

3037

WESTMINSTER PRESBYTERIAN CHURCH  
ANNUAL CONGREGATIONAL MEETING AND MEETING OF THE CORPORATION  
FEBRUARY 8, 2009

- I. MODERATOR, Pastor Dan Birchfield, called the meeting to order at 10:04am in Westminster Presbyterian Church sanctuary, 755 Bard Road, Port Hueneme, CA and asked the Clerk of Session if there was a quorum present.
- II. Clerk of Session, Mary Curtis verified that the meeting had been properly publicized in accordance with the Book of Order (G-7.0302) and there was a quorum present (1/10 of 172 members). The meeting had been announced from the pulpit on two Sundays preceding the meeting.
- III. Opening Prayer by Pastor Dan Birchfield.
- IV. Moderator Pastor Dan proceeded with the business stated in the call of the Congregational Meeting which is to approve Pastor's terms of call for the year 2009. He asked the congregation if they were ready to proceed with business and the congregation agreed to proceed. Pastor Dan explained to the congregation that any time we meet as a congregation, we also are meeting as a corporation and officers of the corporation are listed in the annual report and budget which was mailed to all members prior to the meeting. Copies were available in the Narthax and are also attached to these minutes. Due to the limited time between services, we have not slated a presentation of the budget on the agenda during this congregational meeting. If anyone would like to ask questions about the budget, then please feel welcome to talk with Pastor Dan this next week over phone, in person, via e-mail and he would be more than happy to answer any and all questions regarding the budget.
- V. Moderator Pastor Dan entertained a motion to waive the reading of minutes of last Congregational Meeting, November 9, 2008. which was seconded and approved by the congregation.
- VI. Moderator Pastor Dan introduced Personnel Elder, Linda Porteous, who presented Pastor's compensation package for year 2009.
  - A. Pastor and his family are excused from meeting.
  - B. Linda Porteous entertained a motion to accept the Pastor's Compensation Package for the year 2009 as shown on the handouts (one of which will be attached to these minutes).
  - C. There was a second to the motion and discussion.
  - D. Call for the Vote which was APPROVED by the congregation.
  - E. Pastor returned and continued as Moderator.
- VII. Moderator asked if there is any other appropriate business. There was none.
- VIII. Pastor Dan asked the clerk if she is prepared to present the minutes of the February 8, 2009 Congregational Meeting?

Clerk of Session, Mary Curtis made a motion to refer the minutes of the February 8, 2009 Congregational Meeting to Session for approval and incorporation into its minutes (according to the Book of Order G-7.0307). The minutes are available to read in the office and on the church website.
- IX. Pastor Dan entertained a motion to adjourn and the congregation approved. He said closing prayer and the meeting ended at 10:15am.

Respectfully submitted:

Mary Curtis, Clerk of Session

APPROVED:

Pastor Dan Birchfield, Moderator

Bob Williams,  
Secretary of Corporation

**Westminster Presbyterian Church**

ATTACHMENT  
to CONGREGATIONAL  
MEETING 2-8-08

Category	2009 Terms of Call for Pastor Dan	3038
Salary	\$33,000	
Housing	\$33,000	
Social Security Supplement	\$3,300	
Pension	\$21,830	
Effective Salary	<u>\$91,130</u>	
Study Leave Reimbursement	\$2,000	
Auto Reimbursement	\$3,500	
Book Allowance Reimbursement	\$1,000	
Miscellaneous Reimbursement	\$2,600	
4 Weeks Vacation		
2 Weeks Study Leave		
Total Yearly Package	<u>\$100,230</u>	

**Analysis of Church Membership for 2008** - By Mary Curtis, Clerk of Session

ATTACHMENTS  
to CONGREGATIONAL  
MEETING  
2-8-09  
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ACTIVE MEMBERS - December 31, 2007		160
NEW MEMBERS - 2008		
By Profession of Faith or Reaffirmation	17	
By letter of Transfer		2
Reinstated per their request	<u>3</u>	
Total with Gains for 2008		+22
		182
MINUS -		
Requests for transfer		3
Moved to inactive roll		1
Deaths	<u>6</u>	
		- 10

