

# 2018 ANNUAL REPORT

## NORTHWEST UNITED PROTESTANT CHURCH

Northwest United Protestant Church  
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**Anna Liv Gibbons, Pastor**

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## Acknowledgement

I would like to thank the outgoing Moderator, Members of the Board, the Commission Chairs and the Steward Chairs for their input that helped make this Annual Report possible. The hard work you do every month to provide a report to the Board Meeting was clearly reflected by the contributions you all have made to this Annual Report. Thank you very much for taking the time to help provide an accurate picture of our church family.

A big thanks goes out to Connie Eckard who faithfully took fifteen separate reports and edited them in preparation for making this final report. Thank you very much Connie, you are a special person in our church and your good work always helps tremendously. Your advice to the coordinator of this report was invaluable as well.

Respectfully  
Anna M Kion  
Coordinator  
February 14, 2019

## Ministry Intern Report

### Introduction

This report is a summary of my work, and what I learned, during my ministry internship at NWUP Church in 2018. With the approval of the Elders, I started as an intern on January 1, 2018, focusing on four areas: *Church Leadership*, *Pastoral Care* (including work inside the NWUP Church congregation), *Outreach and Mission* (work outside of the Church), and *Worship*. I was scheduled to work an average of 10 hours per week.

### Work Activities

During 2018 most of my time was spent on church leadership (planning, administration, meeting with Pastor Liv on how a pastor serves, benevolence, conducting an adult education class, working with the early learning co-op and writing an employee handbook. Since I also served as the church treasurer and as an elder, many intern tasks were co-mingled with financial management and pastoral care. I performed scheduled elder duties and was able to do some on-the-spot pastoral care work just by being at the church. There were a few occasions when people came to me privately and needed immediate help. I also worked with Pastor Liv and Carolyn Lawson on community outreach specifically with the regional Church, Jefferson Elementary School, and individuals in crisis needing assistance. I helped our summer intern, Justice Aragon, reach out to our church neighborhood and assisted with her two events. In terms of worship activities, Pastor Liv let me sit in on funeral planning with families, planning worship, preparing and preaching sermons, and leading one service when Pastor Liv was gone. During 2018, I averaged working more than 20 hours/week.

### What I learned

Serving at NWUP Church is fulfilling, awesome, frustrating, fun, important and complicated.. People are unique. They come to serve, be served, and to be part of our community. God is in the midst of all of this. We are blessed by the Holy Spirit and by each other. When Pastor Liv was gone for a week last summer, I filled in for her. It was meaningful and difficult, but I felt God telling me that all of this was important and necessary. He was clearly encouraging me.

### Special Learnings

There were some special items that I experienced where God was guiding me.

- Pastor Liv shared with me some of the tough decisions that pastors must make including the joys, concerns and disappointments. At the same time, I was struggling about my ordination. Pastor Liv was able to give me perspective and real-world examples of what being a pastor involves. Pastor Liv was my mentor and was a major factor for me pursuing ordination.
- When she left, many church leadership items fell to me. I was able to work through these items with the help of elders and other church members.
- During the summer I applied to the regional Church Commission on Ministry to begin the ordination process. I was accepted to go “Under Care.” The head of the Commission strongly encouraged me to get a Master of Divinity at Claremont School of Theology. I was accepted at Claremont and planned to start the three-year, full-time intensive program beginning in January 2019. All appeared to be on track for me. And then my wife became ill and ended up in the hospital eight times in three months. Her mother’s health was also failing at the same time. After many prayers, discussions with my son and sister (both ordained ministers), meetings with Pastor

Liv, I decided to halt my ordination process and not get my Master of Divinity. God was clearly telling me to care for my wife.

- I have been communicating regularly with Rev. Sandy Messick, our Regional Minister. I worked closely with her during my ordination application process and was formally interviewed by her. I also worked with Rev Messick as part of our Search and Call process. She not only answered questions, but also offered me guidance about discerning God’s call for me. I am honored and blessed to have Rev. Messick continue to assist me.

### Plans for 2019

With the approval of the elders and the moderator, I plan to continue my ministry internship at Northwest United Protestant Church. I believe I can be of value during our transition with our Interim Pastor. In fact, Sandy Messick asked to me talk with Rev. Peter Kalunian about being our interim. Rev. Kalunian is an ordained Episcopal priest and I was a commissioned lay leader in the Episcopal Church. I was able to explain some of the theological and worship differences that Rev. Kalunian will encounter at NWUP Church. I will also be able to help Rev. Kalunian with planning and leadership at NWUP Church. I will stay on as treasurer and elder while serving on the Search and Call committee. I am working closely with our new moderator to assist in administrative duties.

- I have also decided to get a master’s degree in Theology and Leadership at Gonzaga University. This is mainly an on-line degree which takes two years to complete. The program starts in August 2019. Once I complete this degree I will be eligible to be “commissioned” in the Disciples Church. I may also pursue becoming a part time chaplain with our local chaplaincy.

### Summary

I am honored to serve as your intern at NWUP Church. We are community of the “priesthood of all believers.” As Disciples we are all called to serve God and each other. We need to lift each other up and encourage one another. In addition, we need to look for opportunities to serve others outside our Church walls. We should pray individually and as a community to grow closer to God and hear what He has planned for us to do.

I am blessed and fulfilled by my service at NWUP Church. I feel supported by the elders and the congregation. I don’t know specifically what God has planned for me, but I am confident that I need to follow Him.

Rick Donahoe  
Ministry Intern

### **Summer Intern Report**

Justice Aragon, a college student at Pacific Lutheran University, worked as a summer intern at our Church in 2018. Her focus was on getting NWUP Church more integrated into our local neighborhood. Justice organized two free events at the church for the neighborhood families to attend. In July there was an ice cream event and in August there was a party with dinner, games, music, and a bouncy house for kids. Prior to each event, Justice prepared hundreds of fliers which she, and others, took to homes throughout the local neighborhood. While overall attendance at these events was not large, it did set up the church as a safe, positive, caring place for the neighborhood.

The church now has a better understanding of who our neighbors are, and we recognize our responsibility to serve them.

Rick Donahoe for  
Justice Aragon  
Summer Intern

## Moderator Report

It has been an honor to serve as your Moderator from February to December of 2018. I felt this was a calling from God and a way for me to grow and serve NWUP Church. The moderator's job is running the church as a business and looking ahead at 2018, to keep the church board on track, doing the work of the Lord. I conducted the Board Meetings for the months of February through November, it was my pleasure to handle the many issues of church business that arose throughout the year.

Many successful projects were carried out this year as you will learn as you read this report. There were a couple of changes in the pianist position and our pastor, Liv Gibbons, resigned in early November. There have been positive changes as well including the addition of a Summer Intern and the addition of a part-time Ministerial Intern.

Several of our members have entered into eternal life this past year and the church family will miss these longtime members and friends of NWUP Church. The church is being used by several N/A groups, and a Tops Group (weight loss group). The church has hosted meetings for "Flourish Mid-Columbia" – Integrating faith, work and everyday living and a Forum on "Opioid Action."

Pastor Liv Gibbons resigned from the church effective November 4, 2019. A Search Committee was established to begin the process of finding a new pastor. The committee is composed of the following people: Regina Gifford—Chair, Rick Donahoe—Spiritual Leader, Mike Dodson-Advisor, Mel Adams, Joanna Flaten, Sue Jewett, Brenton Nundahl, and Shirley Wolf. Rev. Sandy Messick, the Regional Minister and President of the Northwest Regional Disciples of Christ is helping the Search Committee to find an Interim Pastor and to find a new permanent Pastor.

The church will be using pulpit supply until such time as an Interim Pastor can be hired. Those filling the pulpit in November and December were Rev. Sandy Messick, Rev. Tim Ledbetter, Rev. Neil Allen, Joanne Flaten, and Rev. David Helseth. In December the Search Committee announced we have found a new Interim Pastor, Rev. Peter Kalunian. He will start on Feb 1, 2019.

Pat Cahow  
Moderator

## Elder's Report

We have continued to meet monthly at 9:30 AM on the second Wednesday of each month in the Parlor. Following a meditation, we go over the shut-in list and share our concerns and joys of taking

communion and visiting with our members. We all agree that being in touch through visitations and calling is one of our favorite connections with these special people in our church.

