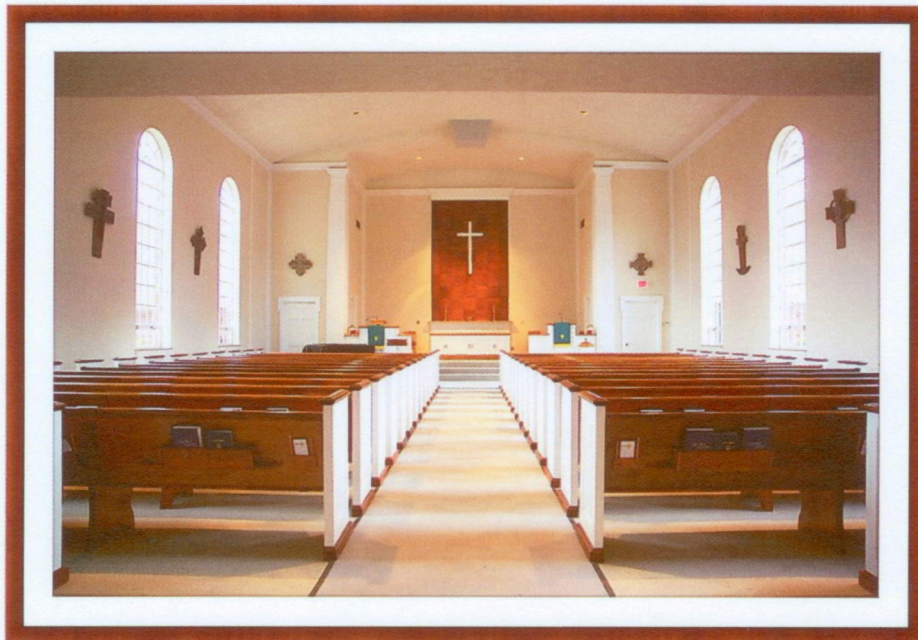


**First Presbyterian Church
Ada, Oklahoma**

Annual Report 2016



Come on in!

**Annual Congregational Meeting
February 5, 2017**

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SESSION 2017-2019

Moderator: Scott White

Clerk of Session: Teresa Mayhue

Treasurer: Tom Hampton

Class of 2017*

Ellen Sweatt

Adam Hampton

Terry Holman

Charles Mayhue

Elmer Brown

Class of 2018**

Amy Elliott

Jo Ann Carpenter

BJ Thompson

(Linda Wells)

Kay Shaw

Class of 2019***

Terry Holman

Broc Hays

Teresa Mayhue

David Butler

Carolyn Rauch

*Terms complete with installations of new elders, expected February 5th 2017

**Terms complete with installations of new elders, expected early February 2018

***Terms complete with installations of new elders, expected early February 2019

COMMISSIONED DEACONS 2016

Betty Childers

Linda Wells

Rick Shaw

Tim Elliott

Miriam White

COMMISSIONED DEACONS 2017

Betty Childers

Jeremy Pippenger

Bill Brooks

Tim Elliott

Miriam White

Emily Clifton

CONGREGATIONAL STATISTICS FOR 2016

Members on Active Roll, December 31, 2015.....130

Received into Membership in 2016

Reaffirmation, Profession or Restoration.....4

Bobby Trail Nicholas Walls

Erica Vargas Kelley Miller

Certificate of Transfer.....1

Yasminda Choate

Confirmation.....1

Sarah Thompson

Total.....6

Membership Losses in 2016

Certificate of Transfer.....0

Deaths.....2

Bob Thompson Margaret Downing

Removed from Roll.....0

Total.....2

Members on Active roll, December 31, 2016.....134

Infant Baptisms in 2016.....0

Adult Baptisms in 2016.....0

FIRST PRESBYTERIAN CHURCH OF ADA, OK
MINUTES OF THE CONGREGATIONAL MEETING
January 8, 2017

The congregation of the First Presbyterian Church of Ada, Oklahoma, met immediately following the worship service on January 8, 2017, in the church sanctuary, as previously communicated to the congregation.

Moderator Scott White called the meeting to order and offered prayer.

Moderator White apprised the congregation that the meeting had been called by the Session on December 11, 2016, after hearing the report of the Nominating Committee, and that there were two items of business. First, election of church members to be ordained elder and/or installed on the Session (Classes of 2018 and 2019). Second, election of Nominating Committee to serve the church in the year ahead or until the next Nominating Committee is elected.

Moderator White declared a quorum to be present and acknowledged the presence of Teresa Mayhue, Clerk of Session, who recorded the minutes of the meeting.

The Nominating Committee is comprised of Betty Childers, Linda Wells, Bob Neman, and Carolyn Rauch with Kay Shaw being the chairperson.

First Item of Business

Bob Neman, standing in for Kay Shaw who was out of town, directed the congregation's attention to the brief biographies of the six nominated elders, published in the bulletin the last two Sundays. Bob Neman presented the slate of nominations as follows: David Butler, Brock Hays, Carolyn Rauch, Teresa Mayhue, Linda Wells, filling vacancy of one year left by resignation of Jane Baltimore, and Terry Holman, serving another term on Session. The moderator opened nominations from the floor. Hearing none, he asked if there would be a motion to close the floor to additional nominations. Motion was made, seconded, and approved.

Moderator White asked if the congregation was willing to elect as a group or by paper ballot. The congregation indicated its interest in electing as a group.

Then the motion was read to elect David Butler, Brock Hays, Carolyn Rauch, Teresa Mayhue, and Terry Holman to Session as Class of 2019 and Linda Wells to Session as Class of 2018. By voice vote, the motion unanimously succeeded.

Second Item of Business

Bob Neman presented the list of names from the congregation nominated by the present Nominating Committee to serve as the next Nominating Committee in the year ahead or until the next Nominating Committee is elected. The church members nominated are Bette Cole,

Bruce Hall, David Piercy, and Cheryl Weems. The chairperson is currently Kay Shaw; as part of its yearly process the Session will elect the chair (same or different) in February meeting. The moderator opened nominations from the floor. Hearing none, he asked if there would be a motion to close the floor to additional nominations. Motion was made, seconded, and approved.

Moderator White asked if the congregation was willing to elect as a group or by paper ballot. The congregation indicated its interest in electing as a group.

Then the motion was read to elect Bette Cole, Bruce Hall, David Piercy, and Cheryl Weems to comprise the Nominating Committee with current chairperson Kay Shaw for a period of one year's time or until the next Nominating Committee is elected. By voice vote, the motion unanimously succeeded.

Moderator White thanked and commended the Nominating Committee comprised of Kay Shaw, Betty Childers, Linda Wells, Bob Neman, and Carolyn Rauch for a job well done and whose work (apart from Kay Shaw) is now complete.

