

**Meeting Agenda**  
**124<sup>th</sup> Program Annual Meeting**  
**Suttons Bay Congregational Church**  
**September 8, 2019**

---

1. Call to Order.....Moderator
2. Constituting Prayer.....Pastor Robin
3. Declaration as to Presence of a Quorum.....Clerk
4. Approval of Minutes of the 123rd Program Annual Meeting.....pp. 2-3.....Clerk
5. Presentation of Program Annual Reports.....Moderator
  - Clerk.....p. 4
  - Church Council.....p. 5
  - Board of Deacons.....p. 6
    - Children & Youth Subcommittee.....p. 7
  - Trustees Committee.....p. 8
  - Missions Committee.....p. 9
  - Church Staff Committee.....p. 10
  - Minister.....p. 12
6. Recognition of Retiring Officers, Council Members,  
Deacons, and Committee Members.....Moderator
7. Nominating Committee – Presentation of Nominees .....pp. 13-14 .....Phil Hallstedt
8. Election of Church Council and Board of Deacons Members.....Moderator
9. Installation of Church Council Members and Deacons.....Moderator/Pastor Robin  
P. 15
10. Old Business.....Moderator
11. New Business.....Moderator
12. Closing Prayer.....Pastor Robin
13. Adjournment.....Moderator

**Meeting Minutes**  
**123rd Annual Program Meeting**  
**Suttons Bay Congregational Church**  
**September 9, 2018**

---

-Call to Order: The SBCC 123rd Annual Program Meeting was called to order by Moderator Leah Dunn at 11:10 a.m. A Packet of information with agenda, minutes and board and committee reports was distributed.

-Constituting Prayer: Pastor Dr. Robin Carden opened the meeting with a prayer.

-Declaration as to Presence of a Quorum: Clerk Laing declared a quorum present.

-Minutes of the 122nd Annual Program Meeting: A motion by Larry Graves and seconded by Peggy Rod to accept the minutes of the 122nd Annual Program meeting was presented. The vote was favorable and unanimous.

-Presentation of the Program Annual Reports: A motion was presented by Dave Mathia, seconded by Nonie Steele, to accept all the reports in the packet. The vote was favorable and unanimous.

-Recognition of Retiring Officers, Board Members and Committee Members: Moderator Dunn recognized the outgoing officers, board members, and committee members whose terms of service have expired ending in 2018. The following individuals were acknowledged and thanked for their service:

Church Council: Leah Dunn, Sharon Laing

Trustees: Berkley Duck, Howard Eisenhart, Marilyn Cerny

Church Staff: Mike Wilson

Missions: Bob Hetler, Perri Lewellen

Deacons: JoEllen Evans, Barb Krause, Jim Nugent, Jon Walter

Music: Faye Mathia

Hospitality: Carol Shipley, Bonnie Modroo

Christian Education: Darlene Garland, Cindy Opie

-Nominating Committee - Presentation of Nominees: Jack Dunn of the Nominating Committee presented a ballot of nominees to replace those who have just “retired” from their positions.

-Election of Church Council and Board of Deacons Members: Moderator Leah Dunn asked for motions to accept the slate as presented by the

**Meeting Minutes**  
**123rd Annual Program Meeting**  
**Suttons Bay Congregational Church**  
**September 9, 2018**

(cont'd)

---

Nominating Committee. Wayne Workman proposed a motion, which was seconded by Barb Krause, to accept Dave Mathia and Mary Swartz for Church Council. Motion passed. A motion was presented by Myrn Steele and seconded by Sharon Laing to accept the following persons for Board of Deacons: Faye Mathia, Mike Spencer, Karl Kristen and Carol Bawden. Motion passed.

-Installation of Church Council Members and Deacons: Pastor Robin Carden led the installation of the newly elected members of the Church Council and Board of Deacons. She thanked them for their commitment to serving SBCC.

-Old Business: none

-New Business — Proposed Amendments to Bylaws: Leah Dunn reminded the congregation that with our new reorganization we may find the need to tweak the bylaws as we go forward. Several of those “tweaks”, or amendments were presented by the Church Council.

They are: (1) A change in the duties of the Board of Deacons to include a) Assisting the Minister in offering Christian love, encouragement, assistance and visitation to the sick, the sorrowing and the stranger; b) Overseeing, with the Minister, the adult education programs of the Church; and c) Supervising the church library. (2) A change in the name of the Church subcommittee “Christian Education” to now be called “The Children and Youth Subcommittee that will have numerous duties pertaining to the youth of the Church (see Proposed Amendments of the Bylaws). (3) Including the following in the duties for Trustees: Reviewing changes to these Bylaws, drafting Bylaws amendments and presenting to the Church Council its recommendations with respect thereto. Tim Rod made a motion to accept which was seconded by JoEllen Evans. Motion was approved.