This has been a particularly enriching years for us despite the unexpected resignation of Pastor Liv Gibbons. We have been most fortunate to have Rick Donahoe become our Intern in January 2018. Together Pastor Liv and Rick shared in leading a study of the book "Growing Young," by Kara Powell, Jake Mulder, and Brad Griffin. One outcome of reading and discussing this book has resulted in a positive reinstatement of intermittent brunches following church. They have been well attended and enjoyed by people of all ages sharing a meal together.

In early February the Elders met for a retreat in Walla Walla lead by Rick Donahoe and Faye Serene. Centering the retreat around the Myers Briggs Indicator proved to be a meaningful and enjoyable way to come to know more about ourselves and each other. Our final afternoon together provided many practical ways for pastoral care that have already helped us in better serving our church community. Attending the meeting was Pastor Liv Gibbons, and Elders, Onnie Adams, Brad Butherus, Pat Cahow, Mike Dodson, Rick Donahoe, Connie Eckard, Sue Jewett and on Friday night Deb Donahoe.

In April, Rick lead a workshop with the Elders at the Community Center where we continued a focus for a Church Vision and Mission of our Church statement that was begun with Matt Kincaid in 2017. A central area we addressed was how we need to fulfill being a Christian Community within our own community and beyond. There were many creative ideas and discussion how we could come together as a community of believers. This resulted in a delightful summer internship for a college student who created activities at our Church for neighborhood families. We continue to be in process with ideas that emerged from this productive workshop.

On September 3<sup>rd</sup>, Pastor Liv Gibbons called a special Elders meeting and officially turned in her resignation officially leaving November 4th. Following the procedures of The Disciple of Christ Church, I contacted Rev. Sandy Messick, our Regional Minister and then composed a letter with Rick Donahoe that was mailed out to all members of our congregation.

All the Elders with the addition of the Worship Commission have worked together to fill all aspects of the Church service. The parts of the service Pastor Liv had done were split between two positions for Elders to fill. Sue Jewett filled the Pastor Supply for the subsequent services through January. In addition to our pianist/music director leaving in November as well, we have managed a smooth transition with a new musician and with the help of Anna Kion who coordinated all the music for the services.

We are looking forward to what God has for us to do in the coming New Year. In closing I am adding a prayer we know goes with us wherever we are called to be a servant for Christ.

Elders serving for 2018 were: Mike Dodson, Rick Donahoe, Brad Butherus, Pat Cahow, Sue Jewett and Onnie Adams. Connie Eckard continued to attend our meetings in the role of Elder Emeritus. Pastor Liv Gibbons guidance was actively present at our meetings as well.

*We go nowhere by accident and we go nowhere alone.  
Wherever we go -- God is sending us and is with us.  
God has purpose in our being here.  
Christ who dwells in us has something He wants to do through us.  
Believe it, as we go in God's Holy Spirit,  
God's might power, and God's amazing grace.  
Amen*

Onnie Adams  
Chair

## Diaconate Report

Stephanie Hall-Mullen was elected Chair of the Diaconate at the beginning of the New Year. The Diaconate prepared and served communion every Sunday during 2018 as well as when requested at special services such as Christmas Eve. The Diaconate also assured that the sanctuary was put in order after each worship service.

In February, Larry Hansmeier, one of our Team Leaders moved, leaving one of our Diaconate Teams a person short. Donna Whiteside was recruited to fill the remainder of Larry Hansmeier's term as Deacon. Since Larry was a Team Leader, she agreed to co-lead Team 3 with Joanna Flaten.

Deacons serving for 2018 were:

| <b>Team 1</b>    | <b>Team 2</b>          | <b>Team 3</b>         |
|------------------|------------------------|-----------------------|
| Sue Jewett, Lead | Kate Giardinelli, Lead | Larry Hansmeier, Lead |
| Candace Rawlings | Brenton Nundahl        | Bud Neslin            |
| Joyce Jakes      | Onnie Adams            | Tammy Neslin          |
| John Lawson      | Alaina Kincaid         | Bill Miller           |
| Regina Gifford   | Elvera Laughery        | Joanna Flaten         |

### **Team 4**

Stephanie Hall-Mullen, Lead  
Sasha O'Hara  
Gracelyn O'Hara  
Aidya O'Hara  
Matt O'Hara

**Alternate:** Donna Whiteside

Stephanie Hall-Mullen  
Chair



## Trustees Report

Our Capital Campaign continues. We paid off the loan with a transfer of funds from GESA (internal loan) and are now in the process of paying ourselves back. Hired a second nursery attendant and two pianist/choir directors as the first one resigned in November. Signed a lease agreement with Richland Early Co-op and an office share space agreement with Flourish Mid-Columbia, a faith-based nonprofit.

Trustees serving for 2018 were: Harold Galpin, Donna Whiteside, and Mel Adams.

Donna Whiteside  
Chair

## Treasurer Report

### Summary

The church finances for the year ending December 31, 2018 were healthy. Expenses for the year came in under budget and income exceeded expenses. The church paid off a bank loan for a new roof and HVAC systems two and a half years early. The church is debt free. The total equity of the Church has grown steadily over the preceding five years and is stable.

### Expenses

The fiscal year for the church is January 1-December 31. The total operating budget for 2018 was \$143,502. Actual costs were \$140,830. The budget variance for the year was a positive \$2,672- 1.9 per cent under budget.

### Income

Total actual operating income was \$147,707 compared to a planned income budget of \$143,702. Income was greater than budgeted.

### Net Income

Annual operating income exceeded expenses by \$8,306 (net positive income).

### Debt

The church took out a five-year \$66,500 loan in August 2016 to pay for a new roof and HVAC systems for the church. On October 17, 2018, we paid off the roof loan to Community First Bank of \$41,257. We used all our funds in our Community First account that were fully dedicated for the roof loan. In addition, we transferred \$9,395 from our GESA account to close the loan. We agreed to continue asking for donations to pay back NWUP Church for our "internal loan" of \$9,395. We are tracking donations until we pay back our internal loan.

Total Equity- The total equity or "value" of the church has grown steadily over the preceding five years and is now stable (see Table 1). In 2017 the decision was made to add the value of the church buildings

and land as assets on the balance sheet. The church owns these assets and therefore they should be listed as fixed equity.

Table 1- Total Equity

| <u>Date</u> | <u>Checking/Savings (\$)</u> | <u>Total Equity (\$)</u> |
|-------------|------------------------------|--------------------------|
| 12/31/2018  | 104,798                      | 1,599,649*               |
| 12/31/2017  | 144,023                      | 1,642,734*               |
| 12/31/2016  | 146,440                      | 160,002**                |
| 12/31/2015  | 97,245                       | 105,923                  |
| 12/31/2014  | 87,973                       | 87,967                   |
| 12/31/2013  | 95,337                       | 85,029                   |

\*-includes addition of fixed assets of land and building

\*\* - includes \$66,500 roof loan as a liability

#### Reporting and Oversight

The treasurer presents a written monthly status report with current balance sheets, Profit and Loss statements, and budget variance reports to the Stewardship and Finance Commission. The same report is also presented at the monthly church board meetings. A review of the management and procedures of the church finances was conducted on 2017. All processes and reports are being conducted properly in accordance with good accounting principles.

#### Regulatory Reporting

All necessary payments and reporting for state and federal employment taxes are being properly handled both quarterly and annually. The annual report to the WA Secretary of State was submitted for 2018 in January 2019 to maintain the church's non-profit status. The church does not pay any state or local property taxes.

#### Final Summary

The church finances are healthy, and effectively managed and reported. Proper accounting controls are being utilized. Financial reports are current and accurate. The budget is being used properly as a management tool. Reports and records have the proper level of oversight. The financial resources of the church are stable.

Rick Donahoe  
Treasurer

#### **Children and Youth Commission**

The greatest change during 2018 has been a reduction in the number of children served, both in Sunday School and in the Nursery. Although we often only have one or two children at a time, it is felt that for the church to grow and attract new members, it is important to retain these programs.

The Sunday School program has gone through some adjustments to accommodate sharing space with the preschool. There is still work to be done, but it has been successful.

We welcomed our second nursery attendant this year and that program seems to be functioning well.

The Easter egg hunt was well attended again this year.

We did not expand the Worship and Wonder curriculum this year. Also, we made a modest reduction in the 2019 budget. The Nursery program and the Easter Egg Hunt still have a few hundred dollars of unspent money in the Temporary Funds that can be used in 2019.