Moderator White advised the congregation that as these were the only two items of business the meeting would proceed to adjournment which was granted by consent of the congregation.

Moderator White offered closing prayer.

Respectfully submitted,

Teresa Mayhue, Clerk of Session

Scott White, Moderator

Christian Education

Annual Report for 2016

CE Team 2016 Committee Chairs: Ellen Sweatt and Jo Ann Carpenter

Committee Members: Mary Hampton, Kay Shaw, Melissa Shaw, Bettye Brown, Ashley Hampton, and Brooke Holman

Christian Education is an active and lively ministry here at First Presbyterian Church Ada. Here are some highlights of the past twelve months.

Sunday morning nurturing and learning

This was our second year with our new curriculum through PCUSA " Growing with Grace and Gratitude" for toddlers through 4th grade.

A music program at the beginning of the Sunday school hour was added this year. Melissa Shaw leads the enthusiastic group.

Teresa Mayhue continues to lead our toddler lessons. Bettye Brown and Melissa Shaw share the preschoolers. Mary Hampton and Kay Shaw have the primary grades. Brooke Holman has the older primary students. This fall Brooke's students worked on memorizing the books of the Bible and ran a canned food drive. Scott White and Ashley Hampton lead the confirmation class with the help of Teresa White and Max Elliott. Sarah Thompson was confirmed.

Our adult classes reorganized this year. Good News joined the Catalyst class in the Senior Adult center room. Coffee and Conversation meets in the upstairs church parlor. All ages are welcome in both classes. We encourage you to check out both classes if you are ready for an amazing Sunday class.

Vacation Bible school:

Our theme was Back to Basics and involved many adults and children in wonderful classes, singing and playing. The Wintersmith pool party on Friday was the best ever.

Mission trip:

An intrepid group of youth and adults travelled to Heifer International in Arkansas. We learned a lot and experienced scarcity coupled with generosity.

Dwight Mission:

Dwight Mission remains a highlight for many people. Generous donations from the congregation help defray costs.

Youth group:

Ashley Hampton and Kay Shaw lead a cohesive youth group weekly. These are special times for our youth.

Advent season:

Our young children, school children to high school and selected adults were represented in our Christmas pageant. David and Goliath started the story that culminated in the birth of Christ. All the people did a great job.

Updating Sunday school rooms:

The first remodeled room is getting closer to completion. We will enjoy using it soon.

Thanks to all for bringing yourself and our students to Sunday school. Thanks to the teachers for lovingly and prayerfully preparing the lessons each week. We look forward to your continued support in 2017.

Here's to 2017,
Jo Ann Carpenter

CONGREGATIONAL LIFE COMMITTEE

Annual Report 2016

Chairperson: Kay Shaw

Committee Members: Emily Clifton, Mary Hampton, Billie Redden, Jeremy Pippinger, Kellie Miller, Brooke Holman, Pamela Jackson, Greta Thompson, Youth members Brittney, Justice, Dessica.

Congregational Life Committee's purpose is the physical and spiritual feeding and comfort of our own congregational members and the community.

Our committee has coordinated with other committees for special fundraisers.

"Wednesday Nite Live" program was suspended in May 2016 due to very low attendance each week.

Seder Celebration for 2016—new celebration for Easter.

Committee hosted two (2) outdoor activities "Soccer on the grounds" with lots of soccer and sandwiches/chips /cookies and drinks provided by committee....2nd activity "4th of July" picnic on the lawn with hamburgers, chips & dips, cookies and cold drinks....snow cones complimented the water slide enjoyed by all the children...All of the congregation enjoyed a warm afternoon of Fellowship, Food, and Fun.

Congregational Life Committee provided Hot Dogs, chips, cookies and drinks for the "Family Fun Nite" in coordination with Christian Education Committee—Vacation Bible School, along with water slide, snow cones for all serving 90 plus in attendance.

July hosted Ice Cream Social with homemade ice cream with lots of topping and cookies

October Fall Festival with games and fun for the children....Pot Luck Lunch of Soup & Chili was enjoyed by all.

December....committees only fundraiser for the year...provided lunch of Frito Chili Pie, Cobblers, and Drinks for the Alternative Gift Market.

Committee provided Cookies & Punch after Sunday services for special occasions during the year, including Christmas Eve Services.

Committee provided food for funerals as requested by families.

Membership Committee members...Kay Shaw, Betty Childers, Linda Wells....Updated membership rolls and presented names for removal on membership rolls to session for final approval. Membership Committee will continue to update for membership rolls for 2017.

Submitted by Kay Shaw

Chairperson: Congregational Life Committee and Membership Committee

Mission and Evangelism Annual Report 2016

This has been an exciting year for the Mission and Evangelism committee. We took a close look at our finances and decided to support some new organizations such as Mama-T's as well as re-purpose some of the funds previously used to fund organizations such as The Salvation Army to create a "Flexible Mission" line item which was used for a wide variety of emerging mission and evangelism needs that arose during 2016. Among the priorities of the Mission and Evangelism committee is the re-establishment of a congregational interest in mission opportunities both here in the Midwest and in more distant areas as well. As a commitment to this goal we were happy to fund the trip of about 20 congregants to Heifer Ranch in Arkansas this year to work, learn, and fellowship. This trip was not only a lot of fun, but sparked the interest of several participants to continue to do mission work in the future. This is why we are excited to be in the planning stages of a 2017 mission trip to build a house in a Mexican border town.

In addition to these new opportunities, we continued were happy to begin a partnership with the FPC deacons in their ministry with Ada High School in helping them to plan and fund a clothes washer and dryer for the newly created room for students. This is a need that was expressed by the AHS staff and that we are excited to see brought to completion. We also continued with the traditions of organizing a flyer and hot-chocolate handout at the Christmas parade in order to invite people to the Alternative Gift Market and the Live Nativity this Christmas season. We are excited about the future and continuing to search out what God would have us to do at FPC Ada!

Personnel Committee Annual Report

Dear Members and Friends,

The Personnel Committee had a busy 2016. It was a year of regular meeting and attending to important staff matters.

Accomplishments

Our first accomplishment was a complete overhaul of the *Personnel Policies*, which was approved by the Session in its April meeting on committee recommendation and distributed to staff shortly thereafter. The previous policies were out of date and needlessly complex. This new, streamlined document contains the basics, and supports our interest in shifting appropriate material to the job descriptions themselves.

Our second accomplishment was a set of meetings with Pastor Scott in which he shared with us some of his thoughts on congregational direction and the staff support needed to be effective in the future. One of our duties is to be a listening ear to pastor, and a discernment group with pastor.

