



GRACE COVENANT
PRESBYTERIAN CHURCH

Annual Report 2021

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AGENDA FOR 2022 ANNUAL MEETING (Review of 2021)

January 30, 2022

10:45am

CONGREGATIONAL MEETING

Opening Prayer and Call to Order

Mitch Trigger

The Complete Mission Statement

Mitch Trigger

Grace Covenant Presbyterian Church celebrates God's unbounded grace and all-inclusive love. God gathers us in a welcoming community, with our curiosity and questions, to worship creatively, learn from God's word, share our gifts, and deepen our faith.

With grateful hearts and a spirit of adventure, we go to serve Christ in the world, sharing kindness with everyone, and working for justice rooted in God's love.

The Abbreviated Mission Statement

Grace Covenant Presbyterian Church celebrates God's grace for everyone.
We **gather** to worship. We **equip** ourselves to share faith. We **send** ourselves to serve.

Updated Core Values (illustration page 30)

CORPORATION MEETING

Call to Order

Susan Sutherland

Recognition of the 2022 Officers of the Corporation:

President – Susan Sutherland	Secretary – Melanie Townsend
Vice-President – Ric Cummings	Treasurer – Aaron Soule

Acknowledgement of Trustees:

Jim Byrd, Ric Cummings, Miles Dalton, Andrew Frye, Katie Hearn, Jane Knoche, Angela Krug, Mike Mattix, Terri Monrad, Diane Schmit, Kylie Sutherland, Susan Sutherland, Bill Turner

Adjournment of Corporation

CONTINUATION OF CONGREGATIONAL MEETING

Personnel Team Report

Presentation of Terms of Call for the Revs. Susan and Mitchell Trigger

Special Thanks to Our Teams and Team Moderators:

Adult Ministry – Maggie Blankers	Marketing—Kim Krueger
Children's Ministry—Erin Frye & Angela Krug	Mission—Michaela Walker
Connections & Care—Diane Schmit	Nominating Team – Andrew Frye
Facilities—Marc Feyh	Personnel—Kevin Mason
Finance—Jim Byrd	Worship & Music—Kathy Bures & Katie Hearn
Generosity—David Sutherland	Youth Ministry—Bill Turner
KAIROS—Rick Randolph	

The Ministry of Caring - the Deacons of Grace Covenant

Moderator – Meredith Watson

(Class of 2022) Liz Chandler (Vice Moderator) Karen Pack, Anne Stroud, Julie Webb, and Jerel Williams.

(Class of 2023) Jesse Bures, Barbara Douglas, Michelle Gailliez-Frye, Jody Mason, and Knute Rosche

(Class of 2024) Jean Hampton, Terra Howard, Ashley Jeffries

Finance Report (2021 review / 2022 approved budget)

Adjournment and Closing Prayer

Mitch Trigger

A Review of 2021 at Grace Covenant Presbyterian Church

The Revs. Sue & Mitch Trigger

The year 2021 didn't feel much different from 2020 except for the order of things. We started the year as 2020 ended, still doing our worship services through Facebook and Zoom online, and all of our meetings, Bible studies, and small group meetings through Zoom. Our children did Sunday School the same way, just as many of them were doing in the public school systems.

We can't begin to describe the challenges that the church staff continually faced. We began the year having had plenty of experience with online worship, but all of us felt the need to find ways to improve the online experience.

- Our music staff, led by Rebecca Prater, gathered a variety of small groups to record special music for worship services. Whether services were online or in-person, the need for rehearsals didn't change for Rebecca, Linda Dover, and Carrie DeVries. In addition to the staff, many musical soloists and instrumentalists continued to share their gifts with all of us.
- Miles McDonald, in addition to working with youth, spent many hours training volunteers to operate our audio and video equipment for worship. Those volunteers became more and more important as the year went on. He also spent untold hours dealing with technical "glitches," an invaluable task that could be frustrating at times.
- Patrick Bell was more than just our office administrator; he was also our communications hub. Team leaders and volunteers counted on Patrick for information and resources.
- Our "unsung" hero has been Kim Krueger. Kim oversees our website, our newsletter, our social media presence, and she does it all with a smile. We consider Kim part of the staff even though she volunteers her time out of love for the church. Kim does more than just carry out tasks – she brings a real talent for communications and design.
- The team leaders, members of the various teams, and countless other church members continued to provide important leadership in the church for everything from children's music

time to landscaping, from teaching adult & children's Sunday School to rewiring lighting in the sanctuary.

- The Deacons have faced the daunting task of keeping in touch with members of their covenant groups at a time when it seems people are less and less inclined to respond to emails or voice messages. We are especially thankful for their efforts.

These observations barely scratch the many ways church staff and members carry out the important work of the church in mission, fellowship, pastoral care, education, worship and so much more. As your co-pastors, our primary responsibilities are preaching and administering the sacraments, but we all know there is so much more involved than that. Church administration, Christian education, pastoral care, resourcing of teams, pastoral counseling, and many other aspects of church life lie within our responsibilities.

Spring 2021 brought great joy as we were able to have an outdoor Easter service that allowed many of us to gather together for the first time in a year. In May we began to meet again in person for worship, but throughout the rest of the year we still weren't "back to normal," as the pandemic necessitated continued mask wearing and limited singing by the congregation. Even after returning to in-person worship, there were many times we were required to find creative ways to do special worship.

Pastoral care continued to be a challenge, although we were very appreciative of the many people who let us know when they were facing difficult medical or family situations.

In addition to the work of serving this congregation, we are required (as minister members of the Presbytery) to serve in other capacities. Sue served on the Congregational Ministries Committee of Heartland Presbytery. She also served the PC(USA) as a member of ACSWP (Advisory Committee on Social Witness Policy for the General Assembly). As part of that work, Sue also moderated a group tasked with writing an updated PCUSA resource on Gun Violence. Mitch served on the Stewardship Committee of Heartland Presbytery and in November was elected as a commissioner to the 225th General Assembly (2022).