Members of the Commission for 2018 were Joyce Willis, Pastor Liv Gibbons and John Lawson.

John Lawson  
Chair

## Hospitality Commission

Hospitality hosted five memorial events for members of our congregation who entered into eternal life during 2018. There were dinners for Marian and Vern Fichter, Jinny Howser, Scott Becker and a reception for Midge Coon. We hosted “special” Coffee Hours for Mother's Day, Aiyim , our foreign exchange student’s last Sunday and Father’s Day. Hospitality also hosted refreshments for a Benefit Concert presented by Pat Dunn. A baby shower was held during one of our after-Church coffee hours for Alex Nelson and Kristie Litzke. A special brunch for Liv and her family’s last Sunday and a special coffee hour for our pianist, Carisa Pitkin’s last Sunday were held. To close out the year an Advent Dinner was held for our Church family in December.

Members of the Commission for 2019 were: Shirley Wolf, Sue Jewett, Candace Rawlings, Onnie Adams, Donna Whiteside and Anna Kion.

Donna Whiteside  
Chair

## Personnel Commission

This last year has been somewhat busy for the Personnel Commission (PC) as we have had three musicians accept the job of weekly musician only to have two of them resign. When the second person resigned several people in the congregation began to tap all their contacts to find suitable candidates. Thankfully, a talented person was contacted who expressed interest in the position. The PC invited Karen Walley in for an interview and subsequently made her an offer which she accepted. She is now the permanent NWUP Church musician, and as such is providing Sunday Service music as well as conducting choir practice and leading the choir during Sunday performances.

In September, Pastor Liv Gibbons resigned as pastor of NWUP Church effective November 4, 2018. The hiring of pastors is a congregational process; however, the PC became involved in any dealings with Interim Pastors, and thus has been working with the Pastoral Search Committee as they have been reviewing prospective individuals for that position. In late December, the regional office of the Disciples of Christ forwarded a name who was interviewed and received favorable reviews. The PC will be working with the Search Committee if they recommend hiring that or another candidate.

Commission members serving in 2018 were: Jim Kion, Jim Jewett, Doris Ayres and Mike Dodson.

Mike Dodson  
Chair

## Property Commission

Areas addressed this year include; overall exterior building, lighting, fencing, mowing, lawn and tree care. A major exterior project this year was the preparation and readiness of the playground area. Which included; weeds, gravel, leveling, equipment removal and installation and the securing from inside and outside. (A sad side note was the requested re-locating of our multi-year church cat.) Interior project areas included; repair and relamping various lights, door and key repairs, painting of several rooms and hallways, or the removal or replacement of equipment. We think every room in both buildings got some type of care or involvement during 2018.

The board approved “Richland Early Learning Co-Op” to use our building starting in Sept of 2018 to May 2019, with possible extensions into future years. They are using one class room Monday-Friday 9 am to 12 noon. There are approximately 30 people in our facility during their hours of use.

The members of the Property Commission for 2018 were: Jim Jewett and Harold Galpin.

Harold Galpin  
Chair

## Stewardship and Finance Commission

Simple Church software replaced the Church Management Solution software for tracking Church pledges and incomes.

The Stewardship and Finance Commission recommended that the individual chairs approve all charges and reimbursements for their areas. The bookkeeper shall not charge nor reimburse from a specific fund without the signature approval of the responsible chair. This was approved and became our accepted practice.

Paid off the loan from Community First Bank 34 months early saving approximately \$2,000 in potential interest charges. The money for this came from our Community First Bank savings account and our GESA Money Market account. Our savings and money market accounts were earning very little

interest, and this will allow NWUP Church to pay ourselves back from pledges still outstanding for the Capital Campaign to replace the church buildings roofs.

The Stewardship and Finance Commission established co-chairs for the commission. This will allow for effective turn-overs and continued efficiency for the commission.

Estimates of Giving for the Stewardship Campaign of 2018 (to support the 2019 budget) were significantly below the hoped-for amount. The budget for 2019 was reduced from the asked for \$166,780 to \$150,500 as a result of the reduced Estimates of Giving for the coming year.

Commission members serving in 2018 were: Rick Donahoe, Donna Whiteside, Sue Jewett, Nancy Dodson, John Lawson and Jim Kion.

John Lawson  
Jim Kion  
Co-Chair

## Social Concern and World Outreach Commission

In 2018, member donations were generous. The seasons agreed upon were

Spring- Week of Compassion (cash donations)

Summer-

- Food Bank: All summer non-perishable goods were delivered to Richland Food Bank and West Richland Food Bank. Thanks to our members and donors, several truckloads of food were delivered. The Food Bank coordinators were grateful, especially because they serve youth who do not get school snacks and lunches. Also, they said that the general public donates mostly in the winter season, and the cupboards get bare in summer.
- NWUP Church again purchased a table At Evening for The Angels, a fundraiser for Hospice House. The event was sponsored by Chaplaincy Health Care, local businesses, Hanford Contractors and private contributors.

Fall-

- Backpacks for Jefferson Elementary School: Richland School District budgeted for school supplies this year. NWUP Church folks donated many sturdy and colorful backpacks to Jefferson Elementary School. Snacks, milk and juice were also donated to Jefferson Elementary School for the pre-school and elementary children.

Winter-

- World Relief of Tri Cities gift boxes for Refugees: Twenty-five (25) gift boxes were donated, with toys, games, and toiletries for 25 youth in nine families, representing several countries. The recipients were all refugees who had recently arrived in Tri Cities, who had been thoroughly vetted, and invited by the United Nations. As these families work hard to find jobs, enter their children in school, pay back their airfare and learn our culture, they struggle with finances. Therefore, our gifts were much appreciated. They asked that we pass on to donors their blessings and thanks.

- Calendars for 2019 were also donated to World Relief refugee families. Donors collected calendars they had received but did not intend to use for themselves.
- The narthex Christmas tree was filled with scarves, hats, and gloves for World Relief refugees. This was a joint effort with Disciple Women’s Ministry and the NWUP Prayer Shawls.
- Launched: A shoe drive and non-perishable snacks for pre-school and elementary kids at Jefferson Elementary School. This is an on-going project, and donations are requested.

Commission Members serving in 2018 were: Liv Gibbons, Rick Donahoe, Carolyn Lawson, and Sue Jewett.

Carolyn Lawson  
Chair

## Worship Commission

The Worship Commission provided these services during 2018.

- Helped Pastor Liv plan and implement special services for:  
Epiphany, Palm Sunday, Maundy Thursday, Good Friday, Easter, Pentecost, All Saints Day, Advent, and Christmas Eve. We also aided with Veterans Day and Rally Day.
- Helped hire a pianist, Carisa Pitkin and her replacement, Karen Walley in 2018.
- Investigated and discussed with the board moving the piano, and/or selling the organ (which was tabled for this year.)
- Helped design decorations for the sermon series called Elementals that was about Earth, Water, Air, Aether and Fire.
- Helped to write new descriptions for the pianist and choir director.
- Supported the decision to institute song leaders.
- Gave the old choir robes to Mid-Columbia Musical Theatre to use in their productions.
- Worked with Pastor Liv and the board to designate what costs should be charged to the Worship budget and to determine how those charges should be approved.

Our primary role over the past year, however, has been to provide visual and sensory “cues” in the church to support the church season and/or theme of the sermon series. This included ensuring that the banners and altar cloths that would be used in each season were cleaned and stored well, ordering flowers when appropriate, making sure that window dressings were used when needed, and that supplies such as altar candles and Advent wreaths, were available. We also provided the people needed to implement these “cues”. We provided guest pianists, helped with Rally Day, bought new music for both the choir and the congregation, and purchased new banners.

The commission also worked with Pastor Liv to prepare for the dinner and service for members of NWUP Church and Shalom Church for Lent and Maundy Thursday. Participants at the Maundy Thursday Service had the opportunity to visit five stations - 1. Hand washing, 2. Anointing with oil, 3. Reflection and forgiveness of sins, 4. Prayers of forgiveness and 5. Walking a labyrinth.

With Pastor Liv's departure in November, the worship team has taken on the role of planning services including the special needs for Advent, Christmas and Epiphany. Anna Kion has been choosing songs, ensuring that the church decorations are appropriate for the season, and coordinating with Deb Donahoe the readers for Advent candle lighting. Onnie Adams and the new pianist, Karen Walley, are choosing music and rehearsing with the choir. Brenton Nundahl has worked on the window dressings in the church and publicity. Donna Whiteside has provided support in many areas. We also appreciate all the church members who have helped set up and take down banners, stars, window dressing, and Christmas decorating. We are all blessed by the support of the people at NWUP Church.

