

Presbyterian Church of Novato  
Annual Meeting of the Congregation  
January 30, 2022

AGENDA

- 11:00 a.m. Call to Order and Invocation – Adam Smith, Pastor
- Necrology Report for 2021 – Kathy Takemoto, Clerk of Session
- Recognition of retiring Elders and Deacons
- Elders:  
Delane Ramser, Worship  
Tonya Church, Finance  
Walt Campbell, CE  
Carolyn Gerrans, Mission  
Beverly Winsor, Membership & Outreach
- Deacons:  
Sandy Fong
- Report by David Mink, Interim Director of Youth Ministry
- Report by Sally Carbonaro, Director of Children’s Ministry
- Report by Adam Smith, Pastor
- Questions regarding the printed Annual Report
- Review of Church Finances and Budget
- 12:00 p.m. Closing Prayer and Adjournment
- 12:01 p.m. Lunch and fellowship

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## CHURCH STAFF 2021

Adam Smith	Pastor
David Mink	Interim Director of Youth Ministry
Sally Carbonaro	Director of Children's Ministry
Sydney Fletcher	Assistant Director of Children's Ministry
Katy Hatfield	Director of Music for Traditional Worship/Organist/Chancel Pianist
Bob McBain	Contemporary Worship Pianist
Tammi Jester	Office Administrator
Linda Ward	Administrative Office Assistant
Stephanie Monahan	Financial Secretary (through September)
Diane Ashley	Wedding Coordinator
Renee Garza	Nursery Caregiver
Laura Haney	Nursery Caregiver
Stephanie Praun	Nursery Caregiver
Kathy Takemoto	Clerk of Session
Brook Stahley	Deacon Moderator

## SESSION

### Class of 2021

Walt Campbell  
Tonya Church  
Carolyn Gerrans  
Delane Ramser  
Beverly Winsor

### Class of 2022

Melodie Baird  
Beth Flynn  
Diane Kaljian-Combs  
Patty Reed  
Joe Simmons

### Class of 2023

Bob Clausen  
Brad Praun  
Steve Revere  
Regina Rus

Clerk of Session: Kathy Takemoto

## Corporate Officers 2020

Tonya Church President, CEO  
Joe Simmons, Treasurer, CFO  
Kathy Takemoto, Secretary

## BOARD OF DEACONS

### Class of 2020

Larry Dacquisto  
Cathy Haney  
Janalee Holmes  
Becky Praun  
Brook Stahley  
Rebekah Harmon

### Class of 2021

Sandi Class  
Les Church  
Becky Erba  
Sandy Fong  
Carol Robinson

### Class of 2022

Audrey Boland  
Bill Bradfield  
Marcus Combs  
Laurie Dougherty  
Diane Griffeath  
Jo Richman

Moderator – Brook Stahley  
Vice Moderator – Audrey Boland  
Secretary – Linda Ward/Laurie Dougherty  
Treasurer – Carol Robinson/Janalee Holmes

## Pastor

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2021, like 2020, took PCN for a rollercoaster ride. Worship moved back to in-person but in the form of a single hybrid worship service. Traditional elements and contemporary elements were blended, and we began streaming our worship live on YouTube. The service has gone through many changes over the year as we've worked to adjust and adapt. Every time we thought we had our new health protocols figured out new changes in the COVID-19 virus and its public response had us change them again. Some PCN groups came back to campus only to move back online again. A new turf field was added on to our campus. Our aging building had both minor and major repairs. We added new staff members on our team, Kendall Kinney as our new worship tech, and just recently Emme Monahan as youth director.

It's been a wilderness trek in this last year with all the uncertainty, quick changes of direction, frustration, and a lot of learning. But that is the nature of life in the wilderness. And this is the reality that PCN will continue to navigate into the future.

But PCN's story is not simply one of change without meaning, or transformation with no direction. It's the story of resilience and perseverance, love and care, discernment in hope, planning and repositioning for the future.

We learned we can navigate this wilderness, but we need to be more agile. We need to be able to reflect, adapt, and reposition on a dime. We've learned how to better care for one another through our deacon ministry; how to offer online classes and worship; how to love and respect each other and our different ways and styles of worship. We've created an Emergency Response ministry, partnered with the community, and worked in collaboration rather than isolation. Our leadership model has incorporated leadership through vision and corresponding strategic planning, goal setting, and collaboration. We spent the year discerning a path forward so that we can faithfully live into our call rather than maintain the status quo. Our new ambitious vision has begun to be pared down, refined, and implemented.

We have been learning new patterns of life and ministry, readying ourselves for the journey ahead; a journey we know will lead us in directions unforeseen and require us to learn, grow, be transformed, and continue on.

Christ has never abandoned us on our journey ... Christ has been by our side offering us life-giving care, encouragement, and filling us with the breath that we so desperately need: light in the darkness, hope for today and tomorrow. All that we are and do is for Christ and is about following after the Holy Spirit.

I invite you to explore the rest of this annual report to find out more specifically the ways that God has breathed life into PCN in 2021. I hope you are as in awe of God as I have been this year. If anything, I hope you take away from this report just how amazing God is and what

God has done in our midst. We may not see booming numbers in our worship services or programs, but we have done some of the hardest work there is in a church: we learned new things, learned how to let ourselves be transformed when necessary, and have learned how to navigate an uncertain world. It's difficult to see hope in the wilderness, but all we have to do is look at Jesus and it becomes crystal clear. With that said, I will give a brief look at my activities throughout 2021.

### **Pastoral Stats for 2021:**

- Preached 50+ times and presided over communion more than a dozen times.
- Offered one class/group called Sermon Talk-Backs on Mondays at 9 a.m. via Zoom. Average participation was between six and nine persons.
- Staffed the Deacon Board.
- Led a discernment team in the creation of a Vision and Strategic Plan for PCN.
- Organized an officer retreat with Ellen Baxter in the summer of 2021 for the purpose of focusing our PCN Vision and Strategic Plan for implementation.
- Met with 5+ indigent persons on behalf of the Deacons and provided support in the form of food or gas certificates.
- Provided 130+ in-person and phone pastoral visits.
- I have offered pastoral counseling to 6+ individuals and mediation with others.
- Officiated at four memorial services.
- Staffed the following Session Committees: Mission, Personnel, Worship, the Discernment Team, and Stewardship and the Congregational Nominating Committee.
- With Personnel, I helped conduct all staff evaluations and participated in staff search processes.
- Provided monthly articles for each edition of our newsletter.
- Was a part of a community non-profit panel for Leadership Novato.
- Participated in the Presbytery Cohort program.
- Participated in all Presbytery meetings.
- I played guitar and sang as needed for worship.
- I've created picture and video content for the new PCN website.
- I created, edited, and uploaded announcement, invitation, worship, music, promo, and update videos to youtube.com and shared them on our website, social media (Facebook), through email, etc.
- I frequently posted updates, extended invitations, and created events on the church Facebook page.
- I continue to learn new programs: iMovie, Adobe Premiere, Photoshop, Lightroom, OpenLP, and ProPresenter.
- I re-created and led a new member class in the winter of 2021.
- I created a new officer training program that adapts our new leadership model and led it in November 2021.
- I've moderated more than a dozen Session meetings.
- Created a Narrative Budget for 2022.
- I have produced hundreds of stock pictures of videos of the PCN campus for our website, social media, worship, and promotion.

- I have helped train and oversee the Worship Tech position and have worked hand-in-hand to make sure that we adapt to our new hybrid worship.
- I've read 18 new books.