In 2022, Sue will continue to serve on Congregational Ministries Committee of Heartland Presbytery, as well as the Mission & Social Justice Committee. She will continue to serve on ACSWP and will be a resource person from that committee to the 225th General Assembly. Mitch will be serving on the Commission on Ministry for Heartland Presbytery, on the Congregational Relations subcommittee. As a GA commissioner, he will also serve the next couple of years on Committee on General Assembly Business.

Our greatest hope and prayer is that we will be able to take the lessons learned during the pandemic and combine them with the hope & energy we were experiencing just before the pandemic began, as Grace Covenant lives out its call to do God's work.

Respectfully Submitted,

The Revs. Mitch and Sue Trigger, co-pastors

CLERK OF SESSION

2021 Annual Report

TOTAL ACTIVE MEMBERSHIP as of December 31, 2020

401 Members

Gains in 2020

Reactivated	0
Profession of Faith	4
Reaffirmation of Faith	0
Transfer of Membership	0

TOTAL GAINS **4**

Losses in 2020

Transfer of Membership	(1)
Inactive	(37)
Death	(4)
Transfer Affiliate	(0)

TOTAL LOSSES **(42)**

TOTAL ACTIVE MEMBERSHIP as of December 31, 2021

363 Members

BAPTISMS

Abigail Grace Schmidt

Drake William Cabe

DECEASED MEMBERS

CJ Poirier

Wes Plagman

Larry Baker

Harold DeBoer

NEW MEMBERS

Joe Hoffman

Teresa Ilten

Linda Hoffman

Joel Ilten

Team Reports

Worship and Music

Worship Team

2021 started with one all virtual worship service each Sunday. After nine months, we were all pretty good at it, but also a little tired of it. We were thrilled to have members gathered in the parking lot for an outdoor, in-person worship service on Easter followed by a more traditional but virtual service, which was held in the beautifully decorated sanctuary.

Worship team was as thrilled as everyone else to return to in-person worship on Pentecost; our masked members socially distanced in the sanctuary and found new ways of greeting one another and celebrating the Lord's Day. We are still streaming our services online so that folks who are not comfortable being in person (or not feeling well) can participate. Worship attendance increased throughout the fall to the point where social distancing became challenging some weeks.

After a Season of Peace in the fall, we celebrated the Season of Thanksgiving. The Advent and Christmas seasons have been marked with old traditions and new innovations. We are grateful to the staff who create our meaningful worship and the volunteers who help make it happen by decorating, singing, ushering, provide technical support and more.

The team is in a period of transition as we end the year. Several members left the team during the year or at year-end, including Moderator Melanie Townsend. Kathy Bures is BACK as Worship Team moderator in 2022 with just a few coordinating team members. If you have interest in how worship happens at Grace Covenant, please contact Kathy Bures or Sue Trigger to learn more about this team's responsibilities and opportunities!

Members who have served on the team this year are Nancy Steen, Jami Howe, Nancy Kalesz, Meredith Watson, Chelly King, Jan Rosche, Kathy Bures, Mike Mattix (Elder rep 1st half), Jane Knoche (Elder rep 2nd half) and Melanie Townsend (Moderator).

Gracefully submitted,

Melanie Townsend

Music Team

In 2021, the Music Ministry at Grace Covenant

- ♪ continued to provide quality music & spiritual leadership in and outside of worship. Our gifted and dedicated music staff, comprised of Rebecca Prater, Linda Dover, Carrie DeVries, and Daniel Cole worked with a wide range of volunteer leaders and musicians to create remarkable experiences. The music ministry has adapted and changed to meet the unprecedented times and needs of the COVID-19 pandemic, prerecording their offerings at times to reduce risk. To mitigate the spread of the virus, many of our ensembles met in small groups.

In 2021, our Music Ministry included:

- ♪ 5 vocal ensembles
- ♪ 4 handbell/chime ensembles
- ♪ various instrumental ensembles

These ensembles included:

- ♪ Student ensembles:
 - ♪ Joy! Singers (4s-K)
 - ♪ Celebration! Singers & Celebration! Ringers (1st-6th grades)
 - ♪ Exaltation! & Ex! Ringers (8th-12th grades)
- ♪ Adult ensembles:
 - ♪ Praise Team & Chancel Ensemble led live online worship regularly
 - ♪ CHEX Singers (Chancel & Exaltation! Singers)
 - ♪ Jubilation! Ringers
 - ♪ Charter Ringers
 - ♪ Dixieland Band
 - ♪ Small Instrumental Ensembles
- ♪ Intergenerational ensembles:
 - ♪ Symphony Orchestra or GCPC Wind Ensemble (8th grade - adults)

Outreach Activities & Music Events in 2021:

- ♪ Music Appreciation Sunday - February
- ♪ Youth Sunday - March
- ♪ Hymn Sing & Ice Cream Social - June
- ♪ Dixieland Band & Kona Ice Truck Fellowship Event - August
- ♪ A Christmas Exclamation! - December 5th

♪ Joy! & Celebration! Singers, Exaltation! Quartet, Christopher Callender-guitar, Chancel & Exaltation! Singers, Charter Ringers, and Linda Dover-organ in our two Christmas Eve services: 5pm & 8pm.

 Submitted by Music Team 2021 

Linda Dover - Staff, Rebecca Prater - Staff, Chris Lindsay - Clerk, Katie Hearn - Moderator
Celia Nicholas, Michelle Gailliez-Frye, Anne Stroud

Education and Nurture

Adult Ministry Team

Pundits said January 2021 was the cruelest month since the Corona virus hit our world, with upwards of 95,000 souls succumbing to it – just in our own nation. Even higher numbers rose as the year progressed, filling many with grief, fear and loneliness. The Adult Ministries Team wanted to know what we could do to ease members' (and our own) anxiety in such a time.