Commission members serving in 2018 were: Donna Whiteside, Brenton Nundahl, Carissa Pitkin, Karen Walley, Liv Gibbons, Anna Kion and Deb Donahoe.

Deb Donahoe  
Chair

## Audio Visual Steward

Pastor Liv established an audio-visual presentation to be used during our Worship services which included any new music, pictures applicable to the intent of the service, an order of worship for the service and announcements. When Pastor Liv resigned, Stephanie Hall-Mullen stepped forward and volunteered to take on the responsibility of preparing and operating the audio-visual slide presentation each Sunday. She has expanded the presentations to provide a complete order of worship including the words for all the songs to be sung and the scriptures being read. This has been a real asset and an upgrade to our services.

## History Steward

- January 16, Marian Fichter passed away, her husband Vern and family by her side. Mother to Barb Jenson and Rodger Fichter and Grandmother to Nick Fichter. Vern and Marian were the first couple married at Northwest Church on June 1, 1951. Marian's Memorial Service was held at the church on January 27.
- January 28, would have been Larry and Jonna Hansmeier's last day with us at NWUP since they are moving to Sparks, Nevada to be closer to family.
- January 31, Harriet Fichter, Marian Fichter's sister passed away. Harriet was a member of NWUP Church during the 1970-80's playing the organ and the piano.
- February 2 and 3, there was an Elder's Retreat at the Marcus Whitman Hotel in Walla Walla.
- February 6, Jinny Howser passed away.
- February 10, a Memorial Service for Allyson Nundahl, Randy Nundahl's sister and Brenton Nundahl's aunt was held at the church.

- March 11, Carisa Pitkin Jones joined our congregation as our pianist. .
- March 17, a memorial service was held for Midge Coons.
- April 1 Easter Sunday, we had 95 people at church and 25 children attended our Easter Egg Hunt.
- April 7, we held a Memorial Service at NWUP Church for Jinny Howser, preceded by a graveside service.
- In the May issue of Senior Times- Kay Divine's picture was in the Senior Expo in April.
- July 6, Wilbur Rees a friend and sometimes Guest Pastor NWUP Church passed away.
- We've had a full camp summer! Between the Kids Camp and Junior Camp at Gwinwood and Chi Rho and CYF Camps at Koinonia, we served 120 youth. Over \$3,400 in Regional Camp Scholarship money was requested by pastors and used to send about 20 kids to camp. This does not include the generous scholarship amount the Zephyr Heritage Fund applies to each camper to help lower overall costs. There were about 33 directors and counselor volunteers across all the camps, too. Some of them volunteering twice to make sure our kids were well watched-over and engaged. We celebrated a growing Kids Camp (the number almost doubled this year over previous years !) and another ecumenical experience at Koinonia with our Brethren friends, and the dedication of so many to make camps happen. Here is a special reflection from one of our counselors, Brenton Nundahl (used with his permission):  
 "If someone told you "Go be a counselor for a week for 4th-6th grade children ! " What would you say ? ! In 2013 , I began counseling for the Junior Camp at Gwinwood. Through these years I have seen kids come and go and I have seen kids grow in this program. Tonight, after 6 summers , some of my kids that I had my first year at camp had their last night as a junior camper, and it's a heart wrenching thing. You pour your heart and soul into these children and they truly take a piece of your heart with them when they go. It's not a goodbye, it's a see you later. If you have never done something like this I encourage you to because the adults tend to learn just as much as the kids do. I will never trade this experience for anything, and I WILL continue to do this because of how important camp is/was to me growing up and I can't wait to help continue the journeys of these kids."
- September 8, Mike Dodson's mother Yvonne Dodson passed away.
- September 9, we held our second annual Rally Day with 80 adults and kids attending. Our worship was held outside on the patio and included: Music by the Desert Praise Quartet, The Barracuda Coffee Cart, a bounce house for the kids, corn dogs and other foods, and a cotton candy machine.
- September 16, there was an All-Church Brunch hosted by the Elders. Food included eggs, sausages, pancakes, fruit, juice and coffee. Thanks for the help from Brad Butherus, Pat Cahow, Mike Dodson, Rick Donahoe, Jim and Sue Jewett, Jim and Anna Kion, Shirley Wolf and Donna Whiteside.
- October 7, Regional Minister Rev. Sandy Messick was our guest pastor.
- October 31, Deb Donahoe's mother Barbara "Bam" Ford passed into eternal life.
- November 4, we said good-bye to Pastor Liv and her family at a special All- Saints' Day Service attended by 105 people followed by an after-service Brunch.
- November 5th, congregants Alex Nelson and Kristy Leitze and big brother Finn welcomed a new daughter/baby sister, Lynleigh Delight, into their home.
- November 6, our beloved brother in Christ, Scott Becker, passed away at Hospice House.
- November 11, Veteran's Day service featured Regional Minister, Rev. Sandy Messick preaching and Special Music "America the Beautiful" sung by Connie Eckard (Air Force), Kay Humphrys



(Navy), and Jim Kion (Navy) wearing their military uniforms. Other veterans in the congregation were also recognized.

- November 18, we said good-bye to our pianist/choir director Carisa Pitkin, with a special coffee hour in her honor.
- November 18, Annual Congregation Meeting to approve the budget for 2019, New Moderator, Elders, and Deacons
- December 9, Family Advent Potluck Dinner and a skit by our “Wise Ones” based on an Advent story.
- December 24, Christmas Eve Service.
- We welcomed Candace Rawlings as a New Member to our congregation in 2018..

Historian  
Pat Cahow

## Library Steward

Twelve new books were added to the library in the last year—one per month. A review of each book was published in the monthly newsletter.

The books are varied in content. Not all of them are religious in nature, but they all portray a soul and have a spiritual dimension. I particularly like well-illustrated books that are short and unique. I like to think of them as little gems.

A few books of a religious nature have been donated to the library by members. All book donations are appreciated.

Mel Adams  
Librarian

## Food 4 Friends

The Food 4 Friends program began with the idea it was always more fun to cook with others for others, for example, fun with family and friends in the kitchen cooking, eating and cleaning up after holiday meals! So, several folks began to meet once a month to cook for others. Fresh fruits, vegetables and a dessert (donated by the volunteer chefs) are the basis of each months' menu. The main dish (paid by NWUP Church) varies from month to month. Meals are packed in a simple brown grocery bag, together we say and tuck a "Grace" in each bag and off they go.....comfort and love in a bag.

This past year team F4F provided 159 tasty meals to 76 families. True to our goal, many of these families were outside the Church walls. Also, true to our goal, we shared many hours of laughter as we prepared and delivered those bags!

Members serving Food 4 Friends in 2018 were: Donna Whiteside, Candace Rawlings, Donna Eckard, Sue Jewett and Anna Kion

Sue Jewett  
Chair

## Pastoral Search Committee

The Search Committee was selected by the Elders in late September. They held their first meeting on October 7, 2019 with Rev. Sandy Messick to start the process of finding a new settled pastor as well as an Interim Pastor for NWUP Church. Members of the Search Committee serving in 2018 are: Regina Gifford, Chair, Mel Adams, Brenton Nundahl, Joanna Flaten, Shirley Wolf, Sue Jewett, Mike Dodson, and Rick Donahoe (*spiritual advisor*). Their first order of business was to find and select an Interim Pastor. This business was conducted while beginning to work through the Selection Process required by the Disciples of Christ Regional Church to obtain a settled pastor.

The first All Church Workshop with the congregation to begin the discovery of **who we are, where we are going, and what we want to do as a church** was held on November 11, 2019. The answers to these questions will help to determine what we are looking for in a settled pastor. The meeting was conducted by Joanna Flaten and was very well attended by the congregation. A lot of work was accomplished in that first meeting.

In December Reverend Peter Kalunian accepted the church's offer for the Interim Minister position. Rev. Kalunian is a retired Episcopalian minister, who came to us through our Regional Minister Sandy Messick. He served the Episcopalian Church in Kennewick before he and his wife moved to the west side for several years, where he continued his ministry. After retiring, they returned to the Tri-Cities. Rev. Kalunian has remained active in the community and has served as president of the Rotary Club of Tri -Cities. He brings years of experience and a deep devotion to ministry. We are both excited and honored that he will serve as our interim minister while we continue our search for a settled pastor.