-Lord’s Prayer was recited by all present to end the meeting.

-Adjournment: Bill Klein, Sr. moved to adjourn. Berkley Duck seconded. Motion to adjourn was passed. Meeting concluded at 11:25 a.m.

Respectfully submitted,

*Sharon Laing*

Sharon Laing, Clerk

# 2019 Annual Report of the Clerk

---

## Statistics: September 9, 2018 to September 8, 2019

	<u>09/09/18</u>	<u>09/08/19</u>
<b>Active Members</b>	<b>199</b>	<b>194</b>
<b>New Members</b>	<b>24</b>	<b>8</b>
<b>Removed from <u>Active</u> Membership</b>		
Deceased	4	5 *
Transferred	0	0
Moved to Inactive	0	8
<b>Total Removed from <u>Active</u> Membership</b>	<b>4</b>	<b>13</b>
 <b>2019 Stewardship "Giving Units"</b>	 <b>66</b>	 <b>69</b>
<b>Baptisms</b>	<b>2</b>	<b>4</b>
<b>Weddings</b>	<b>0</b>	<b>0</b>
<b>Funerals or Memorials</b>	<b>4</b>	<b>9</b>
 <b>Average Attendance at Sunday Worship Services</b>	 <b>108</b>	 <b>108</b>
<b>Highest Attendance</b>	<b>156</b>	<b>201</b>
	(Easter 2018)	(Christmas Eve 2018)
 <b>Lowest Attendance</b>	 <b>58</b>	 <b>54</b>
	Christmas Eve Morning 12/24/2017	03/10/19

## In Memoriam

Donald Schwendemann*	Betty Maynard*	Nessa Laing*	Luella Rorick*
Bea Kimmerly	Jim Vachow	Ginger Campbell	Nancy Gross
Geneva McClintock*	Christy Lhamon		

Respectfully Submitted,  
Judith Egeler, Clerk

# 2019 Annual Report of the Church Council

---

It has been a busy year for the Church Council. In addition to providing support and overseeing the activities of the various committees of the Church, the Council has focused on “Celebrating 200,” a program led by Pastor Robin that explores topics such as “The Pastoral Church (membership less than 150) compared to The Program Church (membership over 150 members)” and “Tips for Connecting New Church Members.”

Researched and presented by Vice Moderator, Dave Mathia, the Council has adopted a Stewardship Program, “Blessings,” that identifies the gifts and talents of the Church membership.

The Council consists of five (5) members elected by the congregation and the chair persons of the Church Staff Committee, the Board of Deacons, the Missions Committee, and the Trustees Committee. As per the governance structure of the ByLaws, the members of the Council and the Board of Deacons are elected by the congregation at the Annual Program Meeting. The members of the Committees are appointed by the Church Council.

The ByLaws of the Church state that “the business, property and activities of the Church shall be managed under the direction of the Church Council.” With reports from each of the Committees, the Board of Deacons and the Pastor, there is oversight, support and continuity as well as financial approval for the business that impacts the whole Church.

Thanks are offered to those who have served and fulfilled their commitment to the Church Council and will retire at the end of the current program year: Ron Calsbeek (Church Staff), Russ Shipley (Deacons), Jack Dunn (Missions), Gene Deci (Trustees), Bob Harris (Church Council Treasurer), and Beth Dumala (Church Council).

Respectfully submitted,

Beth Dumala, Church Council Moderator

## 2019 Annual Report of the Board of Deacons

---

The Board of Deacons serves the church body in a number of ways, helping Pastor Robin with both spiritual and logistical functions. Some of these include serving communion, helping to recruit acolytes and greeters, and to secure flower donations for the Sunday service. In this past year, we also helped Pastor Robin plan and conduct a retreat for families dealing with domestic crises, we sent Valentines care packages to college students, and we helped with Maundy Thursday and All Saints Day celebrations. The Hospitality committee was busy with the monthly Coffee Hours, as well as with planning and executing the Autumn Harvest and Easter Sunday dinners.

Perhaps the most impactful act of the past year was the effort to restructure the Congregational Connections program. The idea was to enhance our ability to connect with the members of the church by dividing the congregation between the deacons. Most of you have been contacted by your “personal deacon,” and we hope that this will grow in scope and involvement as the years go by.

As we enter the new church year, the Board of Deacons members are planning a bluegrass concert in the months to come, and will be closely involved in a number of other activities as well.

