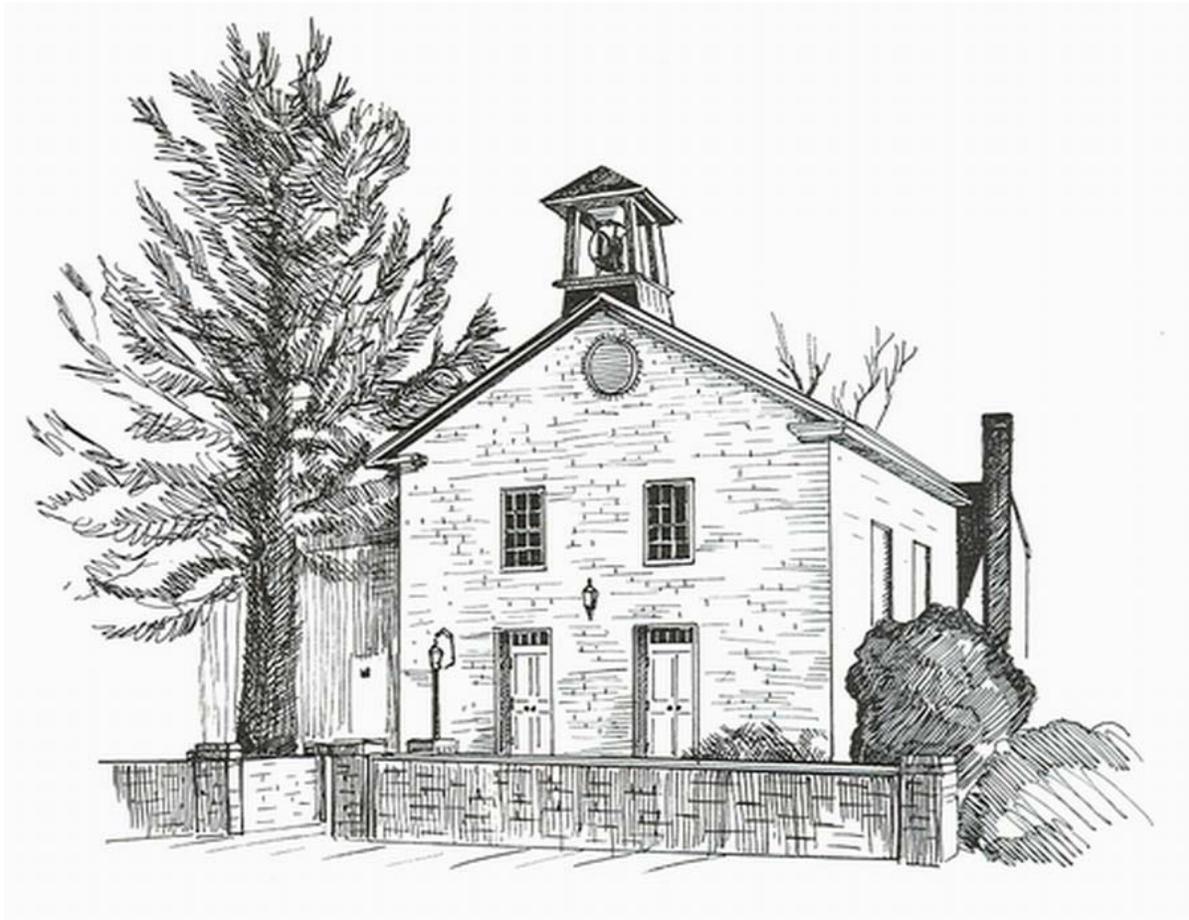


ANNUAL REPORT 2013



Leesburg Presbyterian Church

207 West Market Street

Leesburg, VA 20176

PASTOR'S REPORT

The Rev. Deborah Dodson Parsons

On August 1, 2013 not only did I celebrate my birthday but I also celebrated 5 years of being the pastor of Leesburg Presbyterian Church. Truly, it is difficult to believe that I have lived in Virginia and served this wonderful church for five years! One way to mark my anniversary was to recognize the approximately 135 men, women, and children who have become part of this community of faith in the last 5 years. Many of our “newcomers” are actively involved in all areas of our congregational ministry.

