



**ANNUAL REPORT TO THE CONGREGATION  
for the 2023 Church Year**

**Annual Meeting of the Congregation  
Sunday, January 28, 2024 - 12:10 PM**

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**ANNUAL MEETING OF THE CONGREGATION**  
**January 28, 2024 12:10 p.m.**

Establishment of a Quorum – *Kaete Unterzuber, Clerk of Session*

Convening of the Congregation with Prayer – *Rev. Alex Creager*

Elections to Session and Nominating Committee – *Henry Jacocks, Nominating Committee*

- a. Nominated Session Members:  
Ruling Elders, Class of 2027 – Trisha Davis, Glenn Hurlbert, Linda Jackson, Terry Oggel, Kathy Sestak, Ben Treanor
- b. Nominated Members of Nominating Committee, Class of 2026 – Marta Rowe, Kaete Unterzuber; Class of 2027 – Kathy Kelley, Linda Oggel

Receive Ministry Reports – *Rev. Alex Creager*

Review of 2024 Annual Church Budget – *Nora Narum, Treasurer*

Approval of Rev. Alex Creager’s Terms of Call for 2024 – *Lorna Anzelone, Staff Relations*

2024 Terms of Call information for Pastor Alex Creager

Salary	\$ 49,168
Housing	\$ 26,780
Subtotal	\$ 75,948
SECA	\$ 5,810
Benefits (39% of Salary & housing)	\$ 29,620
Professional Development	\$ 2,400
Total	\$ 113,778
Cell phone reimbursement	\$ 600
Auto allowance	\$ 800
Professional meetings reimbursement	\$ 1,000

Approval of Rev. Alex Creager’s Terms of Call for 2024 – *Lorna Anzelone, Staff Relations*

Adjournment with Prayer – *Rev. Alex Creager*

**ANNUAL MEETING OF THE CORPORATION**  
Held after the Annual Congregational Meeting  
January 28, 2023  
Agenda

Call to order – Henry Jacocks, President

Establishment of a Quorum – Kaete Unterzuber, Secretary

Convening of the Congregation with Prayer – Henry

Presentation of the Annual Report - Henry

Adjournment with Prayer - Henry

**Pastor's Annual Report 2023**  
**Rev. Alex Creager, Bon Air Presbyterian Church**

This past year was an exciting one for us at Bon Air Presbyterian Church. We welcomed our new Pastor for Family Ministry, Rev. Rebekah Tucker-Motley in August. And then welcomed Meredith Himmelman as our new Music Director and Suzanne Krauss as our new Accompanist in the last couple months of the year. It was a lot of great work, time, and energy from our search teams, staff relations, and session in finding these three incredibly gifted individuals to lead and minister to our church. I am absolutely thrilled and overjoyed with the opportunity to serve alongside these new individuals and our entire dedicated staff.

But looking back at 2023, what amazes me the most is how in this year of huge staff transition, Bon Air Presbyterian Church didn't just survive, but absolutely thrived. We grew in mission, in giving, in worship, and in membership. We welcomed new adults, children, and families to the life of BAPC, many of whom have jumped in, serving, and using their gifts here right away. We have more groups using our facilities, filling this space with joy, music, and growth. We held our first confirmation class in years. Both longtime members and brand-new worshipers can feel the excitement here at Bon Air Presbyterian Church. And it is all because of how you all don't just come to church, but you are the church.

You live out your faith as disciples of Jesus Christ. A member led the handbell choir during the interim, and now a group of members lead Second Sundays South of the James. A group of families from the church planned a weekend camping retreat at Pocahontas State Park all on their own. Members had the great idea of a new pictorial directory and updated website, which are bringing lots of excitement to the church. Others added new lights, handrails, and repainted a number of rooms, making our building and property more welcoming and inviting than ever.

You have diligently supported a refugee family from Afghanistan for a year and a half. You welcome adults, children, members, and neighbors to midweek dinners every Wednesday night. You serve homebound communion and knit prayer shawls. You teach adults and children on Sunday mornings, and encourage them to use their gifts to sing, to praise, and to grow. You collect a huge amount of non-perishables each month for neighbors in need. You serve at Shalom Farms and Habitat for Humanity. You use your voice for justice for our neighbors through RISC. When we gather together for interfaith dialogues, or ecumenical worship services, you come out in numbers of huge support and encouragement. And in this year when our session stepped out in faith, adding to the budget, you met that challenge, giving generously above and beyond.

Most of you all, you have believed that God is doing something here in our community, filling us with gifts to dream, to lead, to serve, and to grow the ministry and witness of Bon Air Presbyterian Church.

It is a joy to serve and minister alongside each and every one of you. God bless and thank you all.

-Alex

## **COVENANT PASTOR ANNUAL REPORT 2023**

My first few months here at BAPC have been a fun-filled adventure. It has been so wonderful getting to know the children, youth, and families throughout the fall and winter months. I look forward to seeing what the spring and summer have in store.

I would like to highlight some of the things I am proud of coming out of my time here so far:

- Leading Little Lights each week for the early elementary age children. We have anywhere from 6-14 kids participating in this time of worship on a given Sunday.
- Starting a youth group specifically for BAPC youth. At the first ice cream social over the summer, the youth were vocal about wanting their own time together. We meet 3-5 most Sundays in the youth room.
- Co-leading confirmation class with Pastor Alex. 6 youth have participated in this class and plan on joining the church in the spring.

Other whole family events I have led over the past few months have been:

- Trunk or treat after church on Oct 29
- A Thanksgiving scavenger hunt for gingerbread men on Nov 18
- A family Christmas party on Dec 17

I have lots to look forward to in the spring and summer including Montreat, Massanetta, and Music camp!

Thank you all so much for your warm welcome and support as I have started this new job. May God bless us all as we continue to work together to bring God's kingdom to earth.

Submitted by Pastor Rebekah  
Covenant Pastor for Family Ministry

## **NOMINEES FOR ELDER – CLASS OF 2027**

**TRISHA DAVIS** has been a Presbyterian for most of her life. She met and married her husband, Gary, at the Presbyterian College of Wooster in Ohio. While raising their family in Central Ohio, they were members of Overbrook and Worthington Presbyterian churches. Trisha taught Sunday school and served as a Stephen Minister and a Stephen Leader at both churches. After retirement, they relocated to Ocracoke, NC, where they joined the Methodist church since there was no Presbyterian church within a 3-hour travel radius. During their 11 years on Ocracoke, Trisha actively contributed to the Methodist church, singing in the choir, serving as church Treasurer, participating in the Administrative Council, and regularly assisting as a liturgist and in serving communion. From 2020 to 2023, she took on the role of Lead Caseworker for the Ocracoke Interfaith Relief and Recovery Team, managing a team of caseworkers dedicated to assisting residents in rebuilding homes after Dorian flooded the island. In the fall of 2022, Trisha and Gary moved to North Chesterfield and began attending BAPC in January 2023.

**GLENN HURLBERT** - I was born and raised in Connecticut, leaving to study in North Carolina, New York, and New Jersey. I have been a mathematics professor at VCU since 2014, having prior spent my career at Arizona State University, with detours in Spain and Argentina. I started attending BAPC upon moving here with my wife Karen, son Calvin (now at VCU), and daughter Kate (now at Brandeis), and became a member in 2015. I served on Session from 2019-2021, chairing Christian Ed for a period, and have ushered and taught Sunday School. I enjoy playing in and watching an array of sporting events. These days I'm mostly playing tennis, going mountain biking, and watching the Dallas Cowboys and UConn Huskies (men & women). I also follow international soccer. I love listening to music, mostly centered around jazz, attending concerts, and playing and composing on the piano.

