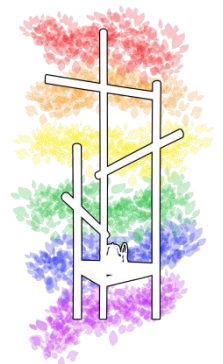


# PRESBYTERIAN CHURCH OF THE MASTER

## 2021 Annual Report of the Congregation



Annual Stated Meeting of the Congregation  
Sunday, January 16th, 2022



## **REPORT OF THE PASTOR**

This turned out to be a hard year. We began with such hope that we would emerge from the pandemic and resume our normal activities... or at least find a new normal with increased activity. And the first several months of the year did look positive: in March we began to invite you back to worship and for about two months weekly attendance grew steadily. During the summer we had an outdoor service as well as worship in the Sanctuary and participation was strong. In September we began a Confirmation Class with eleven participants, the largest we have had in years.

This Summer we participated in Heartland Pride for the first time. Although a number of religious groups marched in the parade, we were one of only two churches that had a presence in the festival in Baxter Arena. It was encouraging outreach; our decision in 2020 to become a More Light Church makes us distinctive in Omaha and unique in Nebraska.

But the Delta and Omicron variants of SARS-COV2 assaulted, and people grew dispirited. We continued to do in-person worship and Sunday School, but did not resume Common Ground or Sunday Adult education. We noticed the crisis in income about August and began discussing how to respond. Meanwhile, with it all we fulfilled the Year of the Bible; I preached it every Sunday and led weekly Bible study and thirty of us completed the reading!

Perhaps the main accomplishment of the year is that we're still here, still worshipping God, still supporting mission at BART and Edison School, still teaching children and youth about being disciples of Jesus Christ. I am deeply grateful for those who continue committed to Jesus Christ and your Church, and am trying to keep a positive attitude. Yet: although Sunday attendance remained strong, attendance on Christmas Eve was the lowest I have ever seen. Churches much smaller than ours had equal numbers. And your pledges for 2022 told us that you want your Church to do less in the future, and so we came to the hard decision to terminate the Christian Education position.

It seems that the time is right for me to retire, for you to find transformational leadership from a new generation. Perhaps that will help. But I am also aware that the Pastor is but a servant; it is the congregation and the Session who set the tone for ministry. I am encouraged that your Session has expressed the intention of focusing outward. In particular, the new leadership in evangelism intends to do two things: contact those who have drifted away to try to discern why they have abandoned their commitment to their Church and to see if they can be encouraged to recommit; and emphasize "getting the word out" to those who may not know of us.

In the last five months of my pastorate I intend to keep a positive emphasis on our focus on Jesus Christ and on the importance of a welcoming presence. If the situation in public health permits, we will have a Lent experience together; if not, I will do something on Zoom. Let's keep our eyes on Christ in 2022, as you and I prepare to say "Farewell" to each other and you prepare to welcome a transitional pastor who will help you discern your calling for the future. Forgive me the ways I have failed you and give thanks that we all are still here to live, to love, and to praise the living God.

Robert A. Keefer, Pastor

## THE REPORT OF THE SESSION — 2021

This report covers fiscal year 2021, beginning January 1, 2021, and ending December 31, 2021.

The Session is responsible for the mission and government of Presbyterian Church of the Master, and also serves as the corporate board of officers for the purposes of incorporation in the state of Nebraska.

The Session is composed of the ordained pastoral staff and active Elders that have been elected to fill three-year terms of service.

In 2021, 12 Ruling Elders served on the Session.

The Ruling Elders on the Session consisted of 7 women and 5 men.

The Ruling Elders active on Session for 2021 were:

<b>Class of 2021</b>	<b>Class of 2022</b>	<b>Class of 2023</b>
Dawn Dewey	Mark Frans	Kathy Egr
Margo Forsythe	Debby Marsh	Bill Norton
Jon Sutula	Dee Moriarty	Marilyn Puett
Doug Wise	Katie Petersen	Guy Shelton

At its Stated Congregational Meeting in October 2021, the congregation reelected Elder Doug Wise to a new full 3-year term, Class of 2024, and elected Elders Darrin Collins, Loren Ilg, and Jan Nipper to full 3-year terms, Class of 2024.

The Ruling Elders on the 2022 Session will consist of 6 women and 6 men.

Reverend Dr. Robert A. Keefer, Pastor served as Moderator.

The Session held 11 of its 12 stated meetings, and no called meetings during this period. The June Stated meeting was instead held as a non-business meeting, pot luck to celebrate a return to in-person meeting as the pandemic seemed to be on the decline.

There were two Stated Congregational meetings in 2021.

- Stated Annual Meeting of the Congregation, held January 31, 2021
- Stated Meeting of the Congregation, held October 224, 2021

The minutes from the Congregational Meetings were reviewed and approved by the Session following each Congregational Meeting.

PCM was represented at all stated and called Presbytery meetings by one Elder Commissioner. It is the Session's practice to designate commissioners from the Session on an alphabetical rotational basis.

For 2021 the Session was organized around 8 standing committees of Session. They were:

- Administration and Personnel – Marilyn Puett (Chair)
- Building and Grounds – Doug Wise (Chair)
- Educational Ministries – Katie Petersen (Chair) and Kathy Egr
- Mission and Interpretation Ministries – Debby Marsh (Chair) and Dawn Dewey
- Outreach, Nurturing and Evangelism – Margo Forsythe (Chair)
- Stewardship – Mark Frans (Chair) and Guy Shelton
- Technology Management – Jon Sutula (Chair) and Bill Norton
- Worship, Sacraments, and Music – Dee Moriarty (Chair)

Andy Cook was appointed Clerk of Session for the 2021 fiscal year.