I identify four significant developments in the past year:

1. The development of a **parish system** within the congregation that is under the care of the Board of Deacons will greatly enhance its ministry of hospitality and pastoral care.
2. The formation of a **Music/Worship Re-visioning Task Force** to evaluate the present status and future vision of our music ministry. The Task Force's: (1) Oversaw a change in the music staff and employed a new organist/choir director, Terry Sisk, who has an amazing depth and width of experience as a church musician; (2) Recommended a change in the company who not only would regularly maintain our tracker organ but also would do much needed repairs to it in 2014; (3) Recommended that we focus on creating a stronger single service chancel choir that would sing at the 11:00 service and begin to create an early service with its own musical texture. Specific plans for the 8:30 service have been delayed until our new choir director/organist comes on board.
3. The successful culmination of the **2013 Stewardship Campaign** to increase our budget to enable the church to call a full-time Associate Pastor, and to add funds to reserve for property maintenance and repair projects.
4. The purchase and dedication of the new Presbyterian hymnal, Glory to God.

It is my strong conviction that each of the above developments will make an enormous contribution to providing depth to our congregational ministry of spiritual formation and pastoral care and providing rich and meaningful Sabbath worship for the people of God.

In addition to the above the following are some highlights of my pastoral ministry in 2013:

- Led and participated in Sunday night **Youth Fellowship** with the support and leadership of Wes Rhodes, Laura Herring, Eric and Alana Nanz. Chaperoned youth to two summer conferences; Massanetta Springs Middle School Conference and Montreat Senior High Conference and to one spring Ski Retreat to Massanetta Springs – all with the support of co-chaperones Wes Rhodes, Sofia Spivey, Hong McGill, and Pam Poisson.
- Continued to work with our excellent **Associate Pastor Nominating Committee** who met regularly, interviewed several candidates either on Skype or in person, and in November/December narrowed the list to a final three candidates.

- Planned and coordinated with Eric Nanz monthly **Acoustic Worship Services** in addition to the weekly oversight of planning worship and preparing sermons.
- Planned and recruited speakers for our Fall Manna Adult Study Series: “Nourishing the Body and the Soul”; led Spring Wednesday Morning Bible Study, planned and taught a series on “Death and Dying in a Christian Perspective.”
- Led three Believing & Belonging lunches for prospective members and hosted one Guess Who’s Coming to Appetizers—all **ministry of the Evangelism and Membership Committee.**
- Hosted the first gathering of a loosely conceived new group called “The Youngins’, members who fall generally within the age range of mid-twenties to mid-forties. The purpose of this group is primarily to create a sense of belonging among themselves and their children.
- With generous support from the Mission & Witness Committee, I journeyed to Cuba with a group of Presbyterians sponsored by New York Ave. Presbyterian Church, Washington D.C. and observed what it could mean for LPC to establish a partnership with a Cuban Presbyterian Church.
- In addition to moderating the Session, I regularly attend the meetings of The Board of Deacons and the following Committees: Finance and Stewardship, Christian Education, Evangelism/Membership, and Worship.

CLERK'S REPORT

Recorded Information:

- Baptisms recorded were **four**
- New members recorded were **twenty-seven**
- Marriages recorded were **three**
- Deaths recorded were **one**
- Transferred out **zero** memberships
- Removed **twenty** from Active Roll
- Total active membership of **294**

Session Meeting Information

- Congregational meetings were on January 27, 2013, April 7, 2013, July 28, 2013 and September 1, 2013
- Stated session meetings were **twelve**
- Called session meetings were **nine**
- Provided minutes for all stated and called session meetings

Clerk Responsibilities

- Work closely with pastor on session and church concerns
- Continue to update church membership and session records for yearly review
- Provide books for Presbytery review
- Continue to be up-to-date on the Book of Order and Robert's Rules of Order to ensure that the session meetings are run accordingly
- Attend to all correspondence from session

CHRISTIAN EDUCATION COMMITTEE

The Christian Education (CE) Committee consists of the following members:

Juli Barnes – chairperson, Trish Fraker – elder, Cameron Spivey – elder, Angela Helge, Heidi Renner, and Kim Vigil. CE is responsible for all children’s church school programs and the church nursery. CE also coordinates with Holly Rhodes to provide children’s worship (Godly Play) during the 11:00 service.

In March 2013, CE provided an egg hunt for children on Easter Sunday. Church school ended in May with a Pentecost Celebration. In July of 2013, Vacation Bible School was held at LPC with Juli Barnes as director. Approximately 70 children, age 4 years through 5th grade, and 30 youth and adult volunteers participated in the 5 day VBS.

In September, church school resumed offering three classes for children from age 3 through 6th grade. Approximately 30 children are enrolled in church school classes. Throughout spring and fall of 2013, Eric Nanz led a once monthly music session for all church school children. On September 29th, CE presented bibles to all 3rd graders during the 11:00 service. Godly Play (children’s worship) continues to grow with as many as 24 children attending on some Sundays.