**LINDA JACKSON** began attending BAPC in the third grade when her family moved to Midlothian. She rejoined after she and her husband, Mike, moved back to Richmond in 1995. Currently she plays in the hand bell choir and serves as the church's webmaster and as a Zoom host. She has previously participated in various roles for the Christian Education (Children & Youth) and Stewardship Ministry Teams. Outside of church, Linda has worked for the Virginia Department of Forensic Science for 28 years. Mike and Linda have two sons, Thomas, who lives in Charlottesville, and Spencer, who is a senior in high school. Linda last served on Session before Spencer was born and looks forward to this new opportunity to serve as an empty nester!

**TERRY OGGEL** - As a member of BAPC for more than 30 years I've been involved with many BAPC missions such as CARITAS, Open Trunk Food Drive, Habitat for Humanity, and the Bon Air Juvenile Correction Center. I have been involved with RISC since 2003, almost from its beginning. Within the church I've been an usher and I have served on the Session, participating in such missions as Church and Society and Worship. After I left the Session, I continued to serve on Worship for another four years. In that role, I helped start Worship in the Woods. Professionally, I teach English at Virginia Commonwealth University. Our family (wife Linda, daughters Amy and Kate) moved to the Richmond area when I was appointed to an administrative position in VCU's College of Humanities and Sciences. Since then, I have served in various faculty and administrative positions at VCU. My teaching and research are in 19<sup>th</sup> and early 20<sup>th</sup> century American literature and theater. My current specialization is in the writings of Mark Twain.

**KATHY SESTAK** - Kathy and her husband Alan have been members for 17 years. She has served on Session in prior years and currently is on Worship & Music, Property, and Stewardship Ministry Teams, and serves on the Zoom host team. Prior service includes Chair of Endowment Fund Committee, Chair of Endowment Fund Distribution Committee, Chair of Organ (mini) capital campaign. Kathy also serves on the board of AFOI.

**BEN TREANOR** was born in Richmond and grew up attending a small Baptist church. He started attending BAPC in 2019 with his wife, Brittany, and two children, Henry, and Caroline. The whole family officially joined the church in 2022. For the past three years, Ben has served with Deborah Houghton in the elementary school Sunday School class. This year, he participated in the search committee for our new Covenant Pastor for Family Ministry. Here at church, Ben loves Wednesday night dinners and Thursday night pickleball. Outside of church, Ben works at CarMax where his focus is improving the online shopping experience. His hobbies include retro video games, running, and travel.

**SUMMARY OF MEMBERSHIP 2023**

<b>Active members as of 1/1/23</b>	<b>267</b>
 <b>Active Members <u>Added</u> to the Rolls</b>	
Profession of Faith	.....5
Reaffirmation of Faith	1
Certificate of Transfer	7
<b>Total Active Members Added to the Rolls</b>	<b>+ 13</b>
 <b>Active Members <u>Removed</u> from the Rolls</b>	
Certificate of Transfer	.....1
By Request/Action by Session	.....0
Deaths	.....8
<b>Total Active Members Removed from the Rolls</b>	<b>.....- 9</b>
 <b>Active members as of 12/31/23.....</b>	 <b>.....271</b>
 <b><u>Confirmands and Professions of Faith</u></b>	
Phillip Kennedy	+ 2
Lindsay Kennedy	
 <b><u>Reaffirmation of Faith</u></b>	
Stewart Atkins	+4
Peter Ford (Affiliate)	
Patty Ford (Affiliate)	
Kristen Roberts	
 <b><u>Certificate of Transfer (in)</u></b>	
Deborah Caparoula	+ 7
Gary Davis	
Trisha Davis	
David Caulkins	
Pat Caulkins	
Sarah Krzastek	Scott Krzastek
 <b><u>Certificate of Transfer (out)</u></b>	
Bruce Ensley, Jr.	- 1
 <b><u>Removed from Roll</u></b>	
	- 0
 <b><u>Deaths</u></b>	
Jean Hamlett	- 8
Norman Negaard	
Barbara Nichols	
Clarence Jones "Bob"	
Dave Berg	
Thomas Humphry	
Paul Beigbeder	
John West III	

**OPERATING FUND STATEMENT OF INCOME AND EXPENSES**

	2023 Actual	2023 Budget	2024 Budget
Income			
Pledges	\$549,385	\$528,000	\$504,000
Prior Year Pledges	4,520	1,400	3,000
Loose Offering	10,875	3,600	7,000
Use of Facilities	7,105	5,000	7,000
Transfer from Operating Reserve/Allocated Funds	2,000	2,000	46,000
<b>Total Income</b>	<b>\$573,885</b>	<b>\$540,000</b>	<b>\$567,000</b>
Expenses			
Staff	286,069	331,404	353,545
Christian Education	13,506	15,100	15,500
Worship & Music	9,898	11,622	10,500
Communications	7,206	8,670	8,921
All Other Session Divisions	1,470	4,900	5,012
Office Administration	10,729	16,600	17,710
Property and Utilities	89,372	97,704	99,112
Benevolences	54,000	54,000	56,700
<b>Total Expenses</b>	<u><b>472,250</b></u>	<u><b>\$540,000</b></u>	<u><b>\$567,000</b></u>
<b>Surplus</b>	<u><b>\$101,635</b></u>	<b>\$0</b>	<b>\$0</b>

Operating Reserve Summary

Balance, January 1, 2023	\$ 165,762
Operating Fund 2022 Net Surplus	<u>101,635</u>
Prior Year Correction	(149)
Funding for Deferred Maintenance	(30,000)
Net Activity	<u>71,486</u>
Balance, December 31, 2023	<u><u>\$ 237,248</u></u>

Special Offerings	2023 Actual
Bainbridge Food Pantry	\$275
Christmas Joy Gift	1,207
Crop Walk	105
Disaster Relief	4,481
Five Cents a Meal	84
One Great Hour of Sharing	3,053
Pastor's Emergency Fund	1,284
Peacemaking	1,362
Pentecost	1,697
RISC Support Drive	9,645
Refugee Support Europe	3,006
	<u>\$ 26,199</u>



CONSOLIDATED CASH, INVESTMENTS, AND FUND BALANCES

	As of 1/1/2023	Net Change	As of 12/31/2023
Cash and Investments			
Checking	482,180	114,888	597,068
Savings	55,292	46,741	102,033
PILP Investment	54,640	(27,034)	27,606
Pastor's Emergency	2,141	(341)	1,800
Preschool Scholarship	8,522	3,939	12,461
New Covenant Funds	506,236	44,639	550,875
Total Cash and Investments	<u>\$ 1,109,011</u>	<u>182,832</u>	<u>1,291,843</u>
Fund Balances			
Operating Reserves	165,762	71,486	237,248
General Endowment	490,965	34,809	525,774
Pastor Emergency	2,141	(341)	1,800
Property	36,100	20,191	56,291
Memorials	12,859	1,351	14,210
Church and Society	5,376	(248)	5,128
Fellowship	13,904	(391)	13,513
Stewardship	118,111	19,561	137,672
Congregational Care	30,168	4,623	34,791
Christian Education	103	30	133
Worship and Music	29,904	1,448	31,352
Preschool	162,410	34,337	196,747
Staff Recruitment	10,591	(177)	10,414
Staff Relations	30,617	(3,847)	26,770
	<u>1,109,011</u>	<u>182,832</u>	<u>1,291,843</u>

Analysis of 2024 Pledges Results		
Number Pledging	Range Amount	Total
3	\$15,000 - 25,000	\$68,600
5	10,000 - 14,999	\$60,500
4	8,000 - 9,999	\$33,520
5	7,000 - 7,999	\$37,803
6	6,000 - 6,999	\$37,296
7	5,000 - 5,999	\$35,400
5	4,000 - 4,999	\$23,380
21	3,000 - 3,999	\$71,900
19	2,000 - 2,900	\$45,660
18	1,000 - 1,999	\$26,440
11	1 - 999	\$7,884
104	Households	\$448,383
Other Data:		
13	New pledging households or households not pledging in 2023	\$29,440.00
56	Households <i>increased</i> their pledges over 2023	\$60,629.00
	Total <i>increase</i> in 2024 pledge amounts over 2023	\$90,069.00
10	Households <i>decreased</i> their 2024 pledges from 2023	\$14,760.00
13	Households pledged in 2023 but not yet pledged for 2024	\$41,400.00
10	Households who do not pledge but give regularly	