And finally...We continue our search for a settled pastor. We are working to complete a written Congregational Profile that fully describes NWUP Church. Once the Congregational Profile is completed, we will work with the Regional Minister to identify candidates for this position. The search process takes anywhere from six months to a year. We hope to start identifying candidates early in 2019.

Regina Gifford  
Chair

## Board Voting Members for 2018

**Quorum = 6 voting members + moderator (or designee)**

|  |                         |
|--|-------------------------|
| Adult Education Commission Chair         | Unfilled                |
| Board Clerk                              | Regina Gifford-Cirolini |
| Children and Youth Commission Chair      | John Lawson             |
| Deacons Chair                            | Stephanie Hall-Mullen   |
| Elders Chair                             | Onnie Adams             |
| Moderator                                | Pat Cahow               |
| Pastor                                   | Liv Gibbons             |
| Personnel Commission Chair               | Unfilled                |
| Property Commission Chair                | Harold Galpin           |
| Stewardship and Finance Commission Chair | Jim Kion                |
| Treasurer                                | Rick Donahoe            |
| Trustee Chair                            | Donna Whiteside         |
| Worship Chair                            | Deb Donahoe             |

## Church Officers for 2018

### **Elders:**

#### **Class of 2020**

1. Pat Cahow
2. Mike Dodson

#### **Class of 2019**

1. Sue Jewett
2. Rick Donahoe

#### **Class of 2018**

1. Onnie Adams
2. Brad Butherus

### **Deacons:**

#### **Class of 2020**

1. Bill Miller
2. Bud Neslin
3. Tammy Neslin
4. Brenton Nundahl
5. Candace Rawlings
6. Donna Whiteside

6. Joanna Flaten

#### **Class of 2019**

1. Joyce Jakes
2. John Lawson
3. Alaina Kincaid
4. Matt O'Hara
5. Sacha O'Hara
6. Larry Hansmeier

#### **Class of 2018**

1. Kate Giardinelli
2. Sue Jewett
3. Stephanie Hall-  
Mullen
4. Elvera Laughery
5. Regina Gifford

**Junior Deacons:**

1. Gracelyn O'Hara
2. Aidya O'Hara

**Trustees:**

**Class of 2020**

1. Harold Galpin

**Class of 2019**

1. Mel Adams

**Class of 2018:**

1. Donna Whiteside

**Moderator:**

1. Pat Cahow

## 2018 Member Participant Master List

|                         |                       |                        |
|-------------------------|-----------------------|------------------------|
| Mel Adams               | Joyce Gilman          | Kristine Popielarczyk  |
| Onnie Adams             | Stephanie Hall-Mullen | Joe Popp               |
| Bernard Ayers           | Larry Hansmeier       | Candace Rawlings       |
| Faith Ayers             | Jonna Hansmeier       | Eliza Schmidkunz       |
| Doris Ayres             | Jinny Howser          | AJ Smith               |
| Jeff Ayers              | Kay Humphrys          | Nancy Smith            |
| Donna Baumgarten        | Cassandra Humphrys    | Bryson Souriyavongsa   |
| Scott Becker            | Joyce Jakes           | Isabella Souriyavongsa |
| Eva Bloomster           | Barbara Jenson        | Mallory Souriyavongsa  |
| Tim Bloomster           | Jim Jewett            | Vanna Souriyavongsa    |
| Jan Brinson-Wagner      | Sue Jewett            | Zadeus Souriyavongsa   |
| Jesse Brinson-Wagner    | Bill Kendrick         | Cheryl White           |
| Elijah Buck             | Alaina Kincaid        | Francis White          |
| Isla Gibbons-Buck       | Annie Kincaid         | Donna Whiteside        |
| Sigrid Gibbons-Buck     | Claira Kincaid        | John Williams          |
| Brad Butherus           | Henry Kincaid         | Ann Williams           |
| Pat Cahow               | Matthew Kincaid       | April Willis           |
| Norma Conrad            | Jim Kion              | Joyce Willis           |
| Pam Coon                | Anna Kion             | Shirley Wolf           |
| Kay Divine              | Elvera Laughery       |                        |
| Mike Dodson             | Carolyn Lawson        |                        |
| Nancy Dodson            | John Lawson           |                        |
| Deb Donahoe             | Kristy Leitze         |                        |
| Richard Donahoe         | Bill Miller           |                        |
| Connie Eckard           | Teagan Mortensen      |                        |
| Donna Eckard            | Bill Miller           |                        |
| Vern Fichter            | Margaret Munro        |                        |
| Marian Fichter          | Alex Nelson           |                        |
| Nick Fichter            | Finn Nelson           |                        |
| Joanna Flaten           | Bud Neslin            |                        |
| Cynthia Fowler          | Tammy Neslin          |                        |
| Harold Galpin           | Brenton Nundahl       |                        |
| Lois Galpin             | Randy Nundahl         |                        |
| Kate Giardinelli        | Aidya O'Hara          |                        |
| Mike Giardinelli        | Gracelynn O'Hara      |                        |
| Ben Giardinelli         | Matt O'Hara           |                        |
| Joleen Giardinelli      | Sacha O'Hara          |                        |
| Glen Gibbons            | Zaryn O'Hara          |                        |
| Liv Gibbons             | Bea Pohto             |                        |
| Regina Gifford-Cirolini | Ralph Pohto           |                        |

NWUP Church Budget Overview For Calendar Year 2018

**51.100 ADMINISTRATION**

|                             |                               |                      |
|-----------------------------|-------------------------------|----------------------|
| <b>51.11</b>                | <b>Minister Total</b>         | <b>\$ 63,550.00</b>  |
| <b>51.121</b>               | <b>Other Salaries</b>         | <b>\$ 30,783.23</b>  |
| <b>51.122</b>               | <b>Office Expenses</b>        | <b>\$ 5,730.00</b>   |
| <b>51.123</b>               | <b>Other Expenses</b>         | <b>\$ 2,963.80</b>   |
| <b>51.124</b>               | <b>Miscellaneous Expenses</b> | <b>\$ 1,150.00</b>   |
| <b>ADMINISTRATION TOTAL</b> |                               | <b>\$ 104,177.03</b> |

**51.200 WORSHIP** **\$ 2,300.00**

**51.300 CHRISTIAN ED** **\$ 2,000.00**

**51.400 WORLD OUTREACH** **(Included in Social Concerns)**

**51.500 CHURCH GROWTH** **\$ 600.00**

**51.600 SOCIAL CONCERNS** **\$ 3,700.00**

**51.700 HOSPITALITY** **\$ 900.00**

**51.800 STEWARDSHIP** **\$ 150.00**

**51.900 PROPERTY** **\$ 29,825.00**

**51.950 EMERGENCY RESPONSE** **\$ 50.00**

**GRAND TOTAL BUDGET EXPENSES** **\$ 143,702.03**

01/06/19

Jan 1-Dec, 31, 2018

## Northwest United Protestant Church Profit & Loss Statement

|  |            |            |
|--|------------|------------|
| Income                                       |            |            |
| Capital Campaign Contributions               |            | 15,170.00  |
| General Fund Total                           |            |            |
| Building Use General                         | 150.00     |            |
| Total General Fund                           |            | 150.00     |
| 41.000 - General Fund (Budget Support)       |            |            |
| 41.100 - General Contributions               | 128,743.15 |            |
| 41.200 - Church School                       | 5.00       |            |
| 41.300 - Loose Offering                      | 1,988.02   |            |
| 41.400 – Building Use                        |            |            |
| 41.440 – Building Use General                | 3,110.00   |            |
| 41.450 - Building Use - Piano                | 200.00     |            |
| 41.500 - Building Use - Other                | 560.00     |            |
| Total 41.400 Building Use                    | 3,870.00   |            |
| 41.600 - Online Contributions                | 48.92      |            |
| 41.700 - Early Learning Co-op                | 1,200.00   |            |
| Total 41.00 - General Fund (Budget Support)  |            | 135,855.09 |
| 42.000 – Special world Outreach              |            |            |
| 42.150 – Souper Bowl of Caring               | 196.00     |            |
| 42.500 - Needy Family                        | 0.00       |            |
| 42.510 - Food for Friends                    | 60.00      |            |
| 42.800 - Week of Compassion                  | 163.00     |            |
| Total 42.000 - Special World Outreach        |            | 419.00     |
| 43.000 - Building Fund (Stucco)              |            | 305.00     |
| 45.000 - Food Bank                           |            | 65.00      |
| 46.000 - Interest                            |            | 36.87      |
| 46.100 - Dividend Income                     |            | 664.12     |
| 46.200 - Change in investment value          |            | 11.53      |
| 47.000 - Memorial                            |            | 200.00     |
| 49.910 - Miscellaneous                       |            | 0.00       |
| Total Income                                 |            | 157,876.61 |
| Gross Profit                                 |            | 157,876.61 |
| Expense                                      |            |            |
| 51.00 - Budgeted Expense                     |            |            |
| 51.100 - Administrative Expense              |            |            |
| 51.1132 - Professional Expenses and Material | 864.18     |            |
| 51.1134 - Continuing Education               | 402.10     |            |
| 51.114 – Benefits                            |            |            |
| 51.1145 – Pension Contributions              | 6,417.07   |            |
| 51.1146 – Accrued Vacation Expense           | 2,441.32   |            |



