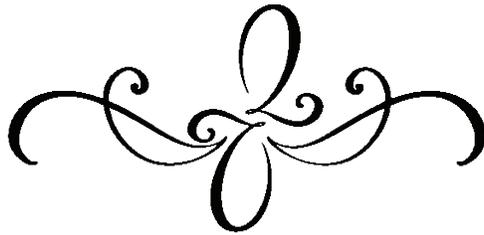


Annual Report 2022

as presented to the Congregation on January 22, 2023



Westminster Presbyterian Church
Charlottesville, Virginia

Congregational Meeting Agenda

January 22, 2023

Call to Order and Opening Prayer

Moderator Jewell-Ann Parton

Nomination and Election of Board of Trustees

Cheryl Oliver

Presentataion of the Church Budget

Jorgen Vik

Voting on the Pastor's Terms of Call

Personnel Committee

Adjourn with Prayer

Rev. Lynne Clements

Lunch to follow in Fellowship Hall

Membership Statistics

Total Membership at the end of 2020 636

Gains

Youth Professions	2
Reaffirmation of Faith	2
Professions and Reaffirmations	1
Affiliate	0
Restored from Inactive Roll	0
Total Gains	5

Losses

Transfer by Certificate of Membership	3
Deleted for any Other Reason	4
Death	16
Total Losses	23

Necrology

Carol Brinkerhoff	Barbara Deaver
Nancy Allen	Bob Bedford
Mack Van Hook	Betty Strider
Marian Limber	David Randle
Dr. Carlos Ayers	Rev. David McFarlane
William Vavrik	Dr. Lawrence Burwell
Patricia Hostetter	Nancy Button
Ali-Rie Miller	Robert Dunscomb
Rita Seale	Clenton Mayo
John Peale	Barry Nowell
Phil Best	

Total Membership at the end of 2021 618

Baptism

Taylor Deavel Gregory, child
Camden Paul Dimmick, child
Siever Jorgensen, adult

Pastors' Report

This summer and fall have been seasons of both challenge and opportunity — from Ken Henry's departure as Head of Staff, to the death of many Westminster saints, to exciting new developments and growth in some ministry areas, to the ongoing process of regathering after the disruption of a global pandemic. Through it all, it has been clear that God's Spirit has been present among us and leading us forward.

It was a joy to serve this congregation as Acting Co-Heads of Staff. We stretched into new responsibilities and grew in the process, and we were blessed with your support and affirmation. Our work ranged deep and wide in the course of this season.

In addition to continuing to fulfill our respective Associate Pastor responsibilities, we installed elders and deacons, planned and led an officer retreat, worked with clerks to set session agendas, and moderated stated and called meetings of session and one congregational meeting. We made elder assignments, led deacon training, and planned ongoing officer training.

We worked with the Stewardship Committee to plan the annual stewardship campaign. We arranged a session on giving trends with friends of Westminster connected with the Lake Institute on Faith and Giving and the Ministry Collaborative, respectively, wrote a congregational letter, and planned worship, including inviting people to offer stories of gratitude each week at both services.

We interviewed candidates for the Interim HOS and Facility Manager positions and staffed the Personnel Committee.

We worked closely with Megan and Jonathan on plans for worship, preached with greater frequency, and led weekly worship meetings and staff huddles.

We met with the families of those who had died; planned and led memorials, graveside services, and interments (June - 3; July - 2; August - 5; Sept - 3; Oct - 4; November - 1, December - 1); planned and officiated one wedding; and performed two baptisms.

We communicated regularly with the staff, Session, congregation, and Presbytery.

Finally, we helped prepare Westminster for a new season of intentional transition and transformation with the arrival of an Interim Head-of-Staff Pastor, Jewell-Ann Parton, and began her onboarding process with the staff and congregation.

With gratitude for the present and hope for the future,
Lynne Clements and Dorothy Piatt-Esguerra

2022 Financial Summary and 2023 Budget adopted by Session

	2022 Approved Budget	2022 Actual	2023 Approved Budget	Footnotes
Benevolence & Mission				
University Mission	13,300	12,809	11,450	
Presbytery of the James	45,000	45,000	45,000	
Mission Trip	2,500	2,500	2,500	
Other - Session Designated	17,230	12,020	11,750	
Benevolence Committee Grants	84,310	80,456	89,300	footnote #1
TOTAL BENEVOLENCE & MISSION	\$ 162,340	\$ 152,785	\$ 160,000	
Personnel Salaries and Expenses	732,970	659,218	753,152	footnote #2
Worship & Music	21,700	16,543	18,950	
Fellowship & Pastoral Care	5,375	4,097	5,000	
Christian Education				
J2A Pilgrimage Fund	8,425	8,425	8,000	
YAC Mission Trip	0	0	1,000	footnote #3
Other C.E. Program Expenses	9,750	9,647	4,500	
TOTAL CHRISTIAN EDUCATION	\$ 18,175	\$ 18,072	\$ 13,500	footnote #4
Administration				
Utilities	40,575	44,004	49,825	footnote #5
Office Supplies & Equipment	30,750	16,113	15,100	footnote #6
Building Maintenance	75,500	86,708	72,250	
TOTAL ADMINISTRATION	\$ 146,825	\$ 146,825	\$ 137,175	
Non-Divisional Expenses				
Insurance, Trustees, Session, Stewardship, Bank Fees	12,575	11,584	14,334	footnote #7
TOTAL CHURCH ANNUAL EXPENSES	\$ 1,099,960	\$ 1,009,123	\$ 1,102,111	
REVENUES				
Non-Pledge Revenue:				
Plate Offerings	22,500	25,385	25,136	
Presbytery of the James	25,050	25,050	25,050	
Bank Interest/CC cash-back	2,500	3,117	12,500	footnote #8
Mary White Fund Interest	2,700	2,792	2,700	
Westminster Fund for Facility Maint. Pos.	1,498	0	0	footnote #9
U.M. Support Mission Fund/Benevolence	20,000	20,000	39,000	footnote #10
Use of Facilities	2,000	575	1,000	
Parking Rentals	33,000	38,586	36,000	
Westminster Child Care Center	49,500	49,500	54,450	footnote #11
Common Grounds Rent	23,000	22,640	25,275	footnote #12
Personnel Carryover Funds	3,212	3,213	0	footnote #13
Employee Retention Tax Credit	0	0	55,000	footnote #14
TOTAL NON-PLEDGE REVENUE	\$ 184,960	\$ 190,857	\$ 276,111	
Pledge Revenue	\$ 915,000	\$ 844,266	\$ 800,000	footnote #15
TOTAL CHURCH ANNUAL REVENUE	\$ 1,099,960	\$ 1,035,124	\$ 1,076,111	
ANNUAL SURPLUS/(DEFICIT)	\$ -	\$ 26,000	\$ (26,000)	footnote #16
Footnotes to Budget Lines:				

Footnote #1: Committee Designated Benevolences increased for 2023 because Westminster returned to using the 20% of pledges calculation.