Prepared by Ted McCormack  
Financial Secretary  
1/4/2023

<b>Bon Air Presbyterian Church</b>				
<b>2024 Budget</b>				
<b>Comparative Operating Fund Activity</b>				
	<b>Account Name</b>	<b>2023 Actual Results</b>	<b>2023 Approved Budget</b>	<b>2024 Approved Budget</b>
<b>Income</b>				
4010	Pledges	\$549,385	\$528,000	\$504,000
4020	Prior Year Pledges	4,520	1,400	3,000
4030	Loose Offering	10,875	3,600	7,000
	<b>Pledges and Offerings</b>	<b>564,780</b>	<b>533,000</b>	<b>514,000</b>
4040	<b>Use of Facilities</b>	<b>7,105</b>	<b>5,000</b>	<b>7,000</b>
xxxx	Remainder of 2022 Sieben gift			11,720
xxxx	Operating Reserve/Surplus from 2023			34,280
4090	<b>Total Allocated Funds Support</b>	<b>2,000</b>	<b>2,000</b>	<b>46,000</b>
	<b>Total Income</b>	<b>573,885</b>	<b>540,000</b>	<b>567,000</b>
<b>Expense</b>				
5016/17	Minister Sal/Housing	73,736	73,736	75,948
5083	SECA Supplement	5,641	5,641	5,810
5019	Minister Prof Dev.	2,208	2,400	2,400
5037	Minister -Brd of Pensions	28,757	28,757	29,620
	<b>Minister</b>	<b>110,342</b>	<b>110,534</b>	<b>113,778</b>
	<b>Provision for Program Staff Expansion TBD</b>		<b>48,290</b>	0
	<b>Items for Covenant Pastor for Family Ministry</b>			
	CP Salary + Housing	21,420		52,051
	CP Board of Pensions	2,306		5,205
	CP SECA Supplement	1,638		3,982
	CP Prof Development	507		2,400
	<b>Covenant Pastor Family Ministry</b>	<b>25,871</b>	<b>48,290</b>	<b>63,638</b>
5040	Dir Education & Youth	10,836	10,712	0
5041	Director E&Y - FICA	829	819	0
5042	Director E&Y - Prof Dev	645	208	-
	<b>Dir Education &amp; Youth</b>	<b>12,310</b>	<b>11,739</b>	0
	<b>Total of Dir E &amp; Y + Covenant Pastor</b>	<b>38,181</b>	<b>60,029</b>	<b>63,638</b>

5031	Music Director Salary	26,004	34,000	25,500
50XX	Add'l Work Funerals/Weddings	1,000	2,750	
5034	Music Director Prof. Dev.	56	1,400	850
5032	Music Director-FICA	1,014	2,811	1,951
	<b>Music Director</b>	<b>28,074</b>	<b>40,961</b>	<b>28,301</b>
	Accompanist Salary			17,000
	Add'l Work Funerals/Weddings			2,750
	Accompanist Prof Dev			550
	Accompanist FICA			1,511
	<b>Accompanist Total</b>	-		<b>21,811</b>
	<b>Total for Music Director + Accompanist</b>	<b>28,074</b>	<b>40,961</b>	<b>50,112</b>
5051	Office Manager Salary	42,436	42,432	43,705
5054	Office Manager Prof. Dev.	265	1,200	1,200
5052	Office Manager-FICA	3,033	3,246	3,343
5055	Office Manager-Brd of Pensions	17,338	17,300	18,391
	<b>Office Manager</b>	<b>63,072</b>	<b>64,178</b>	<b>66,639</b>
5071	Sexton	19,913	21,660	23,104
5072	Nursery Worker	2,751	2,867	3,055
5073	Interns	2,000	2,000	
5074	Choir Vocalists + Music Leader for Woods	10,779	17,125	20,000
5076	Bookkeeper	7,414	7,800	9,000
5085	FICA	3,543	4,250	4,219
	<b>Other Staff</b>	<b>46,400</b>	<b>55,702</b>	<b>59,378</b>
	<b>Total Staff Expense</b>	<b>286,069</b>	<b>331,404</b>	<b>353,545</b>
5110	Children & Youth Music	153	312	
5130	Adult Choral & Handbell Music	293	927	600
5140	Hired Musicians	1,950	2,700	3,000
5150	Supply Organist	1,803	1,560	1,800
5160	Copyrights & Permissions	315	425	350
5170	Instrument Maintenance	1,935	1,248	1,600
5180	Worship Supplies	734	1,500	1,200
5185	AED/CPR Training	450	450	450
5190	Pulpit Supply	1,300	1,560	1,500
5191	Worship in the Woods	965	940	
	<b>Total Worship &amp; Music</b>	<b>9,898</b>	<b>11,622</b>	<b>10,500</b>
5110xx	Children & Youth Music			300
5210	Curriculum	625	600	600

5220	Adult CE	53	300	400
5230	Youth	2,868	3,000	3,000
5240	Special Programs	2,278	3,000	3,000
5250	Supplies	246	300	300
5260	Audio Visual/Equipment	-	200	200
5270	Training, Gifts, Misc.	86	300	300
5280	Retreats and Mission Trips	7,350	7,400	7,400
	<b>Total CE</b>	<b>13,506</b>	<b>15,100</b>	<b>15,500</b>
5310	Comm & Mkt	254	2,130	2,076
5311	IT Tech Support	2,291	1,980	2,045
5312	Telephone	2,501	2,280	2,280
5313	Internet	2,160	2,280	2,520
	<b>Total Communications</b>	<b>7,206</b>	<b>8,670</b>	<b>8,921</b>
5315	Misc Hospitality	464	1,200	1,000
5320	Congregational Care Division	645	1,200	1,200
5330	Fellowship Division	299	600	600
5340	Staff Relations Division	163	400	400
5350	Stewardship Division	(101)	1,500	1,512
5xxx	Church & Society Division	-		300
	<b>Total All Other Divisions</b>	<b>1,470</b>	<b>4,900</b>	<b>5,012</b>
5450	Staff Auto Expense	805	2,000	2,045
5460	Pastor Business Meetings	1,221	2,100	1,000
5036	Pastor Cell Phone Allowances	800	1,200	600
5xxx	Covenant Pastor Cell Phone Allowance			600
5xxx	Additional Cell Phone Allowance			600
5420	Paper and Supplies	2,691	3,000	3,500
xxxx	Covenant Pastor Business Meetings			1,000
5410	Equipment	3,093	5,200	5,200
5430	Postage	1,556	1,800	1,800
5440	General Misc.	291	300	500
5461	Weds Night Dinners for Staff	272	1,000	865
	<b>Total Administration</b>	<b>10,729</b>	<b>16,600</b>	<b>17,710</b>
	<b>Programs and Admin</b>	<b>42,809</b>	<b>56,892</b>	<b>57,643</b>
5520	Electricity	17,038	17,613	18,320
5530	Gas	6,926	13,596	13,596
5540	Other Utilities(Water,Sewer,Trash)	5,703	6,400	6,400
5550	HVAC(Scheduled Maint)	3,933	4,635	4,635
5560	Custodial Supplies, Mats	2,765	3,400	3,400
5571	Unscheduled Maintenance	10,863	10,000	10,000

