

## TABLE OF CONTENTS

<b>Transitional Minister</b>	<b>1</b>
<b>Parish Associate</b>	<b>3</b>
<b>Christian Education Ministry</b>	<b>4</b>
<b>Director of Christian Education</b>	<b>6</b>
<b>Clerk of Session</b>	<b>10</b>
<b>Children’s Christian Education Nursery</b>	<b>11</b>
<b>Communications Ministry</b>	<b>12</b>
<b>Congregational Life Ministry</b>	<b>13</b>
<b>Early Learning Center</b>	<b>14</b>
<b>Finance Ministry</b>	<b>16</b>
<b>Host Ministry</b>	<b>18</b>
<b>Outreach Ministry</b>	<b>19</b>
<b>Personnel Ministry</b>	<b>22</b>
<b>Property Ministry</b>	<b>23</b>
<b>Stewardship Ministry</b>	<b>24</b>
<b>Worship Ministry</b>	<b>25</b>
<b>Deacons Report</b>	<b>27</b>
<b>Trustees Report</b>	<b>29</b>

## **FROM THE TRANSITIONAL MINISTER**

### **Reverend Dr. Joan Watson**

It has been a lively, Spirit filled, productive year at St. Mark, one I have greatly enjoyed and one for which I am deeply thankful. Ministry with you is a privilege... and an adventure! There are so many dedicated and gifted people with whom I serve.

The whole year was filled with many good things: rich and faithful worship, important educational endeavors, delightful times of fellowship, thoughtful and helpful outreach to others, and always the desire to care for one another.

As a church we celebrated the baptism of four children, pledging our support to them and their families as they grow in grace. We shepherded six youth as they studied and prayed and took the step to confirm vows of commitment that had been made on their behalf.

We ordained and installed four elders to guide the life and ministry of the church; four deacons to enrich our caring of each other. We welcomed Becky Collie as the new Clerk of Session and installed two new Trustees. We welcomed ten new members and more than twenty-five “friends of the congregation,” all who added to the richness of our life together. We celebrated and gave thanks for the lives of four members who died, having been an important part of the legacy of faith at St. Mark.

During the early summer, John Tucker left as Director of Music (accepting a new position that moved him to north Texas). Stepping into the role of choir director was our own Mary Beth Thomas whose talent, training and experience has been a genuine blessing to the choir and to our worshiping life. Dave D’Alessio took the lead in guiding –along with Ron Thompson –the music portion of the Contemporary service, and in doing so has added a deeper dimension to that service.

Mary D’Alessio returned as a Parish Associate Minister, bringing her skills as a pastor to enrich and expand our teaching and spiritual formation ministries. In addition, she preaches and leads worship on occasion. Duane Manning, St. Mark Elder and a Commissioned Lay Pastor serving at Pipe Creek Presbyterian Church, has continued to bring his support and skills in pastoral care to our members; he also preaches and leads worship on occasion.

Late last summer we elected eight of our members to comprise a Transition Team to do the work of examining who St. Mark is now, has been, and hopes to be; seeking to discern patterns and possibilities. These members include Dave Bagwell, Gina Klein, Nina Morgan, Calleen Friedel, Paul Mebane, Dave D’Alessio, Lindsay Mangum, and Carol Trono. Their work will culminate in an official Mission Study which will be foundational for the work of the Pastor Nominating Committee that will be elected in upcoming weeks. The team has spent long hours and done extensive, thoughtful, prayerful, multifaceted work. That work included seven listening sessions comprised of members who joined during specific “eras of St. Mark,” sharing the same institutional memory. Others listening sessions have included elders, deacons, trustees, youth, staff, former pastors, former members, “wise people.” The Transition team has explored the context in which we do ministry—Boerne, Kendall County, and the Presbyterian Church, USA.

Much time and attention has been given to writing and putting in place church policies and to examining closely our membership rolls, reaching out to those who have been away. All of this is important in the ongoing work of the living body of Christ in this place; important as we tell the story of who St. Mark is in 2020. We ended the year aware of the rich blessings we have in so many areas, including financially.

As I turn from the work of ministry in 2019 to a new year and a new decade, I do so with continued confidence that God has called us to be part of each other's lives; part of this community of St. Mark Presbyterian Church seeking to faithfully follow where God leads by worshiping and praying, learning and growing, caring for and encouraging each other, and reaching out to welcome and serve others. May we do so with joy and gratitude and with open minds and hearts, for God is often doing a new thing, which makes ministry an adventure in this pilgrimage together. Please know I cherish this time with you and seek to serve faithfully.

## **PARISH ASSOCIATE**

**Rev. Mary D. D'Alessio**

Beginning on July 01, 2019 I stepped, once again, into the role of Parish Associate at St. Mark Church for a term running through June 30, 2020, (or until such time there is a change in pastoral leadership). Currently I come under the direction of the Rev. Dr. Joan Watson, Transitional Pastor. The guidelines for my position of service are "to teach and help develop and implement areas of focus such as small study groups or special services that center on prayer and healing." Additionally, I agreed to preach and lead worship on two Sunday mornings during my tenure as requested by the pastor, as well as "prayerfully to consider other requests made of me by the pastor and/or Session".

This year I have been actively engaged in the life of St. Mark - having preached and led worship one Sunday, while participating in worship on other occasions in different capacities such as bringing our Young Disciples a message, acting as liturgist, serving communion, and being a reader in the Christmas Cantata. I have helped in bringing to the church opportunities for communal reflective prayer, shared my testimony at the All Church Retreat at Mo Ranch, led the Chronological Bible Study group, and served on the Congregational Life Team. I have also regularly participated in Sunday School, the Pastor's Bible Study group, and the Women of the Word Study group, leading as requested.

Bearing the designated position of Parish Associate affords me the opportunity to represent St. Mark in the community as an ordained officer of the Church. In the life of this body as well as in the community I seek to serve with joy as a witness to the wonder of living as a disciple of Jesus Christ.

## **CHRISTIAN EDUCATION MINISTRY**

### **Elder Theresa Gateley**

#### **ADULT CHRISTIAN EDUCATION**

Foremost in this ministry is the continuing education of adults in the teachings of Christ through scripture and discussion. Currently, there are four adult classes that meet weekly: Explorers, Engaging God's Word, Breakfast Club, and Present Word. Additionally, there is a special needs class, Friendship Group, that also meets that strives to include a population of young adults that may otherwise go unattended.

A Chronological Bible Book study, and the Breakfast Club, took place on Sunday mornings, once a month. The Chronological Bible Study, which ended January 5<sup>th</sup>, offered adults the opportunity to meet in a more informal setting to discuss sometimes complex topics that appear in the Bible. The group was led primarily by Mary D. D'Alessio and she called upon her pastoral background to discuss the correlation between participants lives and the lessons from the Bible.

The session elder is included in the weekly happenings for the classes and brings concerns to Session meetings as needed. Additionally, Rally Day which is held in September serves to spark an interest in attendance for each of the classes. Teachers as well as current class participants engage those interested in attending over a pancake breakfast and provide meeting times, locations and topics discussed in the class.

Moving in to 2020, this ministry looks forward to continuing to fill the spiritual needs of the adults in the congregation through meaningful conversation with a connection to the Word.

#### **YOUTH AND CHILDREN'S EDUCATION**

This ministry seeks to nurture the spiritual growth in children and youth attending St Mark. Many exciting things took place over the year that involved the youth and those in the immediate area. The elder for this ministry oversees the budgets for the above listed groups as well as the nursery which utilizes the ELC for Sunday morning services.