### **Statistics for 2021**

Membership Gains: 0 Members

- Baptisms: 3
- Confirmed: 0
- Professions of Faith and Reaffirmations: 0
- Transfers: 0

Membership Losses:

- Deaths: 3
- Transfers/Other: 4 (Thorough review and correction of the roles)

Membership:

- 2021: 329
- 2020: 336
- 2019: 414
- 2018: 427
- 2017: 442

### **Congregational Minutes**

The minutes from the two congregational meetings are presented here for your information. They have been reviewed and approved by the Session, in order to provide more timely correction, if needed. These minutes are in the permanent record.

The minutes presented here require no action on the part of the congregation.

**Stated Congregational Meeting  
Presbyterian Church of the Master**

Sunday, January 31, 2021

The Congregation of Presbyterian Church of the Master met via Zoom virtual meeting at 11:30 AM for its stated meeting.

The meeting was opened with prayer by the Moderator, Rev. Robert Keefer at 11:34 AM.

Membership present constituted a quorum.

Others present:

- Rev. Cindy Harvey, Parish Associate
- Anne Weatherwax, Director of Christian Education

***Agenda***

The agenda was approved as presented.

***Actions Taken By Congregation:***

- The Congregation approved the revised terms of call for Rev. Robert Keefer, as recommended by the Administration and Personnel committee:
  - Salary \$19,670.00
  - Housing Allowance \$42,000.00
  - 403b Contributions \$6,000.00
  - Healthcare FSA \$2,400.00
  - SECA \$5,804.19 (calculated)
  - Professional Allowance \$1,500.00
  - Travel Allowance \$2,000.00
  - Continuing Education \$2,500.00
  - **Total Effective Compensation \$70,070.00**
  - Time off:
    - One Month Vacation
    - Two Weeks Continuing Education Leave
  - Medical, Death and Disability, Pension, and Dental
    - Calculated by the Board of Pensions, and not subject to vote

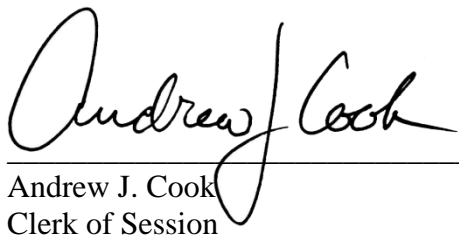
***Unfinished Business***

- None

***New Business***

- None

The meeting was closed with prayer by the Vice-Moderator, Rev. Cindy Harvey at 11:47 AM.



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Andrew J. Cook  
Clerk of Session

**Stated Congregational Meeting**  
**Presbyterian Church of the Master**  
Sunday, October 24, 2021

The Congregation of Presbyterian Church of the Master met in the Sanctuary for in-person participants, and some members joining by Zoom video conference at 11:30 AM for its stated meeting.

The meeting was opened with prayer by the Moderator, Rev. Robert Keefer at 11:38 AM.

Membership present constituted a quorum.

**Agenda**

The agenda was approved as presented.

**Actions Taken By Congregation:**

- The Congregation elected the following members to full 3-year terms on the Session, Class of 2024:
  - Darrin Collins
  - Loren Ilg
  - Jan Nipper
  - Doug Wise
- The Congregation elected the following members to full 2-year terms on the Board of Deacons, Class of 2023:
  - Maurine Beason
  - Roberta Benson
  - Roger Ferrel
  - Lynne Ilg
  - Marcy Kastrick
  - Marlene Mattson
  - Leslee O'Bradovich
  - Steve Sherman
  - Sue Skeans
- The Congregation elected the following members as at-large members of the Nominating Committee for calendar year 2022:
  - Colleen Collins
  - Sarah Greer
  - Chuck McGavren
  - Leslee O'Bradovich

- The Congregation decided to concur with Rev. Robert Keefer's request to dissolve the pastoral relationship between Rev. Keefer and Presbyterian Church of the Master, effective May 31, 2022, in order that Rev. Keefer may retire.

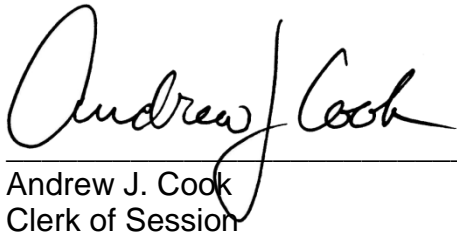
***Unfinished Business***

- None

***New Business***

- None

The meeting was closed with prayer by  
Rev. Robert Keefer at 12:07 PM.



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Andrew J. Cook  
Clerk of Session



**FINANCIAL REPORT**  
**2021 Annual Report**

PCM's annual income and expenses consist of two separate entities, a general operating budget, which is for the day-to-day operations of PCM and a capital campaign, which is for paying off loans associated with PCM's building improvements and repairs. Both of those entities are discussed below.

**ONGOING CHURCH OPERATIONS**

PCM experienced a challenging year financially in 2021 as monthly expenses routinely exceeded monthly income throughout the year until the last few months of 2021. In December 2020, the Session approved a 2021 operating budget of \$452,811.48 with projected income being \$34,111.48 short of expenses. The Session felt at that time that income from unpledged sources would make up the revenue shortfall. The Session closely monitored PCM's financial situation throughout 2021 and minimized expenses wherever possible. As a result of actual income through November 2021 running well below projections for 2021 (i.e., -\$63,814) and well below actual expenses through November 2021 (i.e., -\$38,562.05), in December 2021 the Session decided to approve a much more conservative budget for 2022, which unfortunately included a reduction in staffing. Contributions for December 2021 ended up being significantly higher than expected thanks to the generosity of the congregation, allowing PCM to finish in the black for 2021. Each year, PCM's general operating income must at least match its general operating expenses in order to remain financially sound. Following are the budgeted and actual numbers for 2021.