Footnote #2: Figures for 2022 Actuals were significantly lower because of staff vacancies in the head pastor & facilities manager positions.

Footnote #3: This marks a return to funding the YAC retreat after pausing for 2022.

Footnote #4: 2023 Budget reductions will be offset by a one-time transfer from CF in/out accounts.

Footnote #5: 2022 Actual & 2023 Budget reflect the trend of increasing utility costs.

Footnote #6: 2022 Actual and 2023 Budget represent significant savings gained by doing more livestreaming and copying in-house.

Footnote #7: 2023 Budget increases are due to rising insurance costs.

Footnote #8: 2023 Budget increase comes from moving funds in savings to higher interest cd's.

Footnote #9: No allocation was taken from the Westminster Fund because the Facility Manager position remained vacant.

Footnote #10: 2023 Budget reflects the total distributable interest from the Mission Fund (\$29,000) and \$10,000 from benevolence.

Footnote #11: 2023 budget increase from new monthly rental rate.

Footnote #12: 2023 budget increase from new monthly rental rates.

Footnote #13: Final application of funds put in reserve in 2019.

Footnote #14: Westminster qualifies for a one-time tax credit for employing staff between 4/1/2020 to 12/31/2020.

Footnote #15: 2023 Budget is significantly lower than prior years, and is substantially due to changes in member's health, and living situations.

Footnote #16: Westminster is adopting a deficit budget for 2023, and will draw down the general fund reserves equivalent to 2022's surplus.

Westminster Presbyterian Church of Charlottesville Corporation

Trustees Report

The Church Trustees serve as the governing board of Westminster Presbyterian Church of Charlottesville Corp., our non-stock church corporation created in 2009, as advised by the Presbyterian Church (USA) Book of Order. The Corporation has two functions: (1) to oversee and manage our Church's long-term endowment funds, and (2) to hold and protect the Church's land and buildings. The Trustees now perform their duties as the Board of Trustees of the Corporation. The Trustees and the Corporation report to and act at the direction of the Session.

Current Board of Trustees:

- Dave Paulson, President
- Stewart Nelson, Vice President
- Jennifer Sulzberger, Secretary
- Helen Cauthen
- Joanna Bowen
- Clark Hantzmon

Building Repairs and Improvements:

At the direction of Session, the Trustees authorized approximately \$135,000 in distributions from the Building Fund. The Capital Budget Request dated August 14, 2022 from James Burch, as Chairman of the Administration & Grounds Committee, helped the Trustees clearly understand the necessary repairs and replacements to properly maintain the church buildings. The work consisted of replacements and upgrades to the HVAC system, completion of exterior painting, and removal of decaying and potentially dangerous trees. The Trustees would like to thank James and his committee members, as well as Sandy and Tom for their diligence in identifying these necessary improvements and for completing them in a cost efficient manner.

Endowment Funds:

The Corporation currently holds around \$2.3 million in nine endowment funds that have grown from many contributions to the Church over the years, as well as investment growth. Endowment funds are distributed to serve the church and its mission as designated by the original donor(s) or as determined by policy set by Session.

All endowment funds are invested in the Balanced Growth Fund managed by New Covenant Funds, which is a division of the Presbyterian Church USA Foundation. The Balanced Growth Fund maintains an allocation of 60% stocks and 40% bonds. Consistent with the overall market, the endowment funds declined in value in 2022, although they did receive interest and dividend income. For the year, the endowment funds were down 15.6%, which was in line with the Balanced Growth Fund benchmark. We had some limited downside protection from our 40% allocation to bonds, although bonds fell in value along with stocks, but just not as much.

Aside from investment performance, the Endowment funds distributed a combined total of \$155,403, with the largest being \$100,000 from the building fund for the improvements discussed above. Below is a brief synopsis of contributions to and distributions from the Endowment Funds.

Contributions:

Organ Fund - \$600 (\$500 from operating budget and \$100 as memorial gift)

Westminster Fund - \$78,766 (\$23,230 in memorial gifts and \$55,536 reallocation of operating surplus built up over several years)

Distributions:

Building Fund - \$100,000 of the \$135,000 in repairs/replacements discussed above. We expect the remaining \$35,000 to be funded in early 2023.

Royster Fund - \$9,736 used for choir chairs

White Fund - \$2,872 used to support Church operations per the original intent of the donor

Mission Fund - \$27,796 used to support various charities and \$10,000 allocated to support Dorothy's salary as the primary ministerial staff member responsible for the Church's benevolence and social justice work.

Westminster Fund - \$15,000 for furnishings in Common Grounds and in the Rite-13 room.

Year-end Balances as of 12/31/21 and 12/31/22:

	12/31/2021	12/31/2022
Building:	567,238	380,652
Royster:	388,519	318,537
White:	86,686	70,570
Mission:	860,825	699,670
Organ:	60,337	51,450
Piano:	38,504	32,514
Westminster Fund:	314,112	327,680
J. Baker Manse Fund:	262,755	221,878
Lectureship:	243,419	205,550
TOTAL:	\$ 2,822,395	\$ 2,308,501

Investment Performance: -15.60%
Benchmark: -15.09%

Attached is a chart showing each Endowment Fund's year-end balances, annual contributions and distributions over the past 5 years, and investment performance for each year.

Additionally attached is a description of each Endowment Fund and its current distribution policy.