During the children's Sunday School meeting times, the first fifteen minutes were designated for music and choir practice led by Mary Jane Ely. This was an important component for the children as it offered them the opportunity to praise God with song. The curriculum used, Weird Animal Bible Stories, was entertaining for the children and maximized participation. To increase children's weekly attendance, the Director of Christian Education held King's Kids the First Friday evening of each month. This worked to encourage parents in the community to leave their young children in a safe environment while providing a break for them. This also encourages church attendance throughout the year.

The year ended with a children's led Christmas Eve service. This was an early service and allowed the children to play an active role not only in the telling of Jesus's birth but also allowed them to lead the congregation. This is particularly important because it fosters each child's spiritual growth, but also starts them in leadership roles in the church.

The youth group completed the series Feed the Dog and Run the Race curriculums during the year. This group is made of those in grades 6-12. The bond this group has made carries over to

the youth activities held throughout the year which include: SYNOD held in Tulsa, Oklahoma during the summer, the youth mission trip held in Austin this year, Midwinter retreat held at Mo Ranch in the winter, the Youth Christmas Party held at a congregant's house and Youth Activity Wednesday nights throughout the year.

Vacation Bible School held in June 2019, was at maximum capacity with a wait list for attendees. The week-long event included story time, arts and crafts, a service project, outdoor activities and time in the sanctuary. This included the children and grandchildren of members, as well as, children in the community.

Similar activities are scheduled for 2020 with the hope and prayer that more of the Boerne children will seek St Mark Church as a place for their spiritual growth not just for themselves, but their families as well.

## **DIRECTOR OF CHRISTIAN EDUCATION**

### **Angela Grover, DCE**

Mission: to provide Christian nurture and growth for the adults, youth, and children in our midst through sound biblical teaching.

#### **2019 Highlights:**

- Organized Epiphany Party for Youth, children and adults
- Directed VBS in June -- serving 140 kids for 5 days with 60 youth and adult volunteers
- Hosted training and a Pizza Party for VBS volunteers
- Organized 2 pool parties for Youth
- Organized and led children's activities on Easter Sunday
- Greeted ELC parents during their fall orientation and distributed fliers on upcoming church events
- Organized "Back 2 School Blessings" with gifts and blessings for all students and teachers
- Assisted, promoted and supported Youth led worship
- Hosted a Youth Sponsor Meeting and Training
- Coordinated 8 youth and 2 adults (including myself) to attend Midwinter Retreat at Mo Ranch
- Attend Communication meetings
- Attend weekly staff meetings
- Attended Congregational Life meetings
- Assisted in planning, programming and leading of Youth and children at annual all-church retreat
- Attended Outreach Ministry meetings
- Promoted and encouraged youth and congregation participation in "Souper Bowl of Caring"
- Led Chapel Time and Enrichment activities for Kids Can after school program (spring 2019)
- Promoted and planned Black Light Dodge Ball as a new year kick-off for the Youth program. Invited incoming 6<sup>th</sup> graders (current 5<sup>th</sup> graders) to help them ease into the youth program.
- Recruited youth team for and attended All-Church Olympics
- Planned and attended weekly youth meetings, service projects, or activities
- Attended Voss Middle School Volleyball game (1 program participant)
- Had lunch at Boerne High School with 5 students
- Assisted in selection of Youth Sunday School lessons and scheduled class leaders for each Sunday
- Organized Youth Service and Sleepover; 12 youth participants, 4 adults (including myself)
  - Painted and exterior work at Iglesia Baptista, Boerne
  - Walked dogs at Kendall County Animal Shelter
  - Cleaned sand boxes at Early Learning Center
  - Organized Youth closet at St. Mark
  - Cleaned St. Mark church van
  - Trash pick-up at Cibolo Nature Center

- Delivered suncatchers (made at VBS) to three assisted living homes in Boerne
  - Played bingo with residents at Riverview Nursing Home
- Attended Soaking Prayer
- Organized opportunities for members to host youth group in their homes
- Organized events to honor Graduates and celebrate their achievements
- Met with youth to plan upcoming activities
- Coordinated attendance for 6 youth and 2 adult sponsors at Synod Youth Workshop
- Attended Synod Youth Workshop as a small group leader
- Organized Youth Iron Chef Challenge, had 5 judges from the congregation and invited church to attend judging and tasting
- Organized Parent vs. Youth Volleyball
- Attended SA Youth Workers meeting
- Sent text and emails to graduates regarding upcoming events for young adults
- Organized Rally Sunday activities
- Organized First Fridays for 7 months, serving 15+ children and their families each event
- Organized Summer Sunday School lessons and teachers from the congregation
- Organized the Family Christmas Eve Worship Service
- Emailed families from VBS and other events on upcoming events for children at St. Mark
- Led TWYD four times
- Assisted in initial planning of the Hanging of the Greens program
- Began initial planning of Guatemala Mission Trip
- Assisted in planning of Dinner Theater Fundraiser for Feb. 2020
- Worked with team to organize a St. Mark Women's Gathering, that will invite women from the community as well as the church to be still in God's presence in January 2020
- Sent out emails to families with children informing them of upcoming events
- Sent out emails to youth and parents with upcoming events
- Assisted in selecting and/or ordering curriculum for adult classes and small groups
- Provided monthly CE updates for the St. Mark Messenger Newsletter
- Assisted in the supervision of the nursery on Sunday mornings, in absence of Nursery Coordinator
- Communicated regularly with Nursery Coordinator about staffing/nursery needs
- Member of ACE (Adult Connections) and CCE committees and attend quarterly meetings; until they were joined in May
- Attended Breakfast Club Sunday School regularly, led as substitute
- Assisted in promoting the monthly Chronological Bible Study chats
- Enjoyed the opportunity to drive the CIA ladies in the church van to Christmas lunch in Camp Verde
- Organized and attended youth camping trip
- Organized Muffins for Moms
- Attended Walk to Emmaus
- Attended Church Picnic
- Hosted Youth Christmas party
- Assisted youth in hosting a "trunk" at ELC Fall Fest Trunk or Treat event

- Participated in Chronological Bible reading for the year
- Organized, promoted and/or attended King's Kids and Families Lunch and Play, pool parties, and Christmas Party
- Assisted in the organizing and leading of God's Gift Factory, serving 59 children and families
- Attended ELC Christmas Program
- Led and promoted women's Bible study on Thursdays, serving up to 12 women
- Promoted Sunday School Classes and Small Groups as new studies begin
- Attended quarterly Educator's Roundtable at North minster Presbyterian church
- Attended ELC Coffee & Conversation to build relationships with ELC parents
- Taught Sunday School for children and Youth on substitute basis
- Assisted in planning lessons and curriculum for children's Sunday School
- Participated in the St. Mark float at the Boerne Weihnacht Parade with youth, children and families
- Continued work to establish the Child & Youth Protection policy for implementation
- Held brief training on child and youth safety policies at each Christian Ed meeting
- Assisted with website
- Posted St. Mark events and photos on Facebook
- Posted youth events and photos on Instagram
- Texted youth group each week to keep them engaged and informed
- Attended APCE Annual Event in Galveston
- Encouraged and provided youth opportunities to lead children's Sunday School lessons and/or activities
- Attended dance recital (2 students preformed)
- Youth attended two Jericho (adults with special needs) gatherings; performed skits at one
- Youth created "Thank You" gifts/cards for people in the congregation that have provided meals, love or support
- Led Chapel Time at Ambleside School
- Confirmed background check status of volunteers and ensured new volunteer applications were completed by all volunteers working with children
- Presented Bibles to four 3<sup>rd</sup> grade students
- Presented gifts to five children who were Baptized
- Confirmation:
  - Organized meetings/classes
  - Paired students with mentors
  - Created curriculum
  - Secured leaders and led classes
  - Confirmed six youth, one Baptized
- Trusted God more