	<u>Budgeted</u>	<u>Actual</u>
<b>INCOME:</b>		
Contributions	\$ 400,000.00	384,939.59
Other (Per Capita, Loose Offering, Rental Income, Building Use)	18,700.00	18,996.04
<i>Total Income:</i>	\$ 418,700.00	403,935.63
<b>EXPENSES:</b>		
Administration	\$ 14,078.00	8,863.02
Board of Deacons	700.00	1,015.27
Building and Grounds	99,876.90	81,920.93
Educational Ministries	10,225.00	4,475.74
Outreach	2,236.00	1,562.22
Mission and Interpretation	24,600.00	24,120.00
Per Capita	16,070.40	16,070.40
Personnel	267,805.18	252,769.17
Stewardship and Finance	500.00	0.00
Technology	12,270.00	7,695.26
Worship, Sacraments, and Music	4,450.00	2,383.58
<i>Total Expenditures:</i>	\$ 452,811.48	400,875.59

*Net Gain (Loss):* \$ (34,111.48) 3,060.04

ONGOING CHURCH OPERATIONS CASH RESERVES:  
First National Bank of Omaha (FNBO) \$ 200,117.39

#### NON-BUDGETED ACCUMULATING FUNDS

Non-budgeted accumulating funds (i.e., those non-budgeted funds that accumulate from year to year) are separate from the general operating budget and include: Music Fund, Property Fund, Mission Fund, Memorial Fund, Library Fund, Personal Involvement In Mission (PIIM) Fund, Youth Trips Fund, Puppet Ministry Fund, Presbyterian Women Funds (i.e., General Fund, Scholarship Fund), Aesthetics Fund, Benson Area Refugee Taskforce (BART), Golf League Fund, Benevolence Fund. Gifts that are separate from general operating fund contributions and are not to be used for day-to-day operation expenses of PCM make up the income for these funds.

Beginning of Year Balance \$ 123,839.28  
End of Year Balance \$ 102,560.37

#### CAPITAL CAMPAIGN

PCM continues to make payments on two outstanding loans for our major remodeling project that was completed in May 2018 and sanctuary heating, ventilation, and air conditioning (HVAC) repairs in 2019. Additionally, major roof repairs costing approximately \$99,000 had to be made in 2019 and was paid for from capital campaign reserves. Both loans are for 20 years and will be paid off by 2039, assuming the loans are not paid off earlier. The loan amount for the major remodeling project was \$1,855,000.00 and the present balance is \$1,499,154.10. The loan amount for the sanctuary HVAC repairs was approximately \$69,000 and the present balance is \$63,612.57. The monthly loan payments are \$10,410.90 (major remodeling project) and \$408.37 (HVAC repairs) for a total monthly payment of loans of \$10,819.27. The present capital campaign to make payments on these loans runs through December 2022. Present capital campaign cash reserves total \$487,740.02 (i.e., 3.75 years of reserve). Future capital campaigns will be needed to pay off these two outstanding loans. For the next several years (i.e., through approximately 2035), PCM's annual capital campaign income needs to closely match its annual loan payments in order to remain financially sound. Following are numbers regarding the capital campaign for 2021.

INCOME:  
Contributions \$ 173,695.96  
Earned Interest (from FNBO & PILP accounts as of 11/30/21) 2,424.14  
*Total Income:* \$ 176,120.10

EXPENSES:

Major Remodeling Project Loan Principal & Interest Payments	\$	124,930.80
Sanctuary HVAC Repairs Loan Principal & Interest Payments		4,900.44
<i>Total Loan Principal &amp; Interest Payments:</i>	\$	129,831.24

**OUTSTANDING BUILDING IMPROVEMENT/REPAIR LOANS:**

Major Remodeling Project Loan	\$	1,499,154.10
Sanctuary HVAC Repairs Loan		63,612.57
<i>Total Amount of Loans:</i>	\$	1,562,766.67

**CASH RESERVES:**

First National Bank of Omaha (FNBO)	\$	207,941.80
Presbyterian Investment & Loan Program (PILP) (as of 11/30/21)		279,798.22
<i>Total Cash Reserves:</i>	\$	487,740.02

**ENDOWMENT FUND**

Following are numbers regarding PCM's endowment fund for 2021. Further details of PCM's endowment fund are in the 2021 Endowment Committee annual report.

Beginning of Year Balance	\$	49,391.39
End of Year Balance		59,544.30
<i>Net Gain (Loss):</i>	\$	10,152.91

**2022 GENERAL OPERATING BUDGET**

In December 2021 the Session approved the following general operating budget for 2022 based on actual income and expenses through November 2021. Major reductions from the 2021 budget that were made to the 2022 budget include:

- The 2022 budget was limited to approximately what the committees spent in 2021,
- The Administration and Personnel Committee budget was reduced by an additional \$35,000 from what was actually spent in 2021,
- Money (generally \$10,000 annually) was not budgeted for the Building and Grounds Committee sinking fund (i.e., funds placed in reserve for unexpected building repairs).