On December 15, CE coordinating with Eric Nanz and Youth Group, produced a Christmas Pageant with 20 children participating.

DEACONS

Submitted by Sharon Schmidt, Moderator

The Board of Deacons strives to serve the needs and care of the congregation through the ministries of hospitality and pastoral care. Our Board consists of 11 Deacons with one vacant slot.

The ministry of hospitality organizes and provides venues for members of the congregation to come together in fellowship, celebration, nurturing, and spiritual growth.

To drive increased congregational engagement and to foster a stronger sense of connection to the Church community the Pastor implemented a Parish system where each Deacon has responsibility for one of ten Parishes. These Parishes were created from a geographic grouping done by Deacon Dennis Welsh using the Church Roster of Members. It was decided that the Deacon Moderator would not be assigned a Parish due to other responsibilities. The implementation of the Parish System occurred during the service on September 1 with break-out sessions where each Deacon introduced Parish objectives to the members of their Parish.

Congregation response to the Parish System has been very favorable and it has helped us to serve our members better. With the goal of improved communication to our members and guests, each Parish Deacon communicates as needed with their Parish utilizing their individual style and talents. Several have hosted Parish gatherings which help to develop the relationships and sense of belonging in the LPC community.

The pastoral care ministry as divided amongst their neighbors in the Parishes provides support and care to new members, families at the birth of a child, and all members during times of illness, bereavement or other life events.

One recent example of the benefit of the Parish System was during the recent Church closure resulting from a broken heating system where all members and regular guests were contacted regarding the situation preventing anyone from traveling on an inclement day.

Fellowship - The deacons provide coffee, tea and light snacks each Sunday with one Fellowship held between the conclusion of the 8:30 and before the 11:00 am services with the exception being for the "Second Sunday Feast," where we offer a separate Fellowship following each of the 2 services. At Second Sunday Feast we serve more substantial snacks for the congregation.

The Second Sunday Feast is assigned to either one or two Parishes and managed by the Parish Deacon(s). We encourage Parish members to participate either by bringing food, helping to serve or to greet those with whom they worship. Volunteers are recruited from the Deacon community and from the congregation to assist in the preparation and clean-up of the regular Fellowship. Other groups or committees of the church are enlisted to sponsor Fellowship as well.

Manna – This responsibility has been removed from the Deacons and is now handled by a separate committee.

Ash Wednesday - Approximately 80 people attended the Pancake Supper of scrambled eggs, pancakes, and ham followed by the Ash Wednesday Service in Fellowship Hall.

Easter Brunch - About 100 adults and children attended the Easter brunch celebration between the services. Deacons provided beverages, sausage, and pancakes while members of the congregation contributed casseroles.

Annual Church Picnic - The congregation gathered on the church lawn after the church service on June 9th for another well attended church picnic. Attendees shared their compliments on the event and the weather helped add to the success of the event. Fried chicken and beverages were supplied by the deacons while congregational members supplied the rest of the feast. Bubbles, games and organized activities entertained the children.

Christmas Dinner – Approximately 155 attended this celebration held on December 15th at the two seatings at 5:00 and 7:00 pm. Attendees supplied side dishes and desserts to supplement ham, rolls and beverages provided by the deacons. We had Charles Medland (a regular visitor) visit with the children and hand out candy canes dressed as “Frosty the Snowman”. A Christmas Pageant was performed by the youth of our own congregation was performed between the two dinner seatings. We received extremely positive feedback on the dinner and Pageant.

The deacons have served to develop a continued sense of community within the Church as evidenced by the many new members that joined the church in 2013. By supporting new member(s) through their neighbors in the Parish, we hope to assist their incorporation into the church life of LPC and be a source of reference for any questions or concerns they may have.

In times of need, deacons stand ready to respond by visiting the hospitalized or home-bound, keeping in touch by phone and through the card ministry. In 2013, 1532 cards and notes were sent to church members – cards are sent to those experiencing both personal challenges as well as those experiencing transitions and times of joy. Transportation is coordinated for those undergoing surgery, medical treatments, and doctor’s appointments when needed. Casserole patrol provides dinners to families where a family member is undergoing surgery, extensive medical treatments, or other family crisis.

