurse is to support the ministry of pastoral care through hospital and home visitation, and physical and mental health through classes and exercise programs. The parish nurse also coordinates a monthly service of healing and wholeness and serves as staff liaison for the Missions & Outreach Committee and Lee Memorial Health System. Below are some of the details of the past year's work.

Total number of Direct Contacts:	1205
Hospital visits/Hospice	99
Home visits:	467
Nursing Home/Assisted Living Facilities	98
Telephone contacts	507
Office visits	11
Total number of Indirect Contacts:	4947
Prayer shawls and quilts	28
Wholeness Service	164
Exercise/Education programs	1078
Meals/Stephen Ministry/Driving to Appts	27
Newsletter	3600
Home Communion	35
Mission Outreach	8039
God's Table	8039

2013 was a year that required more intensive visitation in the home and hospital again like 2012. Education programs were well attended and the Mission and Outreach Committee serve as a Health Ministry Team approving Faith Community Nurse activities. The Wholeness Service, prayer shawls, home communion, meals for the sick and "Journeying through Grief" booklets provided spiritual care to members as well.

Director of Music

The music ministry at Chapel has experienced a great fulfillment in the music program. Highlights from the 2013 music program include:

Providing music for all Sunday services with special programs during the Lenten, Easter and Advent seasons;

The 75th Anniversary celebration which included commissioned anthems;

Providing music for weddings, memorial, and funeral services.

A concert presented by the Chapel Bells as part of the 2012-2013 Concert Series;

The 2012-2013 Concert Series by guest artists for the community which included receptions and fellowship;

Installation of the Festive Trumpet Pipes to compliment the Great Organ;

Donation of an Otto Altenburg grand piano for the sanctuary by Carl Matheny, in memory of his wife, Donna;

Participation in community events, such as the Boat Parade and Christmas Caroling at Santini's Plaza

May all Glory be to God for the exciting things that are happening in the music department this year and for the years to come!

Submitted by Michael Melnikov