The answer, of course, was to lean on Jesus' teachings. Adult Ministries held a four-part series on being a Matthew 25 church, a program introduced by the PC(USA) to increase our awareness of those who live at the margins and to help us to follow Jesus' way of living and serving. The GCPC Session had already voted to become a Matthew 25 church, which encourages Presbyterians to 1)Build congregational vitality, 2)Dismantle structural racism and 3)Eradicate systemic poverty. The series helped us consider the community-facing assistance GCPC provides and look for ways to build on it in partnership with the KAIROS and Mission teams.

Next, Adult Ministries turned its study inward for Lent, with members reflecting on their personal areas of challenge. *Learning to Walk in the Dark*, a book by Barbara Brown Taylor, seemed appropriate in the midst of the pandemic. The book explores the images of light and darkness and how well-worn traditions of thinking about night negatively can catch us up. Through the dark times, we find courage, can understand the world in new ways, and feel God's presence in new ways.

Along with our non-traditional (at home) Easter, Revs. Mitch and Sue introduced “Bright Sunday” – a custom begun by Greek Christians to bring a little levity after the dark days of Lent. During the Adult Education Hour, Sue “humored” us with tales of the “Holy Humor Sunday” tradition, where celebrations might go on the week following Easter Sunday.

In the fall, GCPC held a parking lot social and limited open house. We were pleased to welcome folks not only to learn about class plans for children and youth, but also visit our Adult Ministries’ “digs” – Rooms 3 and 4 in the west wing. Now, adults have their own space for Sunday School, Bible studies, meetings and other events.

The following week, we launched *two* classes, a new series, *Follow Me* – a year-long program offered through our Children’s and Youth ministries, as well as Adult Education. Everyone studies the same teachings of Christ in age-appropriate settings. In 2021, studies included *Follow Jesus*, *Welcome All* and *Confess*, with *Hope* and *Baptize* coming up next.

We also began a new class, meant for adults who want to ponder deeper discussion. Through the end of the year, these classes have included *The Belhar Confession and Anti-Racism*, *Shalom: Finding Peace in the Bible*, *The Troubled Land of Jesus’ Birth*, and *Church and Society*.

We are grateful for the opportunity to provide these classes and humbled by the insights of both our teachers and attendees. Your Adult Ministries Team includes Maggie Blankers, Moderator; Sue Trigger, Pastor Liaison; Barbara Douglas; Christine Hutchins; Joel Ilten and Diane Schmit.

Children’s Ministry Team

2021 has been another busy year for Children’s Team. Our year was a mix of virtual and in person activities given the state of the pandemic.

- The first half of the Sunday School year was done in a virtual format as we were not meeting back at church yet. We continued with the Growing in Grace and Gratitude curriculum during this time. Lisa Cox prepared and posted videos for our 2- and 3-year-olds in a Facebook group. Kristy Shaw video-taped Awakening to Worship lessons for 4-year-olds through first graders and Emily Hussey created music lesson videos for them. Our second through fifth graders met for Sunday School on Zoom. The lessons were provided by Aimee Fleeman, Jenny Stromberg and Jerel Williams. Pam Kelly has been leading music for this age group, also on Sunday morning Zoom sessions. Michala Walker also contributed with a mission focused lesson about once a month. We appreciate everyone’s flexibility!
- Upon our return to worship at Grace Covenant, we implemented the Workshop Rotation model of Sunday School for Kindergarten through fifth grade. We are thankful for our many volunteer teachers who have led lessons such as Bible Skills & Games, Art, Mission, Drama,

Cooking, Science, & Music. (Andrew Frye, Chris Frye, Harold Frye, Ryan Hussey, Emily Hussey, Pam Kelly, Angela Krug, Chris Krug, Lara Schesser, Jenny Stromberg, Melanie Townsend, Charlie Trigger (and Stewart 😊), Sue Trigger, Michala Walker) We couldn't be pulling off Workshop Rotation without the shepherds to lead the groups from room to room. (Jean Hampton, Jean Nelson, Jerel Williams, Ginny Wirtz) Many thanks also go to Teresa Ilten who gets us prepared for each week of Sunday School!

- Also, upon our return to worship at Grace Covenant, our 2- and 3-year-olds continued to be loved by faithful teachers (Jane Knoche, Lisa Cox, Judy Mason and Danelle Dalton) as they learn Bible Stories each week. Our preschool students started using a new curriculum to engage them more and they have been taught by Joy Circo, Brandon Hearn, and Pam Hearn.
- Kristy Shaw continues as the coordinator of the Awakening to Worship program. We thank her and her story telling volunteers. We also greatly appreciate the greeters as we only offer one session of Awakening to Worship while the church is only offering one worship service for the time being. (Volunteers: Christy Soule, Diane Schmit, Katie Hearn, Emily Hussey, Erin Mehl, Cheryl Johnson, Jaylee Soule, Maggie Shaw, Morgan Krug)
- SMASH continued meeting safely in person once a month. Christy Soule has been doing much of the planning with help from Sue as well as the youth interns, Adriana Barrera and Wisdom Manaka.
- In June we held our week-long Vacation Bible School for members and grandchildren of members. Many thanks to all the volunteers that helped us make this happen! Our theme was "Knights of North Castle". Worship on the Sunday following VBS was the same theme.
- We were able to return to some events, either in creative ways or on smaller scales. The Shrove Tuesday Pancake supper was held on Zoom this year. We held the Easter Egg Hunt and Trunk or Treat for members of the church and grandchildren of members of the church. We were also able to present third and fourth graders with Bibles following two weeks of a Bible workshop for them. Finally, we helped staff the Advent Fair.

If you are interested being on Children's Team or giving an hour or two teaching our Children in SMASH, ATW or Sunday School, contact one of our team's co-moderators Erin Frye or Angela Krug or Co-Pastor Sue Trigger.