**TOTAL INCOME:**

Contributions	\$	353,550.00
Other (Per Capita, Loose Offering, Rental Income, Building Use)		13,600.00
<i>Total Income:</i>	\$	367,150.00

**EXPENSES:**

Administration	\$	9,825.00
Board of Deacons		700.00
Building and Grounds		76,750.00
Educational Ministries		4,400.00

Outreach	2,250.00
Mission and Interpretation	23,500.00
Per Capita	13,440.00
Personnel	225,903.00
Stewardship and Finance	250.00
Technology	7,996.00
Worship, Sacraments, and Music	2,035.00
<i>Total Expenditures:</i>	\$ 367,049.00

2022 GENERAL OPERATING BUDGET PLEDGES

Following are pledges received during the Fall 2021 stewardship campaign to support development of the 2022 general operating budget:

Pledges	General Fund		Per Capita		Total
	Pledge Amount	# of Pledges	Pledge Amount	# of Pledges	
2022 (thru 1/5/22)	\$324,442	105	\$6490	94	\$330,932

## **STEWARDSHIP AND FINANCE COMMITTEE** **2021 Annual Report**

As a standing committee of the Session, the Stewardship and Finance Committee has been given the responsibility to encourage the congregation to invest money in such a way so as to: increase missional services, maximize the effectiveness of the local church, and add to the number of households that contribute financially to the life and mission of the congregation.

The year 2021 has continued to be a challenging year for us individually and us as a church as a result of COVID-19. Some of us, including PCM, have experienced financial hardship. However, thanks to your love and commitment to PCM, your giving this year has allowed PCM to continue to serve God's purpose.

Throughout 2021, contributions fell behind operating budgeted revenue and operating budgeted expenditures were closely controlled by the Session committees, allowing PCM to finish the year with some reduction in its cash reserves.

In May 2020 PCM applied for and received a Paycheck Protection Program (PPP) loan associated with the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$35,630 to ensure that PCM did not have to incur any staff layoffs due to the financial uncertainty that COVID-19 could bring. Since PCM did not layoff any staff, PCM was granted loan forgiveness per the CARES Act in January, 2021.

In 2021, the Omaha Community Foundation replaced its Omaha Gives program with the Share Omaha program. Unfortunately, the Share Omaha guidelines excluded houses of worship from participation, so PCM was ineligible to participate in this fund raiser.

Last year, CFO 4 YOUR BIZ (Eric Bremers and Ashley Stevens) was contracted to handle PCM's accounting and bookkeeping matters. This has resulted in a more professional and consistent management of PCM's finances, including:

- instituting the use of electronic vouchers for processing payments and transfers
- creating a new chart of accounts to begin using in 2022
- preparing to coordinate with the financial component of the new OneChurch management software implemented by the Technology Committee in January, 2022

In 2021, the Stewardship and Finance Committee recommended and the Session approved the appointment of Bill Joe as Treasurer to a 3-year term ending December 2024. The committee also appointed Mary McClean to a 3-year term on the counting

team, ending December 2024, replacing long-time counting team member Barb Dasenbrock, who will continue as a substitute member when needed. The committee also appointed Elders Mark Frans and Guy Shelton to serve on the endowment committee

During the year, the Stewardship and Finance committee recommended and the Session approved several changes to the Session manual including:

- updating Accumulating Fund account numbers
- adding Youth Camper-ship Accumulating Fund
- clarified the language on the process of submitting vouchers for payment
- establish a policy on PCM credit card use
- defining who has signature authority on PCM's endowment accounts

In March, 2021, Elders Mark Frans and Guy Shelton attended online stewardship education seminars on "Church Mission and Sustainability", "Virtual Campaigns and Online Giving", and "Tips for Church Budgeting". As a result, the Stewardship and Finance committee has instituted a number of stewardship education efforts including:

- periodic "Stewardship Minutes" during worship
- Voice, bulletin, and social media stewardship messages
- periodic reporting of PCM's financial status in the Voice

An adult educational opportunity on a couple of stewardship topics by an outside presenter was initially scheduled for the Fall, but was canceled by the presenter due to COVID concerns. Hopefully this can be rescheduled in 2022.

In September 2021 an annual review of PCM financial records was completed with minor anomalies noted and corrected.

Over the course of 2021, the Stewardship and Finance Committee approved the following fundraising requests:

- From the Mission Committee, to purchase Thanksgiving turkeys for Edison School families
- From Pastor Robert Keefer, on behalf of the Presbytery mission committee, to raise funds for the Nicaraguan School Uniform program

During the Fall 2021 the Stewardship and Finance Committee conducted the annual stewardship campaign to secure pledges for financing the 2022 general operating budget. Thanks to Mary McClean, Kathy Egr, Dee Moriarty and Mike Osborn for giving testimonials in worship during the campaign. And most importantly, THANK YOU to all who prayerfully pledged your financial support to PCM for 2022.

Also in December 2021 the PCM Budget Committee drafted, and Session approved, the 2022 general operating budget. PCM anticipates income of \$367,150 with budgeted expenses of \$367,049.

Separate reports are provided associated with the 2021 Endowment Committee Report and the 2021 PCM Financial Report.

Guy Shelton, Elder  
Stewardship and Finance Committee

2021 Stewardship and Finance Committee membership: Eric Bremers—CFO 4 Your Biz, John Burg, Barb Dasenbrock, Mark Frans—Elder (Chair), Bill Joe—Treasurer (ex-officio), Rev. Robert Keefer (ex-officio), Guy Shelton—Elder, Sue Skeans, Ashley Stevens—CFO 4 Your Biz

**ENDOWMENT COMMITTEE**  
**2021 Annual Report**

The Endowment Committee is responsible for managing and growing funds that have been gifted or bequeathed to PCM to be used to support the overall mission of the church. The primary objective of the endowment fund is to support potential missions and ministries of PCM not regularly supported through the annual general operating budget. Expenditures from the fund focus more upon non-recurring events than items which would need funding every year. Funds may be used as “seed money” to help begin a ministry which will be assumed by the annual general operating budget within a limited time frame. The principal associated with the fund is in perpetuity and only the income generated by the fund is annually made available to the Session to be managed.