Other Issues Discussed by Trustees in 2022:

1. **Communication between Session and Trustees regarding Endowment Fund Distributions.** Without being overly bureaucratic, as a matter of policy, it is probably good idea to have some form of "official" communication from Session to the Trustees requesting distributions prior to their disbursement. Technically, I believe the Trustees are tasked with ensuring that Endowment Fund distributions are consistent with policies governing such funds, as well as confirming distribution amounts that are based on the "4% Formula"¹ are correct. This can be a simple half-page memo request signed by the Clerk of Session (or other appropriate Session member) and addressed to the Board of Trustees. The memo request would just cover the amount requested and brief description of its purpose. This came up as a result of some of the early distributions from the Building Fund being made without the Trustee's knowledge. Not a big deal, but probably good policy to maintain a record of the Session's approval for each distribution.

2. **Undesignated Donations and Bequests.** The Trustees believe that undesignated donations and/or bequests should go into the Westminster Fund for the long-term benefit of the Church, and that, regardless of size, they should not be treated differently from other balances in the Fund. This is not to say that Session cannot authorize disbursements as it sees fit, but only that it not “second guess” a donor’s intent if the donation did not designate a particular use of the contribution nor specify which specific Endowment Fund the donation was meant for.

3. **Balances in the Westminster Fund.** The Trustees believe Session should consider authorizing a portion of the Westminster Fund be reallocated to replenish the Building Fund in an amount similar to what was distributed this past year. Additionally, it might consider reallocating a portion to the Mission Fund, which is limited (under current policy) to annual income distributions using the “4% Formula”. Additional balances in the Mission Fund will allow for a steady source of larger and predictable distributions to serve the Church’s mission and benevolence work.

4. **Peace and Justice Committee and Reparative Justice Working Group.** The Working Group approached Steve Brown and Dave Paulson about policy governing potential additional distributions from the Mission Fund to support its proposal to pay “royalties” for Westminster’s use of Negro spirituals² in worship as part of our church’s reparative justice effort. The Trustees discussed this and believe it is a very worthy initiative. However, they concluded that it could not make distributions in excess of the 4% Formula nor could it preference one benevolence initiative over another. With respect to the distribution limit, Session would need to amend the policy in order to distribute more than the amount determined by use of the 4% Formula. It was noted that Session could allocate funds to support this or any other worthy cause from the Westminster Fund, although the Trustee’s understanding is that grants and support for various causes are determined and allocated by the Benevolence Committee and ultimately approved by Session.

5. **Education and Information Sessions on Planned Giving.** The Trustees briefly discussed the importance of continuing to educate the Congregation about estate planning considerations around charitable bequests. It has been a while since this has been done, and we intend to make this a priority in 2023. This could involve the participation of a representative from New Covenant Funds.

¹ In 2006, the Trustees adopted a new formula allowed under the “Uniform Principal and Interest Act” adopted by Virginia and many other states for determining annual distribution limits for certain endowment funds which originally stipulated that only “income” could be distributed. This formula is 4% of the average of the fund value over the past 16 fiscal quarter ends (the “4% Formula”). Guided by session, the 4% Formula is applied to several other of the Endowment Funds including the Mission Fund.

²The Working Group defers to the preference of contemporary African American musicians for the term “Negro spirituals,” rather than “African American/Black spirituals” or simply “spirituals,” for this body of music. Their choice is made out of respect for the historical context in which this music arose.

President:

Dave Paulson

Vice President:

Stewart Nelson

Secretary:

Jennifer Sulzberger

Board of Trustees:

Helen Cauthen

Joanna Bowen

Clark Hantzmon

WESTMINSTER PRESBYTERIAN CHURCH ENDOWMENT FUNDS

2018 Full Year

	12/31/2017	Contributions	(Withdrawals)	Income	Appreciation	12/31/2018
TOTAL:	\$ 1,747,515	\$ 3,100	\$ (45,372)	\$ 106,554	\$ (164,474)	\$ 1,647,322

Fund Performance -3.37%
Benchmark -2.24%

2019 Full Year

	12/31/2018	Contributions	(Withdrawals)	Income	Appreciation	12/31/2019
TOTAL:	\$ 1,647,322	\$ 22,287	\$ (59,679)	\$ 104,547	\$ 232,715	\$ 1,947,193

Fund Performance 20.38%
Benchmark 21.18%

2020 Full Year

	12/31/2019	Contributions	(Withdrawals)	Income	Appreciation	12/31/2020
TOTAL:	\$ 1,947,193	\$ 55,605	\$ (131,413)	\$ 137,520	\$ 153,209	\$ 2,161,815

Fund Performance 15.42%
Benchmark 15.49%

2021 Full Year

	12/31/2020	Contributions	(Withdrawals)	Income	Appreciation	12/31/2021
Building:	363,850	142,000	-	21,927	39,461	567,238
Royster:	341,060	-	-	15,396	32,062	388,519
White:	78,442	-	(2,654)	3,455	7,444	86,686
Mission:	777,759	-	(25,000)	34,297	73,770	860,825
Organ:	51,014	3,100	-	2,352	3,872	60,337
Piano:	33,801	-	-	1,526	3,177	38,504
Westminster Fund:	71,546	248,605	(26,146)	11,430	8,676	314,112
J. Baker Manse Fund:	230,658	-	-	10,412	21,684	262,755
Lectureship:	213,685	-	-	9,646	20,088	243,419
TOTAL:	\$ 2,161,815	\$ 393,705	\$ (53,800)	\$ 110,441	\$ 210,235	\$ 2,822,395

Fund Performance 13.92%
Benchmark 14.30%

2022 Full Year

	12/31/2021	Contributions	(Withdrawals)	Income	Loss in Value	12/31/2022
Building:	567,238	-	(100,000)	17,029	(103,615)	380,652
Royster:	388,519	-	(9,736)	13,744	(73,990)	318,537
White:	86,686	-	(2,872)	3,038	(16,283)	70,570
Mission:	860,825	-	(27,796)	30,242	(163,602)	699,670
Organ:	60,337	600	-	2,187	(11,674)	51,450
Piano:	38,504	-	-	1,395	(7,385)	32,514
Westminster Fund:	314,112	78,766	(15,000)	13,536	(63,734)	327,680
J. Baker Manse Fund:	262,755	-	-	9,516	(50,393)	221,878
Lectureship:	243,419	-	-	8,816	(46,685)	205,550
TOTAL:	\$ 2,822,395	\$ 79,366	\$ (155,403)	\$ 99,503	\$ (537,360)	\$ 2,308,501

Fund Performance -15.60%
Benchmark -15.09%

Note: Benchmark = 60% Russell 3000 Stock Index, and 40% Bloomberg Intermediate US Aggregate Bond Index

The Endowment Funds

Westminster Church was founded through the generosity of the Royster and White families, who endowed the original funds to build the church, and which continue to help maintain the property. The sanctuary building was a gift of Mrs. William H. White, Jr., in memory of her father, Frank S. Royster.