It has been an eventful year, but it has been a life-fulfilling year for me. It has been a year where my being 'wet behind the ears' in the community has worn off and where members' feelings and passions have come to the forefront, and for that I am grateful. When we are comfortable to share with one another, we are in a place where we can grow together. I have felt my role in 2021 to be that of a comforter, someone who reassures, a caregiver, but also a visionary, a leader, and a coach, someone here to lovingly push our community to move outside our comfort zones so that we can learn, grow, adapt, and allow the Holy Spirit to transform us. We are in a place as a church where we are going to need to be okay with change, not for the sake of change itself but for the sake of living into our call in the wilderness in which we find ourselves.

### **LOOKING TO 2022**

2022 will be a year of faithful action. 2021 involved faithful listening, discernment, conversation as a community (town hall meetings, surveys, and presentations), and preparation. In 2022 we will be moving, taking leaps of faith, and trying new things. Some initiatives we try will fail, but we'll learn something in the process. Others will succeed and we'll build on those successes.

We will be working to better connect: to Christ, to each other, to our neighbors, and to the greater community. We will work to intentionally build authentic community that is inherently outward-looking, welcoming, and accepting. We will look for ways to make the gospel accessible to those around us; in worship, in classes, in church events and programs, in online promotion, and in church media (video and music). We will work to empower all of us to be a part of what God is up to at PCN, knowing that our elected leaders cannot do this work on their own and were never meant to. We will look to the future, not with uncertainty or hesitation, but with hope and excitement at what God can and is doing. We will learn to be patient with one another, know that at times things will not always go the way we want them to, and that we are all working towards the same goals.

2022 will be an exciting year filled with great opportunity for PCN! And we will need every one of you to be a part of it. We are stronger when we are together. We need each other's encouragement, love, support, care, imagination, and creativity. We need to share our gifts and work together for God's kingdom purposes. We need to be constructive, patient, caring, and hopeful. The wilderness is a place of the greatest opportunities, but it will depend on our willingness and ability to trust God and allow ourselves to be transformed, pulled out of our comfort zones, and open to the unexpected things that God does. Blessings to you all in this new year!

*Rev. Dr. Adam Smith, Pastor*

## Session

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During 2021, Session held 12 monthly stated Session meetings and two special Session meetings. Session meetings were held via Zoom until December's hybrid meeting.

There were two Congregational Meetings in 2021: January 31 and November 14. At each meeting, the previous Congregational Meeting minutes were available for review.

Elders participated in a leadership retreat on August 21, 2021.

Presbyterian Church of Novato was represented at the 2021 Presbytery of the Redwoods meetings by Ruling Elder Delegate Robert Coleman. Robert stepped down in October 2021 after 20 years in this position. Alternate delegates were Ellen Breazeale, Carol Dacquisto and Bill Walker.

In January 2021, Session approved officers for the 2021 corporation to satisfy California Nonprofit Corporation law:

Tonya Church, President (CEO)  
Joe Simmons, Treasurer (CFO)  
Kathy Takemoto, Secretary

A summary of session meetings, entitled "Session Highlights" appeared in the *PresPress* throughout the year.

### **Active Membership Count:**

As of January 1, 2020	<b>321</b>
Additions to membership:	
• Received into membership	+4
Losses:	
• Deaths	-3
• To inactive list	-23
• Transfer of membership	-3
• Reactivated	+1
Total change in membership	-24
Membership as of December 31, 2020	<b>297</b>

### **Necrology Report:**

Marcia "Bunny" Dodson    March 27, 2021  
Ed Fischer                    April 27, 2021  
Robert Hibbs                 August 26, 2021

**Elder Committee Assignments 2021**

Administration and Finance: Tonya Church and Brad Praun

Christian Education: Melodie Baird and Walt Campbell

Membership and Outreach: Beverly Winsor

Mission and Christian Action: Carolyn Gerrans and Regina Rus

Personnel: Diane Kaljian-Combs and Steve Revere

Program and Fellowship: Patty Reed

Property: Joe Simmons and Bob Clauson

Worship: Delane Ramser

Stewardship: Beth Flynn

*Kathy Takemoto, Clerk of Session*



## Christian Education

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***Our mission: Shepherd children from infancy into adulthood, while building the foundations of faith. In so doing, PCN will teach children to understand and seek wisdom from the scriptures in a safe and fun learning environment; support families so they may grow in relationship with one another and Christ; encourage youth to model their lives after Christ and through the power of the Holy Spirit share their faith by serving the world.***

The Christian Education Committee includes Pastor Adam Smith, Children's Ministry Director Sally Carbonaro, Interim Youth Ministry Director David Mink, Children's Ministry Assistant Sydney Fletcher, Adult Sunday School and Women's Bible Study Leader Carol Dacquisto, and Elders Melodie Baird and Walt Campbell. As a group, we strive to provide safe, friendly, and meaningful educational programs for all PCN members in every age group, infant to adult.

In 2021, pandemic requirements continued to create challenges for us. Although our youth groups found creative ways to meet outdoors, we again had to curtail, postpone, or revise other valuable programs, such as Sunday School, Seekers and Vacation Bible School. Once again, with gratitude, we relied on Zoom, YouTube and creative videography for our programs. What a special treat it was to finally return to in-person Sunday School this September! Watching the children leave the sanctuary, it suddenly felt normal again. Going forward, we hope to bring back Seekers in early 2022, and so much more.

You will find more detailed summaries of our 2021 children's and youth activities, in addition to our Sunday Adult Bible Study and Women's Bible Study, at the end of this summary. Other 2021 CE-sponsored programs and activities are described below.

### Confirmation Class

This spring, Walt Campbell, Adam Smith, and Robert Coleman team taught an eight-week confirmation class for middle and high school students who were seeking to explore their faith and the responsibilities of church membership. Topics covered included the history of Christianity, the meaning of the Apostle's Creed, and how to profess and practice one's faith. Three students were able to complete the class, with two subsequently becoming members of PCN.

### PCN Adult Education Offerings

CE strives to sponsor professionally taught classes each year that target both PCN and the greater Novato community. Our classes can range from in-depth Bible studies to topical religious issues. In January of 2021, Pastor Adam taught a five-week Zoom course entitled "Simply Christian." It explored the basics of Christianity in conversation with N.T. Wright's book, Simply Christian. The class was well-attended and generated many interesting discussions.

## PCN Men's Group

In addition to Women's Bible Study and the Sunday Adult Bible Study led by Carol Dacquisto, CE supports a longstanding and well-attended men's Bible study/fellowship class led by Phil Dougherty. This group of 12-15 men meets on Wednesday mornings via Zoom. During 2021 the group used three study guides to prayerfully study scripture and its application to members lives:

- "Prayer and Listening," a Life Guide Bible study by Jan Johnson that utilizes both Old Testament and New Testament texts to illustrate styles of prayer;
- "Abiding In Christ," a Life Guide Bible study by J.I. Packer and Carolyn Nystrom that uses the Gospel of John to examine how Christians can continually connect with and lean on Christ to bring joy, love, and service into their daily faith lives;
- "Renewed – Becoming Everything You Are In Christ" by Steven Campbell that illustrates how cognitive psychology and Scripture can work in tandem to encourage true Christian discipleship.

## Women's Prayer Group

Although pandemic restrictions precluded in-person meetings, the Women's Prayer Group, coordinated by Janis West, continued to meet on the first Thursday of each month via Zoom. This small group offers the chance to share in prayer and praise, guided by Scripture and the Holy Spirit.

## Youth Director Search Committee

In mid-2021, a Youth Director Search Committee was formed to recruit a new Youth Director to replace our interim director, David Mink. Walt Campbell, David Mink and Kelsey McIvor volunteered to participate in the search efforts. After many months of work, they have found the ideal candidate. You can read more about her in David's report.