Our third accomplishment was a committee decision to petition the Session to move the following staff from Westminster Fellowship Center to the Church building, after renovation of the old offices: Pastor, Administrative Assistant, and Youth and Young Adults Pastor. As you know from Session communication to the congregation in May, this was approved. However, such renovations will not be scheduled until a number of other rooms are renovated, so it could be quite some time before this happens. We look forward to the day when the church is open again, and the pastoral and support staff are closer to the locations of their work: sanctuary, classrooms, music room, and parlor.

Our fourth accomplishment was an update of the Music Director's job description, and this was approved by the Session in July. In 2016 there was also a considerable amount of review and updating of several other staff job descriptions, but there is more work to do before these are finalized and approved.

We finished the year giving thanks for our wonderful Treasurer, Tom Hampton, whose tenure quickly draws to a close. While we have been underway with a hiring process, we are also considering purchasing bookkeeping services from a reputable firm in the community to meet our needs.

Staff

We are blessed with a wonderful staff of nine. They are:

Bonita Blackburn	Organist/Pianist
Johnna Compton	Music Director
Ashley Hampton	Director of Youth and Family Ministries
Tom Hampton	Treasurer

Linda Priest and Lele LaFleur	Nursery Caregivers
Pattie Rauch	Administrative Assistant
Karah Thompson	Custodian
Scott White	Pastor

All of them work hard and show remarkable commitment. The Personnel Committee asks that you keep them in your prayers, and that you express your appreciation of them in whatever ways you like.

Pastor Terms of Call

It is a constitutional requirement of the Presbyterian Church (USA), found in *Book of Order* section G-2.0804, that

the session shall review annually the minister's terms of call and shall propose for congregational action such changes as the session deems appropriate.

Scott's current terms of call, established by congregational action on March 8th, 2015, are:

Cash salary:	\$40,500
Housing allowance:	\$18,000
Continuing education and reimbursable expenses:	\$4,500
Full participation in the PC(USA) benefits program for family health coverage, pension, and death and disability coverages	
Sabbatical in 2019	

In the January 29th, 2017 Session meeting the Personnel Committee will motion the Session that the minister's terms of call are appropriate. If the Session agrees there will be no proposal from the Session to the congregation for action in the February 5th, 2017 annual meeting.

Committee Membership

Also in 2016 we bade farewell to Personnel Committee member Pat Harrison, and welcomed new member Blake Cantrell. Thus our membership is:

Margaret Barton
Blake Cantrell
Amy Childers Elliott
Gary Paddack
Regina Robertson

We appreciate the congregation's support of the personnel ministry.

Respectfully submitted,

Amy Childers Elliott, chairperson

2016 STEWARDSHIP/PROPERTY COMMITTEE REPORT

Chairpersons: Terry Holman and Charlie Mayhue

Committee members: Craig Rauch, Margaret Barton, Don Clark, Tom Hampton, Doug Haney, Broc Hays

Stewardship Report

The purpose of the Stewardship Committee is to:

1. Compile a budget for the succeeding year.
2. Conduct a financial campaign to guide our members to help meet the proposed budget.
3. Monitor expenditures of the church throughout the year.
4. Publish financial information each month in the church newsletter.

The Stewardship Committee followed a stewardship campaign procedure that had previously been approved by the session. From October through November 2016 the campaign included:

1. Session committees turned in budget requests to the Stewardship committee.
2. Stewardship committee compiled the proposed budget.
3. Stewardship committee presented the proposed budget to the session for approval.
4. Each elder was asked to keep in contact with the families on their shepherd's list for the year so that the church could provide support and care if needed.
5. Starting four weeks prior to Stewardship Sunday, chairpersons for each committee spoke to the congregation about the "wondrous" things they've witnessed or been part of during the 2016 term, and emphasized the importance of the congregation's continued support during the following year and in the future.
6. Operating expenses exceeded total income for the year, resulting in a loss of \$36,818 for 2016. Budget and deficit remediation to be discussed during a congregational meeting in the second quarter of 2017.

Property Report

- Normal maintenance of the building and grounds occurred.
- Building and grounds maintenance plans, dated April 2007, were reviewed by the committee and the session. Maintenance will continue into 2017.
- Numerous repairs to the HVAC units were required.
- A Campus Improvement Project began was approved by the session and work began in May. Plans for the remodel were provided by Redland Childers Architects. The former "Theater" room was redesigned to serve as the new K-2nd room; renovations are scheduled to conclude in early 2017.
- The youth room, which was abandoned in 2015 due to a water leak, has been restored and the youth group has now reoccupied the room.

The committee thanks all church members and volunteers that assisted with the care of the church and its grounds throughout the year, either during a scheduled work day event, or as a donation of their own time.

Submitted by Terry Holman

WORSHIP COMMITTEE
ANNUAL REPORT FOR 2016

Co-Chairpersons: Jane Baltimore and B. J. Thompson

Members: Buddy Baltimore, Emily Clifton, Johnna Compton, Tim Elliott, Leigh Gaddis, Kellie Miller, Jo Neman, Jeremy Pippenger, Pattie Rauch, Matt Sweatt, Linda Wells, and Miriam White.

PURPOSE:

Our purpose is to glorify, worship and honor God and to provide a meaningful experience for everyone who worships with us by where the faithful are equipped for God's service. As we read Scriptures, celebrate the sacraments, praise God in song, confess our sins, and proclaim the Gospel of Jesus Christ, we seek to enhance the worship experience in hopes that all will be renewed by the presence of the Holy Spirit and grow as disciples of Christ.

RESPONSIBILITIES:

The Worship Committee...

- coordinates the planning of worship with the pastor and music department
- offers a variety of worship experience
- encourages the people to participate fully and regularly in the worship life of the church
- coordinates guest ministries
- obtains sound system/video operators
- obtains ushers and greeters
- obtains and trains liturgists to assist the pastor with services
- obtains and trains acolytes to serve during morning services
- assists the pastor with monthly Communion by preparing the elements and The Lord's Table as well as by securing the elders who will serve Communion to the congregation
- obtains "Children's Moment" presenters
- recommends to the session and assists the pastor to prepare special services around the Christian year (Advent/Christmas, Lent/Easter, Pentecost, World Communion)
- decorates the church for special Christian year events
- changes the altar cloths to reflect the liturgical colors of the Christian year
- assists with special services for Advent, Ash Wednesday, Maundy Thursday, Good Friday and any other services deemed appropriate by the pastor and/or session
- purchases flowers for the altar for each weekly service, as well as, poinsettias for Christmas and lilies for Easter
- purchases worship supplies

The Worship Committee is responsible for providing Holy Communion the first Sunday of each month and during other special times as requested by the Session and/or the Pastor such as during Advent and

Easter. This year, the bread has been prepared by Mary Hampton with Linda Wells and Betty Childers assisting her with preparing the Table for the service of Holy Communion. Special thanks go to each of these ladies for their willingness and dedication to this special time of worship. In addition, we appreciate all those who baked the variety of breads we enjoyed at a reception after church on World Communion Sunday.