Throughout 2021 the Endowment Committee reviewed the fund quarterly reports for the two funds managed by the committee (i.e., Vanguard 500 Index Fund Investor Shares Fund [VFINX] and New Covenant Balanced Income Fund [NCBIX]) for potential adjustments/reallocations of the investments with the goal of maintaining an asset allocation of 60% growth funds and 40% income funds. The principal of the endowment fund is \$38,336.11. No gifts were added to the fund in 2021. The endowment fund balance at the beginning of 2021 was \$49,391.39 and at the end of 2021 was \$59,544.30 for a net gain of \$10,152.91 for 2021.

In August 2021, Mike Wendel retired as the Endowment Committee chairperson. Many thanks for his leadership in establishing and managing the endowment fund for the past three plus years. Bill Breyfogle was elected by the Endowment Committee to replace Mike as Chairperson.

Bill Breyfogle  
Chairperson – Endowment Committee

Committee membership: Bill Breyfogle (Chairperson), Pastor Robert Keefer (ex officio), Treasurer Bill Joe (ex officio), Mark Frans (Chairperson – Stewardship & Finance Committee), Guy Shelton (Vice Chairperson – Stewardship & Finance Committee), Colleen Collins, Ashley Stevens



**PCM BOARD OF DEACONS**  
**2021 Annual Report**

**LEADERSHIP**

**Moderator:** Amanda Wise

**Vice Moderator:** Deb Doane

**Recording Secretary:** Marlene Mattson

**Nominating Committee:** Sandie Hannah

**Steering Committee:** Amanda Wise and Deb Doane

**CARE AND CONGREGATIONAL LIFE**

These ministries seek to build community by offering ways members can connect with one another.

**Courtesy Outreach:** **Prayer requests** are picked up from the pulpit after worship service(s). Make copies and put prayer requests in Pastor's box. This ministry contacts members by cards, email, phone call and sharing prayer requests with other, relevant ministries. This ministry was pivotal in 2021 despite the pandemic. These deacons consistently sent cards and made phone calls to 10-20 members monthly, coordinating with other Deacon ministries as needed (i.e. Meal Train, Grief Ministry, Member care/PCM Ministry, etc.).

**Summer Coffee and Donuts in the Commons:** These Deacons are responsible for coordinating donuts (preordered from Family Fare grocery store) in the Commons from **Memorial Day through Labor Day**. New this year Deacons coordinated purchases using PCM credit card, and coordinated service using specific food sharing instructions. Service was very limited due to newly reinstated in-person attendance and changing food sharing guidelines.

**Sunday Coffee & Cookies:** This ministry coordinates cookies and fellowship in the Commons after late Sunday services. **Weekend after Labor Day to the weekend before Memorial Day**. Suspended in 2021 due to pandemic.

**Baptism, Confirmation:** **Baptism** details are provided to Deacons by the Pastor. This ministry supplies a gift bag to the family. Certificate and Bible provided by CE. Coordinate with Prayer Shawl Ministry (Gay Emry 2021) to collect a bunny for Deacon gift bag. Deacons communicated with families and personalized gift bags for these 2021 celebrations for several families.

On the day of **Confirmation**, a gift of some type is presented from the Deacons to each of person being confirmed. This is coordinated with the staff member responsible for the confirmation class. Deacons are eager to coordinate with the current confirmation class (recently initiated fall of 2021), due to celebrate Spring of 2022.

**Transportation/Delivery:** This ministry will help coordinate transportation for members to attend church, church events, medical appointments and shopping. Will also help coordinate delivery of meals or PCM bags when extra help is needed. Transportation has rarely been utilized in 2021; however, one PCM family relies on this ministry for church attendance. PCM has very few CDL drivers.

**Meal train Coordinator:** Deacons use [mealtrain.com](http://mealtrain.com) to set up volunteers for planned meal deliveries for those in need. Deacon(s) determines timing, delivery, and food preferences and sets up requests online. Meal Train coordinators regularly communicated with interested members and coordinated meals for 1-2 members monthly.

**Member Care/PCM Ministry:** This is an opportunity to reach out to homebound members especially those who need our prayers and let them know that they are an important part of our congregation. PCM (**P**raye**C**are **M**inistry) bags are assembled by this ministry and delivered to PCM members for Valentine's Day, May Day, 4<sup>th</sup> of July, Halloween and Christmas. Deliveries were made by volunteers after late services (10-20 PCM members) for each of the above holidays.

**Ministry to the Hospitalized:** Coordinates visits to those in hospitals, rehabilitation centers, and nursing homes in coordination with pastor(s). Visits have been few due to locations' restrictions; however, limited visits and regular phone calls progressively increased during 2021.

**Home Communion Coordinator:** Regular home communion visits ("Extended Table") are coordinated by **Parish Associate**, who keeps the list of Elders and Deacons trained and authorized to make communion visits, makes the schedule in coordination with the Pastor(s). Home communion resumed in November 2021.

**Card Ministry:** Creative, talented people traditionally meet 1st Saturday of each month (AM) to make cards. Members have not collectively gathered as they have in the past; however, individuals consistently collect materials and fabricate cards for sale.

**Grief Care:** This ministry stays in close touch with and serves as fellowship to those members who are grieving. This group re-instated communication and fellowship in 2021. Deacons were involved in All Saints Sunday (1st Sunday in November), informing members of the opportunity to include names of those to be memorialized. Deacons are communicating with members in preparation for the "The Longest Night Service" in December (traditionally coordinate a supper).