ENDOWMENT COMMITTEE

The Endowment Committee oversees the church trust funds which are invested with New Covenant Mutual Funds of Milwaukee, Wisconsin. The total balance of all endowment funds were \$471,263 as of December 31, 2013. \$3,000 was removed from the Gilmour Congregation Fund and \$5,000 from the H. Stanley Newman Estate Fund in August 2013 for a total of \$8,000 paid for college scholarships to 8 young people in our congregation. The committee continues to follow the guidelines for an annual spend plan adopted by the Session in 2004.

Brad Brown
Sheri Nelson, Chairperson
Betty Lowenbach

EVANGELISM/MEMBERSHIP COMMITTEE

The Evangelism and Membership Committee was very busy in 2013. Our committee consists of six members: Linda Gibson and Linda Rawlett, co-chairs, Glenna Bingham, Suzy Masini, Laura Hoff and Connie Niccolls. The committee organized two "Guess Who's Coming for Appetizers?" events (one in the spring and one in the fall). These events are very popular with our congregation and are very well attended. We also hosted four "Believing and Belonging" luncheons which occurred after worship service. A light lunch is provided and Reverend Parsons speaks to prospective members about being a Presbyterian and specifically about LPC and what we have to offer our membership. We had 27 new members join the church this year. Finally, the new Pictorial Directory was completed and handed out to the congregation in February.

Submitted by: Linda Rawlett, co-chair of the Evangelism and Membership Committee

FINANCE AND STEWARDSHIP COMMITTEE

Looking back at 2013, we are happy to report that our church had an excellent year. Thanks to everyone for all the contributions during 2013 and your pledges made for 2014. We certainly could not maintain our beautiful church and continue to increase programming without your support.

This report includes several sections:

1. Financial status
 - a. Highlights of the 2013 financial operating results
 - b. Highlights of the 2013 Pledge Campaign
 - c. Summary of the 2014 budget
 - d. Overall financial position
2. Committee activities

2013 Operating Results

We finished 2013 with a surplus of approximately \$85,000. Similar to 2012, the surplus was driven by two main factors: contributions higher than budget and the vacant position for an Associate Pastor.

During 2013, we surpassed our budget in non-pledge, loose plate and other miscellaneous contributions by approximately \$32,000. We also had budgeted a reserve against possible uncollectible pledges in the amount of \$13,569, which we did not need due to our high collection rate.

In addition, as the Associate Pastor position remained open, this increased our surplus by \$34,000. This savings, along with earmarked surpluses from 2012, restricted pledges and increased pledges for 2014 have allowed us to focus our search on a full-time Associate Pastor, as opposed to a part-time position.

With respect to other expense categories, some were slightly over and some were slightly under; resulting in a net surplus. It is noted that property expenses relating to utilities and maintenance and service costs were over budget during 2013 by approximately \$12,000, mainly driven by repairs to the boiler in November and December and tree removal during the year. This overage was offset by many other line items being slightly under budget.

The Finance Committee will be recommending to Session that the 2013 surplus be placed into General Reserves until our Reserve Study is completed in the first quarter of this year (*see further discussion of Reserve Study below*).

2013 Generation to Generation Capital Campaign Milestones

The Generation to Generation Capital Campaign, which is explained under Committee Activities below, showed continued positive results in its second year:

- To date (during 2012 and 2013), we've received pledges and or gifts from 51 people totaling approximately \$73,910.
- New carpet and paint for our sanctuary was completed during 2012; during 2013, we painted the church offices and hallways, replaced toilets in the Christian education wing, and replaced the sidewalk in front of the sanctuary and along the preschool wing. This leaves us with a balance of \$13,579; therefore we will continue to need to grow our fund balance in order to complete additional projects.

2014 Budget

Good news is that we surpassed our target! **Revenues for 2014 are projected to be \$454,235, up almost 12% from 2013's budget.**

- Pledges for 2014 year have increased almost 17% or \$57,244 over last year's pledge levels; as a result, we anticipate lower unpledged giving based on the increase in pledge income.
- Rental income LPC receives from the Preschool remains constant; we increased the fee in 2012 about 10%, an adjustment made at the Preschool's suggestion based on market rates and its financial position.
- Other income LPC receives for building use for weddings and by community groups is budgeted to be up slightly based on the number of groups using the building.

Finally, as we determined the budget for total revenues, we included a small allowance (a decrease to budgeted revenues) as cushion in the event any revenue amounts fall below budget. As noted above, we did not need this allowance during 2012 or 2013, but we continue to budget for it as a way of being conservative.

Based on the projected funding noted above, the Finance Committee proposed a budget, using input from each of the other committees, that was approved by Session on December 17, 2013. A schedule reflecting the budget is attached. Highlights of key changes are noted below.