It has been my pleasure and privilege to serve on this board.

Sincerely,

Russ Shipley  
Chair, Board of Deacons

# 2019 Annual Report of the Children & Youth Subcommittee

---

In the year since the Children and Youth Subcommittee has restructured, we have begun to more effectively meet the needs of our children and youth at SBCC. This began with a pool party in August, 2018 which provided an opportunity for the children, youth and their parents to come together to begin this process. At this meeting, we surveyed the parents regarding their perception of need and suggestions on how to move forward. This meeting was a very positive way to begin our work as a committee.

During the 2018-2019 program year we:

- 1) Assisted in the process of recruiting and hiring Evie Kellogg as our Sunday school teacher, and Sophie Vukasovich as our Nursery care provider;
- 2) Provided summer Sunday School;
- 3) Supported the children and youth who participated in the 2018 Crop Walk and raised over \$1,000;
- 4) Provided a pasta dinner for the SB Varsity Football team and snacks for the JV team;
- 5) Participated in Music Sunday and had 8 children who performed a Bible song for the Congregation;
- 6) Implemented a Safe Church Policy for all staff and volunteers connected with our children and youth;
- 7) Presented a Children's Christmas pageant for the congregation;
- 8) Supported Pastor Robin in providing several informal gatherings throughout the year for the children, youth and their families.

Of significance, the Children and Youth Committee has assisted Pastor Robin with youth participation in multiple Sunday Services throughout the year. This has been a rewarding experience for all involved and we plan on continuing this in the next program year.

Our partnership with the Missions Committee to plan and execute a mission trip to Appalachia in the Spring of 2020 is proceeding on schedule. This has involved several fundraising events, such as a pancake breakfast, a pasta lunch, two car washes, a returnable Can Drive and many more upcoming events. It has been rewarding and frankly a lot of fun to see the youth and adults from three churches come together to support this effort.

Plans are underway to remodel the Sunday school room and nursery to provide a warm and welcoming space for our children and youth. We anticipate that this will promote enhanced relationships, while addressing social needs and encouraging discussion.

Finally, the Children and Youth Subcommittee is looking forward to an exciting and fruitful 2019-2020 program year. The anticipated addition of a program facilitator will bring a new level of energy, and enhanced programming which will positively impact our children's and youths' spiritual and faith journey.

Submitted by,  
Leah Dunn, chairperson

# 2019 Annual Report of the Trustees Committee

---

The Trustees have had a productive 2019 program year.

Thanks to your generosity, we were able to present a budget at the Financial Annual Meeting in January that conservatively estimated income, that accounted for all structurally mandated increases in spending and still honored all funding requests for the year from the various committees and boards. As of the end of August, the budget remains in the black.

We also formalized a number of Board of Trustees procedures and policies.

- We now have a policy in place to manage the accumulation of funds for future capital expenditures. Funds for future outlays that can be reasonably predicted, such as a new roof, will now be reserved in each annual budget.
- After a study of practices at other churches and non-profits, we have enacted a policy for the establishment and maintenance of a reserve, or rainy day, fund. The church is now generously protected against an unexpected increase in expenses or loss of income.
- We are currently in the process of changing our accounting review procedures to streamline the closing of the books at year-end while better protecting the church and its employees from possible irregularities.

Our Building a Grounds committee has been busy as always. Although normal maintenance, repair and replacement is essential, it usually goes un-noticed. One change that most people did notice was the new lighting. Throughout the entire church, lighting has been changed to LED. This is a cost saving measure in the long run but also a good thing to do for the environment. As an example of preparing for predictable future expenses, painting of the exterior of the church will be done next year.

The house committee has the church looking great all year. It is wonderful what a difference that makes. The committee especially appreciates the help of the congregation at Christmas.

The Trustees have also considered a number of possible priorities for future action. As the size of the congregation increases, we face the problem of limited space for services. There seems to be no easy solution to that problem. The Missions Committee has to choose between many worthy requests, including some major initiatives. The interior of the parsonage is badly outdated. There are others. How we use our resources in the future is something the visioning process will need to consider.

Gene Deci, Chair



# 2019 Annual Report of the Missions Committee

---

The Missions Committee is pleased to report further progress in following the Vision Statement 2015 directive to reach out to our community to achieve meaningful interaction and positive change.

We continued to support our mission partners and projects both locally and internationally in the following manner:

1) Continued support of both students and staff at Suttons Bay Schools, through books, school supplies and recognitions for staff members;

2) Ongoing financial support for (among others) LCN, regional food banks, Salvation Army, Safe Harbor homeless shelter and the Don Wilcox Music fund in support of local music students. We also supported Congregational churches in Paradise, CA and New Bern, NC after they were affected by natural disasters;

3) Internationally, we continue to support Paola and her sister Kelly in their educational efforts in Guatemala via Safe Passage and we also support Outreach 360 and their students in Nicaragua.