## **COMPASSIONATE OUTREACH**

The Book of Order calls us to reach out beyond our local congregation and serve the needs of our community.

**Rainbow House:** Rainbow House is a facility associated with Children's Hospital providing hotel accommodations to families receiving treatment at the hospital. Due to the ongoing pandemic, this ministry adapted its coordination and administration. Instead of preparation at Rainbow house this year, Deacons prepared meals before delivery.

Deacons alternated pre-made food purchases with church member food donations to prepare meals.

Deacons' participation in **two** Congregational Meals:

1. Easter Breakfast & Brunch – Suspended this year due to COVID pandemic.
2. Back to Church School Kick Off – Suspended in September and tentatively rescheduled for Spring 2022 (in collaboration with CE).

**ADMINISTRATION & PERSONNEL COMMITTEE**  
**2021 Annual Report**

PCM's Administration and Personnel Committee oversees the persons hired to serve Presbyterian Church of the Master.

The following were employed by PCM in 2021:

- Rev. Dr. Robert Keefer
- Rev, Cindy Harvey
- Anne Weatherwax
- Rebecca Widhalm
- Dr. Chris Krampe
- Kristin Oertell
- Emily McIver

At the end of the year budget meeting, Administration and Personnel was advised to cut \$39,000 from its budget for 2022. The position of Director of Christian Education was eliminated and Rebecca Widhalm will take over responsibility of overseeing this area.

Administration and Personnel Committee:

- Marilyn Puett, Chair
- Michael O'Bradovich
- Brenda Norton,
- Angela Berg,
- Mike Forsythe
- Laraine Roberts

**BUILDING & GROUNDS COMMITTEE**  
**2021 Annual Report**

The following is report to the congregation from the Building & Grounds Committee (BG&C) for 2021. Questions or comments should be directed to the committee leader: Elder Doug Wise (Chairperson).

Committee members included: Andy Zidon, Mary McClean, Betty Johnson, Donna Lambert, Tim Lambert, Jerry Magner, Mel Heitmann, Bob Cox, Ted Wohlers and Chuck McGavren.

**Overview:**

The Building & Grounds Committee is tasked with responsibility for the majority of Presbyterian Church of the Master's physical property which includes the land, building(s), and much of the furnishings throughout the facility. This oversight extends to managing utilities, insurance, and security. Due to the Covid-19 pandemic, the B&GC was forced to alter its typical style of operation. From January through June of 2021, the B&GC met virtually. Traditional Spring/Fall workdays took place in order to clean up areas in and around the church, including tree trimming. Thank you to those BG&C members who assisted.

B&GC was able to still carry-on work due to numerous volunteers who performed tasks individually. B&GC is grateful to all who stepped-up during this difficult time. Of special note, Chuck McGavren spent many hours maintaining the plants, flowers, and other landscaping around the building in 2021. Additionally, a special thanks to Jeff Koerten, Bill Norton, Andy Zidon, Mel Heitman, Ted Wohlers and Tim Lambert who helped with mowing for a couples months this summer in lieu of Denny's absence.

The following list is a recap of the tasks accomplished during 2021.

- The B&GC successfully managed the year as projected at approximately 27% under budget for operating expenses. Based on a budget of \$99k, the BG&C should finish the year at approximately \$73k (expenses not finalized as of writing this report). The two major drivers of this savings were the mild winter which minimized snow removal expense and the reduced usage of the church building due to the pandemic. Reduced building usage resulted in reduced utilities.
- Every evening, 365 days-a-year, a physical inspection is performed on the church facility to ensure that all doors are secure, and no other issues are occurring. This inspection is primarily performed by the Pastor who lives on the property. He is assisted by volunteers from the BG&C. Daily inspection reports are submitted one a form online and stored in a database.

- As with maintaining any facility/property, there are always repairs of various sizes that must be completed due to wear and tear, age, equipment failure, etc. This year was no different. The most notable in 2021 included: 1) replacement of two sections of a sidewalk and parking area near manholes due to settling underneath; 2) repairs of a few roof leaks in the Commons area and Choir room including repair of the ceiling drywall; 3) a few minor wall damages needed repaired in the Sanctuary following monitor(s) installation; 4) keypad hardware was installed to the south entrance; 5) natural gas leak near the children's playground required repairs; 6) one large tree needed to be removed as a result of a damaging storm.

### **Aesthetics Committee**

The Aesthetics Committee (AC), which had been a Session appointed group, is a sub-committee of BG&C. The goal was to give them (Aesthetics) representation and a communications channel to the Session. Plus, provide financial oversight of expenditures by a Session officer.

During 2021 the group was able to purchase additional new furniture and decorations to enhance the area inside the front door of the Commons to create a "Welcome Center;" purchased and had bulletin boards hung in the Commons; had a stained-glass from the Benson Presbyterian building framed, lighted and displayed in the Commons; replaced the Sanctuary doors with beautiful new doors.

Many thanks to AC for enhancing the beauty of our church.

**AESTHETICS COMMITTEE**  
**2021 Annual Report**

Aesthetics Committee is a subcommittee under the Building and Grounds Committee. Members of this committee for 2021 are Diane Frans, Kathleen Keefer, Jean Koerten and Bill Norton.

The Aesthetics Committee has been extremely busy in 2021 adding to the Commons Area of our church. All the monies spent have either been funded by the PCM Memorial Committee or private donations.

These are the upgrades and additions that have been made during this fiscal year.

The Benson stained-glass light box placed near the chapel door.