The approved budget generally allocates LPC's funds in a similar manner to how the funding was allocated in 2013. The additional funds also allow us to:

- Cover modest salary increases as recommended by the **Personnel Committee**.
- Provide funding for the desired Associate Pastor full-time position starting in 2014.
- Continue building up our Reserves for maintenance issues that arise. As noted, we are conducting a Reserve Study in January and we will need to build up Reserves in the coming year.

Based on the needs expressed from various committees and a review of past spending patterns, we've also recommended some modest shifts in allocation among categories.

- Additional \$3K was allocated to **Administration** to increase coverage under certain of our church's insurance policies.
- Additional \$3K has been allocated to the **Property Committee** considering needs for replacement office computers and planned facilities upkeep.

- Additional \$4K is allocated to the **Evangelism Committee** with an emphasis on revamping LPCs website.

Finally, the Finance Committee would like to comment on longer-term funding prospects for the Associate Pastor position for which LPC continues to recruit. The Committee has carefully considered the intent of the church to make a good faith commitment to the person hired into this role, and wants to be sure we are well positioned to fund the position for at least the next several years. After modeling costs, amounts already earmarked for this position, and growth in pledges consistent with LPC's experience the past few years, the Committee's assessment is that LPC can support a full-time position without any other increased revenues or impacts to other committees through 2016. The Committee further suggests that the intervening three years provide ample opportunity to refine financial plans and grow the congregation such that we are positioned to support the position indefinitely.

Our Financial Position

LPC is further supported by multiple funds held in investment accounts totaling approximately \$500,000. Each fund was set up with a particular purpose by the donor (or the church in some cases) supporting such initiatives as property perseveration, youth scholarship and mission. Currently, these funds are invested in various New Covenant Mutual Funds. In 2013, the church disbursed approximately \$8,000 for scholarships. In November, the Session approved the disbursement of \$27,000 for maintenance and repairs of the organ in our sanctuary. This work is expected to take place in early 2014. The **Endowment Committee** oversees the management of these funds. See the **Endowment Committee** report for more details.

Committee Activities

In 2013, the Finance and Stewardship Committee continued to represent those with professional experience as certified accountants, financial officers, and financial advisors. Members include Julie Koochagian (LPC Business Manager), Pam Poisson (former elder/former LPC Treasurer), Steve Potter (elder), Doug Sweeney (elder/LPC Treasurer), Bud Elliott, Scott Lutz, Christian Hoff, and Anne Gurney. The Committee is assisted by designated check signer Helen Taylor, and receives input and guidance from Pastor Debbie Parsons.

This year, the Committee continued to focus on five key areas:

- Providing accurate and timely financial reporting and funds management
- Ensuring financial controls and processes are satisfactory
- Spending smarter so funds go further
- Expanding on a longer-term financial and property preservation strategy
- Conducting an effective stewardship campaign

Financial Reporting and Funds Management

- Prepared and presented the 2013 budget to Session for approval in January 2013, and at the end of the year prepared the 2014 budget, which has been approved by Session.
- Prepared and delivered a summary budget presentation to the full Congregation.

- As a Committee, conducted monthly reviews of the income statement, balance sheet, and transaction records for quality control and to identify trends/risks.
- Delivered a monthly update to the full Session noting trends, outliers, and planned action items, including estimated full-year outlook of collections and expenditures.
- Proactively took corrective action when pledged giving fell below budget, distributing quarterly statements to all pledging units and delivering verbal and written appeals to the congregation to please stay on track with planned giving.

Financial Controls

- Annually, we are required to oversee a review of our church's financial records. Historically, this review is either conducted by members of the church or an outside external independent firm. As the review for 2011 was conducted by an external firm, for 2012 and 2013, members of the Finance Committee and an independent member of the church conducted the review and highlighted recommendations to staff and committees that can be implemented to streamline / improve processes.
- A summary of each process and the results of the reviews are maintained by our Business Manager and are available for review by the congregation.

Smart Spending

- Continued to work with all committees on opportunities to more efficiently spend money while still getting the desired end result through improved purchasing and vendor management.
- Leveraged frequent updates to committees to ensure spending remained in line with budget, and ensured that the budget for the Associate Pastor role not spent in 2013 was preserved to carry forward to help fund this position over the next few years.
- Through the generous donations by congregation members via recycled cartridges, thereby saving money in administrative supplies.