## PCN Safety Policy, ensuring a "a safe and fun learning environment"

CE takes seriously its responsibility to protect the safety of every PCN member, of any age, who may volunteer or participate in our classes and programs. For this reason, we decided to review and update PCN's safety policies in 2021. These policies include *Safety Procedures* for emergency situations, and a *Code of Conduct for Volunteers*, which covers our expectations and requirements for children and youth volunteers.

When our review showed that emergency information needed revision, we asked for and received approval from Session to form a PCN Safety Plan Committee tasked with evaluating and responding to potential PCN emergency situations. That committee includes PCN members Melodie Baird, Walt Campbell, Beth Flynn, Delane Ramser and Robert Clausen. They are actively working on updating PCN's emergency contacts, emergency instructions and safety equipment.

Similarly, recent legislative changes will require CE to update its *Code of Conduct for Volunteers*. Some of the changes involve new training and screening requirements for children- and youth-program volunteers. Because we believe there is nothing more important than protecting the safety of our children and youth, CE is moving as quickly as possible to incorporate these and other valuable changes into our programs.

CE thanks you, the PCN family, for your continued support, encouragement, and enthusiasm. Your willingness to volunteer to help in our children and youth programs is vital to our success. We hope that even more of you will find time to enjoy and participate in one or more of our classes and programs.

*Melodie Baird and Walt Campbell, CE Elders*

## Children's Ministry

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This year was another eight months of online communications with our children. But God is as God does, and His blessings and inspiration fueled our connectivity and reach. By September we were able to offer in-person Sunday School, and by November we could do a partial Christmas program with the children. Now we look forward with great anticipation to the return of Seekers in the new year!

### **Sunday School & Seekers**

We developed another program specifically for the puppets. We wrote the curriculum, gave the puppets personalities and wrote their scripts. We felt we needed to be even more entertaining. Everyone was getting burned out with online learning; we needed something different. We developed the personalities of three puppets: Orin the Orangutan, Solomon the Sloth and Roscoe the Rescue Dog. They were our contestants in a game show where we learned about the Sermon on The Mount and the Beatitudes. In this venue, we were able to include what not to do and why, as well as what to do. The contestants would catch each other doing the wrong thing and this would foster discussion about why God asks us to do and be His way. This was a high energy production and was well received.

### **Easter**

We chose again this year to create and distribute Easter baskets to our families, a powerful touching point. This year we delivered 73. In many cases the kids and families ran outside when they saw us.

### **Vacation Bible School**

We made the early decision to again go online with VBS. Rocky Railway was a big success in 2020. Connecting with kids virtually everywhere is such a powerful component of being online. Our "Treasured VBS" had more than 100 registrants and Good Shepherd purchased all our remaining supplies for their VBS. They also used all our videos, a win-win! Even with our scholarships, and we had a record number this year, we were able to break even for the first time ever. Although this is not the goal with an outreach program, during these times, it was a pleasant surprise.

### **Children's Sermons**

Sydney and I have done more than 50 sermons again this year. We have a very active YouTube site and have been able to reach people literally all over the world. Whenever our children travel or sadly, move, they can still participate in our programs online. This has served as a comforting way to stay connected. It also is a reference point for families who can look up certain topics and seasons on our secure YouTube channel.

We will have our first 'live' Children's Message Christmas Eve. We remain concerned about the audio and filming of the messages to actually go 'live,' since we have a large online audience. We will be ready when our technology is accommodating.

### **The Halloween Harvest Festival**

We are pleased to say this event was a huge success. Almost all our Seekers families came to the church. We were excited to see each other and look forward to gathering for Seekers in the new year. I took 'attendance' and counted more than 150 kids and families, and those were the ones we knew. There were others too. We had the benefit this year of the new turf field. Families gravitated there for safe play and containment (😊). Such a great addition and an indication of the importance of providing a safe, fun place for kids and families to connect. A shout out to Program & Fellowship for making this happen!

### **The Children's Christmas Service**

Again this year we found ourselves needing to video a good part of our program. This, however, is really a benefit for the children. For the second year in a row they have been able to watch the Christmas Program (over and over and over 😊). In addition, we have been able to have children who have moved away join in the video. Not only that, they can 'send it' to their friends and relatives who were not able to join us. Although we all enjoy the kids storming the stage, the battles between the shepherds with their staffs and wandering sheep and goats, there is something to be said for a video, especially when there are bloopers to make the reality of the process real.

### **YouTube**

Our video's 'thumbnail' had appeared to other people on YouTube twice as many times in 2021 compared to 2020, at 13,600 times. This is outreach beyond PCN and our kids and families. These are people who found us by searching the internet; 3.1% of them clicked on our videos. Whoa!

### **Facebook**

We have an active PCN Kids Facebook page. This year in addition to communicating program information, Sunday worship and children's sermons, Sydney promotes all PCN events both before and after with pictures. She developed an Easter devotional for the 12 days leading up to Easter, and she read the Christmas Story each day during Advent as a countdown to Christmas. Our Facebook posts have been viewed 8703 times so far this year.

### **Old School Communications**

We have reached out to families and children through snail mail all year. We have sent hundreds of birthday cards, Valentine's Day cards to the children and congregants (from the children, special thank you to Bethany & Brook), postcards for VBS, EPIC, Trunk or Treat, Christmas Eve and Christmas cards. The children have sent more than 100 Christmas cards to our congregants. We want them to know we think about them often and look forward to seeing them soon.

### **Sydney's Additional Responsibilities**

In addition to Sydney's role in Children's Ministry, she has been our liaison with PCN's technology needs.

- In 2020, Sydney served on our website committee and was an integral part of developing and launching the website. She is now our webmaster and continues to

design and manage PCN's website. This includes communicating with all the committees, deacons, and staff to keep it updated with current information, events, and sermons.

- She partnered with Stephanie Monahan on the Eklesia rollout and troubleshooting. She continues to work with the current bookkeeper, Suzanne Schmitt, on Eklesia and Easy Tithe. In September, she took over managing Eklesia, some of which entails keeping the directory up to date, creating forms, running ongoing reports, and training staff and members how to utilize it.
- Sydney has been partnering with the Stewardship committee on this year's pledging by managing pledge cards and running ongoing reports for the committee to reach this year's pledging goals.
- She created our background check account with Protect Our Ministry, integrated it with Eklesia and has been running needed background checks for our staff and volunteers.
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### **Conclusion**

Following Jesus is not easy, is always interesting and, usually, totally different from what we expect. Sydney and I embrace the ongoing challenge of meeting kids where they are and helping them to connect with and follow Jesus. We are fired up about the coming year and being able to talk with the children about all that has happened, and begin to heal, together.

*Sally Carbonaro, Director of Children's Ministry*

## Youth Group

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The duration and shifting of COVID-19 restrictions has created a newly appreciated environment of closeness in the middle school and high school youth groups which has ultimately led to growth.

We started the year tentatively going in-person to youth group outdoors beneath the tents so generously donated by Loree Draeger. We were also able to secure patio heaters which improved comfort while maintaining safety as we kept our social distance and wore masks.

Gradually, we re-introduced dinners into the Sunday night program, and we owe the deacons a very special thank you for providing us a Sunday night meal once a month as well as all the other volunteers who lovingly prepared and served us meals.

In February, we were able to enjoy a smaller single-day version of the annual Love of God (LOG) retreat called TWIG – Trusting Wholly in God. Dylan Eshoff and Wyatt Kinney did a fantastic job organizing and leading this one-day event.

Later in March we had the joy of bringing back the Rise Against Hunger food packaging activity. This intergenerational mission project hosted by the youth was an incredibly great success resulting in more than 10,000 meals packaged and sent out globally.