5572	Bldg/Equipment Inspection	1,815	1,545	1,545
5573	Landscaping	13,020	13,020	13,670
5574	Pest Control	1,752	1,978	1,978
5575	Deferred Maintenance	9,449	9,449	9,500
5580	Insurance	16,108	16,068	16,068
	<b>Total Property</b>	<b>89,372</b>	<b>97,704</b>	<b>99,112</b>
5610	General Benevolences	33,000	50,500	52,700
5620	Bread for the World	500	-	
5630	Local Benevolences	13,000	-	
5650	RISC	3,500	3,500	4,000
5660	Missionary Support	2,000	-	
5670	Theological Higher Education	2,000	-	
	<b>Total Benevolences</b>	<b>54,000</b>	<b>54,000</b>	<b>56,700</b>
	<b>Total Expenses</b>	<b>472,250</b>	<b>540,000</b>	<b>567,000</b>
	<b>Net Surplus(Deficit)</b>	<b>101,635</b>	<b>0</b>	<b>0</b>
	<b>Model      Healthy      Sustainable</b>			
	<b>Allocations</b>			
	Staff 55%	61%	61%	62%
	Programs 15%	9%	11%	10%
	Facilities 20%	19%	18%	17%
	Missions 10%	11%	10%	10%
	Total Expenses 100%	100%	100%	100%

## 2023 REPORTS OF MINISTRY TEAMS AND COMMITTEES

### ADULT CHRISTIAN EDUCATION MINISTRY TEAM

**Team Members:** Joslyn E. Shipman, Moderator, Sidney Whitlock, Harold Houghton, with Pete Gallini and Erick Kasten as Zoom Technicians

**2023** In-person attendance averaged 18-27 participants, with 5-7 on-line participants in each hybrid class.

#### **Winter Session 2023**

*Myths America Lives By*, Richard Hughes-Led by Harold Houghton. Hughes raises our consciousness about American Myths, the history of their origins, the consequences of their embrace, and how rooted each is in the primal myth of White Supremacy.

#### **Lent 2023:**

*Prepare the Way for the Lord: Advent and the Message of John the Baptist* by **Adam Hamilton-Led by Rev. Alex Creager**, this study explored the Advent themes of John's life and ministry, and how John calls all followers of Jesus to prepare our hearts for his coming.

#### **Spring Session 2023:**

##### ***Good News: The Prophets, April–May 21***

The prophets are back! Bruce Miller led in a discussion of Isaiah- the prophet, the book, and the three Isaiahs who, scholars tell us, wrote it over the course of multiple centuries. Also, briefly exploring the lives and work of Elijah, Elisha, Isaiah, Jeremiah Ezekiel, and Daniel. The women of the Hebrew text, Esther (the Queen who freed her people), Deborah (the only female judge named in the Hebrew Bible), and Huldah (the woman turned to by a King, a high priest, and a learned scribe when they needed to know the authenticity of God's word), were presented in (for some) a new light.

#### **Fall Session 2023:**

##### **Sundays, October 22-November 26**

***"Christian Reflections on Muslim Faith and Practice"***, led by Peter Ford

Six sessions afforded the opportunity to explore Muslim and Christian thoughts, similarities, and differences. Questions asked and expounded upon included: **Do Muslims and Christians worship the same God? Can Christians consider Muhammad as a prophet?** What do Muslims really think about Jesus? Is Muslim practice compatible with Christian's ideals (and practice)? **How can we engage in loving dialogue with our Muslim neighbors?**

## September 17-October 15

*When Creation Groans, What Do We Do?* “Led by Patty Ford and Harold Houghton. These five sessions brought attention on God's call to us to be good stewards of the earth. We are all in this together and we need each other's concern and involvement.

## Advent Season 2023:

*Matt Rawle's The Heart That Grew Three Size: Finding Faith in The Story of the Grinch.* **led by Rev. Alex Creager, this session** took a look at the story of Dr. Seuss' *How the Grinch Stole Christmas* and how it connects with our Christian faith and calling to follow Jesus. An exercise to rediscover the gift of Advent that comes without packages, ribbons, and bows.

Submitted by: Joslyn E. Shipman, Adult Christian Education Ministry Team Moderator

## FAMILY AND YOUTH CHRISTIAN EDUCATION

We are very happy to report a blessed and exciting year of continued renewal and growth for BACC families and youth in 2023! Highlights included:

- The keynote of welcoming Rev Rebekah Motley as Pastor for Family Ministries, bringing her dedication, care and leadership to all things benefitting our young people and those who care for them. Rebekah, we are so excited you are here!
- Increased participation and family support of Little Lights, the Nursery and Elementary Sunday School classrooms
- Continuing 2022's budget blessings, once again funding youth participation at summer camps
- Reestablishment of BAPC-focused Youth Group meetings on Sunday afternoons, led by Rebekah.
- Cantus Choir
- Easter egg gather
- Montreat Youth Conference
- Massanetta Middle School Conference
- Cantus Choir Pizza Party
- Camp Hanover
- Elementary Ice Cream & Smores Parties
- Crop Walk
- Trunk or Treat
- Super Bowl of Caring

And wrapping up the year was the Christmas Musical, guided once again by Deborah Houghton, with many involved parents and the Sanctuary filled to capacity! As always, none of these achievements would have been possible without the care, love and support of the staff, parents, and volunteers.

Submitted by Darin Smouse, Chair, Family & Youth Christian Education Ministry



## CHURCH AND SOCIETY MINISTRY TEAM

The mission of the Church and Society Team (C&S) is to engage the congregation of Bon Air Presbyterian Church in actions to share God's grace through a variety of local, national, and global missions. C&S oversees the church's benevolence budget which includes local benevolences, denominational benevolences, special offerings, missionary support, and support of theological education. Following the practice of tying our financial resources together with our actions, C&S also seeks to involve as many BAPC congregants with as many outreach and service opportunities as possible. Additionally, C&S provides mission interpretation and education to foster a heightened awareness of societal issues by members of the congregation in the local and global context of the larger mission of the Presbyterian Church USA.

### **Accomplishments in 2023:**

Provided direct financial support to the following local benevolences:

Bainbridge Community Ministry - \$3,050  
Richmond Peace Education Center - \$1,500  
Shalom Farms - \$1,000  
Richmond Hill - \$1,000  
Chesterfield County Food Bank -\$500  
Assisting Families of Inmates - \$1,500  
Bon Air Juvenile Correctional Center - \$500  
Virginia Interfaith Center for Public Policy/Immigration - \$1,000  
CARITAS - \$1,500  
Voices of Jubilee - \$1,000  
ReEstablish Richmond - \$500  
Richmonders Involved to Strengthen Communities (RISC) - \$3,500

Provided support to GENERAL and/or DENOMINATIONAL benevolences including:

Presbytery of the James - \$33,000  
Missionary Support - \$2,000  
Bread for the World - \$500  
Theological Education - \$2,000

**Bainbridge Community Ministry** – 2023 was another successful year for BAPC's Open Trunk Food Drive, which benefits both the Bainbridge Food Pantry and the Chesterfield County Food Bank. Both recipients have been overwhelmed by the generosity of BAPC's congregation, especially at a time when so many in our community are experiencing food deprivation. We have members who volunteer at both locations, and along with our donations of non-perishable food, we are making a difference in the community. Contact: Martha Singdahlsen.