We are gratified to report that our mission trip to Appalachia next Spring, a partnership of SBCC, Immanuel Lutheran and Keswick Methodist Churches, is a success with approximately 30 adults and children signed up to go.

We believe we are on track with our fundraising efforts (goal is \$20,000). We would like to thank Lynne Long (Silent Movie) and all of our congregation members who are helping us to attain our goal and making this project possible.

Finally, our committee has been actively working on our goal to enhance suicide prevention efforts in our local area and our larger effort to help all our local students at risk through an enhanced partnership with LIFT (Leelanau Investing For Teens). An important goal for next year is further defining the shape of this partnership.

Submitted by,

Jack Dunn, chairperson

# 2019 Annual Report of the Church Staff Committee

---

## **Committee membership**

The committee welcomed a new member in February and has benefited from the insights that Julie Forbes brings to the work of the committee.

Richard Blake will complete his three-year term. Richard's knowledge of SBCC operations and mission has been invaluable. Bob Hetler will chair the committee in the coming year. Because he spends several months in Florida each year, Ron Calsbeek will assist during his absence.

## **Church Staff**

Evie Kellogg was hired to teach Sunday school, and Sophie Vukasovich was hired for the position of Nursery Coordinator.

The committee recommended to Council that the position of Administrative Assistant be made a full-time position for the year 2019. The position is currently scheduled and compensated at a rate that fails to recognize the demands and the importance of the position. The council approved that recommendation.

The CSC recommended and the Council approved that the pastor be given four Sundays a year on which she is relieved of her preaching responsibilities. The growth in our church membership and the average age of our congregation place ever-greater demands on the pastor. It is difficult to compensate for her loss of family time and her lack of discretionary time during the normal workweek. Reducing the amount of time she must spend on sermon preparation is the most effective way to eliminate stress and free up hours.

In December, the committee and the church staff gathered for its annual holiday luncheon. In the spring, committee members met with staff members to review individual performance, the accomplishment of objectives, and to distribute bonus checks for work well done.

## **Compensation Plan**

With the help of the 2018 Compensation Handbook for Church Staff made available through the National Association of Congregational Christian Churches, the CSC was able to compare current compensation practices at SBCC to more than 7,000 staff members in churches of various denominations throughout the USA. The committee used these data to create a compensation structure that sets parameters for each paid position at SBCC.

(continued next page)

## 2019 Annual Report of the Church Staff Committee (cont'd)

---

The CSC will update the wage ranges for each position at least every second year. During times in which significant swings in the cost of living take place, adjustments will be made annually. Regular reviews of the system will ensure that the system is kept up to date. Similarly, position descriptions will be reviewed to ensure that they accurately describe the work being performed.

### **Performance Reviews**

The Committee has undertaken a review of its practices regarding employee evaluations. It has set as its goal a system that promotes mutual support, accountability, and growth in shared ministry. The heavy responsibility of completing a review of staff members is one that the committee believes should be shared by a broader representation than just its own membership. Therefore, input was garnered from other church committee members as well as other members of the congregation who, due to their current role now or in the past, were able to provide special insights.

The review of the evaluation process is ongoing. The forms used in the past do not promote alignment with staff goals and the church's vision and mission statements. The committee continues in its efforts to create forms and processes to correct that deficiency.

Respectfully submitted by  
The Church Staff Committee

Ron Calsbeek, Chair  
Richard Blake, Vice Chair  
Julie Forbes  
Bob Hetler

## 2019 Annual Report of the Minister

---

It's challenging to summarize 365 days of ministry in a one page annual report. The ministries of our church impact lives every day of the year. We provide food, shelter, medical care, and educational support with our mission giving. We provide opportunities for Bible study, spiritual growth, and community building. And while these programs that go on through the week enhance our lives and improve conditions for those living in our community and around the globe, what fuels it all is our Sunday morning worship together. Indeed, the most important contribution any one of us can make to the life we share together in Christ is attending Sunday worship. Your presence in worship is treasured, it enriches us all. Thank you for showing up whenever you can to add to the spirit of those weekly times together.

Last winter we introduced our Youth Mentoring program. Youth in grades 5-12 are invited to have an adult mentor from our church. Mentors are vetted and trained for this ministry. We have 16 youth who are being mentored.