At the beginning of the summer, Bethany and Abram McMickin graciously allowed us to jump in their pool and have a party welcoming the newest middle schoolers into the youth program. While it was sometimes frustrating balancing safety protocols, the kids (and adults!) adapted, and it was a memorable experience for all!

Unlike 2019, this past summer we were able to participate in a full mission trip. A total of 12 students and adults drove to Yuma, AZ where we focused on yard clean-up and roof construction on a Native American reservation. We additionally learned about the indigenous peoples of the area and were able to enjoy their culture and hospitality.

Sunday School for middle schoolers restarted in the fall, and I have had a blast teaching them!

Kelsey McIvor and Marilyn Hunt ended their internships to return to their respective university campuses. We were able to add Emme Monahan as a 10-hour a week intern to replace one of them. More on Emme later...

We had big plans to enjoy the Petaluma corn maze in person, but the rain had other ideas. Despite the puddles, they couldn't dampen our spirit: we pivoted and had a fun night bowling in which I did NOT break 100! (Be sure to ask Brook Stahley how he scored...)

The middle schoolers enjoyed a campout overnight at the church with s'mores, movies, and fun games while the high schoolers had the opportunity to attend the Arrows Conference, a conference of local youth groups who gathered to celebrate our common love of Jesus. Finally, in December, we exchanged gifts at our annual Christmas parties and went caroling outside at some of our church neighbors.

Thanks to God, consistent programs, dedicated adult leaders, continued congregational support, and Sally's Seekers, we were able to experience growth in 2021. In the first two months of 2021, we averaged five to seven middle schoolers and two to three high schoolers. By December, we now are averaging ten to twelve middle schoolers and four to six high schoolers. Students and their parents are looking for stability as we hope to emerge from the crisis-mode surrounding the pandemic, and it is making us all realize how precious our youth programs are to the life of the community and the life of this church.

It has been a wild ride and I've loved every minute of it. We have great kids, and I look forward to serving them in 2022 as a volunteer now that Emme Monahan has been hired as the new Youth Director. She will work part-time until she fulfils another employment commitment and then will segue into full-time work at PCN in June. I look forward to the great things God is going to do through her for our youth.

*David Mink, Interim Director of Youth Ministry*



## Sunday Adult Bible Study

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We would like to invite each of you to the Sunday morning Adult Bible Study. The group meets in the church library at 8:30 a.m., and we are also on Zoom. We have a lively group of 19 people on our list and always have great discussions of the Scriptures (which change) each Sunday. We have added two more study leaders this year which makes a total of four. Welcome, James Baird and Karen Rogers.

In January and February 2022 we will be studying about **Justice, Law, and History**. We will be learning that the basic unit of government in Israel was the local town council. It was made up of judges and officers who, with the elders, conducted business at the city gates (Ruth 4:1-12). The judges and officers were probably appointed or elected by the male land-owning citizens of the town but we aren't given the details. God was the supreme legislator in the land, because He gave the **laws**; the local judges formed the judicial branch of the government; and their officers constituted the executive branch.

The most important thing about the judges and officers was that they be men of character, because only just men could honestly execute just judgment. **Justice** is usually pictured as a woman carrying scales and wearing a blindfold. ***"It is not good to show partiality to the wicked or to overthrow the righteous"*** (Proverbs 18:5, NKJV).

To assist the local officials, the Lord would establish a central **court** at His sanctuary where the priests and Levites would share their wisdom and explain the law of God. God's law was national law, and the best ones to interpret and apply the law were the priests and Levites.

When Woodrow Wilson was president of the United States, he said, ***"There are a good many problems before the American people today, and before me as president, but I expect to find the solution of those problems just in the proportion that I am faithful in the study of the Word of God."***

Statesman Daniel Webster said, ***"If we abide by the principles taught in the Bible, our country will go on prospering and to prosper; but if we and our posterity neglect its instruction and authority, no man can tell how sudden a catastrophe may overwhelm us and bury our glory in profound obscurity."***

Come and join us in 2022 as God shows us how obeying the Word of God prospers not only our church but our community and country as He did the people of Israel.

*Study Leaders,*

*Jim Baird, Carol Dacquisto, Larry Dacquisto and Karen Rogers*

## Thursday Morning Bible Study

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As we left our studies at the end of May 2021, we completed the book of **1 Samuel** and began our study in **2 Samuel**.

We rejoin our study in September of 2021 in 2 Samuel 4 resulting in Ishbosheth's death and the report of it to David. In Biblical history the account of a king's reign often begins with a summary of the reign in terms of a basic chronology and evaluation. Now that David had at last become king of **all** Israel, our historian provides us with such a summary.

David was 30 years old when he began to reign, and he reigned for 40 years. At Hebron he reigned over Judah seven years and six months, and at Jerusalem he reigned over all Israel and Judah 33 years.

In 2 Samuel 5 the first recorded act as king of the whole nation is his going up to Jerusalem. David immediately secured Jerusalem as headquarters for his new government.

David's accomplishments were marvelous. Territorially, he expanded the boundaries of Israel from 6,000 to 60,000 square miles. Incredible! He set up extensive trade routes that reached throughout the known world. And from that, wealth came into Israel like the nation had never known before.

David unified the nation under Jehovah God, creating a national interest in spiritual things. He was not a priest; he was a king . . . but he lifted up the role of the priesthood so that Judaism could operate openly and freely in the land.

When we return to our studies in January we will begin with Lesson Seven entitled "**A Covenant Forever**" on page 125 in our guidebook.

If you have considered joining us, this would be the perfect time to visit and get to know us. You are welcome and invited to participate in our lively discussions at any time. Feel free to contact one of our study leaders if you need more information. We will be meeting at the church in the Christensen Room, and we will be on Zoom as well. We meet from 9:30 to 11:00 a.m.

Grace and Peace,

*Carol Dacquisto (415-892-2070); Melodie Baird (415-897-7512) and Margaret Franz-Costello (415-897-7905)*



## Presbyterian Women

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*Presbyterian Women nurture their faith through prayer and Bible study, support missions of the church worldwide, and build an inclusive, caring community of women.*

The Presbyterian Church of Novato (PCN) currently has two active Presbyterian Women (PW) circles that each are scheduled to meet **once a month** in the Christensen Room at PCN.

- (1) **Ruth Circle**, scheduled to meet the fourth Tuesday at 2 p.m. (Glenise Johnson, leader), and
- (2) **Rachel Circle**, scheduled to meet the fourth Wednesday of the month at 6 p.m. (Pat Sullivan, leader)

However, due to the COVID-19 pandemic and the ultimate “shutdown” of communal events in the 2020-2021 PW fiscal year, the PCN PW circles did not meet, and there was no annual Joint Meeting of Circles and Luncheon held in 2021.

### **PCN PW Mission Projects:**

In 2021, we unfortunately were again not able to fund our PW mission projects as in the past, but I want to outline what our PW mission projects are:

**Least Coin Offering.** Since 1956, Presbyterian Women have been collecting the “Least Coin” worldwide for evangelism, service, and relief projects. This gives the Presbyterian Women a sense of being a part of the worldwide family of faith. Even the smallest donation will make a difference in the world when added together.

**Birthday Offering.** In the spring, we collect the “Birthday Offering,” giving at least one penny for each year of our lives. This donation also goes toward innovative mission projects in the United States and worldwide.

**Thank Offering.** During the autumn months, we collect the “Thank Offering.” Along with Carol Dacquist’s Thursday morning Bible study class, we collect a combined total amount

for this project each year. Much of this money goes toward support of hospitals and other health ministries throughout the year.