## 2020 Goals:

- Pray for and encourage youth to grow together as a group and in their individual faith
- Encourage new volunteers to serve at First Fridays and other events
- Find a new interactive worship service for Christmas Eve family worship
- Continue to work with so many wonderful volunteers, encouraging participation and leadership to fulfill the work God calls us to do
- Pray for and plan meaningful mission trip to Guatemala
- Create a variety of service opportunities for youth, children and families
- Lead and encourage more intergenerational study opportunities
- Collaborate with Early Learning Center Director to ensure families are informed of and welcomed to St. Mark events (women's bible study, First Friday for Kids, etc.).
- Encourage Sr. high youth to attend Teen Leadership Conference at Mo Ranch
- Encourage Jr. high youth to attend Jr. High Jubilee at Mo Ranch
- Pray for, encourage and empower youth sponsors to attend and lead youth activities, conferences, trips, etc.
- Encourage youth to join Midwinter Retreat Planning Team
- Attend events (i.e. dance recitals, sporting events, concerts) involving children and youth of St. Mark
- Assist youth in planning and leading worship on Youth Sunday
- Support all ministries and participate when called to help
- Attend and promote all Sunday School classes
- Personally, encourage visitors and members to attend Sunday School and Small Groups
- Organize and facilitate youth and children events for the All-Church Retreat
- Pray more, worry less

**CLERK OF SESSION**

**Courtney Hellmann, Clerk (January - March)**

**Becky Collie, Clerk (April - December)**

**NEW MEMBERS: (16)**

- John Thomas
- Angie Thomas
- Robert Griffiee
- James Bonaguro
- \*Marley Voulgaris      \*Confirmands
- \*Jackson White
- \*Brady White
- \*Sam Spencer
- \*Chase Gateley
- \*Kayla Young
- Neal Patton
- Cheryl Patton
- Paula Witt
- Elsa Poole
- Kim Heinze
- James McCarthy (correction of clerical error)

**DEATHS: (5)**

- Bob Tucker
- Al Ely
- Richard Fry
- Effie Snoek
- Eileen Henney (2018)

**BAPTISMS: (6)**

- Georgia Jamerson
- Aurora Parker
- James Boykin
- Zoey Boykin
- Kayla Young
- Liam McCarthy

**WORSHIP ATTENDANCE**

Average Weekly Worship Attendance      141

**TRANSFERS FROM ST MARK: (36)**

- Carlette Boyd
- Nancy and John Thomas
- Amy, Jenny, and Ethan Brundeen
- Cito Garza
- Stephen Garza
- Doug and Jana Carmack
- Jackie Manning (affiliate member)
- Dugald Winter
- Dick Hauptfleisch
- Charles and Harriett Scott
- Susan Bolton
- Jessica Pratt
- Mark, Joyce, Emily Borgfeld
- Kam Walker
- Kyle Simon
- Nicole Johnson
- Reese Tarwater
- Chris Copeland
- Maria Garza
- Greg, Suzanne, Gavin McCrum
- Michelle and Armando Musquiz
- Robert Castro
- Derek Baker
- John Griffes
- Pat and Lynn Scoggins

**MEMBERSHIP 2019**

Gains    +16  
 Losses   -41

Total January 1, 2019	304
Total December 31, 2019	<b>279</b>

## **CHILDREN'S CHRISTIAN EDUCATION NURSERY MINISTRY**

### **Marilyn Bonaguro, Nursery Coordinator**

**The Nursery Ministry includes Marilyn Bonaguro, Nursery Coordinator and**

**Caregivers:** Eloisa Chavez, Sara Foster, Sydnee Hodge, Jessica Haberman Kim Hodge, and Bonnie Weaver. We are under the oversight of Angela Grover, Director of Children's Christian Education and elder Theresa Gately.

#### **2019 Highlights:**

In 2019 we provided for the following childcare needs of St. Mark:

- Sunday worship services
- Weekly bible studies
- Committee meetings
- Special events of the church: First Friday's, , Adult Olympics, Lenten Services, ELC Golf Tournament, VBS week, God's Gift Factory, Fellowship meals, Congregational and called meetings

The Nursery Workers take turns each Sunday in teaching Preschool Sunday School with materials provided by the Director of Christian Education and use a portable DVD player. Weekly Sunday school lessons are taught during the 10am hour and then repeated for the children attending in the 11am worship service time. These caregivers are trained in Pediatric First Aid/CPR, child abuse reporting and receive updated training and review on a regular basis. They faithfully work at least two Sundays/month and rotate for weekday and nighttime needs. They continue to provide excellent care and love to all our children so please acknowledge them in their St. Mark Nursery aprons.

Childcare on weekends is provided in the Children's Ministry Building in Room 2 (ages 2 and up to Kindergarten) and Room 3 (infants to toddlers). The rooms are set up each Sunday in the shared facility used weekdays by the Early Learning Center. We have rocking chairs for the use of nursing mothers and fussy babies. The equipment is sanitized and returned to storage Sunday after use. We also make use of the playground area weather permitting.

Weekday childcare is provided in the FLC Room 106. The equipment is stored in the closet and must be set up, sanitized and replaced after the weekly needs are met. The room has a toddler bathroom with changing table next to the church's onsite washer and dryer. The Nursery Policy Booklet and background checks were updated and revised with Angela Grover as approved by elder, Paul Mebane.

We invite you to take time to visit the Children's Ministry Building to see them in action.

## **COMMUNICATIONS MINISTRY**

### **Elder Patricia Porter**

The purpose of the Communications Ministry is to share information about the life of St. Mark so that the congregation, visitors, and potential visitors are aware of 1) our love and dedication to Jesus Christ, 2) what church-sponsored events are occurring, and 3) how to get involved.

#### **Members of Committee:**

- Angela Grover: Facebook, Instagram
- Naomi Koudouris: Newsletters, Website, St Mark Office
- Lynn Bellow: Facebook
- Debbie Culver: Facebook
- Patricia Porter: Elder
- Carol Trono: Website

#### **2019 Highlights**

- The Communications Ministry has a new Elder, Patricia Porter.
- The Communications Committee has focused on updating and improving the Church Facebook site regularly.
- The Communications Committee has decided to wait until a new pastor has been called to create a new pictorial Church directory.
- The Communications Committee has decided to expand the weekly church publication called “The Happenings” and eliminate the monthly newsletter. “The Happenings” will be mailed to those members who do not have email addresses.
- New forms of advertising for the church are being explored.
- The Elder has been granted access to church website as of December 2019 and will assist in updating site.

#### **2020 Goals:**

- We will renew our subscription to ShareFaith and continue with our current website format.
- We will be updating videos, graphics, and pictures regularly on all forms of media. This includes the website, Facebook, and Instagram to keep congregation aware of church sponsored events. \*Look for a new link on our church website called We are the Church. This will replace the monthly newsletter link, located next to the weekly happenings link.
- We will explore updating our current pictorial directory ourselves using software the church already subscribes to.
- The committee looks forward to a survey being released to the congregation to help guide us in making future decisions.
- We look forward to getting the best kept secret in Boerne (St. Mark Presbyterian Church) out in 2020. We hope to expand our advertising and reach so that everyone in Boerne can know how wonderful worship at St. Mark is.

## **CONGREGATIONAL LIFE MINISTRY**

### **Elder Larry Warren**

Committee members: Angela Grover, Marilyn Bonaguro, Marzi Rust, Sandi Warren, Mary D D'Alessio, Dave D'Alessio, Rick Eckersley, Lynn Bellow.