**ACTIVE MEMBERS - December 31, 2008** 172

OTHER MEMBERSHIP ACTIVITY:

Marriages =	2
Baptisms =	6

SOME INTERESTING STATISTICS:

WES PRES - 2007 AVERAGE ATTENDANCE: 113  
WES PRES - 2008 AVERAGE ATTENDANCE: 134

PC (USA) MEMBERSHIP GAINS AND LOSSES FOR 2007:  
MEDIAN SIZE OF CONGREGATIONS: 103  
PERCENT OF LOSS IN MEMBERSHIP FROM 2006-2007: -2.54  
NEW CHURCHES ADDED IN 2007: +19  
CHURCHES DISSOLVED, MERGED, ETC. IN 2007: -102  
NEW CHURCH DEVELOPMENTS: +23

**SESSION ELDERS AND OFFICERS FOR 2009**

CLASS OF 2009

Bob Williams, Membership Ministry  
Carol Norton, Stewardship & Investment Account Oversight

CLASS OF 2010

Linda Porteous, Personnel & Administration Team  
Marilyn Rothwell, Welcome Ministry  
Jim Bell, Buildings and Grounds  
Gay Lanzarotta, Life Transformational Ministries

CLASS OF 2011

Mary Curtis, Clerk of Session, Missions  
David Neff, Worship and Music Team  
Vicki Hanks, Treasurer and Finance  
Scott Wieser, Children and Youth

OFFICERS:

President - Carol Norton  
Vice President - Dave Neff  
Treasurer - Vicki Hanks  
Secretary - Bob Williams  
Clerk of Session -- Mary Curtis

CHURCHWIDE NOMINATING COMMITTEE

Class of 2009

Elders - Marilyn Rothwell and Gay Lanzarotta  
Robert Montgomery  
Judy Roberts  
Harold Bogner  
Ron Brown  
Jessica Burch

YOUR CHURCH STAFF

Dan Birchfield, Pastor and Head of Staff  
Enrie Morales, Church Secretary  
Michele Southerland, Choir Southerland  
Julian Gleason, Organist  
Jordan Tracy, Worship Leader  
Amber Escamilla, Director of Preschool  
Karen Burch, Bookkeeper  
Carlos Garcia, Custodian  
Kathy Antrobus, Superintendent of Children's Ministry  
(volunteer position)  
Jan Bogner, Superintendent of Youth Ministry  
(volunteer position)