**Nickels For Nets.** At our circle meetings each month our circles also collect money for mosquito nets to help stamp out malaria. We collect at least five cents from each attendee for this program.

Our current local PCN PW mission project is providing knitted layette items (e.g. baby blankets, caps and/or booties) for new mothers and/or grandparents. If you are interested in participating in this project, please contact Glenise Johnson at (415) 897-8759 (home) or (415) 717-7635 (cell) for more info.

The Presbyterian Women's circles have worked to maintain a beautiful **PCN Library**. Carol Dacquisto has spent many hours cataloging the books, and other Presbyterian Women circle members have assisted Carol at various times to keep the books in order on the shelves. **If you haven't already discovered it, we encourage both adults and children to check out the PCN library in Room 1 ... there are many wonderful books to be discovered on the shelves!**

Fiscal Year 2020-2021 Coordinating Team Members included:

Glenise Johnson, Moderator; Carol Dacquisto, Secretary and Sunshine Chairman; Nelly Wannemacher, Treasurer; and member representative, Pat Sullivan.

We always welcome new women interested in local and worldwide missions, a monthly Bible study, and being a part of caring and fun women by becoming an active part of our circle of Presbyterian Women ... ***Come try us out!!!***

*Glenise Johnson, Moderator*

## Mission

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*Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.*  
- Matthew 25:40

In 2021, the Mission Committee was blessed to act on your behalf and distributed 23% of our PCN budgeted pledged donations in the amount of \$118,450 to people and organizations that serve those less fortunate. The Mission Committee thanks you for your continuing support.

In deciding who should receive mission funds, the committee has used the following guidelines to grant a donation to a program, group or person:

- A registered 501C (3) non-profit
- A ministry which intentionally bears witness to Jesus Christ and the Christian Gospel
- Focused on serving the poor
- 'Sponsored' by a PCN member who acts as a liaison to the Mission Committee
- An effective manager of its funds

**Missionary work internationally** – PCN supports six families serving in countries around the world. \$26,000 was shared with Mark and Jenny Hare in Costa Rica, Bob and Kristi Rice in South Sudan, Sarah Henken in Columbia, Rev. Ryan and Alethia White in Germany, Revs. Shelvis and Nancy Smith-Mather in South Sudan, and Rev. Cathy Chang and Juan Lopez in the Philippines.

**Supporting church organizations** – PCN provides funding to the Presbytery of the Redwoods (<http://www.redwoodspresbytery.org/>) with \$15,000 plus a contribution of \$5,000 to the General Assembly. In addition, we provide an annual grant to Westminster Woods, provide funding for the annual Rise Against Hunger youth project and support Bible distribution.

**Funding Hands-On Mission Work** – While we did not travel to Juarez for the second year in a row, we still funded one house to be constructed; we hope to travel again in 2022. The local mission project also was suspended but the funds allocated to this project were spent locally. The Mission Committee allocated \$12,000 in funds to the Youth Mission Project in the summer, and we support member Becca Lee in her mission work in South Carolina.

**Local and regional organization support** – \$33,000 total was spent in annual grants to our local and regional organizations including North Marin Community Services, Homeward Bound, SF/Marin Food Bank, Gilead House, Downtown Streets Team plus three months of food gift cards to the mobile showers, LITA, Extra Food, Ceres Community Project and Center for Domestic Peace. Also funded were Faith in Practice (a Guatemala medical mission project), Matthew 25 Ministries International (PCN member Jeff Pinar in El Paso supporting people living in Juarez) and Agape International Missions (AIM) working to stop sex trafficking around the world.

Besides providing funding and grants to organizations, the Mission Committee organizes volunteer outreach, special giving and other activities throughout the year. Here is a summary of our busy year:

1. Addressing the homelessness crisis in Novato – We discussed what to do as a congregation about the camp of homeless near the Novato library. While PCN already supports organizations that support the homeless community (Homeward Bound, Downtown Streets Team, food donated to the mobile showers), we felt we needed to do more. Three of the committee members met with The Street Chaplaincy team and learned about how this organization supports our community by bringing compassionate spiritual care to unsheltered and temporarily sheltered persons in Marin County and builds community between homeless persons and non-homeless faith communities and other organizations. PCN is the first Novato faith organization to be a Faith Ambassador Congregation, and we hope to support TSC in a more active way in 2022. <https://www.streetchaplaincy.org/about>
2. Center for Domestic Peace C4DP Grocery Program – Committee member Barbara Gildea seeks grocery bag donations of food for the clients of C4DP. This agency supports families that have been subjected to domestic violence and are living safely now. Barbara delivers them to C4DP which is much appreciated. <https://centerfordomesticpeace.org/>
3. Alternative Christmas Fair Dec. 12 – Six organizations were chosen to participate in the 2021 ACF, organizations that did not receive a 2021 grant from PCN except for New Beginnings, a program of Homeward Bound that makes jams and products that are sold for handy presents (\$1,970). The total raised was \$6,515. The other organizations include Hiefer International (\$1,310), The Street Chaplaincy (\$1,040), Lynwood Elementary School Makerspace (\$820), Alchemia (\$750) which serves individuals with intellectual and developmental disabilities by providing a vehicle for personal growth and accomplishment) and Marin Shakespeare Company (\$625) that has a program with inmates at San Quentin.
4. Special Offerings – PCN participates in four special offerings <https://specialofferings.pcusa.org/page/pgcresources/>. In 2021 the special offerings collected \$10,143.45: for the One Great Hour of Sharing \$4,690, Pentecost \$1,975, Peace and Global Witness \$1,422.45 and Christmas Joy \$2,056. Two of these offerings allow the committee to choose an organization to support from the total offering:
  - a. Pentecost – 40% of the offering (\$782) was donated to North Marin Community Services to support mental health services.
  - b. Peace and Global Witness – 25% of the offering (\$343) was donated to The Street Chaplaincy. We invited Nick Morris, the Executive Director, to provide the sermon on that Sunday in October.
5. Two Cents a Meal – The Presbytery of the Redwoods participates in the Two Cents a Meal program which is then used to fund local food programs. PCN raised \$742.02 in

the first Sunday of the month offering. We applied and received a \$1,000 grant to fund one month of the mobile showers snack sack program in 2021.

6. Pedal for Protein – In September, another Presbytery of the Redwoods activity is the annual bike ride that raises funds to donate money to food banks to buy protein. Mission Elder, Carolyn Gerrans, organized our church to host the biking teams for one night in homes and included donated dinner and breakfast.
7. Westminster Woods – The committee voted to support the building of a new bathroom facility at the camp to support visitors and guests so that more people can enjoy this property. The balance of a special mission bequest from Ardith Blackwell (\$8,860) was used to contribute to the camp.
8. Gilead House Bocce Ball – PCN fielded three and a half teams (14 people) at this successful fundraiser.
9. Knitted hats and slippers – PCN member Pat Innes knits hats and other items that are distributed by the committee.

Much appreciation to our hardworking Mission Committee members! Ellen Breazeale, Bill Cameron, Carolyn Gerrans, Barbara Gildea, Vicki Martinez, Jeff Pinar, Art Plumstead, Becky Praun, Mike Robinson, Regina Bianucci Rus, Bill Walker. We welcomed new member Hilary Kinney when the committee added The Street Chaplaincy to our mission program.

God has imbued PCN with a deep and compassionate spirit to actively work to help others in need locally, nationally and internationally. We give Him thanks for this blessing.