This year, we renewed our Acolyte Program with the guidance from our Pastor and the leadership of Missy Shaw, Pattie Rauch, Emily Cliton and David and Deanna Piercy. The children lead us into worship with the bringing in of the "light of the world" and guide us out into the world to serve Christ as they take the "light" from the candles down the aisle as the service concludes. Thank you to the adults and children who make this program a successful part of each worship service.

Our Worship services have been a blessing to those who have attended church at First Presbyterian Church this year under the leadership of our Pastor Scott White and those who filled the pulpit during his rotation Sundays and absences for conferences and vacation. Many thanks go to Jill Acree who lead the congregation in worship regarding the Gifts of Women, Youth Sunday presenters, Janey Wilson's message regarding the work of ECU Wesley, the messages shared by Adam Hampton and Buddy Baltimore, the special Advent and Lenten Services, those who assisted in the Children's Christmas Pageant, Christmas Eve and Christmas Services. One could not deny the presence of the Holy Spirit working in each of these services as our church prayed, sang and worshipped together.

Adding to our worship experience is the amazing talents of those who work with our Music Program. Under the leadership of Johnna Compton, our choir and the many talents of individuals in our congregation have provided us with arrangements that have enhanced our worship experience each Sunday. We appreciated the presentation from the ECU Gospel Choir and the musical solos from friends and members. Thank you to Bonita Blackburn for her many musical talents which she shares with us each Sunday. Miriam White has been a wonderful addition to the music team as she shares her talents on the piano with us on special occasions.

Decorating the church for the many special liturgical times of the year is another area that the Worship Committee oversees. Many thanks goes to all of you who climbed ladders, hung banners, and decorated the sanctuary for these special times. We could not have done it without your assistance. Special thanks go to Linda Wells who was responsible for overseeing that the flowers each Sunday were available and to each of you who assisted with the cost of the arrangements by purchasing the flowers in honor or memory of an event or someone.

Last but not least, the committee would like to recognize and thank all of you for your willingness to serve as liturgists, greeters, ushers, presenters of Children's Moments, and communion servers during our Worship Services this year. This year at the end of the church program year, the Worship Committee was pleased to have sponsored an appreciation luncheon for the church in honor of all who volunteered their time and services to the church. Without you, we could not have fulfilled all of our responsibilities.

Respectfully submitted by: Jane Baltimore

COMMISSIONED DEACONS ANNUAL REPORT

January 31, 2016 was the beginning of the renewed Diaconal Ministry for First Presbyterian Church of Ada. Tim Elliott, Miriam White, Linda Wells, Rick Shaw and Betty Childers were commissioned to be Deacons. What an exciting and challenging opportunity! We began our service with three training sessions, led by our Pastor, Scott White. This provided a time for sharing our faith, sharing our goals, and learning more of the background and expectations for serving in a diaconal ministry.

We have been involved with Ada High School through the "Adopt a School" program this year. The combined efforts of the AHS counselor, Terry Swopes, AHS principal, Jeff Maloy, the deacons and members of First Presbyterian Church, the Room for Students became a reality. The Room contains school supplies, nonperishable food items, and clothes. Mr. Swopes, teachers, or administrators identify students lacking necessary supplies or needing clothing, and then will make the Room available to them. The students' dignity is preserved, self-image is enhanced thereby making the school experience more likely to be successful. The Room for Students has become so successful that it has been made available to other schools in the district.

By wearing our purple First Presbyterian tee shirts while serving snacks on Monday mornings and lunch to the FCA students, placing a prayer box in the library, having the AHS Homecoming Dance at Westminster Center, hosting the 2nd Annual Adopt a School luncheon, responding to requests in a timely manner, and just being available, we are developing our presence and a strong bond between our church and AHS. The students requested their Senior Prom be held at Westminster Center this year, which has been approved by our Session. How positive and exciting to open the doors to the potential of a faith based experience for AHS students and staff!

A special gift was provided by Rick Shaw to the church when he designed and built the new Advent Candleholder. This gift provides a visual blessing to the worship services during the Advent season. We are grateful to Rick for his time and dedicated service. He will be missed by those of us who served with him. Linda Wells will rejoin us at a later time as she is serving in 2017 a one year term as acting elder on the session.

We have participated with Pastor Scott in serving communion to home bound members, making calls and home visits to members and friends. We have shared in the joy of new babies by taking food to the parents and siblings. It is our desire to increase the diaconal ministry to members and friends by being aware of special needs and joys and responding appropriately.

We are excited to have Emily Clifton, Bill Brooks and Jeremy Pippenger join us in this ministry. Be assured they are already accepting leadership responsibilities as commissioned deacons.

We appreciate you, the members of First Presbyterian Church, for allowing us the privilege of renewing the diaconal ministry and serving in this capacity. Thank you for your confidence and unwavering support.

Respectfully submitted,
Betty Childers

Presbyterian Women 2016 Report

Presbyterian Women (PW) serves the local church and contributes to the mission of Indian Nations PW, Synod of the Sun PW, and PCUSA PW. All the women who belong to this congregation are members of Presbyterian Women.

Our local PW continue to sponsor a 9-month bible study, September – May which meets on the second Tuesday of each month at noon. We are blessed to have Jane Baltimore leading the study.

This year PW hosted the Indian Nation Presbytery PW Fall Gathering in August with members coming from Oklahoma City, Norman, Ardmore and surrounding areas. Lunch was served and all dues and donations were given to the PW of Ada for the Ada High School student room.

Annual “garage sales” provide most of the funding for the local PW. Moderator Greta Thompson, with help from many others in the congregation, continues to oversee these sales.

Presbyterian Women Financial Report for 2016

Balance December 31, 1015	\$2,597.85
Income –	
Proceeds from garage sale	\$1,520.10
Pontotoc County Retired Teachers Assoc. tea	550.00
Alternative Gift Market	101.50
Donations from Indian Nation Fall Gathering	620.00
Donation from Joan Butler	<u>100.00</u>
Total Income	\$2,891.60
Expenses –	
Compassion Outreach	\$ 600.00
Indian Nation Presbyterian Women	1,300.00
Church Worldwide Mission \$50.00	
Presbytery PW \$100.00	
Synod PW \$50.00	
A Stoker Fund \$500.00	
Birthday Offering \$100.00	
Student Grant \$500.00	
PW Bible Study Material	132.00
Ada High School Student Room	<u>620.00</u>
Total Expenses	\$2,652.00
Balance December 31, 2016	\$2,837.45

Linda Wells, PW Treasurer

Director of Youth and Family Ministries
Annual Report

To the Congregation of FPC, Ada, OK,

Psalm 78:4 says, "Tell the next generation the praiseworthy deeds of the Lord, His power and the wonders He has done." God has been at work in our midst. He has shaken us, shaped us and molded us more for His purposes. Through Bible Studies, Missions Experiences, Confirmation classes, and fun fellowships, we have seen God work in us and through us. Truly, God is worthy to be praised! What a great year we have had! It is amazing to look back at all that has happened in 2016 and can't wait to see what is in store for the coming year.