During 2019, the Session moved Congregational Life's second assigned elder, Paul Mebane, to the newly created Stewardship Ministry. Session also voted to establish Communications as its own ministry separate from Congregational Life. However, in keeping with its stated mission, Congregational Life in 2019 continued its efforts to build and enhance Christian fellowship within this community of believers.

Weekly Tai Chi classes attended by a mix of congregational and community participants continued throughout the year. The always fun All Church Olympics, a night of friendly competition hosted by the Chronologically Gifted Group, was held in late March with nearly 80 "athletes" participating in Name That Tune, Trivia, Put-Put Golf, and Basketball Free Throws.

The Prayer Ministry, led by Reverend Mary D D'Alessio, offered six weekly Soaking Prayer events during the Season of Lent. This offering served as an aid in the church's preparation for the remembrance of the death of our Lord Jesus and the celebration of His glorious resurrection. It also provided an opportunity to be filled afresh with the Holy Spirit. In December, a Reflective Prayer event provided a special program to come together as a congregation during our time of transition to pray for what God is calling St. Mark to be as the body of Christ. Along with silent prayer, there was scripture reading and live, soft instrumental guitar music in the background.

The October All Church Family Retreat certainly proved to be one of the highlights for the Congregational Life Ministry. More than ninety congregational members and friends participated during all or part of a gorgeous weekend at Mo Ranch and were rewarded with a keen spiritual experience and wonderful Christian fellowship. We were blessed by moving testimonies of faith, a lovely assortment of Christian hymns and music, a series of presentations by our former Interim Minister, Reverend Paul DeMotte, and concluding with worship and a baptism at the outdoor chapel on the Hill. Approximately, thirty volunteers helped make our retreat weekend a huge success.

The amazing volunteers who comprise our Kitchen Crew again tirelessly prepared our Fifth Sunday fellowship meals and assisted with other special events during the year plus keeping the pantry well-stocked. In December, we bought new tablecloths to "spiff-up" Family Life Center meals.

Entering 2020, we look forward to the new women's ministry at St. Mark, "Party of Grace", and, of course, the annual All Church Family Retreat, Oct. 9-11 at Mo Ranch.

## **EARLY LEARNING CENTER (ELC)**

**Kristine Luisi, Director**



***As a mission and ministry of St. Mark Presbyterian Church, we will provide an excellent program for young children and their families which is***

- *affordable*
- *developmentally appropriate*
- *with active learning opportunities*
- *respectful of diverse cultures and races*
- *and built upon the foundation of a loving, Christian environment.*

**Addressing the “opportunities” here in the ELC requires that we constantly nurture ourselves as adults and teachers. In order to do this work well, we must have His love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control. We pray for the gifts of the Holy Spirit for all our staff in this program and ask for your prayers daily.**

**Parents appreciate the effort to not only provide a weekday, licensed, NAEYC accredited program, but they always mention the loving and skilled teachers who have so often changed their lives and those of their children. We thank God for our talented and loving staff!**

**Please continue to pray for God’s guidance and continued blessing for this ministry/mission of St. Mark. It is very clear that the quality and accomplishments of our program are directly linked to the generosity and vision of our church. We would like to express our appreciation to all our church family who help to make the mission and ministry of the Early Learning Center a reality each of these last 23 years.**

**Overview:** Our Early Learning Center is under the authority of the church Session and is governed by a Board of Directors, the majority of which are members from St. Mark. The Board also has several members from the community and includes some parents and/or grandparents of children enrolled. Currently we have 90 children enrolled in nine classes with 24 regular staff. Brochures are available in the foyer, narthex, church office and ELC office. Our center operates on the Boerne Schools’ calendar. We are licensed by the state of Texas, accredited by the National Association for the Education of Young Children (NAEYC) and recognized as a Texas Rising Star by the Alamo Workforce Commission. Please visit during operating hours. We would love to give you a tour! Our website is [www.stmarkelc.org](http://www.stmarkelc.org).

**Board Members:** Bill Brant, Chairperson; Betty Crowell, Session Liaison; Doug Mikus, Finance Chair; Rob West, Personnel Chair; Monica Phillips, Secretary; Mary Beth Thomas, Member at Large; Mary Jane Ely, Member at Large; Blayne Gerfers, Community Member; Hunter Kennell, Community Member and Kristine Luisi, Ex Officio.

Now in our twenty-fourth year, we continue to be blessed with dedicated board members and staff who have many opportunities to share the love of Jesus with children and families. The opportunities are exciting and continuous as we serve children with special needs, children with exceptional ability, successful families and families in crisis. Please pray with us that God will use and bless this ministry to children and their families. We thank God for the personnel He has provided to us! We are committed to pleasing God with all that we do here, and we delight in sharing the Good News with all who enter our door.

## 2019 Highlights

- Hired 2 lead teachers and 2 substitute teachers, for the 2019-2020 school year. (replacements, not adds to staff)
- Orientation in August for each family prior to first day of the year, families greeted by Pastor Joan Watson and Christian Education Director Angela Grover; families invited all to St Mark services and family activities.
- Sixth Annual FALL FEST fundraiser held in October for parents, alumni, and church to meet, greet, and welcome ELC families. Added a “Trunk or Treat” to the activities. Approximately 75% of enrolled families attended. Exceeded fundraising goal.
- Adoption of a “mission” supported by each of our 9 classrooms. (i.e. Hill Country Pregnancy Care Center, Hill Country Daily Bread, Hill Country Family Services, and others).
- Higher levels of training attained by all staff. Two staff currently enrolled in Child Development College coursework; 1 staff enrolled in Early Childhood Associates Degree Program; 1 staff enrolled in Early Childhood Bachelor’s Degree Program.
- Four children assisted through need-based scholarships totaling \$20,000 in commitments.
- Screening of children for vision, hearing and developmental needs.
- Chapel on Thursdays in the church sanctuary as well as the Christmas Program and Year-end Program.
- Tenth annual full-day, regional, teacher-training held in Family Life Center in September for over 90 participants.
- Parent Conferences for parents/teachers of each child, spring and fall of 2019. This effort includes providing resources to special needs children and families as needed. Written summaries using the Brigance Inventory provided to each parent.
- Continued coordination with Parent Advisory Committee to assist with communication and fundraising.
- Successful fundraising efforts including our Golf Tournament to provide additional scholarship dollars, equipment, and trainings. (Next tournament fundraiser scheduled 4/18/2020, Riverhill Country Club, Kerrville.) Our last tournament raised the necessary dollars for our budget, scholarship commitments and for additional equipment.
- Installed Secured Access system to all ELC buildings. Badge is required to gain access during school hours.
- Upgrades/repairs to playgrounds and buildings and equipment which are shared with the St. Mark nursery. Improvements include new paint and plumbing fixes in portions of Children’s Ministry Building/ELC. Received assistance from Property Ministry to complete some of these repairs such as installing new doors, tile work, and plumbing.
- NAEYC (National Association for the Education of Young Children) accreditation maintained.
- Prepared classroom and program portfolios to get ready for NAEYC reaccreditation visit which should occur before March 2020.
- Texas Rising Star 4 Star Rating maintained after recertification evaluation in May 2019.
- Collaboration with Pastor, Youth and Christian Education Ministries to invite ELC families to St. Mark Bible Studies, Christmas events, Youth Ministry events, VBS, and Sunday School and church.