Erin Frye & Angela Krug co-moderators; Christy Soule, secretary; Meredith Cabe, Carolyn Chaffin, Emily Hussey, Jenny Stromberg, Kristy Shaw, Sue Trigger, staff liaison

Youth Ministry Team

The Youth Team philosophy is to provide opportunities and inspiration for youth to develop a life-long relationship with God. We strive to offer a variety of meaningful worship

opportunities, service and outreach events, thoughtful programming, and intentional connections with others to help youth develop and grow in their faith journey. We hope that through their involvement at Grace Covenant, youth will find strength, guidance, encouragement, and hope in Christ. With the unique challenges of 2021, the Youth Team worked to continue to focus on maintaining connections while still focusing on the safety of all.

To accommodate different student schedules and activities, we offer a wide variety of small group, education, outreach, connection, trips and fun event options for youth to become engaged. This past year the Youth had opportunities to participate in:

- Sunday School classes – were presented consistently either virtually, in person, or hybrid.
- “Connect” Youth group Gatherings – were primarily held in person this year with a couple of exceptions where we met virtually.
- Youth Band – didn’t meet much this year once COVID set in.
- Exaltation! singers and ringers – practices were adjusted and often met together with college age, or older adults.
- Hayride – 2021 took place at Heartland Camp this year.
- Homeless for a Night event
- Car Wash – this event could not happen in 2021, but hopefully will come back in 2022.
- Mission and Music Trip – this event could not happen in 2021 but is in the planning stages for 2022.
- Presbytery wide retreat – this event took place outdoors at Heartland Camp.
- Canoe trip – this event was intergenerational this year.
- Progressive Dinner – this event did not meet as regularly scheduled but is being planned for the spring of 2022
- Souper Bowl of Caring
- Trunk or Treat (indoors this year)
- Red Bag Shopping
- Massanetta Middle School Conference – this event could not happen in 2021.
- Montreat High School Youth Conference – we attended in July and Presbyterian Youth Triennium (every 3 years) is being planned for 2022.
- Heartland Presbytery camps – these were difficult in 2021 but did take place.
- Random Acts of Kindness and other outreach events were held regularly over the spring, summer, and fall.
- And, of course, youth Sunday which was virtual in 2021.

The youth ministry program is successful at Grace Covenant because we have many caring adults who are active as well as our church staff to help nurture our youth in their love of Christ.

We are grateful for those who minister to our youth through participation as youth leaders, Youth Team members, Sunday School teachers, Confirmation mentors, food preparers, and event coordinators. We could not do what we do for GCPC youth without these caring and dedicated servants.

With your continued support, our youth program will continue to remind GCPC youth that they are God's precious children, cherished since birth, blessed and loved beyond words.

Bill Turner — moderator, Pat Kowalczewski — secretary, Jody Mason, Susan Sutherland, Danielle Dalton, Kylie Sutherland, Miles Dalton, Miles McDonald

Congregational Care

Connections & Care Team

2021 saw GCPC getting back to some normalcy. We saw us getting back to in-person worship and getting back to some fun and fellowship. COVID and its variants have made our fellowship gatherings look a bit different, but they can't stop us.

In May we start our 1st in person worship. Care and Connections sponsored their first event in early Junean Ice Cream Sundae Social. This was held outside after church worship and while attendance was low, those who attended enjoyed seeing one another.

In June a survey was distributed to everyone to find out what activities and events GCPC members wanted. We appreciate everyone's response, and we hear you loud and clear: you want to fellowship and get back together.

Our first big event after getting back together was the BBQ competition in October. A big THANK YOU to Teresa Ilten and Tom Stroud for organizing this popular event. We had several BBQ'ers, Blue Grass Music, thanks to Chris Callender and Miles McDonald, and lots of food. Kevin Johnson walked away with the best BBQ award once again.

Care and Connections sponsored a card writing activity on Workship Sunday in October. Members wrote cards to those who are homebound, ill, or those we haven't seen in a while. We had around 10 people participating and sent around 90 cards. What a way to care for one another!

In November our second event was BINGO night. Participants brought appetizers and had a great time playing the many variations of BINGO. Our IHN guests joined us that evening as well. Johnnie Baker was our BIG winner winning 4 games and Black out.

We are planning activities for 2022. A few events planned are a Soup/Chili/Pie dinner and a Movie Night in the summer. If you have an idea or event, you feel you would be fun, talk with a Care and Connections member. We hope that as 2022 progresses we will have more normalcy and more activities and events will have increased attendance.

A Big thank you to all Care and Connections members for all their hard work.

Caroline Becher, Pat Collins, Donna Dearmore, Karen Fankhauser, Jean Hampton, Cathy Haun, Teresa Ilten, Nancy Kalesz, Chelly King, Lynn Long, Mary Ann Weyforth, Joy Wilson, Pastor Mitch Trigger

Respectfully submitted, Moderator, Diane Schmit

Outreach

Mission Team

- In 2021, Mission team continued the practice of directing the monthly Communion Offering to a partner agency. Funds were directed to: Harvesters, Rosehill, IHN, One Great Hour of Sharing, the M&M trip, PCUSA Pentecost Offering, Catholic Charities, Mission Co-workers, JCCB, Duchesne Clinic, Red Bag Project, and Argentine Baby Closet. We also continued the tradition of selecting a monthly donation partner. In-kind donations were directed to: Harvesters, Rosehill (February and July), Crosslines, Shawnee Community Services, VBS, Catholic Charities, JCCB, Duchesne Clinic, Red Bag Project, and Argentine Baby Closet.
- We had held our 3rd Workship Sunday event in October; GCPC members wrote 89 letters, finished 2 quilts, loaded 45 craft bags, prepared Uplift casseroles to feed 300, cleaned parts of a local stream, and spruced up the church building inside and out. Donations for Soles4Soles and Safehome were also collected during the Workship event (as well as being ongoing throughout the year).
- Two hand-tied quilts were finished and donated to homeless relief in the summer. Donna Heer continues to coordinate the overall quilting project.
- We continued sending food to KCK Hot Lunch and UpLift on a monthly basis. Meredith Watson continues to be instrumental in coordinating the Hot Lunch program, and ably navigated changes between packing sack lunches and in-person meal service as the pandemic ebbed and flowed. Kevin Johnson continues to coordinate the Uplift meal preparation with great success.
- Food donations to Catholic Charities resumed in February, first with outdoor collection barrels and later in the year, in the weekday entrance as we had done prior to the start of the pandemic. Response from the congregation is generous as always; the bin is always full by the end of the month.
- As a Girl Scout service project, Jenna Soule completed a Little Free Pantry outside the east entrance. The Soule family continues to stock the LFP with budget support from Mission Team; it receives slow but steady use.