ATTACHMENT  
2-8-09  
MEETING

2008 Westminster Church Annual Report

Assets and Liabilities

2008

	Opening	Debit	Credit	Balance
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Wells Fargo Checking	28,714.75	425,050.79	440,194.00	13,571.54
Designated Savings-Wells Fargo	53,953.06	10,580.76	47,344.25	17,189.57
<b>Total Current Assets</b>	<b>82,667.81</b>	<b>435,631.55</b>	<b>487,538.25</b>	<b>30,761.11</b>
<b>Other Assets</b>				
Bach Fund - PaineWebber	384,181.08	48,927.70	84,534.48	348,574.30
Building Fund - PaineWebber	30,832.16	1,187.91	31,855.95	164.12
Chip Buck Memorial-Paine Webber	11,083.49	2,031.70	1,065.78	12,049.41
Deacon Emergency - PaineWebber	12,169.73	2,031.68	1,065.76	13,135.65
Growth Fund - PaineWebber	71,371.67	4,796.24	31,654.56	44,513.35
Major Repairs Fund -PaineWebber	2,968.07	71.22	0.00	3,039.29
Interest Holding - PaineWebber	1,837.44	3,466.27	3,800.00	1,503.71
Samuelson - PaineWebber	99,451.66	11,487.46	26,631.77	84,307.35
Radke Endowment - PaineWebber	158,964.21	9,264.62	43,523.23	124,705.60
Fixed Asset (Office Equipment)	367.79	0.00	0.00	367.79
<b>Total Other Assets</b>	<b>773,227.30</b>	<b>83,264.80</b>	<b>224,131.53</b>	<b>632,360.57</b>
<b>TOTAL ASSETS</b>	<b>855,895.11</b>	<b>518,896.35</b>	<b>711,669.78</b>	<b>663,121.68</b>
<b>LIABILITIES</b>				
<b>Designated Funds</b>				
Pastor Books	0.00	0.00	607.18	607.18
Pastor Discretionary Fund	0.00	2,800.00	2,500.00	-300.00
Action Christmas Shoppe	0.00	0.00	50.00	50.00
A/V System	150.00	0.00	500.00	650.00
Bible Study Groups	15.98	0.00	0.00	15.98
Building Fund	1,266.92	59,689.65	58,422.73	0.00
Christmas Offering*	853.00	0.00	800.00	1,653.00
Crop Walk	55.00	55.00	30.00	30.00
Crown Ministries	0.00	220.00	220.00	0.00
Deacons Emergency Fund	10.00	0.00	0.00	10.00
Emergency Help	2,971.44	1,200.00	1,800.00	3,571.44
Fall Festival	0.00	105.00	175.00	70.00
Flowers	421.10	846.84	788.81	363.07
Food Pantry Donations	50.00	391.00	371.00	30.00
Major Repair Fund*	575.00	2,812.00	2,237.00	0.00
Maundy Thursday*	230.00	0.00	205.00	435.00
Medical Flexible Spending	1,541.59	350.40	0.00	1,191.19
Memorial - General*	1,950.69	1,130.80	975.00	1,794.89
Memorial - Bill Moranda*	300.00	0.00	0.00	300.00
Memorial - James Peterson*	333.00	0.00	0.00	333.00
Memorial - Joan Sturm*	25.00	0.00	0.00	25.00
Memorial - Ruth Wetter*	100.00	0.00	0.00	100.00
Men's Fellowship	1,545.26	2,834.16	3,831.00	2,542.10
Office Manager 403B Holding	-40.00	525.00	910.00	345.00
One Great Hour of Sharing	0.00	0.00	926.00	926.00
Outreach				0.00
Preschool	0.00	0.00	2,015.00	2,015.00
MOPS	0.00	542.19	1,695.00	1,152.81
Covenant Player	399.97	783.97	384.00	0.00
Outreach*	1,095.00	0.00	69.00	1,164.00
Pastor Appreciation	0.00	77.00	77.00	0.00
Pentecost Offering	456.00	0.00	0.00	456.00
Sanctuary Banners	329.35	0.00	0.00	329.35
Sound System Upgrade	1,200.00	0.00	0.00	1,200.00
Special Offerings	488.00	0.00	0.00	488.00
Sunday School Offering	189.55	0.00	153.50	343.05
Thanksgiving Offering	1,051.00	0.00	786.00	1,837.00
Various Possibilities*	45,000.00	62,703.02	27,004.13	9,301.11
VBS	330.01	2,194.53	3,599.00	1,734.48
Weddings (Holding Acct)	180.00	150.00	0.00	30.00
Women of Purpose*	3,161.14	0.00	0.00	3,161.14
WPW Donations	320.85	3,680.56	4,570.26	1,210.55
Women of the Word	0.00	0.00	77.00	77.00
Youth Bibles*	208.00	0.00	0.00	208.00
Youth Camp Registration*	575.00	1,953.00	1,378.00	0.00
Youth Fund Raisers	91.32	822.50	802.50	71.32
Youth Other*	1,211.27	270.70	5,856.00	6,796.57
<b>Total Long Term Liabilities</b>	<b>68,640.44</b>	<b>146,137.32</b>	<b>123,815.11</b>	<b>46,318.23</b>

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Westminster Presbyterian Church of Hueneme  
Income and Expenses  
2008