Early Learning Center of St. Mark Presbyterian Church  
208 W. Bandera, Boerne, TX 78006, Phone [830-249-3813](tel:830-249-3813), fax [830-249-8233](tel:830-249-8233), email [elcstmark@gvtc.com](mailto:elcstmark@gvtc.com)  
website [www.stmarkelc.org](http://www.stmarkelc.org), [www.facebook.com/ELCStMark](https://www.facebook.com/ELCStMark)

## **FINANCE MINISTRY**

### **Elder Dave Thomas**

**Mission Statement:** Ministry assures that adequate financial resources are available to enable the church to fulfill its mission through programs approved by Session. As directed by Session, and with the support of the Trustees, this ministry administers the financial resources of the church, reports on its financial status, and provides financial guardrails to committees or ministries that have budgets. Beginning in 2018, this ministry worked with the newly formed Stewardship Committee which executes the annual stewardship Campaign and addresses other financial matters throughout the year. It is the responsibility of the Finance Ministry to protect and grow the financial assets of St. Mark.

#### **Statement of Financial Position December 31, 2019**

##### **Assets**

Liquid Assets	
General Fund	\$249,993.
Special Account	27,610.
Capital Account	7,733.
Generation to Generation Fund	422,567.
<b>Total Assets</b>	<b>\$707,903.</b>

**Prior Year Income and Expense Summary:** On a Cash Flow basis, St. Mark finished the 2019 Operational year with a positive \$88,510 from \$529,215 in Revenue minus \$440,705 in Expenses. The budgeted Revenue was \$427,786 against Session-approved Expenses of \$490,000. Thanks to the generous contributions of our members, and trimmed expenses by the Elders, we were able to overcome the budgeted deficit.

The **Special Account** is comprised of funds for specific restricted purposes in support of Facilities, Pastor Benevolence, Children, Youth, Adults, Vacation Bible School, Music, Worship, Outreach, Scholarships, etc.

The **Generation to Generation** Fund was established to allow members to remember St. Mark by bequests from their estate and directed charitable contributions. Legacy giving is important to sustain the future of St. Mark with capital improvements and operational programs.

**Debt:** St. Mark remains debt free!

##### **2020 General Fund Budget:**

In the preparation of the 2020 budget, the Finance Committee considered a zero-based budget philosophy, requesting ministries to detail specific expenditures. Then, ministries budgets were historically reviewed to compare actual expenditures for the prior year against the 2020 budget requested. And, where ministries had a Special Account available – but had left the funds in the account go unspent – the balance in the Special Account was to be allocated against the budget request for 2020. In summary, these actions were enacted to help the ministries of St. Mark in arriving at a budget that reflects the actual amount that will be spent. At the end of year, any amount unspent in ministry budgets is returned to the General Fund.

**Pledges:**

- 2019: 71 Pledges for \$342,784. Actual received was \$361,011, a positive \$18,227
- 2020: 71 Pledges for \$357,464.

**Summary:** St. Mark remains in a viable capital position despite the deficit budget. 2019 has proven to be one of achievement in terms of meeting our budgetary needs. We continue to welcome members into our church. God has blessed us with a solid interim pastor, a talented staff, and a dedicated Session who love this church. God's grace is good and by His blessings, we will continue to prosper and spread the good news in our community and beyond.

**Budget:** On December 16, 2019, the Session approved a budget reflecting expected revenue of \$451,800 and projected expenses of \$490,000, resulting in a deficit of \$38,200. This shortfall will be funded with money held in the General Fund checking account. Likewise, the Elders will be asked to monitor the monthly cash flow balance before authorizing large expenditures. Following is the 2020 Budget. Further detail is available by request from the Finance Administrator.

**2020 BUDGET****Revenue**

<b>Source</b>	<b>Amount</b>
Pledges	\$357,464.
Attrition	(17,864.)
Unpledged	72,000.
Plate	8,000.
Cost-sharing subsidies (rentals)	12,000.
Royalties	9,000.
Interest, Dividends	9,600.
Points	1,600.
<b>Revenue Total</b>	<b>\$451,800.</b>

**Expense**

<b>Source</b>	<b>Amount</b>
Adult Connections	\$1,200.
Children CE	5,070.
Communications	1,700
Deacons	1,000.
Congregational Life	9,600.
Finance	4,200.
Outreach	34,095.
Personnel	322,136.
Property	102,802.
Session	0.
Stewardship	500.
Worship	4,297.
Youth	2,560.
Host Ministry	840.
<b>Expenses Total</b>	<b>\$490,000.</b>

**Budget Delta (If Negative, funded from Reserves) (\$38,200.)**

## **HOST MINISTRY**

### **Elder Dottie Dunham**

**Team Members:** Carol Trono, John Merritt, Rob Klein, James McCarthy, Susan Penrod, Bill Lemoine, Elizabeth Smith, Karen Walker, and Marzi Rust

#### **Mission Statement**

- Create an authentic, welcoming and safe environment for everyone – guest and members – who attend worship and events at St. Mark Presbyterian Church
- Facilitate multiple points of involvement for all based on skills and/or interest
- Be intentional with creating the best possible first impressions for our guests

#### **Consists of Four Teams:**

1. **Connection Team – Carol Trono:** Manages outreach and follow-up with guests, leads a class for guests considering becoming members of St. Mark and coordinates receiving and recognizing new members.
2. **Greeter/Host Team – Dottie Dunham:** Recruits, trains, schedules and coordinates Greeter/Hosts for each worship service and manages refreshments for the Hospitality Center.
3. **Security/Safety Team – James McCarthy:** Oversees overall security for entire campus; currently working on the safety plan
4. **Facilities Team – John Merritt:** Coordinates the weekly placement of guest parking signs and spaces, preparation of beverages in the Hospitality Center each Sunday, permanent exterior signage, grounds maintenance, and furniture purchases to support the Host Ministry

#### **2019 Highlights**

1. Undated staff brochure
2. Updated Welcome brochure
3. Developed Pew Cards for Doodlers to put in pew racks for parents of young children
4. Made new visitor bags
5. Held Next Step Classes
6. Communicated with five potential members
7. Added nine new members
8. Reached out to visitors
9. Continued to contact members to serve as greeters and host
10. Continued to contact members to provide refreshments in the Hospitality Center after worship services each Sunday
11. Continued to work on security plan for St Mark
12. Continued to work on signage for St Mark
13. Distributed car decals with new church logo

## **OUTREACH MINISTRY**

**Elders Craig Hinman, Calleen Friedel, and Toni Hensley**

Colossians 3:17 *And whatever you do, **whether in word or deed**, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.*

**Outreach Ministry Regular Attendees:** Angela Grover, Toni Hensley, Calleen Friedel, Allison Boykin, Crystal McElhenney, Lynn Bellows

**Outreach Ministry Mission:** Goal is assisting the congregation in spreading the Gospel of Jesus Christ by extending the hand of justice, mercy and compassion throughout the world.

### **Responsibilities:**

- a. Managing and disbursing funds to our ministry partners
- b. Being aware of the needs of our church members and others
- c. Determining each year who we can support through the Outreach budget
- d. Praying for God's Will in all that we do
- e. Arranging for "Minute for Mission"
- f. Looking for various ways to include our community in our mission efforts.
- g. Focus areas: St. Mark supports the mission efforts of PC (USA), Mission Presbytery, and the efforts of local, regional and worldwide ministries.