*Carolyn Gerrans and Regina Bianucci Rus, Mission Elders*

## Membership and Outreach Committee

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*"Go into all the world and proclaim the good news to the whole creation."*

- John 16:14

Membership and Outreach Committee: Ruth Haas, Glenise Johnson, Bruce Stahley, Kathy Takemoto, Elder Beverly Winsor, and Pastor Adam Smith

M&O allowed Ruth Haas to retire from our committee – with sadness though! After serving on M&O for many years as a member and an elder, Ruth is taking a break. A heartfelt thank you to you Ruth! 🍷

Pre-pandemic PCN Red Ribbon Hosts were the go-to members for new visitors. We started to revamp this program in 2019 and then...The new Hospitality Team will pick up where we left off. If you enjoy welcoming new visitors or long-time members who haven't been at church in a while, please consider joining this group. Currently the members include: Glenise Johnson, Jo Richman, Kathy Takemoto, Tammi Jester, Bruce Stahley, Ruth Haas, Beverly Winsor, Carolyn Gerrans, Janalee Holmes, and Kay Walker (Bruce would love to see more men involved here!).

Glenise joyfully represents PCN at the Novato Chamber's weekly coffee gatherings with other local businesses.

Have you noticed the changing PCN banners on Wilson Avenue? Be sure to thank Bruce Stahley – he's on it when it comes to updating the banner. Thanks, Bruce!

Promoting PCN: In addition to providing articles for the *PresPress*, the weekly update, and the kiosk in front of the church, M&O promotes events and news on social media. Posts to PCN's Facebook page automatically update the website at [pcnovato.org](http://pcnovato.org) (scroll to the bottom of the page for the latest updates). All members can take part in promoting PCN by 'liking' and 'sharing' PCN posts. PCN's Twitter account is coming back to life (M&O was motivated to do this when it was discovered that only Bev and one new member were PCN's two Twitter followers!). PCN Easter and Christmas services are advertised in the Marin IJ digitally and in the print edition. We encourage all committees to post their activities to PCN's newsletters and updates as well as our social media accounts.

We are not always successful with our events. A drive-in movie was scheduled in the summer – no one signed up, so it was canceled. Inquirer's classes have also been scheduled, only to be canceled. In November Adam hosted an Inquirer's class that was well attended. If the participants decide to become members of PCN, a special meeting and meal will be scheduled with Session where statements of faith will be shared.



In the fall M&O, with the help of Deacons, hosted a “Meet Sarah Smith” event. A delicious meal was provided by the Deacons (thank you Janalee and friends!) and a fun interview with Sarah was enjoyed by the crowd that attended.

M&O coordinated PCN’s involvement in the Downtown Novato Business Association’s Christmas tree lighting event on December 4. PCN was a sponsor of the event donating funds, a handful of volunteers, and a fun ornament activity for the children. We estimate that 160 children visited PCN’s booth that evening.

A review of the active membership list is one of M&O’s annual tasks. We are currently contacting long-absent members about their membership status. By doing this PCN avoids paying a per capita on inactive members.

Next year Membership and Outreach will have a new name – Community Life. This change is detailed in the Discernment Team’s vision report. Community Life will continue covering the tasks of M&O plus some! We need a second elder to assist newly installed elder Bekah Harmon. Bekah attended our December meeting and is already engaged in our work that begins in 2022. With the support of the congregation, we are working on bringing ‘Life Groups Lite’ to PCN in January. ‘Lite’ because the proposed January Life Groups are a starting point for this ministry. Once staff (an associate pastor?) is on board, we expect the group format to change somewhat. Meanwhile M&O is doing our best to help members connect in a meaningful way. We need your help in getting Life Groups Lite off the ground. Will you say yes when asked to participate?

Please join our committee. Share your skills, ideas, and faith!

*Beverly Winsor, Membership & Outreach Elder*

## Program and Fellowship

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### Committee:

Patricia Reed, P&F Elder  
Kathy Takemoto  
Mary Contreras  
Tonya Church  
Stephanie Praun \*\*resigned mid-year  
Kimi Praun\*\* resigned mid-year  
Becky Praun\*\* new September  
Audrey Boland\*\* new September

### **2021 in Review:**

PCN Fellowship supported PCN events when possible due to COVID restrictions and concerns with onsite fellowship events.

**Virtual Bingo** – hosted monthly from January through May with various themes and prizes.

**Litterbee clean up Novato** streets – hosted monthly from January through August

**Scout Sunday** – held virtually on February 21<sup>st</sup>

**Buckaroo Breakfast** – held July 4<sup>th</sup> at PCN

**PCN Ministry Fair** – held September 12<sup>th</sup>

**Harvest Festival/Trunk or Treat** Saturday, Oct 30<sup>th</sup>

- 2:00-4:00 p.m.
- Decorated several cars and arranged carnival-style games, activities and trunk-or-treating with wrapped candy and trinkets.
- Provided five different kinds of chili and crackers, hot dogs and drinks

**125<sup>th</sup> PCN Anniversary celebration brunch – Sunday, Oct 31<sup>st</sup>**

- Provided memorabilia table, decorations, celebratory cake, muffins and fruit
- Mayor attended PCN and spoke about our history and importance in the community and read our proclamation.
- Novato Fire Department arranged to be onsite with a truck

**Discernment brunches** – hosted with baked goods and decorated on Oct 10<sup>th</sup> and Oct 24<sup>th</sup>

**Advent Afternoon** – hosted activity tables including Christmas card making, cookie decorating, Green swag decorations, ornaments and advent coloring books

**Planning for 2022:**

- We hope to partner more with various committees to support their goals and to build fun and fellowship into our church events.

*Patty Reed, Program and Fellowship Elder*

## Property Committee

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*Mission: Continuing to support PCN church campus safety, operation, maintenance and security*

Committee members: Bob Clausen, Joe Simmons, Bill Walker, Don Erba, Fred Holmes

Two major projects dominated the committee's involvement during the year.

1. Good Shepherd's artificial turf proposal was studied, approved and constructed. Positioning the field's location involved site measurements and numerous meetings with the school administration and their contractor. Lease amendments were made as needed to clear liability and ownership issues. Construction began late September. Unfortunately, the turf contractor built the field 10 feet shorter than approved and will be adding that footage soon and then the fence will be completed. PCN will be able to use the field for outdoor events when not in conflict with school times.
2. After lengthy studies three bids were solicited for a new heating and air conditioning system to replace the boiler in the CE building. Two bids were received and the third was withdrawn because of equipment supply problems. Gene Burch Plumbing and Heating Company was selected to supply and install a heat pump system that supplies heat and air cooling. There are seven outdoor (four on the roof) units and twenty-one indoor inverters. All indoor units are controlled by a remote and temperature can be controlled by individual room. This project is funded from Property Reserves.
3. Status of HVAC system – A central control system was purchased and is still back ordered by Fujitsu. This system will allow program control from the office to a calendar schedule of room usage. Pending work is removal of the boiler and removal of window A/C and replacing with glass. System should be complete by February 2022.
4. Property involved with the safety sub-committee to revise evacuation maps, update smoke alarms and monitor all fire extinguishers. Met with NFD inspection representative for recommendations regarding an emergency evacuation.