Mary Royster Memorial Fund. Shortly after the building was constructed in 1939, Mrs. White established the Mary Royster Memorial Fund in memory of her mother. The grant specifies that the principal must be held intact and the income will be used for “repairs, renewals (not including ordinary upkeep and maintenance), repainting, and similar purposes for the sanctuary building only.

Distributions: As approved by Session up to 4% Formula annual limit

Mary R. White Fund. Mrs. White’s will established the Mary R. White Fund in 1973. The Trustees are to hold the fund’s principal and use the income as part of the Church’s annual operating budget.

Distributions: 4% Formula limit contributed annually to operating budget

The Organ Fund. Established in 1992 to provide for major repairs that might be required as the organ ages. This fund may receive allocations from the annual budget and gifts from members.

Distributions: as needed and approved by Session; no annual limit

The Piano Fund. This fund was established by Session to plan for the required maintenance and eventual replacement of the piano.

Distributions: as needed and approved by Session; no annual limit

The Lectureship Fund. The fund was established in 2006 with the collection of \$32,500 to support a lectureship series, bringing outstanding speakers to supplement and enrich WPC’s educational programs.

Distributions: as approved by Session; no annual limit (however, generally apply 4% Formula to determine lectureship annual budget)

The James J. Baker Manse Fund. The Manse Endowment was created in October 2000 to assist our pastors in purchasing homes by providing modest loans on favorable terms.

Distributions: as needed and approved by Session; limit per loan is either \$10K or \$50K depending on rate and other loan terms.

Mission Fund. The income of this fund is be used to extend WPC's local, national and worldwide religious, social justice and charity work. Distributions from this fund supplement the benevolence portion of the annual budget and are used to support such needs as:

- Fighting hunger here and aboard
- Assisting victims of catastrophes and natural disasters
- Providing educational scholarships for deserving students
- Donating to local charitable organizations serving a variety of community needs
- Supporting the salary of the ministerial staff member charged with primary responsibility for the social justice mission of WPC.

Distributions: As approved by Session up to 4% Formula annual limit

Building Fund. Used for capital improvements, emergency maintenance, and repair of the physical plant. The fund will not be used for normal operating expense of the church unless required by the terms of a specific gift.

Distributions: As approved by Session; no annual limit, however, distributions in excess of the 4% Formula require approval by a three-fourths vote of Session.

Westminster Fund. In 2015, recognizing that the church's needs change over time, Session created the Westminster Fund, with the flexibility to support a range of important objectives, as determined in the discretion of Session. As the Westminster Fund accumulates, Session may decide, for example, to transfer a portion to another endowment fund for permanent augmentation of that fund's resources, or use a portion to address temporary shortfalls in the operating budget.

Treasurer's Report

This year marked the welcome return to in-person worship and a relaxing of pandemic precautions. In spite of this unprecedented period in our church history our church finished the year with a modest surplus of income over expense. Total Income for the year was \$1,035,142 and expenses were \$1,009,123. Income decreased from the prior year by \$35,406 due to a reduction in pledge income received. Expenses decreased from the prior year by \$17,172. This was partially due to the reduction in personnel expenses from the vacancy of our head minister position mid-year.

During the year the church was able to fulfill its benevolence commitments, and remain good stewards of our facility through necessary repairs and improvements. Program activities, and related expenses returned to pre-covid levels as the year progressed. Existing staff have done an exceptional job in fulfilling increased responsibilities left by Ken's resignation. We are also appreciative of the increased efforts of volunteers to maintain our facilities and our ministries. The dollar savings of these efforts are significant.

As we enter 2023, we face many difficult decisions regarding our church finances. Current trends are not sustainable. Church pledge income decreased with a loss of membership due to life changes. We have been able to maintain a healthy financial situation only through continued generous support of our membership and careful control of expenses. We are so very thankful for the congregation's support through pledging which is critical for planning.

Treasurer:
Stan Kaslusky

Administrative and Grounds Committee Report

Our lovely, but aging, facilities presented many routine and unique challenges that required immediate attention this past year. The backlog of high priority projects was well beyond the funding potential of our annual budgets. Based on preliminary investigations done by recent Adm. & Grounds Committees and Sandy Wilcox, plus Tom Mullens' excellent contractor contacts, we were able to put together a detailed plan that was approved by Session. Due to the past generosity of many individuals/families and the careful stewardship of Trustees/Session, the \$135,000 required was available from the Westminster Building Fund. Projects completed included:

- Replaced the frequently patched and leaky, flat roof over the Westminster Child Care Center.
- Replaced the three oldest of the six large air conditioners on the WCCC roof.
- Replaced the 'Opening Doors' hallway and classroom A/C.
- Replaced the office building Upper & Lower Lounge A/C units.
- All units received new air handlers and were upgrades to SEER 14 efficiency.
- Completed a two year project to replace rotten wood and paint all exterior trim, doors, and windows (also reglazed) on all buildings and arcades except Common Grounds.
- Removed three large trees that were either dead (Railroad Ash), in serious decline (Sanctuary Maple), or in the way of a planned project (Common Grounds Mulberry).