### **PC (USA) Special Offerings**

- **One Great Hour of Sharing** – Easter Sunday (2018 \$1382.47; 2019 \$1915)
  - Presbyterian Disaster Assistance
  - Presbyterian Hunger Program
  - Self-Development of People
- **Pentecost Offering** – Pentecost Sunday (2018 \$698.40; 2019 \$402)
  - Young Adult Volunteers
  - Ministries for Youth
  - Children-at-risk
- **Peace & Global Witness Offering** – World Communion Sunday (2018 \$172.50; 2019 \$481.50)
  - Presbyterian Peacemaking Program
  - PC (USA) World Mission
- **Christmas Joy Offering** – Advent Season (2018 \$1159; 2019 \$705)
  - The Assistance Program of the Board of Pensions
  - Schools and Colleges Equipping Communities of Color
  - Leadership Development for People of Color

### **2019 Service, Outreach and Mission:**

- **April:** Youth participated in workday at John Knox ranch
- **June:** Outreach partnered with VBS to create insect homes for Cibolo Nature Center, with CIA made pillow and turbans for cancer patients, made suncatchers for elderly, made encouragement bags for summer staff at Mo Ranch and John

Knox, collected money to purchase 4 goats and some other items through PC(USA) alternative giving catalog

- **July HCFS:** Partnered with Hill Country Family Services and the congregation “adopted” 10 teenagers and bought them school clothes.
- **July 26-27:** St. Mark Youth with Adult Leadership served doing local mission work such as fixing the outside wood and painting at Iglesia Bautista Emanuel Church in Walnut Hills (up Sisterdale Highway). The youth also picked up trash at Cibolo Nature Center and walked dogs at the animal shelter. Youth also visited 4 nursing/rehab facilities, delivering sun catchers made at VBS.
- **July-December:** St. Mark provided “Friends in Need” with blessing bags. If anyone enters the church office that needs help, they are provided a bag with some snacks, toiletries and a list of referrals/resources.
- **September/October (Ongoing groups):** St. Mark started the “Good Grief Group” for grieverers of loved ones. It’s an ongoing group that meets Tuesday mornings in the FLC Room 109. “GriefShare” started in October. It’s a 13-week course for someone who just lost a loved one and starting their grief journey. It meets Tuesday evenings in the FLC Room 109.
- **September:** Gave \$500 to the Hill Country Pregnancy Care Center and two tables were filled at the gala from St. Mark’s congregation.
- **October and Kids Can:** Kids Can After School Program is celebrating its third year as a volunteer homework program for 12 academic at-risk students from Fabra Elementary School. If you have love in your heart for God’s children, we welcome you to join us to watch these children grow in God’s Love.
- **October and Pop-up Dinners:** St. Mark’s congregation brought several casseroles, salads, desserts, etc. to help Boerne Community Coalition serve the Head Start Community and their children. The youth offered their services of providing activities for the preschoolers while the parents met.
- **October:** Helped an ongoing visitor with food needs in October and car repairs in November
- **November:** Started planning the dinner theater and silent auction (which will be held in Feb 2020) to collect donations for the All-Church Mission Trip July 2020 (not just for youth). It’s an “intergenerational mission trip.”
- **December and Weihnacht’s Parade:** 12/7
- **December:** This last Christmas Season St. Mark Presbyterian Church (SMPC) made wishes come true for many Boerne children in need. St. Mark gifted 20 Salvation Army Angel Tree children with a gift from Santa. We gave 65 Taco Cabana Gift Cards to BISD students at the Alternative School and the Boerne Academy. We gifted 24 homeless students with a monetary gift of \$10.00. We adopted two families that were struggling this season. To celebrate the birth of Christ, 40 families, friends and new friends joined for a Christmas potluck dinner with you sharing your favorite dishes.
- Other SMPC Partnerships in mission giving

### **Local Missions:**

- Early Learning Center. Provided funds for scholarships for children of financially challenged families.
- Hill Country Daily Bread Ministries. Assisted with financial support to provide material assistance and spiritual guidance to those in need.
- Hill Country Family Services. Donations along with an on-going food drive.
- Kendall County Women's Shelter. Funding towards their mission of assisting women and children.
- Hill Country Pregnancy Center. Participation in annual Baby Bottle Boomerang effort a
- Compassion in Action. This enterprising group makes turbans and heart pillows for cancer victims, baby layettes for the Pregnancy Center, lap quilts and shawls for the homebound and many other projects.

### **Regional Missions:**

- Austin Presbyterian Seminary. Scholarship Fund
- Schreiner University. Scholarship Fund.
- Presbyterian Pan American School. Scholarship Fund.
- John Knox Ranch. Support summer camps, outdoor activities, retreats and educational programs for youth and adults.
- Mo Ranch. Support summer camps, outdoor activities, retreats and educational programs for youth and adults.
- Presbyterian Children's Home and Services. Support housing for single mothers and children and served as transitional housing for youth aging out of child protective services.
- St. Mark Emergency and Family Assistance Fund. Assisting families within our church.
- Adult and Teen Challenge by sponsoring a table. We have several SM members that have a strong commitment in their programs
- Our goal for this year is to continue to build more bridges and stronger partnerships in the Boerne area.
- Partnership with BCC for the bunk beds for children need, pop-up dinners, Love Boerne Neighborhoods, and Love Boerne Kids
- Fundraiser via dinner theater/silent auction to fund All Church Mission Trip to Guatemala
- Lead Mission Trip July 2020.
- Partnership with Hill Country Family Services to clothe teenagers in need of school clothing.
- Participate with the community with the Salvation Angel Tree to provide Christmas gifts for children in need.

## **PERSONNEL**

### **Elder Rob Klein**

The Personnel Committee's function is to monitor how well we are implementing our pastoral and staff resources in order to best serve the congregation's diverse needs and the overall mission of St. Mark.

The following members made up the Personnel Committee for the year: Paul Cashion, Paul Mebane, Susan Penrod, Chuck Morgan, and Chair, Rob Klein. Members Paul Cashion and Paul Mebane both have resigned from the committee during the year. The Reverend Dr. Watson provides executive guidance. We also welcomed our representative from the Administrative Commission while they were still engaged throughout the year.

#### **Overview:**

Our pastoral, program and administrative staff continue to shine. There are some bumps in the road, but I'm happy to report that everything is going well, despite the unexpected departure of the Director of Music.

#### **2019 Highlights:**

We created a new performance appraisal template that will be implemented in the first quarter of 2020 to include pastoral, administrative and program staff. We finalized policies and procedures as well as created, updated, and documented comprehensive position descriptions for staff positions at St. Mark.

We experienced transitions in some program areas. Our Director of Music, John Tucker, resigned to be closer with his family. We installed a contract Choir Director and a Contract Praise Band member to replace him. The Praise Band Leader position has been taken by a volunteer member of St. Mark. These changes have proven to be successful based on the abundance of feedback the committee has received. We are happy to still have Rev. Dr. Joan Watson as our transitional pastor and look forward to working with her in 2020 as we put together our plan to search for a called and installed pastor.

## **PROPERTY MINISTRY**

### **Elder John Merritt**

The purpose of the Ministry is to provide direct oversight of church physical plant, grounds, and all real property, including equipment, furniture, and vehicles; to repair, maintain, and replace all church property and grounds; to suggest, implement, and oversee construction and improvement projects; to recommend adequate insurance coverage; and to establish and enforce policy on the use of all buildings, grounds, vehicles, and equipment of the church.

The Ministry strives to provide clean, up to date, and well-maintained facilities for its congregation and building users of the community. The Ministry shall continually access the appearance of the property's entire exterior and interior and make the changes that will positively suggest the congregation's stewardship, care of its house of worship, and its status in the neighborhood.

Current members are: Pam Brant, Robert Griffie, Dick Fossler, Mike Penrod, Andy Phillips, Wayne Seewald, Ruben Trono, Ed Brogan, Rob West, Larry Smith and John Stassi.

The Property Ministry meets every other month. Members throughout the year perform a large part of Ministry work. Please contact John Merritt if you are willing to join the Ministry and/or have some time you can offer.

#### **2019 Highlights:**

The Property Ministry expenditures in 2019 were \$94,106 vs. \$125,219 in 2018. In 2018 we have major expenditures on several of our HVAC systems. Having these systems in good working order allowed us to finish 2019 slightly below budget.