2-8-09  
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Ordinary Income/Expense		Debit	Credit	Balance
<b>Income</b>				
	Regular Offering	2,409.50	261,974.72	259,565.22
	Room Rent	0.00	1,170.00	1,170.00
	Men's Group (Util.-Gas Offset)	100.00	560.00	460.00
	Food Pantry Utilities	0.00	30.00	30.00
	Special Event	0.00	37.50	37.50
	Interest Income	0.00	192.45	192.45
	Miscellaneous Income	0.00	5,000.00	5,000.00
<b>Total Income</b>		<b>2,509.50</b>	<b>268,964.67</b>	<b>266,455.17</b>
<b>Expense</b>				
	Salary & Payroll Expenses	90,746.31	117.78	90,628.53
	Employee Benefits	52,316.09	0.00	52,316.09
	Administration Expenses	56,226.15	5,547.87	50,678.28
	Adult Education	3,775.23	1,945.02	1,830.04
	Children's Ministry	12,940.10	3,200.70	9,739.40
	Child Care	1,460.00	0.00	1,460.00
	Youth Ministries	2,650.00	1,670.00	980.00
	Worship & Music	8,043.88	1,348.99	6,694.89
	Building & Grounds	41,395.60	660.00	40,735.60
	Congregational Life Ministries	2,094.43	213.00	1,881.43
	Conferences Retreats & Training	5,780.70	2,899.00	2,881.70
	Local Outreach	8,644.33	0.00	8,644.33
	Westminster Family Missionaries	5,075.03	0.00	5,075.03
	Global Outreach	3,984.00	40.00	3,944.00
<b>Total Expense</b>		<b>295,131.85</b>	<b>17,642.53</b>	<b>277,489.32</b>

**INVESTMENTS ACCOUNTS YEARLY SUMMARY 2008**  
by Carol Norton, Elder of Stewardship and Investments

January 1, 2008	Total Value	<u>\$772,859.51</u>
December 31, 2008	Total Value	<u>\$635,001.51</u>

**WPW 2008 YEAR END FINANCIAL REPORT**

2-8-09 MEETING

Updated: 02022009

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**INCOME**

Beginning Balance	1293.48
2008 Income	<u>3829.25</u>
Total	5122.73

**DISBURSEMENTS**

Total	<u>3872.18</u>
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**ENDING BALANCE**

1250.55

Note:

Actual Dec.31 balance was \$1210.55 with checks  
being written after December meeting.

1. To deposit \$97 for WOW/SJ reported in Dec.meeting
2. \$57 to PWP for 25% of additional Thank Offering  
of \$75 reported Dec. 15

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**2009 PROPOSED BUDGET**

Administration 380.00

Mission 1950.00

Fellowship 1305.00

**TOTAL 2009 BUDGET** 3635.00

## 2009 BUDGET

2-8-09  
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### DESCRIPTIONS

#### Income

Regular Offering	\$300,000.00
Endowment	\$57,953.00
Net Investment Income	\$200.00
<b>Total Income</b>	<b>\$358,153.00</b>

#### Expenses

##### **Payroll Expenses**

Pastor	\$33,000.00
Church Secretary	\$36,400.00
Director Of Children's Ministry	\$11,093.00
Director of Youth Ministry	\$22,186.00
Worship Leader	\$9,600.00
Choir Director	\$12,000.00
Organist	\$6,000.00
Custodian	\$10,300.00
Payroll Tax Expense	\$17,572.00

**Total Payroll** **\$158,151.00**

##### **Employee Benefits**

Health Plan	\$4,500.00
Pastor Car Allowance	\$3,500.00
Pastor Study Leave	\$2,000.00
Pastor FICA- Medicare Allowance	\$3,300.00
Pastor Housing	\$33,000.00
Pastor Pension	\$21,830.00

**Total Employee Benefits** **\$68,130.00**

##### **Program Expense**

Administration	\$49,942.00
Children's Ministry	\$15,000.00
Youth Ministry	\$5,000.00
Worship and Music	\$12,200.00
Buildings and Grounds	\$15,585.00
Congregational Life	\$1,550.00
Conferences and Training	\$2,500.00
Child Care	\$2,000.00