One of the highlights of the year was taking a group of youth and adults to Heifer Ranch in Arkansas. While there, we learned to survive as though living in an impoverished third world country. We ate, slept, bartered, and worked together to learn the hard lesson of what struggle really exists in this world. In the near future, we hope to expand on that experience. During spring break, we will be taking a group to Renosa, Mexico in a partnership with Faith Ministries to help build a house, work in a medical clinic, feed children, and build relationships. We ask for your prayers and enthusiasm as this group of ambassadors goes out not only as missionaries to serve but also as visionaries who will come back telling stories of God's faithfulness.

Chocolate covered strawberries...can't you just taste them now? Through their hard work and your generous support, the youth raised enough money in their 2016 Valentine Day fundraiser and the Spring time Pie Sale to send all of the youth who wanted to go to Dwight Mission. As Valentine's Day approaches, be on the look out for more fundraisers. The youth have things they are dreaming about. In April, they will attend an Indian Nations Presbytery youth retreat and in the summer hope to take a mission trip of their own. They will need help and support of their generous congregation.

Fun! Last fall, we rented out the new Ada Aquatic Center, had a live band and cookout in Wintersmith Park, and a big bonfire with s'mores and hot dogs. Each of these events were not only a blessing to our own families in the church but included many families in the community. These were such a hit that we have budgeted and expect to host several more events like these in 2017. As you see these advertised, come and also bring a neighbor or family member along with you! We hope that new families will come, see, and join the things going on at FPC Ada.

The words "Coffee and Conversation" have created quite a buzz around the church in the past few months. A group of 10-15 people have been gathering weekly to study and discuss some of the basics of the Christian faith. If you don't have a place or a group of people to explore your faith with, please join us Sunday mornings at 9:30am. We promise you a hot cup of coffee and a great discussion!

Although there are many more things to say, I want to thank the congregation for your generous support and love. Thank you for the freedom to dream and the resources to try

new things. I pray that all of our efforts and work will be pleasing to God and will cause many in our city and those far away to praise His Name.

Many Blessings,

Ashley Hampton

Youth and Family Minister

Music Director Report

Annual Report for 2016

Dear Congregation and Members of First Presbyterian Church,

In the past year, our congregation grew musically as new hymns were introduced, a scholarship was given to Angelique Rauch, a continued scholarship was confirmed for Will Rauch, solo opportunities were frequently made available, the bells made an appearance on Christmas Eve, and we started to see more musical talent from the youngest members of our congregation.

I would like to thank Jane Baltimore who lead the worship committee last year for fully supporting any need I had as a choir director and music director of our church. She listened to every concern and request for our music programs, and she always responded to those needs in a positive and helpful manner. I would also like to personally thank our pastor Scott White for his constant prayer and support for our staff. Scott believed in me and my leadership and music abilities when I didn't quite believe in myself at times. I look forward to working with Scott this next year and with Linda Wells as she takes a leadership role in the worship committee as our new chairperson.

Bonita Blackburn is a personal friend of mine as well as my coworker and organist of our church. I would like to thank her for taking my last minute requests, changes, and for always being there for the choir as our accompanist and spiritual leader. Her prayers and testimonies this year during choir rehearsal have truly been an inspiration to us all.

Melissa Shaw has begun leading a children's choir on Sundays before Sunday school, and I am so grateful. The children are learning many songs of praise and hymns that I learned as a child, and it thrills me to know that my son and his friends in Christ are learning the same ones from such a talented teacher! Thank you so much for providing this opportunity for them.

In the next year, I would like to incorporate the bells in our worship services as much as possible. We will start slowly adding bell parts to anthems on occasion, and I hope to eventually have a full bell choir, even if it's just a short time each year.

Thank you all so much for your unending support for music ministry, and I invite each of you to join us on Wednesday nights for choir rehearsal at 7:00 PM. It is truly a worship service as we come together each week in song and praise for our God.

Johnna Compton

Music Director

Administrative Assistant

Annual Report for 2016

2016 has flown by. It was a very busy and productive year! The church has seen growth with the addition of six new members, plus new beginnings with the Yoga Fellowship, Men's Fellowship and Coffee and Conversation. We have had a successful Adopt a School program with Ada High, a very rewarding mission trip to Heifer Ranch in Arkansas and the Alternative Gift Market was a huge success. The Christmas parade and Live Nativity was great to get our Church out in the community.

This past year we began updating staff job descriptions and in April a new personnel policy was put in place.

As administrative assistant, I have connections to all aspects of the church. I am here to help our pastor and our congregation with their church needs. This includes helping the Elders on our session, committee chairmen and members and the other staff members. My weekly duties includes gathering the necessary information to be able to finish and print the Sunday bulletin, answering the phone, emailing announcements of church business and events, and maintaining the church calendar. Each month I also help assemble and print the monthly session packet and help design our newsletter, The Courier. I also keep track of membership; new additions as well as losses, and birthdays and anniversaries.

Without the help of our church members and staff members I would not be able to do my job. I would like to thank all the members of the church for volunteering when needed, all the wonderful pictures and the items that you provide me to use for The Courier, information and updates on church members that are ill or needing help, your help with scheduling events happening both inside our church and in the community, and the wonderful office visits I get from time to time. Your help and support makes my job so much easier.

I am looking forward to seeing what is in store for 2017. With activities such as Easter, mission trips, and Youth Quake, and current & future projects such as classrooms and choir room being remodeled and maybe offices being moved, the future looks bright. Put your faith in the Lord and all things can happen.

Pattie Rauch

Administrative Assistant

Annual Report 2016

Scott White

Pastor/Head of Staff

Dear Members and Friends,

Again, thank you for the call to serve as pastor/head of staff at First Presbyterian Church! I couldn't be more captured by the gospel of Jesus Christ, and honored to serve Him and His people as a shepherd.

I also love opportunities to communicate with the congregation, and the *Annual Report 2016* is one of those. Some members of Indian Nations Presbytery will also read our *Annual Report 2016*—thus we are communicating with the presbytery too, and that is a good thing too.

In the pages of the annual report you can see your ministry; you can see yourself at work; you can see what your faithfulness does. You put x number of dollars in the offering plate through a year, and you can see what it does. You teach, serve, care, labor, reach out—and though we're not trying to capture absolutely everything in these pages—you definitely can see a lot of what you led, what you supported, what you participated in, and how you made a difference. So the first thing I want to say is: enjoy this document, be proud in the Lord and of the Lord, and I am very impressed by the faithfulness of the congregation.