**EarthCare** – BAPC is an EarthCare Congregation, and we work together to meet criteria in the areas of Worship, Christian Education, Facilities and Outreach for recertification each year. We are striving to be more attentive to ways we can care for the earth as a congregation. Our new EarthCare banner was displayed at our parking lot entrance on several occasions this year. We also hosted a gathering with 3 other churches in the Presbytery to share ideas. We would love to have more folks join us! Contact: Deborah Houghton

**Caring for Creation** is a subcommittee of EarthCare made up of 4 teams of volunteers who provide weekly pickup of paper, aluminum, cardboard, plastic bags, and other items from church offices and the kitchen for recycling. Contact: John Rupp

**Richmonders Involved to Strengthen Our Communities (RISC)** is made up of 24 congregations of different faiths, races, and ethnicities across the Richmond metro area who use the power of organized people to solve systemic community problems. Not a service provider, RISC is a grassroots, direct action, multi-issue non-profit organization. BAPC joined 1,200 participants at the 2023 Nehemiah Action to press public officials to commit \$10 million annually to the city's Affordable Housing Trust Fund, to provide grant funding to replace dilapidated, unsafe mobile homes in the Route 1 corridor, and to implement a proven, evidenced-base gun violence intervention program. The work of raising awareness, researching best practices from other communities, and educating the public decision makers is made possible in part by 31 Justice Ministry Network members from BAPC who volunteer their time – and their individual investments totaling \$23,259 for 2023! We continue to be rewarded with new alliances and friendships while working together to make the Richmond area a more equitable place to live and thrive. Contact: Barbara Jacocks

**Fairly Traded Coffee and Chocolate** is sold in the Welcome Center the first Sunday of each month. BAPC has been involved in fair trade sales since 2006. Through the Presbyterian Coffee Project, participants get access to organic, fairly traded products at discounted wholesale case prices, ensuring that more of the money buyers spend on coffee reaches the hardworking farmers who actually grow it. Contact: Deborah Houghton

**Micah Program:** Currently BAPC has 6 volunteers who are trained and assisting in classrooms as reading buddies at Southampton Elementary School. Another 10 are on board to help provide treats and supplies for teachers and students throughout the year as needed. This year we also provided treats for the teachers at the end of the school year. We are hopeful that BAPC's involvement will continue to grow. Contact - Deborah Houghton

**Assisting Families of Inmates (AFOI)** - The mission of AFOI is to support underserved families of the incarcerated by providing meaningful visitation, family assistance and children's programs that achieve positive, evidence-based outcomes. Video Visitation – 257,000+ video visits for families & children to their incarcerated loved ones. The Milk and Cookies Children's Program (MAC) serves children in 7 Richmond city schools, helping them navigate the trauma of separation from an incarcerated parent. The Family Reunification House, which opened in November 2022, also now has a nursery for new mothers who are incarcerated so they can have nurturing time with their baby. Video visitation continues, and newly added are video visitation opportunities for youth at Bon Air Juvenile Correctional Center. Contact – Kathy Sestak

**Prison Fellowship Angel Tree Program** – Our BAPC congregation participates annually in the Prison Angel Tree Program. This year we had 66 children, and all names were taken! Christmas presents are purchased on behalf of incarcerated parents. In addition, BAPC sponsored 4 Angel Tree children to go to All God's Children summer camp. Contact – Linda Johnston

With changes in the administration at **Bon Air Juvenile Correctional Center** we saw tighter restrictions on volunteer visits. We were unable to hold monthly birthday parties due to concerns of mixing residents from different units, so we adopted single unit #62. 4 volunteers met with those residents in a cafeteria setting in May, June and September for games and conversation. We look forward to resume bringing in food, as sitting at a communal table is always preferable. In December, our volunteers helped deliver Christmas gifts to 6 units and enjoyed talking briefly with the residents. We are looking forward to more contact opportunities in 2024. We are always met with respect and gratitude from the residents and staff. Contact – Judi Foster

**Voices of Jubilee** – Founders and pastors Lauren Ramseur and Ashley Diaz Mejias continue to expand this ministry as they visit and counsel at Bon Air Juvenile Correctional Center, Chesterfield Detention Center, and prisons around the state where former residents are finishing their sentences as adults. While we can no longer sing together due to Covid, we can be present for support through court dates and counseling. Volunteers, parents, and formerly incarcerated residents gather before Christmas in a joyous reunion to pack bags for both BAJCC and CDC. Contact – Judi Foster

**The Bon Air Interfaith Trialogue** – The Trialogue met three times in May, at the Islamic Center of Virginia, St. Edward’s Catholic Church, and Congregation Or Ami. The theme was *Blessings/Tragedies of Being Human*, examining who we are at the core, as we relate both within and outside our communities of faith. Great food and conversation, and a great turnout by BAPC members. A spirit of joy, community, and learning from one another! Contact: Pastor Alex

**Immigrants and Refugees** – In 2023, BAPC continued to partner with St. Edwards Catholic Church in sponsoring the Momand family from Afghanistan. The family includes a husband who worked for U.S. troops in Afghanistan, a wife who is a seamstress by trade, a 4-year-old daughter, a 2-year-old son, and a younger son born in the U.S. With the support of the Refugee Ministry Team and generous donations from our congregation, the Momands are making great progress adjusting to their new life and were recently granted asylum status after a lengthy application process. With our continued assistance, they hope to apply for green cards in 2024. Contact – Mindy Peters

The **Peace Group** celebrated its 40<sup>th</sup> anniversary in 2023! We met virtually 3 times this year in addition to 4 meetings for our annual book study, *A More Perfect Union: A Vision for Building the Beloved Community*. Group members attended various advocacy events throughout the year. The group leads BAPC’s EarthCare project and is studying the Matthew 25 Initiative for PCUSA congregations. We sponsored a film viewing, *Social Dilemma*, on a Sunday after church. We encourage participation in the PCUSA Peacemaking Offering each fall. Plans are being made to host an international peacemaker in conjunction with the Presbytery in 2024. Contact: Deborah Houghton

**Shalom Farms** – BAPC members volunteered for 6 days of work throughout the year planting and harvesting vegetables at the farm in Powhatan County, helping to provide affordable, healthy, and responsibly grown produce to the communities who need it the most. Contact: Pastor Alex

**Sylvia’s Sisters** - BAPC hosted a family kit-packing event for period products in our Fellowship Hall in July, with great participation from our congregation and other volunteers. Over 2,000 kits were packed with supplies to help fight period poverty throughout the Richmond area. Contact: Brittany Averette

**Bridging RVA** – Our congregation participated in the organization’s *150 Beds for 150 Kids* project and collected 2 HUGE boxes of new sheets, blankets, and bedspreads for children for their new beds. Contact: Catherine Barnes

Denominational Offerings:

**One Great Hour of Sharing** - \$3,053 which supports PCUSA worldwide relief efforts.

**Pentecost Offering** - \$1,697 total; \$1,018 went to PCUSA’s Mission Agency for children at risk, \$303 went to Angel Tree All God’s Children camp, and \$376 went to Micah.

**Peace & Global Witness Offering** – \$1,262 total, \$946.50 went to the Presbytery of the James, and \$315.50 went to the Richmond Peace Education Center.

**Christmas Joy Offering** – As of 1/11/24, we have collected close to \$900.00.

Other Special Offerings and Collections

Disaster Relief Fund - \$4,379.19 (\$765 to Presbytery of the James, \$1775 designated for Maui, Hawaii and \$1,839.19 designated for Gaza/Israel)

Five Cents a Meal - \$99.26

Refugee Support (proceeds from Wednesday Night Dinner silent auction) \$290

**Church and Society Goals for 2024:** To prayerfully research and discern how to most effectively allocate a bequest of \$22,000 from the Evelyn & U.V. Henderson Charitable Trust, designated to be used for the benefit of children in the Richmond metro area at risk financially, physically, emotionally, and spiritually. In addition, we have received a gift of \$2,000 from a longtime member to be used for local benevolences. We would like to expand our team in 2024!

Submitted by Catherine Barnes, Church and Society Ministry Team Moderator

**PASTOR’S DISCRETIONARY FUND** (under Church & Society Division)

In 2023 Bon Air helped community members with a total of \$1,500 given to the Area Congregations Together in Service (ACTS) program. The \$1500 donation we sent was then doubled by another giver through ACTS. We referred eight cases to ACTS in 2023.

We also helped a few individuals who “walked-in” or called looking for assistance.