Using funding from the annual budget, plus staff and volunteer help, we made a determined effort to eliminate regular flooding of the 1st floor of the WCCC. It was necessary to permanently cancel WCCC use of the upper playground. All structures, gardens, and walkways were removed, the ground regraded by hand, and grass planted to reestablish proper drainage and erosion control. A shed roof was built over the stairwell for the outside door to Room 102 to prevent occasional roof gutter overflow from overwhelming the drain and flooding the classroom. A long section of damaged copper gutter was replaced. Many of the removed concrete pavers were recycled for vertical soil and water retention structures including a critical height increase backing for the existing curb. This installation runs from above the WCCC entrance downstream to the parking lot oak tree and will prevent storm water from overwhelming the curb. On the WCCC lower playground doorway a slot drain was installed in the sidewalk concrete that slopes towards the building. This will prevent stormwater from routinely entering the building. To make more room on the playground the WCCC shed was moved behind the fence and next to the lower arcade.

Due to repeated flood damage, all the floor tiles in Room 102 were removed and new, low maintenance, durable, vinyl flooring were installed by a team led by Tom Mullen. While doing this work, Tom discovered a mysterious small leak coming through a crack in the concrete floor. After a thorough investigation, he discovered the problem was the waste water drainpipe that began in the kitchen, continuing under the WCCC building, and eventually crossing under the courtyard. Cameras revealed the pipe was mostly obstructed and the old cast iron pipe had rotted. Fortunately there is a specialty contractor who can descale (unclog) the old pipe and reline the existing space with a tough epoxy liner which provides a long term solution. The only place that required going into the concrete floors for pipe replacement was in the boiler room.

Other notable efforts that involved large investments of time, money, or both included:

- Replacement of two ancient and leaky hot water pumps for the radiant heating system.
- Tom Mullen continued replacement of florescent lights with long lasting and efficient LED fixtures.
- Repainting of the Rite 13 class room.
- Installation of a new Hybrid Meeting System for improved internal and external communications of presentation and shared meetings. This system is now available in the Library, Common Grounds, Room 208, and the Upper Lounge. Tom knows the system, and is providing training and troubleshooting.
- The old, outdated desk top computer system that Sandy used has been replaced by an Apple Laptop and assigned to Tom.

- Tom has provided essential back up running the Sanctuary sound, broadcast, and recording systems when volunteers are not available for frequent special services. He also trouble shoots and trains others in the systems operations.
- Tom and volunteers removed nine trees that were either dead, rapidly declining, or too crowded. The regular budget paid for a contractor to remove one large Maple in serious decline. Two Tupelo Black Gum trees, planted years ago by Barbara and Bascom Deaver, were in exactly the right place and now large enough to replace the two important Maples we had to remove. Another Tupelo Black Gum and a Star Magnolia were planted to replace other trees.

Looking forward to the major capital project challenges ahead, we know that the floors in the hallways and stairs in WCCC are worn out and will need to be replaced by the end of 2023, probably during the Christmas holiday when the building is not in use. The ceiling of the Sanctuary needs repairs and painting. We are also enjoying the (mostly likely) last few years of the Sanctuary A/C and Boiler. The same can be said of the of the Office Building Boiler. The biggest and most urgent concern of the Adm. & Grounds Committee is filling at least some of the huge hole left by Sandy's retirement. Westminster is a seven-day-a-week operation and we absolutely need a Full Time Assistant to help Tom handle all the routine tasks involved, help complete the special projects on the horizon, and provide support to the vital cadre of church volunteers. Looking only a few years into the future, we will need someone trained to help take over from Tom. This person will need to have learned many of his skills and know the (sometimes quirky) requirements of an aging facility. After extensive discussions with the Personnel Committee and the Finance Committee this expenditure for a full time assistant is still in the budget and awaits the approval of Session.

Anyone who has been a committee chair knows how important the support and guidance of fellow committee members is especial at critical moments. My thanks to Wayne Cilimberg, Linda Seaman, Gene Forman, and Dave Spence for their service. While I have been busy spending a lot of church money, Steve Brown has been extremely helpful in making sure everything was proper, in order and within budget. He is always right up to date with his accurate numbers and full of good advise. Ashley's help with my frequent inter church communications has been of great assistance. We all know what a joy she is to be around. Her computer skills and suggestions for improvements have been most appreciated. Assistant Sexton Alonzo Williams, who in addition to his regular assigned duties, is the man who routinely checks on our facilities at all hours of the day and night and then quietly fixes the problems or calls for reinforcements if needed. His complete dedication is most appreciated. Tom Mullen's really stepped up to help us navigate our efforts as we made the transition form Sandy's retirement to a different future. We simply would not have accomplished that much this year without Tom. He was the key 24 hour a day, seven-days-a-week contact for arranging and following up on all that goes with making sure volunteers, other staff, numerous contractors, and vendors were able to make their critical contributions to a very productive year. All the above were a very hard working and fun group and I sincerely thank them for their efforts.

Committee Chair:

James Burch

Administration and Grounds Committee:

Gene Foreman

Dave Spence

Linda Seaman

Wayne Cilimberg

Nominating Committee Report

Helen Cauthen serves as president of the Central Virginia Partnership for Economic Development, a nonprofit, public/private regional economic development organization serving eight counties and the City of Charlottesville. Helen has served one term as a Trustee at Westminster and served as a Deacon and Elder in other Presbyterian churches. She and her husband, Jim, have attended Westminster for about 10 years, and have two grown children – Sarah Cauthen McCormick in Honolulu (and grandbaby Abigail) and Will Cauthen in Chicago.

Stewart Nelson relocated from South Boston, Virginia to Charlottesville with his wife Patty in 2017. They became members at Westminster in 2018. Stewart has been a Presbyterian his entire life and is an ordained Elder. Patty is currently on the Session. Stewart served as the Blue Ridge Regional Vice President of Finance for Sentara Healthcare. In July 2020, he retired after 35 years in healthcare finance and operations. Stewart completed a Bachelor of Science degree in Mathematics from Randolph-Macon College and a Master of Business Administration from Virginia Commonwealth University. Stewart and Patty have two children and four grandchildren. Jessica resides in Greenwich, Connecticut with her husband and three children. Eric, his wife and son live in Manhattan, New York. Stewart enjoys visiting family, travel, reading, time in Duck, North Carolina and live events – music, theater, sports.

The nominating committee will meet this month by Zoom, then on February 5 to begin our search for nominees.