- Mission team hosted an outdoor fellowship event + electronics recycling event in July. Several boxes of small electronics were delivered for recycling and church members enjoyed some ice cream treats and fellowship.
- GCPC members who participated in the CROP Walk raised \$4,941; Jane Knoche's fund-raising efforts were particularly successful and appreciated.
- Jane Knoche continues to serve as the sole coordinator for IHN. IHN pivoted back to hosting guests in participating churches in the second half of 2021. Jane's leadership through these changes is greatly appreciated!
- During Advent, we sold Alternative Gift Cards to raise funds for Rosehill School, the Children's Nutrition Program in Haiti, Project Peanut Butter, Maya Quiche, Water for South Sudan, Heart to Heart International, the Mission team general fund, and Heifer International. Sales totaled almost \$1200.

Administration

Personnel Team

2020 was a year defined by our staff members adapting to the demands of the pandemic on the fly. In 2021, they were able to leverage their hard-won experience to reopen the church for worship and activities while still creating meaningful online experiences for those not able to attend in person. To capture the lessons of our staff's experiences, Personnel Team's job was fourfold:

- 1 ask our staff members how their roles had changed in throughout 2020 and 2021;
- 2 capture and formalize those changes in updated position descriptions;
- 3 review the updated position descriptions against congregational priorities (church programming and congregational revitalization) identified through session's visioning work; and
- 4 ensure the updated position descriptions continue to conform to the congregation's vision.

In October, Personnel Team recommended for session approval revisions to the positions of Church Administrator, Director of Music Ministries, Director of Youth Ministries/Technical Director for Worship, and Co-Pastors. In November, session approved the revised descriptions we recommended.

To give you a flavor of the kinds of changes adopted by session, the newly revised Co-Pastor job descriptions are included in this report, showing tracked changes. Note the emphasis in the revisions on marshaling technology to implement the programs that are important to us, such as childhood and adult education and worship. The position descriptions for Director of Music Ministries, Director of Youth Ministries/Technical Director for Worship, and Church Administrator have a similar emphasis and focus on developing and maintaining programs and revitalizing our congregation.

The congregation's staff members have worked tirelessly for two years now in strange, demanding, and changing conditions to keep our programs running, to continue looking to and planning for the future of our congregation, to foster meaningful connections among us, and to care for us. We are blessed with talented, dedicated staff members at Grace Covenant.

In other 2021 business, Personnel Team accomplished the following (in addition to the regular business of budgeting for staff salaries and expenses, approving staff holidays, and the like):

- conducted staff reviews and confirmed our staff members are meeting and exceeding expectations;
- welcomed Carrie DeVries as the congregation's new Contemporary Music Leader/Coordinator;
- served cake to the congregation after the first in-person worship on May 23;
- recommended revisions to the vacation and sick leave policy language in the Manual of Personnel Policies, which session approved; and
- combined the positions of Director of Youth Ministries and Technical Director for Worship into one and revised the position descriptions for part-time staff to reflect the correct job classification under the Fair Labor Standards Act.

The Personnel Team: Kevin Mason (moderator), Harold Frye, Chris Krug, Mike Mattix, Susan Sutherland (elder representatives), Mitch Trigger, Sue Trigger (staff representatives)

Grace Covenant Presbyterian Church

Position Title:	Co-Pastor/Head of Staff (Rev. Mitch Trigger)
Status:	Full Time/Exempt
Working Relationship:	Work for the congregation as a member of Heartland Presbytery; the session, in consultation with and on behalf of the congregation, shall provide supervision through its Operating Committee and the Personnel Team
Supervisory Duties	Serve as supervisor of the Church Administrator, Director of Music Ministries, Director of Youth Ministries, and Parish Partners
Position Description:	Carry primary responsibility for the mission and ministry of Grace Covenant Presbyterian Church. With God's help, and together with the session, work with and lead the members, officers, and staff of the church in discerning God's direction, the scope and content of the church's programs, and the policies and structures that give shape to the church's mission.

Position Duties and Responsibilities:

Worship and Preaching

- 1.1 Plan and conduct worship services including writing liturgy, preparing and preaching sermons, creating audio-visual elements, and working closely with the Director of Music Ministries;
- 1.2 Administer the Sacraments; and
- 1.3 Create and lead regular and special worship services including wedding and funeral services. For regular and special worship services, create, implement, and refine a hybrid service model designed to connect with those worshipping online and those worshipping in person.

Spiritual Nurture

- 2.1 Engage with and grow deeper in your personal relationship with God through prayer, study, conversation, service, and silence; and
- 2.2 Lead spiritually focused educational or retreat experiences that relate God to the lives of those in the congregation, giving church members and guests opportunities to reflect on the presence and will of God in their personal and corporate lives.

Pastoral Care and Wellness

- 3.1 Work to create a caring and nurturing environment throughout the congregation, so that the congregation might be and become a caring Christian community;
- 3.2 Serve as primary contact for pastoral calls and oversee pastoral services to those in need by pastoral and program staff and appropriate volunteers;
- 3.3 Support and encourage the deacons as they carry out their duties;

- 3.4 Train and oversee the volunteer Parish Partners;
- 3.5 Establish a culture of care that permeates the membership of the entire congregation;
- 3.6 Encourage staff members to increase opportunities for fellowship, support, assistance, and the practice of hospitality in the name of Christ in their areas of responsibility;
- 3.7 Practice hospitality in the name of Christ; and
- 3.8 Exercise self-care.