Some of the most significant Property projects for 2019 were:

- All-Church Workday – We had over 20 members participate in our Spring workday and got a ton of stuff done. We got mulch spread in all of the bed. In the east-side sign bed we removed the old shrubbery and weed barrier, installed new metal edging and replanted with annual grasses and Zoysia. We painted most of the exterior handrails and did some deep cleaning in the Sanctuary.
- Installed annual bedding and potted plants.
- In the ELC we installed a security system. This required replacing three of the exterior door units and hardware, installing a mag lock entry system, installing 8 cameras and a front door camera and buzzer system for Nursery entry control. The project cost \$19,000 and was funded partly by a donation, the ELC budget and the Property budget.
- Reprogrammed all 16 HVAC systems to reduce run time and lower the electric bill.
- Replaced many of the light bulbs on campus with LED's. We are already seeing lower electric bills, and fewer burned out bulbs for our effort.
- In 2019 we had two significant renters for the FLC that helped our cash flow.
- The three Live Oaks east of the Hospitality Center have been in decline. We trimmed them and removed the Ball Moss.

## **2020 Goals:**

Property has been given a 2020 Budget of \$102,802. This spring's workday is scheduled for 8:30 Saturday, April 4<sup>th</sup>. Mark your calendars and come pitch in. We will finish up around Noon and then have lunch together. Potential projects:

- Earlier in January, we had a professional crew trim eight of our large oaks in the west side of the main building.
- Dry Wood Termites infest several locations in the Sanctuary. To exterminate the pests will require draping a tent over the entire sanctuary, admin, and Hospitality Center structure and fumigating for 5 days. The chemicals are most effective during warm weather. The cost of this work is estimated at \$55,000 but is not included in our 2020 Budget. Session has approved the project and has asked the Finance Committee to recommend how to fund.
- Except for the FLC and Music building, all our roofs are greater than 30 years old and have been leaking.
- We have 16 air conditioner/heater systems with some over 30 years old. We never know when a major breakdown might occur, but the exposure will remain.
- Exterior trim, stucco and railings need painting.
- Campus Safety and Security – We would like to install security for the remaining buildings on campus. This will require replacing three door units and installing a system like that installed in the ELC. The estimated cost of this work is \$35,000 but is not included in the approved budget. We are currently drafting a Campus Safety and Security Policy and would like to complete it by yearend.

## **STEWARDSHIP MINISTRY**

### **Elder Paul Mebane**

In 2019, the Stewardship Committee worked with the Finance Committee during the annual pledge drive during October. The theme for the pledge drive was "Gifts of Grace and Gratitude." The committee strived to remind the congregation that pledging is important, as it is an expression of their intent of giving in the coming year. It provides the session an idea of how large the church can think. During 2020, the committee will lead St. Mark in thinking about its commitment to stewardship of our total lives - not just the financial aspects. Stewardship teaches that all that we have and all that we are is a gift from God. We are, therefore, stewards of God's gifts during our lifetime. The gifts we have been given - time, talent and money - are to be used for carrying out God's purpose in the world. We are challenged to steward everything in our life toward what God wants us to be in His service.

## **WORSHIP MINISTRY**

### **Elders Jenny Cashion and Betty Crowell**

#### **Worship Mission:**

In Jesus Christ, the Church is called to be a royal priesthood, giving glory to God in worship and devoting itself to God's service in the world. Worship is a collective activity of the people of God and an expression of our common life and ministry. It demands the full, conscious, and active participation of the whole body of Christ, with heart, mind, soul, and strength. Every action in worship is to glorify God and contribute to the good of the people. -Book of Order W.2.02

#### **Worship Ministry:**

The Worship Ministry supports the congregation, pastor, and staff by ensuring that the worship experience pays reverent honor and homage to God. Following the reformed tradition, the committee considers all ideas and proposals to enhance the faith of our members.

We are called to worship our God in everything we do.... every day in our routine lives and with all our actions and words. However, we also set aside a special time to worship together and to glorify God. At St. Mark, that is on every Sunday morning, as well as other special times such as Ash Wednesday, Holy Week, Christmas Eve, and various other services, even including funerals and memorial celebrations.

**“For great is the LORD and most worthy of praise.” 1 Chronicles 16:25**

The actual worship service may be a visitor's first glimpse of our family at St. Mark, maybe someone's very first encounter with the living Christ. Not only is worship vital to the Christian life, it is also a way to reach those who do not know the Lord as their personal Savior. The worship experience enhances communication with God...Connecting with God's people, hearing God's Word, being empowered by The Word and responding to The Word, and finally departing from worship to serve and proclaim His Word.

#### **Worship Ministry Members:**

**Present:** Cindy Bagwell, Dave Bagwell, Pam Brant, Jenny Cashion (elder), Betty Crowell (elder), Dave D'Alessio, Dottie Dunham, Tina Fischer, Becky Graham, Rob Klein, Julie McCarty, Helen Mikus, Stephanie Snyder, Mary Beth Thomas, and Pastor Joan Watson.

**Previous 2019 members:** John Tucker

**Supporting members:** There are many others involved in the worship ministry who are essential to its function and are dedicated in their service. These include weekly ushers (head ushers: Marzi Rust and Paul Cashion), all those who serve communion, light Advent candles, offer Time With Young Disciples, and readers for first service. All choir members and praise band members who are so dedicated and loyal all year long also make for a full and meaningful worship experience.

## 2019 Highlights:

**Communion:** Invitation to communion servers and preparation of communion elements throughout the year

**Liturgists and Readers:** Solicitation of scripture readers (1<sup>st</sup> service) and liturgists (2<sup>nd</sup> service) on a weekly basis to assist in worship

**Bread Ministry:** Provision of weekly communion table bread and offering it as a gift to someone after worship (every week when communion is not served)

Time with Young Disciples: organize and schedule members (along with pastor) to offer the TWYD every non-communion Sunday

**Flow of services:** Continuous work on improvement of flow of services and bulletins

Paraments and Banners: Placement of pulpit parament and chancel banner according to liturgical calendar

### **Special Services:**

Special single service 5<sup>th</sup> Sundays:

- March - Youth Sunday
- June - Ron and Heather Thompson (music)
- September - Austin Seminary Gary Mathews preached
- December - Service led by current elders of the church

5 Witness to the Resurrection Services: Bob Tucker, Al Ely, Daryl Van Slycke, and Effie Snoek.

Lent and Holy Week activities, including Ash Wednesday service, Maundy Thursday service which included communion and Tenebrae combined. Opened and monitored the sanctuary for private prayer and reflection during Holy Week. Special Easter worship services and flowering of the cross by the children

Ordination and installation services for new elders and deacons

Recognition of breads from other countries on World Communion Sunday –October

Consecration Sunday with a single service with both music groups involved--October

Remembrance of those who have passed away in 2019 during All Saints Day service-November

***The Mystery and Majesty*** cantata on December 15 with a single service. Chancel choir and 1 adult and 2 child narrators with a “creation” of the nativity.

Two Christmas Eve services at 5:00 (family/children) and 7:00 (candlelight/communion)

### **Other:**

Worship retreat in January to discuss vision of worship ministry and to begin general planning for the year of 2019.

Music Appreciation Dinner for all members of the Chancel choir, praise band, and sound techs. Planned by Director of Music John Tucker—January.

Finalized the Witness to the Resurrection policy and a worksheet for members to use if they wish to document their wishes. Still need to get it out to the members. Will do so in 2020.

Sanctuary cleaning workday.

Arranged for Easter lilies and Christmas poinsettias in honor or memory of loved ones.

Sound board training for members of the praise band (basic) and for new tech recruits.

Worked with Personnel committee to fill John Tucker’s chancel choir director and contemporary worship leader positions with interim people.