Now, on to my ministry, labor, going's on. Not at every level of detail, but the major pieces. I want to do this in two parts. Looking back, and looking forward. I will report on both, alphabetically.

Retrospective – Looking Back

Advent mid-week services. It's dark at 6pm in Advent. It's dark in the sanctuary. But the light of Christ, the warmth of Christian fellowship, and the power of the sacrament are definitely there. I have been wondering if we ought to do something similar during Lent.

All Saints Day. This last November 1st at 12 noon I was honored to ring the bell for, and offer prayer for from the Presbyterian *Book of Common Worship*, Charles White, Jonathan Kast, Traudel Kuefner, Donette Ostrander, Bonnie Williamson, Martha Nell Harrison, Wilma Delozier, Bob Thompson, Josh Buchanan, Donetta Johnson, Tom Douglas, and Jeanne Dark. All saints. We miss them and love them and remember them. I know, it could have been a thousand more.

Confirmation. Praises to God, and also praises of Sarah Thompson. She gave this her full commitment every week for four months, she was confirmed, and she leads the way for a larger group of up-and-coming youth Christians.

Coffee and Conversation. Praises to God, each time I step into this new class I see mostly young adults wanting to learn, grow, share. Last Sunday: a class of an even dozen. We need to put windows in those two parlor doors, so that we can keep some of our noise out of the hallway, and some of the hallway noise out of the class, but so that we can still be present with each other visually and more folks will be welcomed to come in.

Community Connections. It was a big year producing the *Mama T's Resources Guide* version 1.0. The homeless at Mama T's will have responsibilities to help themselves while they are helped. I learned a lot about the community and its numerous social services, organizations and resources that can help the homeless rebuild (or build for the first time) their lives, and this document is a how-to guide for connecting with about 20 of them. I was also active in the Ada Ministerial Fellowship.

Continuing Education and Spiritual Direction. Thank you for providing me with a continuing education budget. I was able to seek out and find (Matthew 7:7,8) the new things that I needed to learn. That's a blessing. On the other hand, here is something that I need to report on that is a bit of a challenge. Last year brought the retirement of the Rev. Aaron Carland as Executive Presbyterian of Indian Nations Presbytery. Aaron was wonderful support to me both during the call process and in the first year of my tenure here at FPC/Ada. Among the many duties of an executive presbyter is kind of to be a pastor to pastors, and a listening ear. Currently, that function is absent in Indian Nations Presbytery, and that impacts all of us, and that impacts me. Sure, I continue to build relationship with the company of pastors in INP, and we help each other out in a collegial way. But there's something missing and I look forward to the day of an interim or a newly-installed EP. In the meantime I skype monthly with my spiritual director, the Rev. Kent Ira Groff.

Drama. It was great to be part of the teams that developed the Children's Christmas Presentation and the Heifer mission skit last year. Can you write skits? Are you willing to act in them? We're looking for both, because there's power in acting out Bible stories and stories about the intersection of life today and the Good News.

Elder, Deacon, and New Member orientations. Of course, what could be more joy than working with new deacons, new or returning session members, and new congregational members? It is also a fair amount of work, and we are laying in place here a basic outline and plan that seems to be working pretty well.

Holy Week. Passover observance, Easter Sunrise service, and all the other services. Much as I love Advent and Christmastide, reading the Bible I have to conclude that even greater gifts of God are offered because of the cross and the empty tomb. Look forward with me please to apprehending the gifts, and receiving them, and living into them this Lent and Eastertide.

Mission Community Urgent Needs Fund. 2016 saw the re-continuation of the FPC walk-in community urgent needs ministry. This means that we are a service organization listed in the county-wide *Charity Tracker* system, and that word gets out, and that people in need call and walk-in with requests for help. It's a tough thing. We try to do our due diligence in identifying legitimate needs, identifying if we (rather than some other organization) are positioned to address them, and also we simply try to do what our Lord commanded: "Give to everyone who begs from you." Luke 6:30. It takes a considerable amount of time and energy to serve the poor of Pontotoc County in this way, and certainly listening and prayer are as important as giving money. Well, thank you for your funding of this special ministry. It is not part of the operational budget, it is funded from specific donations, and those dollars make a real difference in peoples' lives.

Men's Group. I hope I'm not missing anything, but last year we had amazing Men's Group meetings hosted by Charles Mayhue, Matt Sweatt, Adam Hampton, and Tom Hampton. We are looking for a leader of this group who will guide it and keep it going.

Moderating the Session. Moderating/leading/guiding/supporting, all of that comes into play, as there are 10 elders here at FPC who are doing hard things in our core ministries and infrastructure. I spend a fair amount of time in this area and I chiefly want to report that (1) the Session is a constant Wow! for me and (2) that a vision is coming into focus for today and tomorrow. Vision is important to guide the whole congregational mission, ministry and life. The latter is aligned and held accountable to the former. Hold your Session members in your hearts, thoughts, and prayers.

Property care and development. It was a huge year of labor on the property. Unbelievable numbers of hours on the grounds and in the buildings, meetings with committees and elders and architects and contractors, weed whacking, shoveling, sanding and painting. I regret that. I'd much rather care for you all, explore fine detail in the Bible, preach and teach. But I have to understand the Holy Scriptures and the Word of God. Says the Lord: "People look at the outward appearance, but the Lord looks at the heart." (1 Sam 16:7) That is such great news. The Lord looks at the heart. This means you can sit in the corner office on the 50th floor in an Armani suit, or you can work in the basement mailroom wearing a smock, and it doesn't mean beans to the Lord—praise the Lord, the Lord looks on the heart and is only concerned with what is there. It is also terrible news. People look at the outward appearance. They do. And if the ceiling is about to fall on their children's heads, the carpet is soiled with 30 years of food stains, the door frames are rotten with water damage and bugs, unfortunately we may not be able to count on people immediately looking at the love of Jesus in my heart, or the love of Jesus in their children's church school teacher's heart, they may be looking at the squirrel trap on the floor of an interior space in a church of God and at a toilet that is very slow in flushing. So, it was a huge year of labor on "the outward appearance". Even more importantly, besides outward appearance, an attempt to begin configuring rooms for our current missions and ministries, rather than how they might have been configured long ago. We are blessed with a great room (the sanctuary) and some curb appeal, we truly are blessed. There are other portions of campus that need a lot of attention. I realize this is a painful truth. I apologize. And yet even painful truths need to be told, in love, because they are the truth.