Head of Staff

- 4.1 Oversee and supervise the work of the church staff, building a collaborative team;
- 4.2 Encourage individual initiative and creativity within the framework of defining common goals, setting objectives, monitoring implementation of ideas and programs, and supervising the evaluation process;
- 4.3 Meet regularly with and be available to the program and administrative staff for planning, brainstorming, and problem solving;
- 4.4 During sabbaticals, assure that the other designated ordained teaching elders and ruling elders assume the co-pastors' duties or assign such duties to other members of the staff; and
- 4.5 Participate in the annual reviews of program and administrative staff.

Team Support

- 5.1 Serve as the primary staff for the Nominating Committee, Worship Team, Music Team (along with the Director of Music Ministries), Generosity Team, Finance Team, Personnel Team, Welcoming Team, and Mission Team, as well as the session and Operating Committee;
- 5.2 Work with the team moderators in the preparation of meeting agendas, facilitating online/remote meetings, calling and training of members, and the accomplishment of the team's mission;
- 5.3 Together with the clerk of session, prepare the agendas for session and Operating Committee, moderate their meetings, and provide annual training for the ruling elders;
- 5.4 Provide primary staff assistance to such special entities as the Capital Campaign Committee, or assign these duties to other staff members; and
- 5.5 Along with the Co-Pastor and the Director of Youth Ministries/Technical Director for Worship, instruct Sunday school teachers regarding setting up online/remote classes. Assist Sunday school teachers with the technology on Sunday mornings.

Small Group Ministry

- 6.1 Provide staff support to the Connections & Care Team;
- 6.2 Help to create and support a variety of small groups throughout the congregation through which members and friends of the congregation can deepen their faith,

strengthen their care and support for one another, and expand their commitment to ministry in the world; and

- 6.3 Work to strengthen the sense of community within the congregation by encouraging members' abilities to love, support, and pray for one another in the name of Christ.

Welcoming and Outreach

- 7.1 Provide oversight and seek to accomplish the welcoming and outreach goals established by the session;
- 7.2 Work with church leadership in creating ways to achieve the goals and to share ideas which contribute to the effort; and
- 7.3 Report monthly to both the session and the Operating Committee.

Public Witness

- 8.1 Serve as a visible symbol of Christ's presence by representing Grace Covenant throughout the community and participating in activities that witness to the sacredness of God's creation and the reality of Jesus Christ in our midst; and
- 8.2 Encourage the congregation to bear witness to their Christian faith in the community and world.

Denominational Work

- 9.1 Serve the larger church through involvement with Heartland Presbytery, the denomination, and/or other affiliate entities, thereby demonstrating what it means to be a part of a connectional church and positively influencing the denomination's mission.

Grace Covenant Presbyterian Church

Position Title:	Co-Pastor/Head of Staff (Rev. Sue Trigger)
Status:	Full Time/Exempt
Working Relationship:	Work for the congregation as a member of Heartland Presbytery; the session, in consultation with and on behalf of the congregation, shall provide supervision through its Operating Committee and the Personnel Team
Supervisory Duties	Serve as supervisor of the Church Administrator, Director of Music Ministries, Director of Youth Ministries, Child Care Coordinator
Position Description:	Carry primary responsibility for the mission and ministry of Grace Covenant Presbyterian Church. With God's help, and together with the session, work with and lead the members, officers, and staff of the church in discerning God's direction, the scope and content of the church's programs, and the policies and structures that give shape to the church's mission.

Position Duties and Responsibilities:

Worship and Preaching

- 1.1 Plan and conduct worship services including writing liturgy, preparing and preaching sermons, creating audio-visual elements, and working closely with the Director of Music Ministries;
- 1.2 Administer the Sacraments; and
- 1.3 Create and lead regular and special worship services including wedding and funeral services. For regular and special worship services, create, implement, and refine a hybrid service model designed to connect with those worshipping online and those worshipping in person.

Spiritual Nurture

- 2.1 Engage with and grow deeper in your personal relationship with God through prayer, study, conversation, service, and silence; and
- 2.2 Lead spiritually focused educational or retreat experiences that relate God to the lives of those in the congregation, giving church members and guests opportunities to reflect on the presence and will of God in their personal and corporate lives.

Pastoral Care and Wellness

- 3.1 Work to create a caring and nurturing environment throughout the congregation, so that the congregation might be and become a caring Christian community;
- 3.2 Assist the Co-Pastor with pastoral calls and pastoral services to those in need by pastoral and program staff and appropriate volunteers;
- 3.3 Establish a culture of care that permeates the membership of the entire congregation;
- 3.4 Encourage staff members to increase opportunities for fellowship, support, assistance, and the practice of hospitality in the name of Christ in their areas of responsibility;
- 3.5 Practice hospitality in the name of Christ; and
- 3.6 Exercise self-care.

Head of Staff

- 4.1 Oversee and supervise the work of the church staff, building a collaborative team;
- 4.2 Encourage individual initiative and creativity within the framework of defining common goals, setting objectives, monitoring implementation of ideas and programs, and supervising the evaluation process;
- 4.3 Meet regularly with and be available to the program and administrative staff for planning, brainstorming, and problem solving;
- 4.4 During sabbaticals, assure that the other designated ordained teaching elders and ruling elders assume the co-pastors' duties or assign such duties to other members of the staff; and

- 4.5 Participate in the annual reviews of program and administrative staff.

Team Support

- 5.1 Serve as the primary staff for the Worship Team, Music Team (along with the Director of Music Ministries), and Personnel Team, as well as the session and Operating Committee;
- 5.2 Work with the team moderators in the preparation of meeting agendas, [facilitating online/remote meetings](#), calling and training members, and the accomplishment of the team's mission;
- 5.3 Together with the clerk of session, prepare the agendas for session and Operating Committee, moderate their meetings, and provide annual training for the ruling elders; and
- 5.4 Provide primary staff assistance to such special entities as the Capital Campaign Committee, or assign these duties to other staff members.