Longer Term Financial Plans

The Committee recognizes the need for a multi-year financial strategy and plan to support everything from expanding church programming, increasing community giving and preservation of our church facility. Given the age of our church, both maintenance repairs and capital expenditures are needed, many of which have been deferred in recent years. As a result, the Committee has taken the initial steps to lay out a multi-year financial strategy and plan and has secured the funding to conduct a Reserve Study during the first quarter of 2014. This study will be conducted by an independent third party, Miller & Dodson, and will provide the church with a better understanding of the funds needed to maintain and preserve our church for generations to come. Miller & Dodson specializes in conducting Reserve Studies for organizations, including churches, who are trying to determine the amount of Reserves to maintain to properly plan for maintenance and repairs in the future. It is possible the results of the study will show that the church needs to increase its current level of Reserves. By the middle of 2014, the Session and the church will be presented with a multi-year financial strategy and plan.

To date, the church continues to raise additional funds to assist with the repair and maintenance / replacement of capital items. The **Generation to Generation** Capital Campaign continues to raise funds for designated improvements to LPC that are needed but cannot be met within the annual budget of the church. We are blessed with a beautiful old church building with a 210+ year legacy. Older churches, like all older buildings, need to be maintained, and we want to help take care of our church for generations to come.

In 2012 and 2013, we saw a wonderful response to this campaign as noted earlier, and look forward on keeping the momentum in the coming year.

Stewardship Campaign

The Committee spearheaded a successful Stewardship Campaign for the benefit of LPC.

- Developed and delivered to the Congregation Stewardship materials including a brochure, a follow up letter, presentations in church, and reminders in church newsletters and e-mails.
- Ultimately received pledges from 116 families, with the total dollar amount pledged increased almost 17% from 2013.

The Committee looks forward to continuing to serve in 2014. As always, we welcome any questions or suggestions you have, and greatly appreciate the energizing force of all of our new Committee members. Thanks again to Doug, Julie, Pam, Steve, Bud, Scott, Christian, and Anne for all of their hard work during 2013!

MISSION AND WITNESS COMMITTEE

Overview:

The Mission and Witness Committee continued in 2013 to be engaged with the responsibilities and duties of carrying out God's mission for Leesburg Presbyterian Church in the areas of local, national, and international mission. The ongoing goals of this committee are to identify needs of our brothers and sisters, to promote awareness of these needs through the written and spoken word and to address the issues using our financial gifts from the congregation, donation of material goods, and offering of time and talents while partnering with others in the congregation and the community.

2013 Committee Membership:

Active Members were Pat Ahrens, Kathy Brown, Tom Chase, Linda Duffey, Todd Joyce (Chair 3rd & 4th quarter), Pat Kropp, Shirley Pearson, Kathi Stone (Chair 1st & 2nd quarter).

Activities and Accomplishments in 2013

*The Committee oversaw the distribution of over \$20,000 for mission activities in 2013, including \$12,000 in local missions, \$3,500 in national missions, and \$4,180 in international missions. The Committee also pledged \$5,500 to the National Capital Presbytery for shared mission support.

*Kathy Brown exposed the congregation to many opportunities for **Gleaning the Crops organized by the Society of St. Andrews** within our community. These community events gathered volunteers to collect unharvested vegetable and fruit crops from farms in Loudoun County. All these leftovers were able to provide food for many families in our community. Kathy also organized our support for the **Real Food Farm** in Baltimore.

*Pat Kropp organized the Loaves and Fishes food drive **for Loudoun Interfaith Relief** on Communion Sundays throughout the year so that as we are fed, others in the community may be also. This year the congregation contributed 1,951 lbs. of food to fight hunger in Loudoun County.

* Shirley Pearson and other committee members again displayed a Giving Tree to collect Christmas gifts for those in need and were delivered to the **Loudoun Community Holiday Coalition** in early December.

*The Committee supported a trip by Rev. Debbie Parsons to Cuba to explore the opportunities for mission opportunities with **Cuba Partners and the Presbyterian Church in Cuba**. Rev. Parsons joined a delegation from New York Ave. Presbyterian on their trip in April, and her report of the need and opportunity inspired the congregation and the committee, and we have made an additional commitment for 2014. A larger delegation from LPC will be travelling to Cuba in February.