Presbytery Connections. I chair the Indian Nations Presbytery Youth Ministries Committee. It was a lot of labor to send 42 Oklahoma youth and adults to Triennium in West Lafayette, Indiana, safely and smartly via charter bus, but it sure was worthwhile. You can see videos on Facebook of what Triennium, the national gathering of Presbyterian Youth, looks like. Currently the committee is preparing to offer YouthQuake at Canyon Camp in Hinton, OK, on April 28-30. It's the annual gathering of 6th-12th graders for study, worship, fellowship, recreation, fun. I love to see the Presbytery Youth getting together. Last year I was also pleased to teach an evening at Ardmore First Presbyterian Church's Adult VBS.

Staff. Obviously I continue to enjoy working with the staff, and, similarly to the elders, one of my highest callings is supporting the staff in their labors. And poking and prodding a bit too. They are responsive. They want to serve the Lord and are ambitious for ministry here.

Word and Spirit of God. What preacher's annual report could be complete without a word about the Word and Spirit of God? Know that because of your support of all things here at First Presbyterian Church, and the wage you pay me, I get to devote some time every day in study and discernment into what God Almighty is saying to us today and doing for us today and how we are to respond in faithfulness and joy. This is my deepest privilege.

You All. Talk about privilege. In the last year it was also great to sit with you in your homes and places of work. I try to be listening ears when we're together, plus speak of the things that you are interested in. Let's keep that going.

Prospective – Looking ahead

Most or all of the things above will continue in the year ahead. To touch on just a few additional or different things on my plate this year:

Bylaws. We are sorely in need of having widespread congregational agreement on what our bylaws are, and bylaws that pointedly serve the Lord and this congregation today, rather than those that served yesterday. That means session prepares an update, gets it to you well in advance, and we have a congregational meeting in which you would amend and/or approve them. Plenty of work was done on this in 2011; we just need to do a once-over, and close the loop.

Continuing education. University of the Ozarks has chosen me for the spring 2017 semester "James R. Struthers Pastoral Study Leave Fellowship". I get to spend a week on their campus in February studying, preaching, and visiting with students and faculty. I look forward to it.

Finances. Thank you for your faithfulness! Miriam and I join you in strong financial commitment to the church. Our corporate response to the 2016 stewardship campaign is pledges in the low \$130 thousand range. Unfortunately the Session approved a 2017 budget in the low \$280 thousand range. I feel I have prayed well in this area, and provided a lot of leadership in this area, and yet clearly there will have to be much more of the same in 2017.

Mission Trips. At the time of this writing, the possibility looks quite good that FPC will send a team to Reynosa, Mexico to serve through the FaithMinistry organization. That opportunity in turn looks quite good for developing connections, relationships and continuing opportunities to serve. I saw some photos the other day. This is an extremely poor part of Mexico. The people look so warm, and welcoming of goodness in their lives; they just need help. I look forward to being part of it.

Web site. We've been blessed with a good web site but I think the day has come for re-development of it. Web sites continue to be the most important way that congregations present their mission, ministries, character, convictions, and quality of life to the surrounding community, with invitations to join in.

Thank you again for the privilege and joy of serving here. I would be delighted to answer any questions you have about my ministry here, in the community, and in the Presbytery, either in congregational meeting on February 5th, or privately with you.

In the meantime, here's to 2017!

Yours in Christ,

Scott

1st Presbyterian Church
Ada, OK

Statement of Assets and Fund Balances
As of December 31, 2016

Assets

Cash	18997.50
Securities	<u>146493.83</u>
Total Assets	165491.33

Funds & Liabilities

Accounts Payable	1181.52
Holding Funds	
Unrestricted Funds	137247.54
Program Funds	7854.02
Outreach Funds	8346.17
Property Funds	3175.44
Accounting Funds (Prepaid pledges)	<u>2500.00</u>
Total Holding Funds	159123.17
Operating Fund	<u>5186.64</u>
Total Liabilities & Funds	165491.33

First Presbyterian Church of Ada
Profit & Loss Budget vs. Actual
January through December 2016

	TOTAL	
	Jan - Dec 16	Budget
Income		
40000 · Operations Fund Income		
40100 · Pledge Payments	206,690.94	203,148.00
40200 · Offering Plate	5,587.60	8,000.00
40400 · Regular Giving, non-pledge	18,675.00	10,000.00
40500 · Retained Income	36,817.98	42,004.62
Total 40000 · Operations Fund Income	267,771.52	263,152.62
Total Income	267,771.52	263,152.62
Expense		
60000 · OPERATIONS FUND EXPENSES		
60100 · CHRISTIAN EDUCATION		
60101 · Curriculum & Resources	1,280.11	1,400.00
60103 · 4th - Sr. High Fellowship	480.47	1,000.00
60104 · Nursery Supplies	112.11	200.00
60105 · Supplies	190.86	100.00
60106 · Kids for Christ	0.00	100.00
60110 · Teacher-Leader Appreciation	0.00	100.00
60111 · Vacation Church School	648.12	300.00
60112 · Bibles for 6th Graders	26.17	100.00
60113 · Senior High Gifts	0.00	100.00
60115 · Young Adult Fellowship	602.26	500.00
Total 60100 · CHRISTIAN EDUCATION	3,340.10	3,900.00
60200 · MISSION & EVANGELISM		
60202 · Special Outreach	638.56	300.00
60203 · Alternative Gift Market	661.13	220.00
60204 · After School Tutoring	0.00	200.00
60210 · Evangelism Education	0.00	100.00
Total 60200 · MISSION & EVANGELISM	1,299.69	820.00
60300 · PROPERTY & STEWARDSHIP		
60301 · Janitorial Supplies	415.49	300.00
60302 · Organ & Piano Maintenance	1,555.00	2,000.00
60303 · Grounds/Groundskeeping Equip	5,141.18	4,200.00
60304 · Building & Inside Equipment	10,171.29	4,000.00
60306 · Utilities	22,690.96	32,000.00
Total 60300 · PROPERTY & STEWARDSHIP	39,973.92	42,500.00
60400 · PERSONNEL & ADMINISTRATION		
60401 · Pastor's Salary	40,500.00	40,500.00
60402 · Pastor's Housing/Utilities	16,500.00	18,000.00
60403 · Background Checking	174.85	100.00
60404 · Pastor's Pension & Insurance	22,622.56	21,500.00
60405 · Pastor's Business Expense	5,005.50	5,000.00
60406 · Admin. Asst. Travel	111.32	250.00
60407 · Admin. Asst. Salary	17,639.30	15,760.00
60409 · Nursery Attendant	3,399.00	4,350.00

First Presbyterian Church of Ada
Profit & Loss Budget vs. Actual
 January through December 2016