Thank you to everyone who has donated to the Pastor’s Discretionary Fund. Your funds are being put to great use to help those in our community.

Submitted by: Brenda Norton, Church Office

## **COMMUNICATIONS MINISTRY TEAM**

This team supports BAPC's ministries through internal and external communications. A lot of what we do is "invisible" on a day-to-day basis because it involves managing, maintaining, and updating the technology that keeps us communicating. This includes:

- Computer systems
- Internet access
- Phone system
- Document access/storage

The communication tools we use that are more visible are:

- Social media presence
- The Outreach Newsletter
- BAPC Website
- Sanctuary Sound System
- Online Photo Albums
- Huguenot Road Banners
- ZOOM worship & meeting support

### **Some of our work this year included:**

1. With a generous grant from the Endowment Fund, we updated the Sanctuary sound system to improve the sound both in the Sanctuary and on-line.
2. Finalized a newly designed BAPC website to help better communicate with existing friends and members as well as potential new members.
3. Expanded the use of Breeze, a secure, multi-functional, intuitive, church management system to include more members and ministry teams.
4. Increased our presence on Instagram highlighting church activities and connecting with more people and groups.
5. The ongoing work of providing ZOOM worship and church meetings and maintaining the computer and phone systems.

### **Goals for 2023:**

- roll-out membership-wide access to Breeze to allow access to one's own financial statements as well as an on-line church member directory.
- assist with the creation of an updated pictorial directory.
- Continue to look for ways to improve how we communicate with our members, guests and neighbors.

Submitted by: Pete Gallini, Communications Ministry Team Moderator

## CONGREGATIONAL CARE MINISTRY TEAM

The Congregational Care Ministry Team is concerned with the needs of the congregation. When we hear of someone who has a need we have a variety of tools at our disposal. Depending on the situation:

- we pray with and for those in need;
- we send cards and notes;
- make phone calls and visits;
- we drive people to appointments;
- we take meals to families in crisis;
- we loan out medical equipment;
- we take prayer shawls to those who are in need of special comfort;
- upon request, members who are in need will be listed on the prayer chain;
- and we serve communion to our At Home Worshipers.

A particular privilege that this ministry team enjoys is the distribution of cradle crosses and silk roses to families with newborn babies

The BAPC email prayer chain is at the heart of congregational care. It is a network that informs us and equips us.

The Prayer Shawl Ministry is an especially gracious element to BAPC outreach. A Prayer Shawl Blessing is held each winter.

Both the Memorial Garden Committee and the Memorial Reception Committee fall within our team. The Memorial Garden Annual Remembrance was held on May 21. Six Memorial Receptions were hosted this year. The Team also assists the pastors with preparations for the All Saints Day service.

We provide a devotional booklet, *THESE DAYS*, which is available at the Welcome Center.

In 2023 we sent approximately 50 Get Well Cards, 20 Condolence Notes, 25 Easter Cards, 50 Christmas Cards. Ten prayer shawls were delivered. Six Memorial Receptions were given. Thank You Notes were sent to various members for their service to the congregation. We hope to add Birthday Cards to At Home Worshipers to our tasks in 2024. Meals were arranged in a variety of situations and Communion was served to At Home Worshipers upon request.

Submitted by: Julia Brebner, Congregational Care Ministry Team Moderator

**ENDOWMENT FUND COMMITTEE**

Bon Air Presbyterian church has a thriving Endowment Fund. The fund was established to enable members and friends of the congregation to express their gratitude to God, their appreciation to the saints who built this church, and their desire to leave a legacy to future generations that will carry on the mission of the church. Annually, monies generated by the Endowment Fund support outreach ministries and benevolences, building and capital improvements and new or special church programs.

The Value of the Endowment fund at the beginning of the calendar year 2023 was \$475,620.00. As of December 2023, the value of the Endowment fund was \$503,669.02. The Value of the fund is primarily affected by changes in the market value and contributions.

The Endowment Fund Birthday Offering was featured in May. Each year the birthday fund’s focus is an opportunity to give to the Endowment Fund with gifts equal to one’s age or in honor or memory of a friend or loved one’s birthday. These donations are accepted all year long and not just in May and are greatly appreciated.

All of the projects awarded monies in 2023 were completed.

- Replacing the lighting fixtures in the Pastor’s Corridor, Beck Room and Kitchen ..	\$4,075.00
- Sanctuary Audio System	..... \$13,100.00
- Sacristy Refrigerator	\$1,500.00
- Canopy Tent	..... \$125.00
- Sylvia’s Sisters – US Project – period products	\$2,286.38
- Pickle Ball Supplies	\$473.62
- Handrail Installation by the playground for Worship in the Woods	.... <u>\$1,175.00</u>
Total	\$22,735.00

The annual funds for distribution for 2024 total \$23,102.00 and were calculated according to the Endowment Fund Charter. The Endowment Committee reviewed the funding requests that were submitted and recommended to session funding the following requests for 2024:

- New Couches for the Parlor	\$5,800.00
- Storage Unit for Sylvia’s Sisters	\$3,048.00
- Refurbish Orff instruments	\$945.00
- Voices of Jubilee – Travel, Scholarships and Extended Training	<u>\$13,309.00</u>
Total	\$23,102.00

In addition to what is listed above, the Endowment committee publicized the opportunities to support the Endowment Fund and completed the slate for the Class of 2027.

Submitted by Claude Foster, Chair of the Endowment Committee

## FELLOWSHIP MINISTRY TEAM

The Fellowship Ministry Team works to provide a variety of activities for the congregation to participate in. The Team consists of Sandy Thornburg, Laura Peters, Judy Clayton, and Vicki Callear. The following is a list of events this year.

Riverside Dinner Theater – We went to two plays this year. “Joseph and the Amazing Technicolor Dreamcoat was on June 11 and 15 attended. “Miracle on 34<sup>th</sup> Street the Musical” was on December 17 and 28 attended. Both were great plays and enjoyed by those who attended.

ROMEO’S – Retired Old Men Eating Out – The men eat out the second Tuesday of each month from September to June for fellowship and lunch. On average 8-10 attend and all are welcome. Contact Pat Clayton at 804-276-6420 for more information.

Circles - There are two Circles – The Sisters Circle meets the second Tuesday of each month for fellowship and Bible study - Presbyterian Women’s Horizon Bible Study “Sacred Encounters” led by Joslyn Shipman. We collected an offering and were able to make a contribution to a mission project this year.

The Prime-Time Circle meets on the 1<sup>st</sup> Monday of the month from September to June in the Garden Room. Average attendance is 17. Our meeting topics have been Speakers - Pastor Alex, Pastor Rebekah, Eryn Cook from Eco Inspires; movie “Joshua”; getting to know each other; “God Winks” we have experienced; History of Bon Air by Emily Boots. Question: What brings you to Circle? Number 1 answer was “fellowship”. We collect an offering each month and donate to a cause each year. In 2023 we purchased a vacuum cleaner for the Afghan family.

Movie Night – In February we had a Movie Night, showing the film “The Ultimate Gift”. It is part of a trilogy and was very well received. There were 22 adults who attended. We have had requests to show the others in the trilogy.

Fox Socks – Each year we get stockings from the Salvation Army to fill for underprivileged children in our metro area. This year we filled 80 of 100 stockings and returned them for distribution at Christmas. Thank you for your support.

Faith Night – Each year the Flying Squirrels hold two Faith Nights (May and August) at The Diamond. This year we had 15 to attend in May and 17 to attend in August. We have a great time of fellowship, cheering on our Flying Squirrels and eating hot dogs and French fries. Hope you will join us in 2024.

Halloween – We had a Pumpkin Decorating Contest at the Wednesday Night Dinner on October 25. Families brought their own pumpkins, and we had paper ones and supplies for them to decorate with. There were 10 children who participated, and prizes were awarded. The children were very creative and did a great job of decorating their pumpkins. All enjoyed the activity.