*The Mission Committee held the Alternative Giving Christmas Fair on December 8th after both services. The Committee made Youth the focus of this year's Fair, highlighting the needs of youth in our local community and internationally. Despite the first snow covered Sunday of the season, the congregation was tremendously supportive. The needs that we supported included **Orphans & Vulnerable Children in Njoro, Kenya (program by New York Ave. Presbyterian) and First Presbyterian-Reformed Church of Havana through the Cuba Partners Program** (our gift will be personally delivered by our Cuba delegation in 2014). Locally, we highlighted the needs of **Mobile Hope Health Services in Loudoun County, R.O.C.K (Recreational Outreach for Community Kids in Leesburg), and Backpack Buddies weekend meals program.**

*LPC continued to enthusiastically support St. James Episcopal Church in Leesburg with their **Grace-to-Go meals ministry.** LPC members are giving their time on the first Sunday of every other month for meal preparation and packaging of 180 meals that are offered every Monday evening. LPC's commitment to this program has been enthusiastically led by Trish and Jeff Fraker, and our time and financial support will continue for 2014.

* **English as a Second Language (ESL) program,** sponsored by United Methodist Church and LPC, was tremendously successful and continues this school year. Pat Ahrens and Tom Chase are teaching at various levels, from no reading/writing skills in their native language to advanced; participants spoke Russian, Spanish, and Algerian.

*Kathi Stone organized LPC's commitment to the **Habitat for Humanity Abraham Project** with our financial and physical (literally!) support. LPC members were able to give their physical talents to the completion of one house this fall, and our financial support helped the HH group complete the houses being built in the St. Louis community.

*Pat Kropp and Pat Ahrens again led our collections of special offerings and giving opportunities in 2013.

- **One Great Hour of Sharing,** a PC (USA) special offering to benefit PC(USA) Presbyterian Hunger Programs and Disaster Assistance programs in response to various disasters around the world
- **Pentecost Offering,** a PC (USA) special offering designated for children at risk and youth and child advocacy at the national level and 40% designated to stay local that was donated to **Recreation Outreach to Community Kids (ROCK),** a joint program with the Leesburg Police Department and the Leesburg Parks and Recreation
- **Peacemaking Offering,** a PC (USA) special offering to benefit peacemaking efforts and ministries with 25% kept for local use, designated for **Loudoun Citizens for Social Justice/LAWS**
- **Christmas Joy Offering,** a PC (USA) special offering to benefit retired ministers and church workers and their families and ethnic/racial schools and colleges

*We continued support of our **Brothers and Sisters in Malawi.** This support included the clinic and schools in Luvwere and the Embangweni Hospital. We also completed our commitment to

Zondiwe Jere, a Malawi student at University of Livingstonia who needed assistance with tuition payments and other expenses for field teaching practice

*The Committee made many other financial contributions to the support of other community needs, including: **Loudoun Cares, Capital Hospice, Loudoun Literary Council, Friends of Loudoun Mental Health (and their R.E.A.L. program), Good Shepherd Shelters, Loudoun Volunteer Caregivers, MotherNet, and Presbyterian Home and Family Services.**

Summary 2013:

As I discovered when I joined this committee in the middle of the year, Leesburg Presbyterian Church is truly blessed to have such a dedicated group to organize our mission activities. They bring hope to those who have little to hope for, they are a friend to those in need, and a blessing to many within our community. The past year saw the continuation of several ongoing commitments, the winding down of others, and the exploration of new needs and opportunities that we plan to develop in 2014. The work of this committee is so needed, and so rewarding – we welcome anyone within the congregation that would be interested in joining the wonderful work of the Mission & Witness Committee.

Todd Joyce
Chair

PROPERTY COMMITTEE

The primary responsibility of the Property Committee is to maintain the proper operation and condition of all utilities, building fixtures, structure and grounds. The property committee strives each and every day to provide a safe, warm and inviting experience for all members, staff and visitors.

Leesburg Presbyterian Church is a beautiful and historic property which also serves many in the community other than those attending on Sundays. Because of the age and high use of the building, much needed attention is required by so many to maintain the normal operation of the structure and grounds. The Property Committee members are Keith Markel, Tom Gurney and Randy Jackson. The committee would not be able to keep up with a lot of what we do without the great support of Julie Koochagian and Cindy Hollister. Having their eyes and ears noticing the funny noises and blinking lights on the boiler, the whining of an air conditioner or dripping of the plumbing is a huge help to the committee. We consider them to be part of our committee and are grateful for all that they do for our committee.

The Property Committee in 2013 took on the task of the much needed sidewalk replacement project in the front of the Church. This was all possible due to the tremendous generosity of all members at Leesburg Presbyterian through the Capital Campaign. The Property Committee is now exploring the much needed Restroom renovations in 2014 should the Capital Campaign continues to be fruitful. The Property Committee budget had some major expenses in 2013 that were not related to the Capital Campaign that set our normal budget back some. We had several large trees fall that required cranes to remove, we had a significant boiler repair early into the fall and are now faced with replacing the oil tank in 2014. We also lost another air conditioner unit in the Fellowship Hall, but, opted to delay replacement until 2014 due to the other major expenses in 2013.