The Presbyterian USA seal placed on the wall leading into the sanctuary.

New sanctuary doors.

A new credenza placed under the large bulletin board in the Commons Area.

Six new chairs and two coffee tables placed in the Welcome Area.

Two structures to house two new mission bins placed in the Welcome Area near the front doors.

We anticipate a few more additions to this area in 2022. Stay tuned!

Diane Frans

Aesthetic Committee Chairperson

**CHRISTIAN EDUCATION COMMITTEE**  
**2021 Annual Report**

**Sunday School:** From January to May we had virtual Sunday School that was attended by an average of 5 families per week. We sent out Sunday school “kits” to provide materials for the crafts and curriculum being led on Zoom. A Lent kit was also sent out that depicted Jesus’ path to the cross and ultimate raise from the tomb. Easter buckets were delivered to families to help them feel connected. During the “spring semester” we used a curriculum written by Anne Weatherwax that loosely correlated with the year of the bible readings the adults were studying then for Lent we used a curriculum Kathy S suggested.

During the fall we started in person Sunday School for K-6th grade and Confirmation for 7th-9th graders. Sunday morning classes were attended weekly by approximately 23 children and youth in grades PK-9. We did not offer programming for younger children (younger than kindergarten) or nursery services. We were also not able to recruit adults willing to lead Sunday education for the high school students.

For the fall semester we bought a curriculum called Faithweaver. We kicked off the beginning of the Sunday School year with a carnival type celebration- complete with carnival games and popcorn.

Teachers working with the children and confirmands this year are Kathy Sutula, Kathy Egr, Chuck McGavren, Colleen Collins Carol Sanderhoff, Anne Weatherwax, Joey Knoll and Pastor Bob. (Jennie Wiehe virtually)

**Youth:** Youth activities were put on hold due to COVID and little interest.

**Young Adult:** Anne proposed the idea of a Young Adult group forming at PCM. The call was posted on the Facebook Friends and Family page and she will continue to pursue the idea into 2021.

**VBS:** Vacation Bible School program “Making me new from the inside out” was originally planned for the first week of August at the church, however due to increasing cases of COVID it was canceled.

**On Common Ground:** Formerly known as Seekers, this group had been meeting on Wednesday nights (Pre-COVID) and was replaced with virtual discussion of that week's readings of “Year of the Bible” led by Pastor Bob.

**ACE (Active Christian Entertainers) Puppet Troupe:** Our local puppet troupe had suspended all practices and performances until further notice due to COVID and copyright issues.

**Hall-o-palooza:** We had a variety of trunk or treat stations set up by over 10 families behind the church. Many children and some adults dressed in their Halloween costumes (including Pastor Bob). The children of the congregation enjoyed the treats that were handed out.



**Pray-ground:** We furnished and set up a small area in the sanctuary for kids to feel more welcome and a part of our worship service. It includes many small “quiet” toys for infants up to school aged children. It has been well received by the children of the church thus far.

**Advent:** Family Advent kits were assembled and available at the church for pick up. Included was a set of paper Jesse Tree ornaments to be decorated as an activity for the family each day of Advent.

**Christmas program:** Anne Weatherwax led the children in learning songs and practicing lines for the Christmas program entitled “A socially distanced Christmas”. It did a great job of telling the Christmas story and including children that were not able to attend in person.

**Adults:** Year of the Bible and Saturday Bible Study, both led by Pastor Bob, had a total of 20 participants.

Serving the Christian Education Committee during 2021 has been Katie Petersen, Committee Chair; Kathy Erg, Session Member; Kathy Sutula, Chuck McGavren and Carol Sanderhoff, Committee Members; and Anne Weatherwax, Director of Christian Education.

## WORSHIP, SACRAMENTS AND MUSIC 2021 Annual Report

**January:** We took down Christmas decorations and stored them in a Sunday school room. We will put them in attic when weather permits. We voted to have communion twice a month.

**February:** Ash Wednesday will be a drive by blessing. We are still up in the air about how Easter service will be. We are going to decorate and have some spring flowers around. We will also hung the crosses which will be changed weekly.

**March:** Still hoping the positivity rate will go lower. We purchased a box of pre-packaged communion cups for safety in serving communion. We will serve these to people who will be sitting every other row. We purchased palms for the arch. We also thought it would be nice to acknowledge those who have died from COVID (members, friends, family). The Summer Solace (June) could be a good time.

**April:** Attendance for Easter Sunday services was 87. We are going to repair the keyboard to use outside (hard on piano to move). We are going to activate the calling team to remind people about our summer schedule.

**May:** Continue to use prepackaged communion for the rest of the month. We are going to remove the “thou not set in this row”. We are strongly recommending wearing mask. Deacons can start coffee etc in the commons. Summer Schedule starts May 30.

**June:** We are going to have an outside service at 8:30 and a 9:30 inside service for the summer months. Communion will be served from trays: bread will be handed out using tongs and juice will be self-served. Servers will wear mask and gloves. We also decided to present an action sheet to have wine for communion to be voted on before September.

**July:** No meeting

**August:** We discussed our budget. It was noted that our license for streaming has gone up. We talked about ways to recruit both servers and ushers. We decided to start calling. Three of us will take a month to call. The calling team was reported as a positive idea.

**September:** We start 8:00 and 10:30 service times in the sanctuary. We also continue streaming. We made a plan on how to serve communion. Still the trays method—people would walk to be served. We also set up duties for servers and ushers. We hung our new rainbow banners.

**October:** We need to keep a supply of mask in the sanctuary. We discussed how and when to put Christmas decorations. We also made a report during service to inform people on what and where worship spends their budget.