The Chef's Club prepares meals and promotes fellowship with Wednesday Night Dinners from September through mid-May for BAPC members and guests. Currently meals are \$8 for adults and \$4 for children. There are 5 teams of cooks, meal servers, table setters and cleanup crews: rotating on a 5-week schedule. Diners sign up on a permanent or weekly list located on the bulletin board in the hallway near the pastor's office. Reservations can also be made by calling the church office by 3:PM on Monday before the Wednesday Night dinner (NOTE If you are on the permanent list and will not attend for a given meal, place your name and mark cancel on the permanent list) Brenda gives the weekly count to the cook and Pat Clayton and Margaret Watkins who collect the meal money. They count the money and place it in the church safe. Becky Bullock is our hostess and a faithful group of diners put away the tables and chairs. The volunteers are greatly appreciated.

### **ACCOMPLISHMENTS for 2023**

- Purchased a new Commercial refrigerator (replaced the very old one)
- The GREASE TRAP cleaned.
- Recruited 3 new team members: one server and two table setters.
- Provided and prepared EASTER BREAKFAST for our congregation
- A FREEWILL donation was made to ONE GREAT HOUR of Sharing
- 4th of JULY PIG ROAST
- Served hot dogs and drinks for a SSSJ concert.
- Provided and prepared Rally Day breakfast for the congregation
- Purchased new tablecloths for Wednesday Night Dinner
- Served between 60 and 80 meals per week.
- Leftover food donated to GOOD SAMs
- Served 95 for Christmas Dinner (103 Signed up)
- Mrs. Claus made an appearance, and read THE NIGHT BEFORE CHRISTMAS and with the help of Becky Bullock surprised the children with TREAT BAGS
- Meredith and Jack Himmelman led the Carol singing.
- Offered takeout meals for members unable to attend in person.
- Painted the Kitchen

### **GOALS for 2024**

- Recruit new team members.
- Recruit drivers to deliver meals.
- Do a complete Kitchen Cleanup

We continue to try to come up with activities that you will enjoy and that will bring us together. If you would like to join us or have suggestions, we would love to hear from you.

Submitted by: Sandy Thornburg, Fellowship Ministry Team Moderator

## **HOSPITALITY & WELCOME MINISTRY TEAM**

We continue to welcome new visitors and members.

As well as provide Welcome packages for new members.

An Inquirers class was held and led by Alex and providing good information on the church and what it means to be a presbyterian.

Greeters are staffed and available each Sunday.

Coffee and snacks are provided each Sunday headed by Deborah Houghton and we have been able to get her some help.

An updated mission statement was sent to Pete Gallini for the website.

Looking forward to 2024

Submitted by: Doug Paz, Hospitality and Welcome Ministry Team Moderator

## **THE MEMORIAL GARDEN COMMITTEE**

The Memorial Garden had been started approximately 27 years ago by a group as a ministry of Bon Air Presbyterian church. Nancy Miller was moderator for many years. The Memorial Garden committee currently consists of Diane Berg, Barbara Jacocks, Ed Callear, Nellie Knight, Peg Perko, Sidney Whitlock, John Rupp, Becky Harvell, Alan Sestak, Margie Leynes, Kathy Kelly, and Gloria Myers. Diane Berg and Gloria Myers are co-chairs.

The garden is funded by donations to the Memorial Garden Fund, interment charges, and a Memorial Garden endowment. In September an arch was placed in the garden in honor of Nancy Miller.

Upkeep of the garden is done by members of the committee. We recently have contacted an arborist/garner to do maintenance three times a year as well as make recommendations for enhancements.

For parishioners and families interested in being interned in the garden, an application is made with a payment. At the time of the application, information is taken for family information. Burial is done with a service outside and/or in the sanctuary as well. A page of remembrance is placed in the book of remembrance located in the hall near the parlor. A bronze engraving with the person's name is placed on one of the plaques on the wall in the garden.

This year we had six memorial services with interment.

Submitted by: Gloria Myers, Memorial Garden Committee Co-Moderator

### **2023 PROPERTY MINISTRY TEAM (PMT)**

2023 was a busy year for the property division with maintenance oversight of our property. Some highlights include:

- 1) Fall cleanup day December 2nd with big help from Cub Scout pack 861. Many thanks to the scouts and parents.
- 2) With a great deal of persistence, the HVAC system in the renovated section is now working properly. Many thanks to Foster Plumbing and Heating.
- 3) The crosses in our sanctuary window and the windows in the Memorial Garden were painted.
- 4) The restrooms by the Fellowship Hall were painted.
- 5) The 20+ year old A/C unit for the kitchen was replaced with a new, efficient unit.
- 6) The ceiling lights are being replaced with brighter, efficient LED lighting.
- 7) The Beck Room was refreshed.

Thanks to the committee for their dedicated service.

Submitted by: Henry Jacocks, Property Ministry Team Moderator

### **STAFF RELATIONS MINISTRY TEAM**

The Staff Relations Ministry Team is comprised of Linda Bollinger, Darleen Cavin, Ken Miller, Marta Rowe, Joe Turner and Lorna Anzelone.

Our mission is to ensure that the staff of Bon Air Presbyterian Church is supported in their respective ministries and that their needs are met. Under our purview are the Pastor, Interim Pastor, Covenant Pastor, Director of Children's and Youth Ministries, Music Director, Music accompanist, Choir Vocalists, Office Manager, Bookkeeper, Nursery worker and the Sexton.

To that end:

1. We carried out our responsibility for seeing that employment guidelines from the Presbytery are followed to ensure that each employee receives his/her benefits.
2. We submitted an annual budget to ensure that each employee is properly compensated. The budget is annually reported to the Board of Pension of the Presbytery. During Open Enrollment for 2024 the benefits covered under the Board of Pensions included:
  - a. Pension benefits
  - b. 403 B plan available for installed pastor and employees at their expense
  - c. Basic death and disability coverage
  - d. Supplemental disability coverage
  - e. Medical plans offered
  - f. Dental plans offered at employee expense
  - g. Vision plans offered at employee expense
  - h. Health and Flexible Spending Account and Dependent Care Flexible Spending Account.

3. Staff relations team had a busy year with search committees and hirings.
  - a. A team was named to fill the position that Connor Ferreri held for many years. We interviewed several candidates and unanimously came to a decision to offer Rebekah Tucker-Motley the position of Covenant Pastor for Family Ministry. She began her position in August???
  - b. Our music director Beverley Edwards resigned the Monday after Easter in 2023. We formed a music transition team who tirelessly worked to find a music director. After several interviews, the team decided to split the music director position to open it up to more applicants. The team was excited to offer the position of music director to our own Meredith Himmelman. The accompanist was the next step. The team interviewed and offered the position to Suzanne Krauss who will begin January 2<sup>nd</sup>.
  - c. We are excited to be fully staffed for 2024!!!
4. Staff relations had a welcome reception for Rebekah and her family that was well attended.
5. Awarding staff:
  - a. Staff relations wrote THANK YOU cards to the staff in the fall.
  - b. Staff relations was able to offer raises to each of our returning staff. This increase in salary is shown in the session approved budget.

Submitted by: Lorna Anzelone, Staff Relations Ministry Team Moderator

### **STEWARDSHIP MINISTRY TEAM**

In 2023 Stewardship continued to oversee the finances of Bon Air Presbyterian Church and make monthly financial reports to Session.

We completed the second project of the 2022 – 2024 Capital Campaign by paying off the PILP loan in August. The first project, parking lot repaving and sealing, was completed in 2022. As the final year of the Campaign continues through 2024, initial planning has begun for the last project of the Capital Campaign, the music suite renovation.

Thank you to Linda Jackson who consulted with the Stewardship Team to create offering plate cards so that electronic and yearly givers can be included in the experience of giving as the offering plate passes them during Sunday Worship. We created a How to Give infographic for easy reference of the different ways people can give.