Music ministry helped with providing music throughout the Mo Ranch retreat weekend.

Decorated the church for the Advent and Christmas season, along with a Hanging of the Greens program.

## **DEACON REPORT TO THE CONGREGATION**

### **Cathy Cockrell Newton, Moderator**

**Mission Statement:** “To serve God by serving others, both within and beyond this community of faith, through ministries that provide support, care love, compassion and prayer, following the example of Jesus Christ.”

**Assistant Moderator:** Lynn Bellow

**Recording Secretary:** Allison Boykin

**Elder Liaison:** Larry Warren

**Classes:** 2020: Lynn Bellow, Cathy Merritt, Delanie Cravey

2021: Cathy Cockrell-Newton, Curtis Friedel,

2022: Pat Anderson, Allison Boykin, Andy Phillips, Julie Snoek

The Diaconate includes 10 Deacons (9 positions currently filled) involved in the following ministries:

**Member/Visitors Coordinator:** Cathy Cockrell-Newton. Purpose: To determine member and visitor status and needs through visits and phone calls, then coordinate with other Deacons, Pastor and other ministries to meet identified needs. This includes, but not limited to meals, prayer requests, communion to shut-ins, visitations and transportation. Calls have been made to members on a regular basis to provide support and identify needs, and to convey information to those who cannot receive The Happenings or Newsletter through e-mail.

**Memorials/ Baptisms/ Receptions:** Delanie Cravey. Assistant, Julie Snoek. Purpose: To prepare or facilitate memorial, baptism and other receptions as requested by members of the congregation, Session, Pastor or other ministries. Receptions included a baptism, three funerals, confirmations, Graduation Reception for Seniors, and assistance at Cantata luncheon.

**Meals Coordinator:** Delanie Cravey. Assistant, Julie Snoek. Purpose: To coordinate with Members/Visitors Coordinators and other ministries to identify and provide meals for members families in time of need and distress who otherwise would likely not have adequate food. Meals have been provided to many in our congregation when recovering from surgeries, when home bound, or just a way to keep in touch.

**Driving Assistance Coordinator:** Andy Phillips. Purpose: To maintain a list of volunteer drivers and coordinate driving services as needed for congregational members who require assistance with transportation for appointments, attending church services, or other identified needs. Driving assistance has been offered and utilized numerous times this past year.

**Card Ministry:** Cathy Merritt. Purpose: To express care and concern for church members through the sending of cards for occasions such as birthdays, anniversaries, and loss of loved ones. Birthday cards have been sent to each church member throughout the year, as well as sympathy, get well, and concern, for some members. Also, many cards were handmade by Adam Cashion, who rolled off the Deacon group last year, but continues to offer this service.

**Deacon Of The Month:** Cathy Cockrell-Newton, Moderator. Purpose: To ensure that the Sanctuary flowers are delivered to the appropriate individuals after services each Sunday. The Deacon of the Month also offers an opening devotional and closing prayer at the bi-monthly Deacon Meetings. The Moderator maintains a schedule to include all Deacons which rotate on a monthly basis.

**Prayer Chain Coordinator:** Lynn Bellow. Purpose: To coordinate a group of volunteers and communicate requests for prayers to the group. All members of St. Mark are encouraged to join this prayer chain. This is a very active ministry, and currently there are over 100 Prayer Warriors participating. “Prayer Chain Mission/Purpose: to communicate requests for prayer, thereby initiating prayers by the volunteers who compose the group. Prayers can be requested by anyone for conditions that are stressful (i.e. illness, accident, surgery, death, emotional crisis, etc.)

**Hospital/ Nursing & Home Visitation:** Allison R. Boykin, Pat Anderson, (Nursing Home and Shut In), Curtis Friedel (Hospital Visitation). Purpose: To visit members of the church who are confined to a hospital, rehabilitation facility or nursing home, or home bound, to offer prayers, nurturing and support. The team coordinates also with Duane Manning who serves our Older Adult Ministry.

**Summary and plans for the future:** We currently have continued the Bunco group at Riverside Nursing Home, which is well received there, and hope to fill our #10 spot on our Deacon roster shortly. Our Deacons feel blessed to serve this congregation as needs arise and life presents opportunities to grow as a group.

**ST. MARK PRESBYTERIAN CHURCH  
A TEXAS NON-PROFIT CORPORATION**

**BOARD OF TRUSTEES ANNUAL REPORT TO THE MEMBERS, 2019  
Marilyn Bonaguro, Chair**

Under our corporate by-laws your Board of Trustees has responsibility in three major areas: protection of the church's real and personal property interests, ensuring the books and records are properly maintained and ensuring that the financial health of the church is sound. Trustees also have the exclusive authority to bind the corporation (the church) to contracts, open and close bank and investment accounts, and execute deeds and mortgage instruments whenever called upon to do so by the Session, which remains the exclusive policy-making body. These responsibilities also translate to an "oversight" function that spans much of the church's operational life, as many of those activities reflect upon and influence the assigned areas of responsibility.

In addition to the above-listed responsibilities, the by-laws also provide that the Trustees shall report periodically, no less than quarterly to the Session of St. Mark Presbyterian Church, and no less than annually to the members of the corporation, regarding the condition of the corporation and the state of its property, real and personal, and the financial activities of the corporation. These reports summarize our areas of activities, observations, recommendations and commentary concerning its areas of responsibility. The Session and the congregation where necessary act upon the Board's input, as they believe appropriate. Since the current Board re-assumed its responsibility in 2014 it has considered the areas of responsibility and has centered its efforts in four major areas:

1. Property issues, including risk assessment and insurance, building security and tangible property inventory.
2. Document and records management.
3. Close monitoring of the financial condition of the church.
4. Review of both corporate and church by-laws.

**PROPERTY ISSUES**

**Insurance, liability and property casualty:**

1. Our insurance coverage continues with the same company. They were contacted for assistance/information in updating our property inventory in October 2019. On any claims, we would receive replacement value on items under terms of our insurance.
2. Trustees that are on the property team assisted with the installation of security door at entrance to Children's Ministry building/ELC. The status of rekeying of all the church locks and adding security cameras is a work in progress and largely dependent on church financial resources.
3. We have signed insurance policies, updated service with GVTC, Mo Ranch Retreat contract, SWBC renewal and any needed staff contracts. We are also monitoring our office copier problems with the Office Administrator.

**PROPERTY INVENTORY:**

At the request of session property elder, John Merritt, the trustees were asked to assume responsibility for updating the property inventory. The Trustees agreed at their October 20 meeting and presented a motion at the Session meeting on October 21 for approval by session. Upon receiving this direction, the Trustees met on November 5 and 12 to undertake the task. This is a work in progress awaiting sound equipment information and complete excel sheets. We were also tasked with annual review of the inventory. Our corporation bylaws will be updated to reflect this responsibility in 2020/2021 upon approval of the corporation membership.

**DOCUMENTS AND RECORDS RETENTION**

This continues to be a work in progress with new elders and new office administrator.

**FINANCIAL CONDITION OF THE CHURCH**

The trustees attended session meetings regularly and reviewed the monthly financial statements. We continue to monitor the actions and make recommendations if needed.

The 2019 Full Financial Review was done on March 12, 2019. The review committee included Trustees Marilyn Bonaguro, Nancy James and Ruben Trono with Finance Committee representative, Andy Phillips and Church Finance Administrator, Sarah Hinman, also present. The committee found the books and reports of financial results to be complete and in good order.

**GOALS FOR 2020**

With the New Year and times of transition for our church, the Trustees continue to be committed to their responsibilities in monitoring property, finances, and completing property inventory, and document retention policies.