Our Visitation Minister program continues to thrive. Not much is said about it because the nature of the ministry is confidential. However, I can tell you that our Visitation Ministers participate in monthly training gatherings that support them in their ministries to those in our congregation going through life transitions and traumas. We have eight trained Visitation Ministers currently engaged in this ministry. Many thanks to Beth Dumala for facilitating this group.

Because of the recent restructuring of the governance of the church and the expanded ministry of the deacons through the Congregational Connections ministry, I have been able to spend more of my time leading adult education. Our church supports three weekly Bible studies, two weekly Articles of Faith gatherings, Lunch and Learns, devotional hikes, and periodic after church adult education programs designed to give us opportunities to delve deeper in our faith. I embrace these times together and am grateful for the opportunity to lead them and learn from them. I cannot remember a more fulfilling year in ministry. That is due, in large part, to all of these meaningful interactions with people in small group settings.

Yours in Christ,  
Pastor Robin

# 2019 Annual Report of the Nominating Committee

---

Nominees to be **elected** in September 2019 are indicated in **Bold Type**  
\*Other positions will be filled by **appointment** of the Church Council

Church Council (5)	Tina Greene-Bevington	2020
	Dave Mathia	2021
	Judith Egeler	2021
	<b>Berkley Duck</b>	<b>2022</b>
	<b>Jack Dunn</b>	<b>2022</b>
Board of Deacons (12)	Linda Miller	2020
	Mary Swartz	2020
	Chuck Cady	2020
	Bill Maul	2020
	Faye Mathia	2021
	Mike Spencer	2021
	Karl Kristen	2021
	Carol Bawden	2021
	<b>Nancy Duck</b>	<b>2022</b>
	<b>Jon Walter</b>	<b>2022</b>
	<b>Sharon Williams</b>	<b>2022</b>
	_____	<b>2022</b>
Trustees Committee (9)	Larry Graves	2020
	Gail Hetler	2020
	Nonie Steele	2020
	Dick Grout	2021
	Sarah Hallstedt	2021
	Jim Muennich	2021
	*To Be Appointed	2022
	*To Be Appointed	2022
	*To Be Appointed	2022

(continued next page)

## 2019 Annual Report of the Nominating Committee (cont'd)

---

Church Staff Committee	Ron Calsbeek	2020
	Bob Hetler	2021
	Julie Forbes	2021
	*To Be Appointed	2022
Missions Committee	Bob Buckman	2020
	Tim Rod	2020
	Connie Eisenhart	2020
	Peggy Hanford	2021
	Barbara Krause	2021
	Pam Locke	2021
	Susan Turner	2021
	*To Be Appointed	2022
Children & Youth Subcommittee	*To Be Appointed	2022
	Jack Dunn	2020
	Leah Dunn	2020
	Gary Devol	2021
	Ann Muennich	2021
	Amy Sutherland	2021
	*To Be Appointed	2022
	*To Be Appointed	2022
Music Subcommittee	*To Be Appointed	2020
	*To Be Appointed	2021
	*To Be Appointed	2022
Hospitality Subcommittee	*To Be Appointed	2020
	*To Be Appointed	2021
	*To Be Appointed	2022

**6 elected positions**

**14 positions appointed by Church Council**

# Installation Service for Church Leaders

---

**Moderator:**

Members of the Congregation, please join in unison:

**Congregation:**

**Dear Friends, you have been called by God and elected by this congregation for leadership in the church. You each bring your special gifts to use for building up the Body of Christ. We thank you for accepting this challenge to serve the Lord through this church. We know you will offer your best to the Lord and to our congregation and its ministry.**

**Minister:**

Today we install you as servants in the Suttons Bay Congregational Church.

Do you acknowledge yourself a faithful disciple of Jesus Christ?

**I do.**

Will you devote yourself whole heartedly to the ministry you have been given?

**I will.**

Will you so live that you enable this church to be a people of love, justice and peace?

**I will.**

**Moderator:**

Do we the members of Suttons Bay Congregational Church accept these people as leaders of our church, chosen by God through the voice of this congregation, to lead us in the way of Jesus Christ?

**Congregation:**

**We do.**

**We pledge to support each of you with our prayers, our love, our counsel and our helping hands.**

**Minister:**

Let us join in prayer.

**All:**

**Gracious God, bless Your servants.**

**Grant us grace to serve You with great love and joy.**

**Let our responsibilities not seem too heavy,**

**but be a yoke perfectly fitted and carried without undo strain.**

**Keep before us all the example of our Lord,**

**who did not think first of Himself, but gave Himself for all.**

**May this year be one of great spiritual growth for each one of us.**

**May Your holy will be accomplished among us; through Jesus Christ our Lord. Amen.**