Committee Co-Chairs:

Cheryl Oliver
Taylor Bowen

Nominating Committee:

Lucy Burnette
Jim Cauthen
Aurora Nichols
Heather Warren
Leanna Whitmore

Fellowship Report

The Fellowship Committee hosts activities designed to bring our Church community together for times of fellowship and fun. A highlight of this year was return of the potluck meal and carol sing following the Lessons and Carols service. We have also hosted several casual meals ("Eats and Treats"), a Thanksgiving meal at Common Grounds, monthly adult potluck luncheons, monthly walks in collaboration with the Deacons, and Fellowship Hour after church. We are grateful to all the volunteers who help with these events. We continue to support Prayer Shawl Ministry that provides knitted and crocheted items to WPC members and their loved ones as a tangible reminder of God's love and our prayers for them in times of joy or concern. These events are a wonderful way to be come more connected to our Community and we invite all to participate. We also welcome suggestions and new members to the committee.

Committee Co-Chairs:

Barb Mann
Cheryl Oliver

Fellowship Committee:

Taylor Bowen
Beth Hochstetler
Helen Phillips
Jana Surdi

Personnel Committee Report

Over the past year, a substantial portion of the Personnel Committee's efforts were focused on responding to two significant events at Westminster –the departure of Rev. Dr. Ken Henry in June upon the dissolution of his pastoral relationship and, earlier in February, the retirement of Sandy Wilcox as Facility Manager.

After Ken announced his intention to leave Westminster, the Personnel Committee worked closely with Rev. Lynne Clements and Rev. Dorothy Piatt-Esquerro to develop a Transitional Pastor Leadership Plan under which they would assume additional pastoral and administrative duties at Westminster until the arrival of an interim pastor. That plan ultimately was presented to and approved by Session in June. Lynne and Dorothy provided consistent and effective support, leadership, and love to the congregation during this transitional period at Westminster, confirmed by the many emails and comments received by the committee. They worked closely with the Personnel Committee during the six-month transition, and the committee very much appreciates their valuable input on issues and situations that arose. Shortly before the arrival of Rev. Dr. Jewell-Ann Parton as Interim Pastor in December, and in consultation with the Presbytery's Commission on Ministry, the Personnel Committee recommended to Session (later approved) that Lynne and Dorothy receive a financial award for the additional pastoral and administrative duties taken on under the Transitional Pastor Leadership Plan.

The Personnel Committee also very much appreciates the outstanding efforts of Westminster's wonderful staff during the transition period as well as the efforts of members of the congregation, particularly James Burch, chair of the Administrative Division.

Earlier in 2022, Sandy Wilcox retired after many years of dedicated and outstanding service to Westminster. Shortly after his retirement, the Personnel Committee worked with Ken and others as Sandy's responsibilities were allocated to pastors and staff, uncertain whether a new facility manager would need to be hired. Ultimately, and considering input from the pastors and the Administrative Division, the Personnel Committee recommended the hiring of a part-time facilities manager and developed a job description; in August, Session approved the hiring.

Utilizing the assistance of two local staffing agencies, members of the Personnel Committee and a member of the Administrative Division interviewed two candidates presented to us by the agencies. One of these candidates also met with Lynne and Dorothy. Ultimately, neither was deemed a right fit for the position. In September, Tom Mullen, our Sexton, expressed an interest in the position on a full-time basis. The Personnel Committee, in consultation with the Administrative Division, began job description discussions about a revised, full-time position. Once we learned of the hiring of Jewell-Ann as Interim Pastor and with some uncertainty over the budget for 2023, it was decided to put the process on hold to allow Jewell-Ann to be part of the discussions. Those discussions are ongoing.

Other activities of the Personnel Committee in 2022:

- Supporting Alonzo Williams after his workplace injury at Westminster;
- Recommending an increase in weekly hours for our Communications Manager, Ashley Dunn-Jalenak, making her full-time, with a corresponding increase in compensation;
- Recommending modifications to wedding and memorial stipends paid to pastors and participating staff from the Westminster Fund;
- Reviewing annual levels and pricing for benefits offered through the Board of Pensions;
- Revising the staff and pastor self-assessment form used during the annual performance review process;
- Conducting mid-year (June) and annual (November) reviews of pastors and staff (in past years, the Head of Staff conducted the annual reviews with support from the Personnel Committee, but this year, without a Head of Staff, these reviews were conducted by members of the Personnel Committee with input provided by the pastors as well as from chairs of Westminster divisions and committees);
- Gathering salary range information, including from the POJ and the National Association of Church Business Administrators, for use in compensation discussions for staff and recommendations of terms of call for the pastors;
- Working with pastors and staff on revisions to job descriptions, as needed;
- At the request of Session, developing a slate of nominees to serve on the Interim Pastor Search Committee. We also supported the committee in a variety of ways - a member of our committee served on it, and we provided input on the terms of the interim pastor covenant agreement between Jewell-Ann and Session.

Mike Moore stepped down from the Personnel Committee in June, and we thank him for his dedicated and supportive leadership as its chair.

The Personnel Committee thanks the pastors and staff for their wonderful work in the past year. It is a blessing to have them with us at Westminster.

Committee Chair:

Jim Cauthen

Personnel Committee:

Anne Hedelt

Dick Redding

Patty Vandever

Randy Livermon

Candance Spence

Christian Formation Report

Children and their Families Ministry Committee (CFM)

In January 2022 COVID -19 was still impacting Church School. We went virtual for a month and then went back to hybrid. BLAST was hybrid to allow children who were not vaccinated to participate. Group activities were limited, but Easter Sunday activities were well attended.

By August 2022 CFM moved ahead with planning Sunday Church School for PreK through 4th grade with 3-5 children attending. BLAST continues to be hybrid to allow children with health concerns to still participate. CFM and the Worship Committee have worked together to purchase WPC Bears to be given Sunday School participants and first-time children visitors to the Worship Services. The Bears have little T-shirts that say "God Loves You" Westminster Presbyterian Church.

Additional Activities that were successful: Pumpkin Carving and Pizza lunch after Worship with PreK kids through college age adults participating. Kids Day Out in December where children enjoyed the Christmas themed activities while their parents had 2 hours to run errands or shop.