|  |           |
|--|-----------|
| Total 51.114 Benefits                    | 8,858.39  |
| 51.115 – Minister Salary & Housing Allow | 52,876.85 |
| 51.121- Payroll Taxes                    |           |
| FICA Tax                                 | 1,660.96  |
| FUTA                                     | 26.05     |
| L&I Tax                                  | 809.36    |
| 51.121 Payroll Taxes – Other             | 0.00      |
| Total 51.121 – Payroll Taxes             | 2,496.37  |
| 51.1211 – Substitute Pay                 | 120.00    |
| 51.1212 – Senior Secretary               | 14,082.39 |
| 51.1213 – First Service Musician         | 6,104.88  |
| 51.1217 – Nursery Attendants             | 1,597.58  |
| 51.1221 – Telephone & Internet           | 1,580.64  |
| 51.1222 – Office Supplies                | 793.80    |
| 51.1223 – Postage                        | 99.80     |
| 51.1224 – Riso/Copier                    | 1,959.38  |
| 51.1225 – Office Equipment Maintenance   | 180.89    |
| 51.1226 · Computer                       |           |
| 51.1229 · Payroll Software               | 497.39    |
| Total 51.1226 · Computer                 | 497.39    |
| 51.1227 · Simple Church Software         | 736.00    |
| 51.1241 · Intern Stipend                 | 500.00    |
| 51.1242 · Intern Travel                  | 72.10     |
| 51.1243 · Summer Intern                  | 1,000.00  |
| 51.100 · Administration Expense – Other  | 3,702.02  |
| Total 51.100 · Administration Expense    | 98,524.76 |
| 51.200 · Worship                         |           |
| 51.210 · Music Supplies                  | 407.49    |
| 51.211 · CCLI License                    | 324.00    |
| 51.220 · Pulpit Supply                   | 200.00    |
| 51.230 · Worship Service Supplies        | 382.88    |
| 51.250 · Organ and Piano Maintenance     | 435.94    |
| 51.260 · Decorations                     | 875.28    |
| 51.200 · Worship - Other                 | 169.62    |
| Total 51.200 · Worship                   | 2,795.21  |
| 51.300 · Christian Education             |           |
| 51.312 · Church School Supplies          | 397.45    |
| 51.365 · Library Supplies                | 225.00    |
| 51.370 · Adult Education                 |           |
| 51.372 · Elder's Retreat                 | 472.25    |
| 51.370 · Adult Education - Other         | 837.22    |
| Total 51.370 · Adult Education           | 1,309.47  |
| 51.396 · Nursery Supplies                | -10.00    |
| Total 51.300 · Christian Education       | 1,921.92  |

|                                       |           |            |
|---------------------------------------|-----------|------------|
| 51.52 · Website                       | 29.95     |            |
| 51.540 · Miscellaneous                | 174.32    |            |
| 51.500 · Church Growth - Other        | 250.00    |            |
| Total 51.500 · Church Growth          |           | 454.27     |
| 51.600 · Social Concerns              |           |            |
| 51.62 · Regional Church Support       | 1,620.00  |            |
| 51.620 · Tri-Cities Chaplaincy        | 100.00    |            |
| 51.640 · Discretionary Fund           | 587.13    |            |
| 51.65 · Community Outreach            | 845.53    |            |
| 51.600 · Social Concerns - Other      | 216.97    |            |
| Total 51.600 · Social Concerns        |           | 3,369.63   |
| 51.700 · Hospitality                  |           |            |
| 51.710 · Books and Gifts              | 64.79     |            |
| 51.740 · Event Supplies               | 143.16    |            |
| 51.760 · Name Tags                    | 206.77    |            |
| 51.77 · Food for Friends              | 551.44    |            |
| 51.700 · Hospitality - Other          | 51.80     |            |
| Total 51.700 · Hospitality            |           | 1,017.96   |
| 51.800 · Stewardship and Other        |           |            |
| 51.810 · Stewardship Supplies         | 138.22    |            |
| Total 51.800 · Stewardship and Other  |           | 138.22     |
| 51.900 · Property                     |           |            |
| 51.910 · Insurance                    | 4,309.29  |            |
| 51.921 · Utilities                    | 12,296.42 |            |
| 51.931 · Fire Alarm Radio Box         | 733.48    |            |
| 51.932 · Fire Extinguisher Testing    | 99.64     |            |
| 51.940 · Weed Control                 | 711.32    |            |
| 51.960 · Custodial Supplies           | 223.68    |            |
| 51.971 · Mower Maintenance            | 232.32    |            |
| 51.972 · Sprinkler Maintenance        | 291.31    |            |
| 51.973 · Building Maintenance         | 4,457.60  |            |
| 51.973a · Janitorial Services         | 8,365.00  |            |
| 51.976 · Boiler Inspection            | 46.60     |            |
| 51.980 · State/ County Collection Fee | 17.44     |            |
| 51.900 · Property - Other             | 1,047.43  |            |
| Total 51.900 Property                 |           | 32,831.53  |
| Total 51.000 · Budgeted Expense       |           | 141,053.50 |
| 52.000 · Special World Outreach       |           |            |
| 52.001 · Church Events                | 476.90    |            |
| 52.150 · Souper Bowl of Caring        | 0.00      |            |
| Total 52.000 · Special World Outreach |           | 476.90     |
| 53.000 · Building Loan                |           |            |

|                                      |          |            |
|--------------------------------------|----------|------------|
| 53.100 · Interest                    | 1,741.46 |            |
| 53.300 · Loan Fees                   | 200.00   |            |
| Total 53.000 · Building Loan         |          | 1,941.46   |
| 58.000 · Other Expense               |          |            |
| 58.050 · Bank/BCE Charges            | 15.00    |            |
| 58.900 · Miscellaneous Expense       | 50.00    |            |
| Total 58.000 · Other Expense         |          | 65.00      |
| 59.000 · Needy Family                |          | 238.00     |
| 6560 · Payroll Expenses              |          | 721.04     |
| 66900 · Reconciliation Discrepancies |          | -0.60      |
| 6999 · Uncategorized Expenses        |          | 75.00      |
| Total Expense                        |          | 144,570.03 |
| Net Income                           |          | 8,306.31   |

## Northwest United Protestant Church Balance Sheet December 31, 2018

### ASSETS

#### Current Assets

##### Checking/Savings

|                                      |           |
|--------------------------------------|-----------|
| 11.105 · GESA Venture Checking       | 58,172.95 |
| 11.220 · GESA Venture Savings        | 5.14      |
| 11.225 · GESA Money Market           | 22,597.39 |
| 11.400 · Church Extension            | 2,744.52  |
| 11.500 · Christian Church Foundation | 21,051.84 |
| 11.515 · Disciples Women's Ministry  | 226.35    |

Total Checking/Savings 104,798.19

Total Current Assets

#### Fixed Assets

##### 12.000-Fixed Assets

|   |                  |
|---|------------------|
| 12.150- Church Land Tax Value (1)       | 129,500.00       |
| 12.151- Church Land Tax Value (2)       | 71,540.00        |
| 12.155- Building Insurance Value        | 1,219,000.00     |
| 12.300- Sanctuary Education Roof & HVAC | <u>74,811.29</u> |