*Bob Clausen, Property Elder*

## Personnel Committee

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### Staff:

#### *PCN paid staff members:*

Adam Smith, Pastor  
David Mink, Director of Youth Ministry  
Marilynn Hunt, Youth Ministry Intern  
Kelsey McIvor, Youth Ministry Intern  
Emme Monahan, Youth Ministry Intern  
Sally Carbonaro, Director of Children's Ministry  
Sydney Fletcher, Children's Ministry Assistant  
Renee Garza, Nursery Provider  
Katy Hatfield, Director of Traditional Music & Organist  
Bob McBain, Contemporary Worship Accompanist  
David Harmon, Praise Band  
Nancy Foster, Praise Band  
Stephanie Monahan, Financial Secretary (RESIGNED effective 9/30/2021)  
Tammi Jester, Office Administrator  
Linda Ward, Administrative Assistant  
Carol Robinson, temporary Office Administrator

#### *-Contract positions:*

Kendall Kinney, Worship Production Technician/Videographer  
Suzanne Schmidt, Bookkeeper

### Personnel Committee 2021 goals:

Personnel files	Progress
Recruit and hire for vacant positions	Accomplished
Staff Appreciation event	Progress
New employee training	Continue
PCN staff position descriptions	Continue
Work hours and rates of pay per staff position	Eliminate
Compensation study for PCN staff positions	Accomplished

In addition to the annual goals, the Personnel Committee met monthly and addressed various personnel related and confidential items

- Worked with F&A on 2021 Pastor Terms of Call presented at the Congregational Meeting
- Developed job descriptions: Contemporary Music Director; Worship Production Technician/Videographer
- Developed recruitment materials and advertisements
- Researched church staff recruitment organizations

- Conducted interviews: Contemporary Music Director; Tech/Videographer
- Hired: Worship Production Technician/Videographer; contemporary musicians; bookkeeper
- Developed staff pay levels in the new PCN Facility Use Agreement
- Completed annual staff evaluations, individual review, self-evaluation, and goal-setting meetings
- Developed Personnel processes in PCN Finance Policies
- Researched Paycheck Protection loan
- Facilitated Equity Allowance Workgroup to develop guidelines and implementation with F&A
- Conducted staff compensation study with similar congregations in the Presbytery
- Facilitated transition of finance secretary; planning for interim hiring; establishing updated systems; purchasing and installing new computer equipment including QuickBooks online
- Researched, selected, and implemented background check services
- Recommended new positions and COLA (cost of living adjustment) to Finance and Administration/Session for PCN 2022 budget
- Distributed PCN staff appreciation holiday gift cards
- Participated on the Reconvening Task Force
- Participated on the PCN Discernment Team and town hall meetings
- Participated in Director of Youth Ministry Search Committee and hiring

We appreciate the dedicated work of the committee members. The 2021 Personnel Committee members are Don Brand, Mike Winsor and Pastor Adam Smith.

*Steve Revere and Diane Kaljian-Combs, Personnel Elders*

## Stewardship

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Committee Members: Beth Flynn, Stewardship Elder; Reverend Dr. Adam Smith, Pastor; Tonya Church, Brad Praun, and Bruce Stahley

Supporters: Walt Campbell, Patty Reed and the Program & Fellowship Committee, Tonya Church and the Finance Committee, and the Men's Group

The Presbyterian Church of Novato members and friends continue to be generous and faithful stewards of its church programs and mission, serving those in need in its congregation, community, nationally and worldwide, blessed by the finances and talents gifted by our gracious God.

The Stewardship Committee chose to continue using the Consecration Sunday Stewardship Program that has been used by PCN for more than 25 years because it allows us to communicate this church's mission, program successes and needs, in a way that encourages and challenges each individual/family to search out how Christ is calling them to respond to the sharing of their gifts from God in support of PCN and those less fortunate. The Stewardship Program highlights:

- Stewardship letter updated status in July and developed an online estimate of giving tool and video on how to complete the estimate online.
- The Stewardship Committee held the PCN Time and Talents Fair on September 18. A delicious box lunch was provided by the Fellowship Committee. Mission, Fellowship, Worship, Property, and Christian Education leaders gave short two-minute presentations of opportunities to serve, connect, learn and worship followed by an opportunity to meet, ask questions, and sign up. It was great to get together for an outside event,
- "I am IN" sermons in September and October focused on the many ways that we are included, invested, influential, and in-tune. We are all IN at PCN.
- Consecration Sunday (October 17, 2021) - On Consecration Sunday we changed things up a bit from the past few years. We were privileged to hear "I'm in" stories from Brook and Kim Stahley and Bill and Jane Bradfield. We finished the service with an opportunity to bless our Estimate of Giving cards. Following the service, we gathered outside for homemade treats and coffee.
- In November, the Stewardship Committee sent a letter and follow-up emails to members with outstanding EOGs. The Stewardship Committee also made calls to those members with outstanding EOGs, so that we could consider everyone's stewardship gifts in our 2022 budget-planning process in early December.
- As of December 20, 2020, we had received 133 "estimates of giving" pledges for a total of \$497,151, down \$32,499 from last year's pledges.
- The decrease in total estimates of giving was related to members and families moving away, passing away, and several pledge units unable to provide an estimate of giving for this year.
- Average pledges equated to \$3,737 (a 14.5% increase from last year).

In total, the fall 2021 stewardship campaign represents a wonderful expression of living the vows we all took as members – “to give of our time, talent and assets.” The uncertainty that we are all still feeling this year related to the ongoing pandemic, the aging of our membership, and longtime members moving to new communities made the stewardship campaign a bit more challenging, but still very successful. Because of your gifts, PCN will continue to retain the best pastoral and administrative staff; fund ministry, worship, Christian education, youth, fellowship, mission, administrative and property needs and begin implementing recommendations from the Discernment Committee.

The Stewardship committee would like to express its thanks to everyone who helped with organizing and conducting the campaign. We would also like to express our thanks to the congregation for strongly supporting Christ’s work through His Church. Most importantly, we want to thank God for entrusting us with this treasure, and we pray we are good stewards of all God’s gifts.

*Beth Flynn, Stewardship Elder*



## Worship Committee

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The Worship Committee met on the first Wednesday of the month via Zoom this past year due to the Covid restrictions and for the safety of its members. Our committee consisted of Rev. Adam Smith, Bruce Stahley, Bill Bradfield, Katy Hatfield, David Harmon, Jeanne Convis, Jim Rolka and Delane Ramser.

The winter found us focusing on Ash Wednesday and Good Friday. The first outdoor chapel worship service during Lent was held with a limit of 35 pre-registered attendees on February 17. Katy and Adam produced a Choral Meditation through Lent CD which was available for members. A Good Friday virtual service was held. A sunrise service outside the church was held with pre-registration of 35 attendees.

With input from the Reconvening Task Force, plans for in-person church services were developed. It was decided to have one service during the summer months from June 20 through September 5.

A memorial slide presentation for past members and immediate family was presented in June. Liturgist training was implemented with great success. July 4<sup>th</sup> began the first fully back in-person service with masks required. Prepackaged communion elements were implemented. Recruitment of a contemporary music director continues. A video involving church members for Consecration Sunday was created and shared with the congregation. With the continued Covid restrictions, the committee chose to continue with one blended service through the winter. Two services were scheduled for Christmas Eve.

Many thanks for all the members of this committee who faithfully gave of their time and energy during this challenging past year.

*Delane Ramser, Worship Elder*

## Stephen Ministry

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Stephen Ministry has a long history at the Presbyterian Church of Novato. In 1987, Stephen Ministry was brought to PCN by church member Edith Penfield and Pastors Don Rayment and Bob Grove. They were trained to become Stephen Leaders. This ministry extensively trains and guides interested church members to give one-to-one confidential support to people experiencing a life crisis or change, which may include dealing with an illness, divorce, job loss or other life challenge. To this date, more than one hundred people have been trained to be Stephen Ministers, and at any one time five to seven caregiving relationships are active in the church. Stephen Ministers come from all walks of life, the majority being lay people with a common bond of their love for the Lord. They bring Christ's love to hurting people.

In January of 2020, Stephen Ministry began its 50-hour training program to train new Stephen Ministers. The training combines reading, lecture, discussion, skill practice and spiritual-growth activities. Three of our church members attended. However, due to Covig-19 restrictions, the training ceased after only a limited number of training hours. Most likely, Stephen Leaders will resume training or begin a new 50-hour training program in the new year.