2022 has been a year of trying to get children reconnected with Sunday School and other church activities. Committee members have found success by reaching out to parents either by email, text messages or phone calls. The personal touch seems to be more successful in reengaging families after a couple years of COVID concerns.

Committee Chair:

Patty Nelson

Children and their Families Ministry Committee:

Rosemary Heflin

Sarah Bedford

Kathy Redding

Carolyn Brown

Youth Ministry

The Youth (6th -12th) have had a good year, getting to know one another and serving the church:

- In June, four adults and three youth went on a pilgrimage to Oregon.
- In the fall, HS youth completed confirmation classes. In October, Aaron Heflin and Alden Scott met with Session and were confirmed in worship.
- HS youth meet once a month for hang out in Common Grounds with Dan Heuchert, Jenn Lyster, Ellen Thomasclarke, and occasionally Dan Nissen.
- MS youth class are led twice a month by Dana Eastman and Sarah Bedford.
- All youth meet for youth group the first and third Sundays, creating a connection to one another and planning some fun activities. Melanie and Peter Garth, leaders.

- Youth were active in the church and community. They raised money for and participated in the Crop Walk. After the shootings of four UVA students, they gathered at Beta Bridge for a time of prayer and remembrance, laid flowers at the memorial and wrote messages of hope and healing on the bridge. Youth decorated cookies for the fellowship hour and for the welcome reception for the interim pastor.
- They have led worship on Youth Sunday, Lessons and Carols, and Christmas Eve.

There is an immediate need for adults to serve on the youth committee (including a chair) and to lead the high school age group.

Adult Christian Formation

At Westminster, we strive to facilitate Christian formation for all ages, asking how our faith is or is not reflected in the world around us, and seeking to strengthen our ability to live out our faith in this world. For adults, we offer an assortment of classes on Sunday mornings, and one on Tuesday evenings. We also have special opportunities throughout the year, many of which are designed to be multi-generational.

During 2022, the ordinary offerings included topics related to:

- The Bible and theology, such as a discussion of the women of the New Testament, a deeper understanding of Sabbath, and the implications of the Genesis creation stories for our responsibility for the environment;
- Family matters including parenting issues and awareness of mental health challenges among young people;
- Social justice, including issues of economic injustice and gender equity and inequity; and
- Spirituality, including how matters of everyday life such as baseball can provide a path for a deeper relationship with God.

In addition, the Adult Christian Formation Committee collaborated with the Reparative Justice Committee on the Lenten study on the deeply troubled history and continuing challenges of race in America. That grew into additional offerings during the summer looking at specific local racial justice challenges including housing and education.

Committee Chair:

Jim Allison

Adult Christian Formation Committee:

Dee Weikle

Derry Wade

Leanna Whitmore

Nancy Rossnagel

Helen Phillips

Peace, Justice & Inclusion Report

Over the past year, the Immigration/Sanctuary Group in Westminster's Peace, Justice, and Inclusion Division (PJI) has continued to support Guatemalan refugee Maria Chavalan Sut at Wesley Memorial Methodist Church. She has become a leader of the national sanctuary movement, which advocates for the welfare of all the mothers who sought sanctuary to protect their families. We celebrate her reunion with all of her children this coming September.

On September 11, the Reparative Justice Working Group, formed in January 2022, hosted Albemarle County Social Studies Curriculum Coordinators Neeley Minton and Alicen Brown's efforts to develop and gain adoption for a new middle school curriculum that would properly reflect the diverse experiences of Virginia's history. A week later, a panel at Westminster led a spirited discussion about how our public schools might address the legacies of past racial injustices.

These are but two examples of the PJI's efforts to activate the vision of Jesus Christ to create a community where the God-given virtues of everyone are recognized and everyone receives the support necessary to realize their virtues.

Other work of PJI groups includes:

- The Benevolence Committee's distribution of more than \$75,000 to more than thirty deserving community service groups
- The Reparative Justice Working Group organized two panels on racial justice and housing including an exploration of the urban renew of the Vinegar Hill Community
- Congregation volunteers working with Habitat for Humanity to build low-income housing in the community
- Members of the Gun Violence Prevention Group working with the Charlottesville Coalition for Gun Violence to lobby political leaders for gun violence prevention bills, recognize the tenth anniversary of the Sandy Hook mass shootings, and prevent shootings in our local schools
- Raising more than \$37,000 to fight hunger in our community and around the world by organizing Charlottesville Crop Walk
- In partnership with the International Rescue Committee and International Neighbors two Westminster teams have helped to resettle Afghan families in the Charlottesville area
- PACEM volunteers prepared and delivered 11 meals to PACEM guests in 2022. In November, we were able to serve dinner in person and provide a ministry of fellowship in addition to warm dinners. We had UKirk volunteers participate this year, and new cooks from the greater Westminster community.

Committee Chair:

John Echeverri-Gent

PJ&I Committee:

Rich Gregory	Debby Garth	Steve Wilson
Aurora Nichols	Laura Young	Gene Locke
James Taylor Beard	Meredith Powell	Sally Christopher
David Strider	Kathy Redding	Cyndy Martin

Stewardship Report

The Stewardship campaign began in August 2022 with regular meetings of the committee. Lynne and Dorothy attended all the meetings. Jewell -Ann has attended all meetings since she arrived.

The theme of the stewardship campaign for 2022 was Let Us Build a House, based on a hymn of the same name. This hymn was included in several worship services. Stewardship Committee members introduced the campaign during both worship services, as well as advised the congregation on the status of pledges.

Currently, pledges for 2023 are \$800,000. This is well short of our aspirational budget, as well as below our pledges for 2022, which were \$902,633. The majority of the shortfall can be attributed to the loss of pledging members we categorize as deceased, have moved, or experienced a significant life change.

In addition to coordinating the stewardship campaign, the committee has also discussed long-range trends that are reducing our financial support and ways to address them. At one meeting Mark Ramsey and Elizabeth Lynn, a couple who are attending WPC, made presentations. Mark and Elizabeth moved to Charlottesville after he retired as a minister. She serves as a program director for the Lake Institute on Faith and Giving in Indiana. Mark and Elizabeth discussed how the economy, disruptions caused by COVID, economic and racial issues, and institutional suspicions have caused faith-based giving to decline nationwide. They said there are four categories of givers: Planned Givers, Habitual Givers, Selective Givers, and the growing proportion is Impulsive Givers.