Children's Ministry

- 6.1 Serve as the staff to the Children's Ministry Team, attending their monthly meetings, and supporting their work and service to and with children;
- 6.2 Work with other staff to coordinate the children's educational activities of the church into an integrated and effective ministry of Christian education;
- 6.3 Provide or assist in developing appropriate curricula for children through 5th grade;
- 6.4 Assist and oversee the "calling" of teachers, volunteers, and other personnel necessary for operation of the Children's Ministry programs;
- 6.5 Assist and oversee the support of volunteers and the conducting of teacher and leadership training programs for the children's educational ministry of the church;
- 6.6 Help envision, facilitate, and create new educational experiences to enhance the faith development of children and their families, [keeping mindful of public health protocols to ensure the safety of the children and their families](#);
- 6.7 [Equip teachers with audio-visual materials for use in Sunday school and SMASH by uploading to laptops and setting up laptops and electronic equipment on Sunday mornings, and further instruct Sunday school teachers regarding setting up online/remote classes and assist them on Sunday mornings](#);
- 6.8 Be aware of the educational needs of children from birth through 5th grade;
- 6.9 Supervise and provide support to teachers and leaders in the effective presentation of the curriculum;
- 6.10 Serve as a resource to staff and volunteers regarding children's Christian education during the school year and summer church school;
- 6.11 Participate in supervision and evaluation of childcare, "Awakening to Worship," and other paid and volunteer staff;
- 6.12 Serve as liaison to the Pioneer Pre-School;

- 6.13 Oversee compliance with the Child Protection Policy for volunteers in children's ministries;
- 6.14 Offer children at the Lord's Table classes;
- 6.15 Facilitate an intentional transition from the Children's Ministry to the Youth Ministry, Youth Group, and Sunday School activities; and
- 6.16 Maintain online presence for the Children's Ministry through social media.

Adult Ministry

- 7.1 Serve as the primary staff to the Adult Ministry Team, attending their meetings and supporting their work and service to and among adults in all stages of life;
- 7.2 Oversee a program of adult ministries that will place significant emphasis on adult education opportunities;
- 7.3 Assist and oversee the "calling" of teachers who will offer classes in spiritual gift assessment, discipleship, faith application, Bible study, theology, and other aspects of faith development for adults;
- 7.4 Assist the team in planning and implementing a broadening program of studies and education for the congregation including programs and activities designed to welcome, assimilate, inspire, and support young adult members, keeping mindful of public health protocols to ensure the safety of members; and
- 7.5 Along with the Co-Pastor and the Director of Youth Ministries/Technical Director for Worship, instruct Sunday school teachers regarding setting up online/remote classes. Assist Sunday school teachers with the technology on Sunday mornings.

Public Witness

- 8.1 Serve as a visible symbol of Christ's presence by representing Grace Covenant throughout the community and participating in activities that witness to the sacredness of God's creation and the reality of Jesus Christ in our midst; and
- 8.2 Encourage the congregation to bear witness to their Christian faith in the community and world.

Denominational Work

- 9.1 Serve the larger church through involvement with Heartland Presbytery, the denomination, and/or other affiliate entities, thereby demonstrating what it means to be a part of a connectional church and positively influencing the denomination's mission.

Facilities Team

General Topics

- Installed new Pioneer Preschool banner along College Blvd
- Little Food Pantry - Jenna Soule completed installation outside the east wing lower level exit
- Eagle Scout project request – coordinating new landscape bed along Heartland Hall west exterior wall
- Workshop Sunday – coordinated projects and participated

Exterior Building Maintenance - Dave Peck, Coordinator

- Town & Country Painting completed several repair and painting jobs
- Repaired leaking roof over Room 23
- Completed construction of two stone benches in Grace Garden
- a stone barrier around the new light pole installation in the west parking lot
- Leaf removal, gutter cleaning, downspout drain boxes cleaned (spring and fall)
- Removed multiple dead trees and shrubs, on-going tree trimming throughout the year
- On-going lawn sprinkler system repairs and maintenance
- Silverleaf reseeded front lawn along west wing
- Planted 3 new trees behind College & Neiman sign
- Mulched PPS playground, landscape beds, trimmed shrubs, weeded
- Monitor parking lot condition, no repairs required in 2021
- East Wing — Installed sidewalk bollard, replaced building up light, aimed south wall lights
- East Wing – repaired damaged blue brick, repaired downspout extension
- West wing – installed sidewalk bollard and building up light

Interior Building Maintenance – Harold Farren, Coordinator

- Sanctuary lighting replacement underway, anticipated completion April 2022 (Cal Sweeten)
- Windows and doors washed inside and outside
- On-going ceiling tile replacement
- On-going light bulb replacement and light fixture maintenance
- On-going plumbing repairs and maintenance (sinks, faucets, drains, toilets, flush valves)
- On-going HVAC repairs and maintenance
- Repaired Sanctuary doors and West wing exterior door so they close properly
- Repainted Room 23
- Cleared out/cleaned out several closets and storage areas

The Facilities Team: Marc Feyh (moderator), Liz Chandler (co-moderator), Dave Peck, Cal Sweeten, Knute Rosche, Harold Farren, Steve Becher, Ric Cummings

Finance Team

Grace Covenant finished 2021 in the black — revenues exceeded expenses by \$133,988. Excluding a one-time loan forgiveness under the Payroll Protection Plan of \$89,200, the operating budget was still in the black by \$44,788. Thank you to all of our generous members and donors who exceeded their pledged contributions and the teams who spent less than budgeted for the year. In addition to our operating results, our reserves and endowment earned \$61,772 for the year of 2021.

The budget for 2022 for GCPC is a challenge. Budgeted expenditures exceed budgeted revenue by \$71,379. In order to turn out a timely budget, we have entered pledges at the same amount as last year for those who are active but did not submit a pledge for 2022.