Total 12.000- Fixed Assets 1,494,851.29

Total Fixed Assets

1,494,851.29

TOTAL ASSETS

**1,599,649.48**

### LIABILITIES AND EQUITY

#### Liabilities

##### Current Liabilities

##### Credit Cards

11.230 VISA 190.41

Total Credit Cards 190.41

##### Other Current Liabilities

##### 21.100- Payroll Liabilities

21.1111- 941 Taxes Payable 590.57

21.1112- FUTA 18.45

21.1113- L&I Payable -718.41

Total 21.100- Payroll Liabilities -109.39

##### 22.000- Other Current Liabilities

22.400- Accrued Vacation Payable 2,275.00

Total 22.000- Other Current Liabilities 2,275.00

22.601- Roof Self Payback 9,395.43

Total Other Current Liabilities 11,561.04

|                           |                         |
|---------------------------|-------------------------|
| Total Current Liabilities | <u>11,751.45</u>        |
| Total Liabilities         | <u><b>11,751.45</b></u> |

Equity

|                                      |                            |
|--------------------------------------|----------------------------|
| 31.000- General Equity               | 1,402,235.20               |
| 33.000- Restricted Funds             |                            |
| 33.100- Building and Playground Fund | 10,961.75                  |
| 33.310- Playground Renovation        | -200.00                    |
| 33.320- Community Garden             | 1,000.00                   |
| 33.400- Emergency Fund               | 15,000.00                  |
| 33.425- Timeshare                    | -0.01                      |
| 33.450- Church Growth Fund           | 1,525.00                   |
| 33.500- Memorial Balance             | <u>1,665.95</u>            |
| Total 33.000- Restricted Funds       | 29,952.69                  |
| 34.000- Temporary Funds              |                            |
| 34.600- Decorating Fund              | 59.72                      |
| 34.620 Easter Egg Fund               | 206.83                     |
| 34.817- School Kits                  | -56.00                     |
| 34.818- Nursery supplies             | 191.64                     |
| 34.819- Youth Fund                   | 563.15                     |
| 34.920- Week of Compassion           | - 176.00                   |
| 34.915- Needy Friends/Families       | 712.71                     |
| 34.981- Food for Friends             | 13.06                      |
| 34.000- Temporary Funds-Other        | <u>10.00</u>               |
| Total 34.000- Temporary Funds        | 1,877.11                   |
| 39.000- Retained Earnings            | 145,526.72                 |
| Net Income                           | <u>8,306.31</u>            |
| Total Equity                         | 1,587,898.03               |
| <b>TOTAL LIABILITIES AND EQUITY</b>  | <u><b>1,599,649.48</b></u> |

## NWUP Church 2018 Income/Expense Report

| <b>2018 INCOME</b>                                 |                      |                      |                   |                                    |
|--|----------------------|----------------------|-------------------|------------------------------------|
|  | <u>Budget</u>        | <u>Actuals</u>       |                   |                                    |
|  | <b>2018</b>          | <b>2018</b>          | <b>% Received</b> | Notes                              |
| <b>41.000-General Fund</b>                         |                      |                      |                   |                                    |
| 41.100 General Contributions (Estimates of Giving) | \$ 106,252.00        | \$ 128,743.15        | 121%              |                                    |
| Carryover from 2017                                | \$ 10,000.00         | \$ 10,000.00         |                   |                                    |
| 41.300- Anticipated Loose Offerings                | \$ 2,401.48          | \$ 1,988.02          | 83%               | budget #'s from 2017 actuals       |
| 41.400- Building Fee Usage                         | \$ 2,080.00          | \$ 3,870.00          | 186%              |                                    |
| 41.599-Other Anticipated Donations                 | \$ 21,725.00         |                      |                   |                                    |
| 41.600 Online Contributions                        |                      | \$ 48.92             |                   |                                    |
| 41.700 Early Learning Co-op                        |                      | \$ 1,200.00          |                   |                                    |
| <b>Total 41.000 General Fund</b>                   | <b>\$ 142,458.48</b> | <b>\$ 145,850.09</b> | 102%              |                                    |
|  |                      | \$ 15,170.00         |                   | building fund and capital campaign |
| <b>42.000- Special World Outreach</b>              |                      |                      |                   |                                    |
| 42.500 Needy Families                              | \$ 378.00            |                      |                   |                                    |
| 42.510 Food for Friends                            |                      | \$ 60.00             |                   |                                    |
| 42.520 Other                                       |                      | \$ 359.00            |                   |                                    |
| <b>Total 42.00-Special Outreach</b>                | <b>\$ 378.00</b>     | <b>\$ 419.00</b>     | 111%              | budget #'s from 2017 actuals       |
| <b>2018 EXPENSES</b>                               |                      |                      |                   |                                    |
|  | <u>Budget</u>        | <u>Actuals</u>       |                   |                                    |
|  | <b>2018</b>          | <b>2018</b>          | <b>% Spent</b>    | Notes                              |
| <b>51.100 ADMINISTRATION</b>                       |                      |                      |                   |                                    |
| <b>51.11 Minister</b>                              |                      |                      |                   |                                    |
| 51.111 Salary                                      | \$ 28,600.00         | \$ 26,660.15         | 49%               |                                    |
| 51.112 Housing Allowance                           | \$ 26,000.00         | \$ 23,833.37         | 43%               |                                    |
| 51.113 Expenses                                    |                      |                      |                   |                                    |
| 51.1134 Continuing Education and Assemblies        | \$ 500.00            | \$ 402.10            | 80%               |                                    |
| 51.1132 Professional Expenses and Materials        | \$ 500.00            | \$ 864.18            |                   |                                    |
| Mileage  | \$ 300.00            |                      | 0%                |                                    |
| <b>Expenses Subtotal</b>                           | <b>\$ 1,300.00</b>   | <b>\$ 1,266.28</b>   |                   |                                    |
| 51.114 Benefits                                    |                      |                      |                   |                                    |
| 51.1146 Accrued Vacation Expense                   |                      | \$ 4,824.65          |                   |                                    |
| 51.1145 Pension                                    | \$ 7,650.00          | \$ 6,417.07          | 84%               |                                    |
| <b>Benefits Subtotal</b>                           | <b>\$ 63,550.00</b>  | <b>\$ 63,001.52</b>  | 147%              |                                    |
| <b>Minister Total</b>                              | <b>\$ 63,550.00</b>  | <b>\$ 63,001.52</b>  | 99%               |                                    |
| <b>51.12 General</b>                               |                      |                      |                   |                                    |