	TOTAL	
	Jan - Dec 16	Budget
60411 · Treasurer's Salary	8,486.04	8,500.00
60412 · Social Security Matching	6,136.39	8,592.16
60413 · Office Supplies	3,759.35	1,900.00
60414 · Postage	627.22	500.00
60415 · Custodial Wages	10,508.48	11,550.00
60416 · Music Dir. Continuing Ed.	0.00	250.00
60417 · Music Director's Salary	9,828.05	9,828.00
60418 · Organist's Salary	7,500.00	7,500.00
60419 · Youth & Adult Ministry Expenses	0.00	200.00
60420 · Property/Workers Comp. Ins.	15,299.83	16,135.00
60421 · Youth & Adult Ministry Benefits	240.00	2,950.00
60423 · Youth & Adult Ministry Salary	26,387.67	27,535.00
Total 60400 · PERSONNEL & ADMINISTRATION	194,725.56	200,900.16
60500 · MISSION & MINISTRY		
60501 · GA/Synod/Presbytery Mission	13,070.00	13,070.00
60504 · Theological Ed. (1%Plan)	841.00	841.00
60505 · Ada Homeless Services	2,530.00	2,530.00
60506 · Flexible Mission	6,251.75	7,000.00
Total 60500 · MISSION & MINISTRY	22,692.75	23,441.00
60600 · CONGREGATIONAL LIFE		
60601 · Events	561.13	800.00
60602 · Congregational Support	277.45	200.00
60605 · Kitchen Supplies	1,269.53	1,000.00
Total 60600 · CONGREGATIONAL LIFE	2,108.11	2,000.00
60700 · WORSHIP		
60701 · Pulpit & Music Supply	900.00	3,000.00
60702 · Worship Supplies	432.17	100.00
60703 · Chior Scholarships	1,440.00	2,000.00
60704 · Adult Choir	459.22	1,000.00
60710 · Special Worship Services	400.00	500.00
Total 60700 · WORSHIP	3,631.39	6,600.00
Total 60000 · OPERATIONS FUND EXPENSES	267,771.52	280,161.16
Total Expense	267,771.52	280,161.16
Net Income	0.00	-17,008.54

2017
Budget

Expense

60000 · OPERATIONS FUND EXPENSES	
60100 · CHRISTIAN EDUCATION	
60101 · Curriculum & Resources	1,400.00
60102 · Young Adults	1,000.00
60105 · Supplies	300.00
60111 · Vacation Bible School	1,000.00
60115 · Youth Fellowship	1,000.00
 TOTAL 60100 · CHRISTIAN EDUCATION	 4,700.00
 60200 · MISSION & EVANGELISM	
60202 · Special Outreach	300.00
60203 · Alternative Gift Market	220.00
60204 · After School Tutoring	200.00
60210 · Evangelism Education	100.00
 Total 60200 · MISSION & EVANGELISM	 820.00
 60300 · PROPERTY & STEWARDSHIP	
60301 · Janitorial Supplies	800.00
60302 · Organ & Piano Maintenance	2,000.00
60303 · Grounds/Grounds Keeping Equip.	4,200.00
60304 · Building & Inside Equipment	4,000.00
60306 · Utilities	32,000.00
 TOTAL 60300 · PROPERTY & STEWARDSHIP	 43,000.00
 60400 · PERSONNEL & ADMINISTRATION	
60401 · Pastor's Salary	40,500.00
60402 · Pastor's Housing/Utilities	18,000.00
60403 · Background Checking	100.00
60404 · Pastor's Pension & Insurance	21,500.00
60405 · Pastor's Business Expenses	5,000.00
60406 · Admin. Asst. Travel	250.00
60407 · Admin. Asst. Salary	15,760.00
60409 · Nursery Attendant	4,350.00
60411 · Treasurer's Salary	8,500.00
60412 · Social Security Matching	8,592.16
60413 · Office Supplies	1,900.00
60414 · Postage	500.00
60415 · Custodial Wages	11,550.00
60416 · Music Dir. Continuing Ed.	250.00
60417 · Music Director's Salary	9,828.00
60418 · Organist's Salary	7,500.00
60419 · Youth and Adult Ministry Expenses	200.00
60420 · Property/Workers Comp. Ins.	16,135.00
60421 · Youth and Adult Ministry Benefits	2,950.00

60422 · Pastor's Moving Expenses	0.00
60423 · Youth and Adult Ministry Salary	27,535.00
TOTAL 60400 · PERSONNEL & ADMINISTRATION	200,900.16
60500 · MISSION & MINISTRY	
60501 · GA/Synod/Presbytery Mission	13,070.00
60504 · Theological Ed. (1% Plan)	841.00
60505 · Ada Homeless Services	2,530.00
60507 · Flexible Mission	7,000.00
TOTAL 60500 · MISSION & MINISTRY	23,441.00
60600 · CONGREGATIONAL LIFE	
60601 · Events	1,150.00
60602 · Bereaved Family Assistance	250.00
60605 · Kitchen Supplies	1,150.00
TOTAL 60600 · CONGREGATIONAL LIFE	2,550.00
60700 · WORSHIP	
60701 · Pulpit & Music Supply	2,000.00
60702 · Worship Supplies	400.00
60704 · Adult Choir	500.00
60710 · Special Worship Services	500.00
60711 · Choir Scholarships	3,000.00
60712 · Flowers	1,645.00
TOTAL 60700 · WORSHIP	8,045.00
TOTAL 60000 · OPERATIONS FUND EXPENSES	283,456.16

January 18, 2017

RE: Examination of FPC Financial Records and Procedures

Dear Session Members:

Treasurer Tom Hampton, and Terry Holman met on Sunday, January 7, 2017, in the church office to review the church's financial records and procedures. All figures we checked balanced and all funds were, in our opinion, correctly reported.

As part of the examination, we verified the reasonableness of the church's financial statements and the balance sheet by looking at the process used for checking/balancing each week and month. We also verified the activities in selected special funds and found the transactions recorded were substantiated with the proper supporting documentation.

As a follow up to previous reviews conducted, we also examined the procedure for tracking credit card usage and disbursement of miscellaneous funds with a log, located at the church secretary's. This record shows the date the card in question was checked out, the person checking the card out, the date the card was returned, and receipts showing the card's use were turned in, and the amount(s) of any charge(s). This form provides an easy way to track cards, should any turn up missing, or if the secretary is absent and someone needs to use a card. In addition to the aforementioned log, expense sheets, with the corresponding receipt, are utilized to itemize each expense, and to direct the treasurer to which fund the expense is to be applied.

While we are not qualified auditors or financial examiners, we believe the current procedures used by Treasurer Tom Hampton have adequate checks and balances to ensure church financial records reasonably represent the financial position of the church and accurately reflect church income and expenditures.

We applaud Treasurer Hampton for the exemplary manner in which he performs his duties for the church.

Sincerely,

Terry Holman