Moderator, Jim Byrd

Comparative Balance Sheets					
Item/Year	2020		2021		Change
Cash and Investments	\$	414,849	\$	492,769	\$ 77,920
Endowment Fund		283,305		322,726	39,421
Land and Building		3,876,389		3,876,389	0
Total		4,574,543		4,691,884	117,341
Liabilities and Fund Balance					
Payroll Protection Plan Loan	\$	89,200			\$ (89,200)
Accrued Expenses		6,779		-211	(6,990)
Restricted Funds		457,026		522,197	65,171
GPC Fund Balance		4,021,538		4,169,898	148,360
Total	\$	4,574,543	\$	4,691,884	\$ 117,341
Operating Budgets and Actual					
Item	2021 Budget		2021 Actual		2022 Budget
Revenues					
Pledges	\$	654,482.00	\$	686,976.00	\$ 648,202.00
Non-pledged		32,000		23,803	32,500
Facility Usage Fees		15,000		18,733	21,500
Per Capita		9,000		4,385	5,000
Forgiveness of PPP Loan				89,200	
Total Revenues	\$	710,482	\$	823,097	\$ 707,202
Expenses					
Total Children's Ministry Team	\$	3,950	\$	3,294	\$ 4,355
Total Youth Ministry Team		5,100		3,973	6,500
Total Adult Ministry Team		1,203		6	3,960
Total Mission Team - Local		17,050		16,140	17,300
Total Mission - Nat'l/Int'l		4,600		4,600	4,600
Total Kairos Team		1,447		749	1,447
Total Welcoming Team		810		0	810
Total Marketing Team		3,269		2,429	3,269
Total Music Team		4,155		3,678	6,170
Total Worship Team		2,500		-439	3,375
Total Generosity Team		4,200		0	4,200
Total Connection and Care Team		468		0	2,100
Total Office Expense		43,100		31,537	42,600
Total Facilities Team		110,300		103,253	128,800
Total Finance/Endow/Generosity Team		3,100		3,678	3,960
Total Personnel Team		489,978		472,956	502,324
Total Administrative Expense		43,113		43,255	42,811
Total Expenses	\$	738,343	\$	689,109	\$ 778,581
Net Total	\$	(27,861)	\$	133,988	\$ (71,379)
Less one-time item-Loan forgiveness				-89,200	
Adjusted Operating revenue - expenses	\$	(27,861)	\$	44,788	\$ (71,379)
Investment income-not budgeted			\$	61,722	

Session Motion Regarding 2022 Terms of Call

Rationale:

Grace Covenant's Bylaws (Section II-1) require the congregation to "review the adequacy of the compensation of the pastor or pastors" at the annual meeting.

For 2022, Personnel Team recommended, and session approved, bringing proposed terms of call before you which include a 3% cost-of-living increase.

Consequently, on behalf of session, the Personnel Team makes the following motion.

Motion:

That the members of Grace Covenant Presbyterian Church approve the following terms of call, retroactive to January 1, 2022;

Susan Kae Trigger

A. Compensation

1. Salary	\$41,200.00
2. Housing	\$20,000.00
3. Other Items	
a. Utilities	n/a
b. Annuity (403b)	n/a
c. Supplemental Insurance Coverage	n/a
d. Other allowance	n/a
4. If manse, calculate 30% of 1-3	n/a

Total Effective Salary **\$61,200.00**

B. Pension/Medical

Full medical, pension, death and disability with BOP
at 37% of Effective Salary (Pastoral Plan) \$24,411.12

C. Vouchered Professional Expenses

1. Travel / Auto (IRS Rate)	miles traveled
2. Continuing Education/ Prof. Development	\$4,500.00
3. Books	n/a
4. SECA Supplement (up to 50%)	\$4,776.36
5. Other Allowances	n/a
6. Moving expenses (up to)	n/a

D. Non-cash Allowances—Allotted Time

1. Paid Vacation	4 Weeks / Sundays
2. Paid Continuing Education	2 Weeks / Sundays
3. Heartland Presbytery Policy for Health and Parental Needs (https://heartlandpby.org/commission-on-ministry)	
4. Heartland Presbytery Sabbatical Leave Policy (https://heartlandpby.org/commission-on-ministry)	

Total Salary and Benefits **\$94,887.48**

Mitchell W. Trigger

A. Compensation

1. Salary	\$41,200.00
2. Housing	\$20,000.00
3. Other Items	
a. Utilities	n/a
b. Annuity (403b)	n/a
c. Supplemental Insurance Coverage	n/a
d. Other allowance	n/a
4. If manse, calculate 30% of 1-3	n/a

Total Effective Salary **\$61,200.00**

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Total Salary and Benefits **\$94,887.48**

GCPC: A vibrant PC(USA) congregation, caring for our community and each other

Our Core Values

Jesus Christ is the HEAD of the Church

God has put all things under the Lordship of Jesus Christ. The church's life and mission are a joyful participation in Christ's ongoing life and work. (PCUSA Book of Order F-1.02)

Christ with our HEADS

We Are Equipping through Education:

- Theologically curious, intellectually honest, spiritually growing
- Multi-generational
- Space for diverse opinions

Christ with our HEARTS

We are Worshipping Creatively:

- Immersed with music and other arts
- Embracing various styles, abilities, and ages
- Compelling, imaginative, relevant

Christ with our CENTER

We are Embracing Diversity:

- No place for discrimination
- LGBTQ+ affirming
- Ecumenical and interfaith openness

Christ with our HANDS

We Are Acting in Faith:

- Service to the community
- Social justice advocacy
- Vibrant, caring, engaged

Christ with our FEET

We are Sharing Faith Openly:

- Committed to following Christ
- Spreading news of Christ's transforming work and word
- Sharing our stories and God's impact in our lives



GRACE COVENANT
PRESBYTERIAN CHURCH