|  |                      |                     |             |  |
|--|----------------------|---------------------|-------------|--|
| <b>51.121 Salaries</b>                         |                      |                     |             |  |
| 51.1211 Secretary                              | \$ 16,109.28         | \$ 14,082.39        | 87%         |  |
| 51.1212 Substitute Secretary                   | \$ -                 | \$ 120.00           | 1%          |  |
| 51.1213 Musician                               | \$ 9,400.00          | \$ 6,104.88         | 65%         |  |
| 51.1217 Nursery Attendants                     | \$ 2,273.95          | \$ 1,597.58         | 70%         |  |
| 51.122 Bookkeeper                              | \$ 3,000.00          | \$ 3,691.16         | 123%        |  |
| <b>Salaries Subtotal</b>                       | <b>\$ 30,783.23</b>  | <b>\$ 25,596.01</b> | <b>83%</b>  |  |
|  |                      |                     |             |  |
| <b>51.122 Office Expenses</b>                  |                      |                     |             |  |
| 51.1221 Telephone and Internet                 | \$ 1,400.00          | \$ 1,580.64         | 113%        |  |
| 51.1222 Supplies and Postage                   | \$ 900.00            | \$ 893.60           | 99%         |  |
| 51.1224 Copier Rental                          | \$ 1,900.00          | \$ 1,959.38         | 103%        |  |
| 51.1225 Copier Maintenance                     | \$ 350.00            | \$ 180.89           | 52%         |  |
| 51.1226 Computer Maintenance                   | \$ 100.00            | \$                  | 0%          |  |
| 51.1227 Computer Upgrade                       | \$ 400.00            |                     | 0%          |  |
| 51.1227 Simple Church Software                 | \$ 480.00            | \$ 736.00           | 153%        |  |
| 51.1228 New Laptop for<br>Bookkeeper/Treasurer |                      |                     |             |  |
| 51.1229 Software for new Laptop                | \$ 200.00            |                     |             |  |
| <b>Office Expenses Subtotal</b>                | <b>\$ 5,730.00</b>   | <b>\$ 5,350.51</b>  | <b>93%</b>  |  |
|  |                      |                     |             |  |
| <b>51.123 Other Expenses</b>                   |                      |                     |             |  |
| 51.1231 Workers' Compensation                  | \$ 1,124.20          | \$ 809.36           |             |  |
| 51.1232 Federal Taxes                          | \$ 1,839.60          | \$ 1,687.01         |             |  |
| 51.1234 Payroll Service                        |                      | \$ 497.39           |             |  |
| <b>Other Expenses Subtotal</b>                 | <b>\$ 2,963.80</b>   | <b>\$ 2,993.76</b>  |             |  |
| <b>51.124 Intern</b>                           |                      |                     |             |  |
| 51.241 Intern Stipend                          | \$ 1,000.00          | \$ 500.00           |             |  |
| 51.242 Intern travel to regional conference    | \$ 150.00            | \$ 72.10            |             |  |
| 51.243 Summer Intern                           |                      | \$ 1,000.00         |             |  |
| <b>Intern Subtotal</b>                         | <b>\$ 1,150.00</b>   | <b>\$ 1,572.10</b>  |             |  |
|  |                      |                     |             |  |
| <b>General Total</b>                           | <b>\$ 40,627.03</b>  | <b>\$ 35,512.38</b> | <b>87%</b>  |  |
|  |                      |                     |             |  |
| <b>ADMINISTRATION TOTAL</b>                    | <b>\$ 104,177.03</b> | <b>\$ 98,513.90</b> | <b>95%</b>  |  |
|  |                      |                     |             |  |
| <b>51.200 WORSHIP</b>                          |                      |                     |             |  |
| 51.21 Music Supplies                           | \$ 700.00            | \$ 407.49           |             |  |
| 51.211 CCLI                                    | \$ 300.00            | \$ 324.00           | 108%        |  |
| 51.22 Pulpit Supply                            | \$ 500.00            | \$ 200.00           | 40%         |  |
| 51.23 Worship Supplies                         | \$ 200.00            | \$ 382.88           | 191%        |  |
| 51.25 Organ and Piano Maintenance              | \$ 300.00            | \$ 435.94           | 145%        |  |
| 51.26 Decorations                              | \$ 300.00            | \$ 875.28           | 292%        |  |
| 51.200 Worship Other                           |                      | \$ 169.62           |             |  |
| <b>WORSHIP TOTAL</b>                           | <b>\$ 2,300.00</b>   | <b>\$ 2,795.21</b>  | <b>122%</b> |  |
|  |                      |                     |             |  |
| <b>51.300 EDUCATION</b>                        |                      |                     |             |  |
| <b>Children and Youth</b>                      |                      |                     |             |  |
| 51.312 Sunday School Supplies                  | \$ 750.00            | \$ 397.45           | 53%         |  |
| 51.32 Youth                                    | \$ -                 |                     |             |  |

|                                       |                     |                     |             |  |
|---------------------------------------|---------------------|---------------------|-------------|--|
| 51.596 Nursery Supplies               | \$ 400.00           | \$ (10.00)          | -3%         |  |
| <b>Children and Youth Subtotal</b>    | <b>\$ 1,150.00</b>  | <b>\$ 387.45</b>    | <b>34%</b>  |  |
| <b>Adult Education</b>                |                     |                     |             |  |
| 51.365 Library Supplies               | \$ 300.00           | \$ 225.00           | 75%         |  |
| 51.37 Adult Education Materials       | \$ 300.00           | \$ 837.22           | 279%        |  |
| Elders' Retreat                       | \$ 250.00           | \$ 472.25           | 189%        |  |
| <b>Adult Education Subtotal</b>       | <b>\$ 850.00</b>    | <b>\$ 1,534.47</b>  | <b>181%</b> |  |
|                                       |                     |                     |             |  |
| <b>EDUCATION TOTAL</b>                | <b>\$ 2,000.00</b>  | <b>\$ 1,921.92</b>  | <b>96%</b>  |  |
|                                       |                     |                     |             |  |
| <b>51.500 CHURCH GROWTH</b>           |                     |                     |             |  |
| 51.51 Advertisements                  | \$ 200.00           |                     | 0%          |  |
| 51.52 Website                         | \$ 100.00           | \$ 29.95            | 10%         |  |
| 51.53 Signs                           | \$ 200.00           |                     |             |  |
| 51.54 Other Projects                  | \$ 100.00           | \$ 174.32           |             |  |
|                                       |                     |                     |             |  |
| <b>CHURCH GROWTH TOTAL</b>            | <b>\$ 600.00</b>    | <b>\$ 204.27</b>    | <b>34%</b>  |  |
|                                       |                     |                     |             |  |
| <b>51.700 HOSPITALITY</b>             |                     |                     |             |  |
| 51.74 Event Supplies                  | \$ 200.00           | \$ 143.16           | 72%         |  |
| 51.76 Name Tags                       |                     | \$ 206.77           | 41%         |  |
| 51.77 Food for Friends                | \$ 500.00           | \$ 551.44           | 110%        |  |
| 51.710 books and gifts                |                     | \$ 64.79            |             |  |
| <b>HOSPITALITY TOTAL</b>              | <b>\$ 700.00</b>    | <b>\$ 966.16</b>    | <b>138%</b> |  |
|                                       |                     |                     |             |  |
| <b>51.800 STEWARDSHIP</b>             |                     |                     |             |  |
| 51.81 Mailings and Printings          | \$ 150.00           | \$ 138.22           | 92%         |  |
|                                       |                     |                     |             |  |
| <b>STEWARDSHIP TOTAL</b>              | <b>\$ 150.00</b>    | <b>\$ 138.22</b>    | <b>92%</b>  |  |
|                                       |                     |                     |             |  |
| <b>51.900 PROPERTY</b>                |                     |                     |             |  |
| 51.91 Insurance                       | \$ 3,000.00         | \$ 4,309.29         | 144%        |  |
| 51.921 Utilities                      | \$ 14,000.00        | \$ 12,296.42        | 88%         |  |
| 51.931 Fire Alarm Radio Box           | \$ 600.00           | \$ 733.48           | 122%        |  |
| 51.932 Fire Extinguisher Inspection   | \$ 200.00           | \$ 99.64            | 50%         |  |
| 51.94 Weed Control and Fertilizer     | \$ 500.00           | \$ 711.32           | 142%        |  |
| 51.96 Custodial Supplies              |                     | \$ 223.68           | 224%        |  |
| 51.971 Mower Maintenance              | \$ 100.00           | \$ 232.32           | 232%        |  |
| 51.972 Sprinkler Maintenance          | \$ 150.00           | \$ 291.31           | 194%        |  |
| 51.973 Building Maintenance           | \$ 3,000.00         | \$ 4,457.60         | 149%        |  |
| 51973a Janitorial Services            | \$ 7,200.00         | \$ 8,365.00         | 116%        |  |
| 51.974 HVAC Maintenance               | \$ 1,000.00         |                     | 0%          |  |
| 51.975 Sound System                   |                     |                     |             |  |
| 51.976 Boiler Inspection              | \$ 50.00            | \$ 46.60            | 93%         |  |
| 51.98 State/County Collection Fee     | \$ 25.00            | \$ 17.44            | 70%         |  |
| Increase for Building Fund - Upgrades |                     |                     |             |  |
| 51.90 property other??                |                     | \$ 1,047.43         |             |  |
| <b>PROPERTY TOTAL</b>                 | <b>\$ 29,825.00</b> | <b>\$ 32,831.53</b> | <b>110%</b> |  |
|                                       |                     |                     |             |  |
| <b>EMERGENCY RESPONSE</b>             |                     |                     |             |  |



|                                 |                      |                      |            |  |
|---------------------------------|----------------------|----------------------|------------|--|
| First Aid Cabinets              | \$ 50.00             |                      | 0%         |  |
| Defibrillator                   |                      |                      |            |  |
|                                 |                      |                      |            |  |
| <b>EMERGENCY RESPONSE TOTAL</b> | <b>\$ 50.00</b>      | <b>\$ -</b>          | <b>0%</b>  |  |
|                                 |                      |                      |            |  |
|                                 |                      |                      |            |  |
| <b>TOTAL BUDGET EXPENSES</b>    | <b>\$ 143,502.03</b> | <b>\$ 140,830.84</b> | <b>98%</b> |  |