Thank you to Joe Turner, Linda Bollinger, and Mark Fagerburg who completed a review of church finances from 2018 through 2022.

Interest rates climbed in 2023, and Darleen Cavin and Nora Narum worked with Atlantic Union Bank to attain a higher rate of interest on the church's savings account.

A subcommittee of stewardship made up of Darleen Cavin, Terri Perkins, and Kathy Sestak, with Nora Narum, Treasurer, consulting developed and put into action the *Our Story of Giving and Growing* 2024 stewardship campaign.

The Stewardship annual budgeting process included soliciting budget requests from our ministry teams and aligning those expenses with income. Led by our Treasurer, Nora Narum, Stewardship recommended an operating budget which was approved by Session. As in past years, most of our operating expenses are funded from pledges and offerings with some additional revenue from use of facilities and allocated funds. The 2024 operating budget is 5% more than the 2023 budget, provides pay raises for our staff, and meets all requests from ministry teams, including our goal of 10% for charitable giving both local and global.

Thank you to all whose generosity made it possible for us to make sure Our Story continues and grows.

Submitted by: Darleen Cavin, Stewardship Ministry Team Moderator

### **BON AIR PRESBYTERIAN WEEKDAY PRESCHOOL**

The weekday preschool provides part day school for up to 64 children ages 2 – 5. The school day runs 9:30 to 12:30 Monday through Friday with a longer day offered for the older children until 2pm on Tuesdays and Thursdays. We have 9 staff including our director. We nurture a child's creativity and emerging skills in a warm and loving school. We not only welcome the child, but also strongly encourage family involvement.

In 2023 Bon Air Presbyterian Preschool:

1. As of January 2023, we had 61 students with 8 teachers. We have been spending much more time outside, utilizing the playground and the forest space behind the playground.
2. In the fall of 2023, we opened with 61 students and 8 teachers. We are operating 5 classes – a younger 2's class, an older 2's class, a 3's class, and 2 4- and 5-year-old classes.
3. There has been a lot of parent involvement in the preschool. Parents serve as our substitute teachers. Parents come in to help with cooking experiences, as well as to read, or bring special traditions from home to share with the class.
4. Alex continues to read to the children, as well as accompany the preschool to field trips. His daughter Alanna now attends the preschool.
5. To increase security when the children are in school, we have installed a lock on the preschool hall door.
6. The following people are currently serving on our BAPP Board: Lindsay Kennedy (Board Chair, church member, and parent), Louise Ensley (bookkeeper, church member) Emily Boots (church member), Judi Foster (church member), Martha Singdahlsen (recording secretary, church member), Charmaine Nerone (parent), Danielle Cigna (parent), Katie McCall (parent) and Barbara Gregory (director, church member)

Submitted by: Barbara Gregory, Director of Bon Air Presbyterian Preschool

## WORSHIP AND MUSIC MINISTRY TEAM

Sunday worship at Bon Air Presbyterian continued its normal schedule in 2023, with 8:30 and 11:00 services during the school year and 9:00 (Worship in the Woods) and 10:00 summertime services. The 11:00 and 10:00 sanctuary services were streamed on Facebook and Zoom.

The Worship and Music Team is thrilled at the staff additions that strengthen and enrich our corporate worship:

- In August, Pastor Alex Creager was joined by the Reverend Rebekah Tucker-Motley as Covenant Pastor for Family Ministry. Along with her church school duties, Rebekah assists in worship, preaches regularly, and bolsters our pastoral leadership.
- In the spring of 2023, Beverly Edwards resigned as Music Director in order to take a full-time church musician job. Janet Watts again stepped in as Interim Music Director and accompanist, while a new search committee started work. In the fall, facing a dearth of candidates, the search committee split the job into, 1., music director, and 2., accompanist. Very quickly, long-time senior vocalist Meredith Himmelman was hired as Music Director [part-time], starting in November, and organist/pianist Suzanne Kraus was hired to begin as part-time accompanist in January 2024. Meredith plans a continuing search for several paid vocalists.

In the spring of 2023, in light of low but stable attendance at the 8:30 service, declining attendance at the 11:00 service, and being mindful of staff resources, the team conducted a congregational survey to weigh support for the two-service Sunday model. The results suggested that there was no clear majority in favor of either continuing or discontinuing the early service. Because of these inconclusive results and in view of our addition of Rebekah, an ordained pastor, in July, the team voted to shelve this issue.

Our Cantus Choir, grades 1-5, has 10 singers and practices on Wednesdays at 5:30 p.m. Our Cherub choir, ages 4-kindergarten, returned this year and now has 9 singers. They practice for 15 minutes after Sunday School on Sunday mornings. Each of these choirs performed several times. About 60 children, youth, and adults participated in this year's Christmas musical, *The Christmas Chronicles*.

The Second Sunday South of the James series concluded a season in the spring of '23 and began another season in the fall. Our sanctuary also hosted concerts by the Richmond Chamber Players (August) and the Richmond Philharmonic Orchestra (December), plus a workshop of the local chapter of the American Guild of Organists (November).

The team continued its regular work in support of worship:

- Addressing a pandemic pent-up demand, Henry Jacocks organized, in February 2023, training and certification for 19 students in CPR and AED use.
- Henry also recruited and organized ushers.
- Kathy Sestak coordinated a team to prepare communion elements each month.
- Elaine Ogburn organized acolytes.
- Judy Clayton coordinated the donation of sanctuary flowers and decoration.
- Alise Anzelone and Ken Miller lined up communion servers.
- Kathy, Alise, and Elaine recruited liturgists, but this job has been taken over by Brenda in order to improve efficiency (because many prospective liturgists call Brenda directly).
- Alan Sestak took care of many behind-the-scenes details in support of worship, music, and the outside groups' use of the sanctuary.

The team expressed a desire for improvements to the worship bulletins and helped refine the new format that Alex devised.

In 2024, the Worship and Music Ministry Team will continue its efforts to maintain, strengthen, and improve the foundational corporate experience of meeting God through words and music in our sanctuary.

Submitted by: Ken Miller, Worship and Music Ministry Team Moderator

### **CUB SCOUT REPORT**

Cub Scout Pack 861 has been sponsored by BAPC for more than fifty years. The pack is back to the numbers it experienced before COVID with girls now participating. The scouts were a tremendous help with our Fall cleanup day, and we appreciate their help.

Submitted by Henry Jacocks, Scout Liaison

### **BON AIR PRESBYTERIAN CHURCH (BAPC) CORPORATION** **Annual Report for 2023**

Meetings conducted by the Corporation in 2023.

#### **January 29, 2023**

The Annual Meeting of the Corporation of Bon Air Presbyterian Church (BAPC) was held. President Jacocks presented the 2023 Annual Report of the Corporation to the congregation.

#### **May 21, 2023**

The BAPC Corporation held a Called Meeting for the annual election of officers. President Henry Jacocks reviewed that the Clerk of Session and Treasurer were elected at the Session meeting the same night to serve a one-year term 2023-2024 and dually serve as Corporation Secretary and Corporation Treasurer to serve a one-year term 2023-2024 respectively so no elections were necessary.

Nominations were open for President of the Corporate Trustees. Henry Jacocks was nominated for President of the Corporate Trustees to serve a one-year term 2023-2024. A motion was made and seconded that Henry Jacocks be re-elected as President of the Corporate Trustees to serve a one-year term 2023-2024. Motion passed.

Nominations were open for Vice-President of the Corporate Trustees. Alise Anzelone was nominated for Vice-President of the Corporate Trustees to serve a one-year term 2023-2024. A motion was made and seconded that Alise Anzelone be re-elected as Vice-President of the Corporate Trustees to serve a one-year term 2023-2024. Motion passed.

Submitted by Kaete Unterzuber, Secretary of Corporation