Committee Co-Chairs:

Helen Phillips

Mark Outlaw

Stewardship Committee:

Bill Chambers

Hal Collums

Worship & Music Report

It has been a joyous year as we have seen more friends return to worship in our Sanctuary and as we have come together face to face to celebrate and mark those occasions which define our life of faith as a congregation: worshipping together, baptisms, weddings, and celebrations of life.

Worship Committee

A major focus in 2022 was to find more ways to include the children of WPC in worship and make worship inviting to our families as well as visitors with children in our community. Our pastors reinstated a regular children's message and we purchased brightly colored worship bags which are prominently placed to help little ones settle in during worship. In a joint effort with the Children and Family Ministry Committee, we also created a Westminster Bear that was given to our children, pre-school to 4th grade, and will be given to little visitors by the ushers. Name tags were created for each of our WPC youth so that they might be recognized by members and feel fully part of our church.

During Advent, we refreshed our Advent wreath and Sanctuary window decorations, put out luminaries on Christmas Eve (with the help of our middle-schoolers and many wonderful volunteers) and presented a small gift and message from our pastors to the children of Westminster.

We appreciate our WPC Elders and the many volunteers who serve as lay readers, ushers, acolytes, communion preparers, sanctuary organizers and those who secure our church after services. Many thanks to the A/V and Live Streaming volunteers who have added so much to our worship in providing access to members unable to attend in person and many people from other states who now consider Westminster their spiritual home.

Worship Committee Chair:

Kathy Redding

Worship Committee:

Peter Dimmick

Forrest Kerns

Saunders Midyette

Liza Millett

Heather Warren

Music Committee

Music has always been a vital part of the life of our church, touching members of all ages and it has been very rewarding to be part of the Music Ministry with the entire congregation, both in-person and virtually each Sunday of 2022.

The Adult Choir has thrived with the addition of two Choral Scholars, presenting special music programs, singing at two memorial services and participating in a joint concert with three other church choirs. The Singers and Adults also joined together to offer the annual service of Lessons and Carols. We are also working to commission a new anthem for the choir and have finally been able to provide new chairs for the choir loft.

Megan and the volunteer Minstrels provide music each Sunday for the elementary-age children in their BLAST! program, the middle school, and the Opening Doors classes.

As part of our outreach, we will soon be inaugurating a group of Traveling Minstrels who will work with the Deacons to reach out to members who would like a visit.

The Organ Concert Series continues to present superior performers in free concerts which are open, not only to church members, but to anyone else who loves organ music.

The committee would like to express our continuing thanks and appreciation to Megan and Jonathan for all they do to bring the gift of music to Westminster.

Music Chair:

Liza Millett

Music Committee:

Winston Barham

Vivian Dillard

Sheila Hazen

Nadine Roddy

Ellie Weikle

University Mission Report

What a joy to see the growth and engagement of college students and young adults among us! With several student leaders working alongside our University Mission team and a newly renovated home for UKirk at UVA (Common Grounds), we are excited about what's ahead.

Programs & Outreach:

Recurring programs this year included weekly post-worship brunch, a monthly service project through the Alliance for Interfaith Ministries, study hours at Common Grounds twice weekly, events with other campus ministries, and bi-monthly Wednesday Wind-Down for 20/30/40 CreW. During UVA finals, Common Grounds was open daily during the week for extended study hours, and several evening meals were provided for students. We also added a weekly, faith-formative UKirk Dinner & Discussion and responded pastorally to students following the UVA shooting incident.

Special Events:

- Spring: UKirk co-organized with Theological Horizons a well-attended panel discussion about the intersections of Christian faith and LGBTQIA+ identities.
- Fall: We partnered with University Baptist and the Wesley Foundation to host a Welcome Back Block Party with a live band at Common Grounds.

Common Grounds Renovation:

During the past two years, University Mission has been renovating Common Grounds. February 2022 saw the arrival of new furniture, white boards, and a podium. We anticipate completing the final phase of the project, a multi-use terrace adjacent to Common Grounds, in 2023.

Thanks to the congregation for your support of finals study hours, student meals, special events, and more!

Committee Chair:

Nancy Paulson

University Mission Committee:

Rob Teweles

Seiver Jorgensen

Sarah Childs (student leader)

Luke Heberle (student leader)

Madaline Marland (student leader)

Steve Sherman

Dick Redding

Susie Bruce

Board of Pastoral Deacons Report

In the Bible, we hear the story of Gabriel, the Lord's Messenger, coming to Mary. The angel delivered a message that would transform the world. Deacons also carry a message and also play a role in conveying messages from God. Not, of course, on the scale or scope or level of the world-changing importance of Gabriel's message, but, rather, on a day-to-day basis. Through praying with and for others as Deacon of the Day on Sundays and during home visits, through outreach to others in cards notes, and frequent phone calls, through small acts of kindness such as delivering flowers after worship to someone in need, through the ministry of caring by taking home communion to those who are at home, setting up meal-trains for those with a short-term need, and providing transportation for doctor's appointments. The Deacons at WPC serve as messengers of compassion and comfort, of hope, of God's wondrous love to the members and friends of Westminster Church.

Deacon Co-Chairs:

Rosemary Heflin
Gail Ott

Pastoral Deacons:

Vivian Dillard
Dana Eastman
Ellen Hench
Beth Hochstetler
Carolyn Kelly
Beth Nissen
Virginia Rovnyak
Nancy Takahashi
Lacy Whitmore

Terms of Call for 2023

Rev. Lynne Clements

Salary and Housing	\$64,923.00
Travel Allowance	\$750.00
Professional Expense	\$1,500.00
Study Leave	\$1,500.00
SS and Medicare	\$4,966.61
Medical, Pension, D&D	\$25,319.97
Total	\$98,959.58

Rev. Dorothy Piatt-Esguerra

Salary and Housing	\$60,000.00
Travel Allowance	\$750.00
Professional Expense	\$1,500.00
Study Leave	\$1,500.00
SS and Medicare	\$4,590.00
Medical, Pension, D&D	\$23,400.00
Total	\$91,740.00