Stephen Ministers greatly appreciate Pastor Adam Smith and PCN staff for their ongoing support of this important ministry. If you or someone you know could benefit from a Stephen Minister's support, you can talk with Adam or a Stephen Leader for next steps and advice.

*Kathy Botko, Stephen Ministry Leader*

## Deacons

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As the loving hands and open hearts of our church, the Deacons continued to deliver care and compassion to our members, friends, and community in 2021. The past year brought a myriad of challenges and opportunities, and the Deacons met them all head on. Indeed, “the Lord has done great things for us, and we are filled with joy.”

### **Reaching out to stay connected.**

This year was one of transition for our group. We went from a Zoom-only format for our monthly meetings to gathering in-person again this past fall. Our outreach to members changed over the course of the year, too. For the first few months, we continued to make dozens of weekly calls to maintain a consistent line of communication through the worst of the pandemic. As the situation evolved, things opened up, and more in-person contact could be made, we refocused our efforts on reaching out to a varying group of twenty or so members and non-members each week – and connecting with members before, during, and after Sunday services, too. We also reinstated visitation on a limited basis, taking time to visit those living alone or in facilities around the North Bay. Finally, we continue to try and find ways to help those unable to attend our Sunday services in person get connected virtually.

### **Providing support for church events, fellowship, and outreach.**

The Deacons helped sponsor two major in-person receptions in 2021: a get-to-know-you luncheon for Sarah Smith and a memorial and lunch reception for the late Russ Dreosch. Starting again in the fall, the Deacons are setting up, serving, and taking down the coffee each Sunday for fellowship time, either outside or in Trevitt Hall. Sometimes there are treats.

The Deacons sponsored several new efforts this year, including providing financial support for the church’s restarted Prayer Blanket Ministry, as well as meals for our middle and high school youth groups every month. Although fewer requests were made in 2021 than in years past, we continue to support those who come to our church with immediate needs by supplying gas and grocery certificates distributed by Pastor Adam. Working closely with Vitalant, the Deacons also sponsored several highly successful blood drives throughout the year that were open to our larger Marin community.

### **Money matters and looking ahead.**

Financially, the Deacons’ bottom line increased slightly in 2021. We began the year with a balance of \$18,924.25 and ended it with a balance of \$19,903.97. In 2022, we’ll be looking for more opportunities to serve individual members as well as varied communities within the church, including our children, youth, and seniors. Any ideas from the congregation are welcome. Please share your thoughts and recommendations with your favorite Deacon!

**A note of appreciation.**

I'd like to recognize and personally thank every one of the eleven Deacons who so lovingly served our church throughout 2021: Audrey Boland, Bill Bradfield, Brenda McIvor, Carol Robinson, Deanna Lutzeier, Janalee Holmes, Jo Richman, Laurie Dougherty, Linda Ward, Marcus Combs, and Sandy Fong. We'll be adding a rock-star class of five new Deacons to our ranks this February. Our church should be so proud of this group for putting their hearts and souls on the line every month on behalf of others. It's been my pleasure and privilege to serve with them.

The Deacons look forward to playing a key role in the life of our Presbyterian Church of Novato in 2022. God bless us, every one!

*Brook Stahley, Deacon Moderator*

## Support and Endowment Committee

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PCN established the Support and Endowment Fund in 1989 using two large bequests. Session simplified the name and focus to “The Endowment Fund” in 2012. The purpose of the fund is to earn income that can pay for expenditures that (1) are beyond the capacity of PCN to fund through its normal operating budget, and (2) have a potential significant, long-term impact on PCN or the greater Novato Community. Bequests and memorial gifts to the church are added to either the Endowment Fund or the Betty Doerkson/Wylie Fund, depending on the designation by the donor at the time of the donation.

In January 2021, the transition of all funds to New Covenant Trust Company was complete. The committee retains responsibility for setting investment objectives, risk profile, and monitoring overall performance. The committees established five separate accounts: 1) Endowment fund, 2) Doerkson/Wylie fund, 3) Property Reserve, 4) Operating Reserve and 5) Equity Accounts (earmarked funds). The committee met with the investment advisor on August 13, 2021 to review the investments and their performance, market trends and indicators from the pandemic and inflation.

The fees for the management of the funds is paid from the realized gains, dividends and interest earned on investments. PCN has been blessed with very good work done by New Covenant Trust Company, and from the property reserve we were able to cover the costs of the new heating and air conditioning system replacement in the Christian Education building. We are thankful to have these reserves so that we do not have come and ask for money for a major repair such as this.

PCN will be utilizing some of the earned interest from the endowment for budget expenditures in 2022. We believe some of the new positions will have a “significant, long-term impact on PCN and the greater Novato Community.”

PCN Elders and members who served on the Endowment Committee in 2021 included Tonya Church, Joe Simmons, Brad Praun, Beth Flynn, Walt Campbell, and Bruce Stahley. If you have any questions about the Endowment Committee activities, please feel free to ask any of us.

*Tonya Church, Support and Endowment Chair*

## Finance and Administration Committee

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1 Thessalonians 5:18 says "Give thanks in all circumstances for this is the will of God." We are most thankful and grateful for our family and friends who faithfully supported the ministries here at PCN through your generous gifts during the past year. These gifts include your time, talents, love, and tithes. This list seems so short for the hours of love and service given by you during this last year. We had many new challenges, the pandemic continued, and some of our best work was done during this time. We were finally able to start coming back together to worship, have a cup of coffee and enjoy the fellowship of each other.

Finance and Administration was involved in small improvements over the course of the year. We looked at ways to do our business just a bit differently to see if we could cut costs. With the ever-increasing exodus of people from California, we at PCN are not immune and have lost many of members as they moved out of state, or just out of Novato. We are constantly looking at the new laws we need to comply with, the costs of these changes, but also looking for just simpler ways of doing business at PCN.

In September we said goodbye to Stephanie Monahan. We worked closely with the Personnel Committee and realized an opportunity. Personnel was able to recruit Suzanne Schmidt as our interim financial secretary, who with "fresh eyes" was able to identify ways to make life simple. Suzanne has been instrumental for us as we began moving from paper to electronic files. We now are receiving many of our invoices by email, and we are paying many bills electronically as well. With the help of Steve Revere, Mike Winsor, Marcus and Diane Combs, we were able to research, buy and set up a new computer, transition our accounting system to Quickbooks Online, clean the finance office and remove all the old records from the finance office and other locations. We had a shred company come and shred all the old records in a secure manner. It was quite a transformation! Please join me in a special thank you to the team, who were ever so helpful, as this really was a team effort, to make these transitions and more as we move forward into 2022. I also want to thank Don Erba for coming in to replace the office lights.

We are so grateful for the generous giving. We had \$535,000 pledged, and our donations for the year totaled \$546,366.21. With the reduction in expenses, we managed a small deficit of \$7,491.60 in a year we were facing a major deficit. We could not have done this without your continued commitment and generous giving. Our intention is to have any excess for the year put into our operating reserve to cover expenses for next year. We are taking a bold step of faith to support the work of the Discernment Team and the Personnel Committee to recruit new staff members to our critical positions.

A few things will be a little different. We ordered giving envelopes in monthly sets for those using them. We continue to encourage you to give online and check out the church management system where you can now track your own giving, print out statements as

needed, and update your own information if anything changes. What is not different is responding to questions you might have. It has been a pleasure to serve this year, and please join me in thanking the members of our committee: Beth Flynn, Brad Praun, Walt Campbell, and Adam Smith.

*Tonya Church, Finance and Administration Chair*