In 2014, the Property Committee wants to better plan for major replacement expenses such as new roofing, exterior wood replacement, parking lot resurfacing and upgrading air conditioning units and other costly renovations. The Property Committee and the Finance Committee is working hard to develop a long term, realistic cost analysis to help budget and prepare the Church for the heavy cost associated with each item.

Also in 2014, the committee will be holding several all church work days to help maintain and beautify the grounds. The Property Committee will always welcome anyone wanting to serve the church, manage some projects and have some fun!

WORSHIP COMMITTEE REPORT

RESPONSIBILITIES: Music; Flowers; Special Services; Sanctuary decorum; Ushers, Liturgist; Communion services; Baptisms, weddings, funerals, etc.; Formal and informal worship services; Pulpit supplies; Liaison with organist and choir directors.

The mission of the committee is to provide a warm, God as Father, Christ-centered, Holy Spirit-filled, Scripture-oriented Worship Service for all members and visitors.

The Worship Committee provides and sets up all supplies for Communion services as well as coordinating the Elders and Deacons who serve. This covers the first Sunday of each month, plus Maundy Thursday and one service on Christmas Eve. The committee is also responsible for supplying liturgists, ushers and volunteers for flowers for the sanctuary each Sunday. It is the responsibility of the committee to make sure that the correct paraments are on the table and pulpit all year.

We were delighted to have Wynn Rodgers join the Committee in May 2013 as her Session Committee assignment.

During the Lent and Easter seasons, we held services on Ash Wednesday and Maundy Thursday. On Easter Sunday we held three services: Easter Sunrise Service at 6:30 a.m., and our regular services at 8:30 and 11:00 a.m. On Maundy Thursday we held a modified Tenebrae service. The trend of low Easter Sunrise service attendance continued in 2013 with fewer than 20 attendees and participants. Added internal, and possibly external, publicity are needed for this service to survive in future years.

Christmas Eve services (5:00, 7:00 and 11:00PM) were well attended in 2013 with over 200 at the 5:00PM service, 165 at 7:00PM, and an estimated 90 at 11:00 PM. In planning for 2014, the Committee resolves to prepare appropriate numbers of candles and bulletins in order to avoid 2013's shortages.

In 2013 we served Communion by Intinction at two special services – Maundy Thursday and the 11:00 p.m. Christmas Eve Candlelight service and one regular service.

The committee is responsible for supplying substitute ministers when our minister is away for either vacation or study leave. In 2013 guest ministers included: Rev. Ruth Huizenga Everhart, Elder Frank Gasperini, Rev. Stephany Crosby, Rev. Suzanne Rudiselle, Elder Dr. John Sawyer, Rev. Alice Peterson.

The decoration of the church for the holidays was planned/organized by members of the Worship Committee and supplies were purchased by the committee. We ordered poinsettias for Christmas and lilies for Easter as honors or memorials.

In 2013 the Worship Committee was deeply involved in the transition of the music program, working closely with Pastor Parsons and the Music/Worship Re-visioning task-force. We thank Trish Fraker and Rev. Parsons for their communication and close partnership with the Committee during this transition-time. The music program continues thanks to the able help of the guest and interim organists we have worked with and we anticipate positive outcomes as we acquire a new Music director/organist in early 2014. Once monthly acoustic Sundays' with Eric & Alaina Nanz were generally well accepted and resulted in significantly new levels of LPC Member participation by several musically inclined Members. The Committee hopes to continue with innovation that offer LPC Members new service/participation opportunities.

The committee coordinates weddings held at Leesburg Presbyterian Church. In 2013 we hosted three weddings for non-members of the church. This involves an initial meeting with the bride and her family, possible meetings with photographers and florists, a meeting to go over the specifics of the set-up of the sanctuary and choice of music for the ceremony, coordinating the rehearsal the evening before the ceremony, and, of course, the wedding. Then the sanctuary has to be put back together for Sunday morning services. These families are looking for a historic church and Google for locations meeting this criteria. Our Committee is blessed to have long-time Member Jane Wallace manage the wedding details and arrangements.

Respectfully submitted,
Frank Gasperini

Committee Members: Frank Gasperini, Peggy Moats, John Sawyer, Jane Wallace, and Wynne Rodgers. With significant contributions by Trish Fraker and Jim Barnes.
Staff members: Deborah Parsons