**Total Program Expenses** **\$103,777.00**

**Mission Giving** **\$30,000.00**

**Total Budget** **\$360,058.00**

## MISSIONS RECAP FOR 2008

2-8-09 MEETING

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As we were reorganizing our Session members and teams this year, we really didn't have a Missions Team. In spite of that, we did support the following missions in 2008:

- Word of Life Presbyterian Church
- Westminster Preschool
- Donna McKibben (member of WesPres) with Covenant Players
- Craig and Shelley Rice of Latin American Missions in Costa Rica
- Food Pantry Operations
- We support our Presbytery with a monthly donation to support their mission projects

### WORD OF LIFE PRESBYTERIAN CHURCH

As you all know, Word of Life has been working on finding another location and has had many ups and downs along the way. They finally found a location for their worship service on Sundays at the Boys and Girls Club of Oxnard (on Fifth Street by the airport). They have also signed a lease for office space located in downtown Oxnard which will give them the space to do basic church operations, store equipment, hold weekly bible studies, etc. God is also leading them in a direction of using this space as a community center. They have visions of setting up computers to help people find jobs, training, tutoring services and hopefully opening a food pantry and used clothing closet (especially appropriate clothing for job interviews).

### DONNA MCKIBBEN, COVENANT PLAYERS

*Covenant Players* is a professional theater company, fielding touring troupes throughout the world. CP presents original theme-based plays and is a recognized religious and educational body organized exclusively for charitable, religious and educational purposes. Our church member, *Donna McKibben*, is supported by our church for her living expenses while with Covenant Players in the Republic of South Africa.

### FOOD PANTRY

*The Oxnard/Port Hueneme Food Pantry* located at Westminster Presbyterian Church is an emergency food distribution center. We receive our clients through the Catholic Charities organization and serve as many as 10 families on any given day. Some days are slower, some days are busier. It is a wonderful way to minister to our neighborhood. On average, we serve 235 people and 72 families per month.

We are opened daily from 3:00pm to 4:00pm. Volunteers usually work from 2:30pm to around 4:15pm to set up and clean up, distributing food between 3:00pm and 4:00 pm. We can also use volunteers to help stock the shelves.

### CRAIG AND SHELLEY RICE

*Latin American Mission (LAM)* - One of our members and former Interim Pastor, Mike McKim, suggested we support Craig and Shelley Rice of LAM. Mike met Craig when they were both students at Fuller Seminary and since then, Mike has been a faithful prayer supporter of their ministry in San Jose, Costa Rica. They have several programs including ministering to youth, new church development, and a program working with families who have been involved with prostitution.

### MISSION SUPPORT IN 2009

Elder Mary Curtis will be the elder liaison for our Missions Committee. She will be forming a new committee and will keep you posted on what is on the horizon for WesPres to get involved in. We will continue to support Word of Life, Covenant Players (Donna McKibben), Latin American Missions (The Rice Family), and the Presbytery in their overall commitment.

One new possibility is getting WesPres involved in Habitat for Humanity—they have several projects in the area that we can not only donate our mission dollars to but our service, as well. We would like to see everyone at WesPres eventually get involved in Missions.

## WESTMINSTER PRESBYTERIAN CHURCH OFFERING ENVELOPES

These envelopes have been provided to help the receiving treasurer record your tithes and offerings. Included with the regular weekly giving envelopes are envelopes for special offerings - Maundy Thursday, One Great Hour of Sharing, Thanksgiving and Christmas. Please use any or all of them as you are led in your giving to the work of Jesus Christ at Westminster.

The **INITIAL OFFERING** envelope is included to allow you to help cover the cost of offering envelopes. The suggested donation is \$5.00.

For each person on our membership roll, Westminster pays \$30.00 to offset expenses of the Presbytery, Synod and General Assembly. Your contribution of your share of per capita expenses is greatly appreciated.

A **PER CAPITA APPORTIONMENT** envelope has been included for that purpose.

Vicki Hanks

Treasurer 2009