**November:** Our calling people for serving and ushering has been successful. The children's program is set for 21/12. We also found ways to decrease our budget for next year. We submitted communion dates for session approval. Christmas decorations were put up.

**December:** We discussed what needed to be done for services this month. We decided to order another supply of pre-packaged communion cups. We will take down Christmas 1/8.

We have made worship possible and comfortable by keeping up with the national and local COVID-19 updates. We offered a streaming (U-tube) option, put signs on chairs where to social distance ("thou shall not sit in this row"), required mask, bought pre-packaged communion cups, we set up and served communion in a safe way, put collection plates outside of sanctuary for pledges, and had services outside during the summer. We kept the church looking as normal as possible.

Dee Moriarty  
Worship Chairman

**MISSION & INTERPRETATION COMMITTEE**  
**2021 Annual Report**

The 2021 committee members were Dawn Dewey, Cleveland Evans, Susie Hollman, Debra Marsh, Manda McLaughlin, Kristen Oertell,.

The Mission committee would like to thank everyone that has contributed to the Mission fund. This has allowed us the opportunity to purchase items for the organizations we support. We have been able to purchase coats, jeans, tennis shoes, boots, and many other items for Siena Francis House. Rainbow House has received items like coffee cups with lids, paper plates, individual wrapped snack items. We have been able to help Restoring Dignity with their make overs for refugees by supplying new pillow, new sheets and comforters and kitchen items. Edison school has been helped with school supplies, clothes for students, and this year we were also able to get turkeys for families. We try to supply food items as well as diapers and diaper wipes to All Saints pantry. Once again, we would like to thank you for your continued support of mission. It is because of your generosity that we are able help many people in the Omaha community.

**Ministries Supported Through Donations of Cash, Goods or Service**

Siena Francis House  
Crossroads Prison Ministry  
Benson Area Refuge Taskforce  
Thomas Edison Elementary School  
Youth Emergency Services  
Presbyterian Disaster Assistance  
Restoring Dignity  
Saving Grace Perishable Food Rescue Incorporated  
More Light Church  
All Saints Pantry  
Food Bank for the Heartland  
Heartland Hope Food Pantry (South Omaha)  
St Vincent De Paul Food Pantry (Downtown Omaha)  
Heart Ministry and Food Pantry (North Omaha)  
St Vincent De Paul Food Pantry  
Table Grace  
Together Food Pantry  
Living Waters of the World  
Rainbow House  
Presbyterian Giving Catalog  
Omaha Home for Boys

Steven Center  
Open Door Mission  
Underwood Hills Pantry

**Presbyterian Special Offerings Supported**

One Great Hour of Sharing  
Peacemaking Offering  
Christmas Joy Offering  
Pentecost Offering

**National Missions Supported**

General Assembly  
Red Cross Blood Drives

Respectively Submitted  
Debra Marsh

**PW ANNUAL REPORT**  
**2021 Annual Report**

**COORDINATING TEAM**

Moderator	Marilyn Puett
Vice Moderator	Kay Smith
Secretary	Karen Matthews
Treasurer	Shirley Soss
Funeral Coordinators	Marilyn Puett
Receptions	Marilyn Puett
Courtesy	Mary McClean
Craft and Bake Sale	Shirley Soss and Karen Matthews
Wedding Coordinator	Marilyn Puett
Advisor	Dee Moriarty

**GROUPS UNDER THE PW UMBRELLA**

**Coordinating Team-** the PW Board continues to facilitate projects and support the mission work of the church and Presbytery. Our goal has been to earn monies to enable us to make significant contributions toward various needs of the church. Because of Covid-19 we have been unable to meet in person.

**Funeral Committee-** This year we served nine funerals of members and non-members.

**Wedding Coordinator-** the Jack wedding and Cook wedding were held at PCM. Marilyn Puett hosted the family and friends.

**Book Club-**The book club continues to meet. The book club leader who oversees all book club activities is Diane Frans. A committee meets periodically and decides which books to review. This group has been together for 37 years and loves to share our lives with each other, as well as reviewing the books.

**Mission Projects-**Due to Covid-19 no missions were supported by book club this year.

Respectfully submitted  
Marilyn Puett, PW Moderator

**MEMORIAL FUND COMMITTEE**  
**2021 Annual Report**

PCM's Memorial Fund Committee accepts funds given to memorialize or honor friends and family. The committee also considers requests for expenditure from the Memorial Fund.

The following were memorialized or honored by gifts to the PCM's Memorial Fund during 2021:

- Clare Connelly
- Jim Smith
- Dorothy Lynch
- Michael Edwards
- John Adams
- Joane Fued
- Barbara Sosman
- Nan Buckingham
- Lynne Cope
- James Furrer
- Vickie Jones

Receipts to the Fund totaled:	\$ 7208.56
Expenditures to the Fund:	
Video Conferencing Equipment	\$ 1100.00
Sanctuary Doors	\$ 5000.00
Total Expenditures	\$ 6100.00
Memorial Fund Balance at Year End:	\$15,287.30

Memorial Committee:

- Marilyn Puett, Chair
- Bob Beason
- Connie Ludwig
- Debbie Marsh-Session Representative

## **PCM TECHNOLOGY COMMITTEE** **2021 Annual Report**

### **The committee's mission**

The Technology Committee provides and maintains the technology infrastructure at PCM:

- The phone system
- PCs and the network
- Public and private (office use only) wifi
- Software on the office PCs and the PCs used for A/V purposes
- Data backups
- Access to the Internet
- The audio booth in the Sanctuary and all the included hardware and software
- The video streaming equipment in the Sanctuary
- All other A/V equipment in the Sanctuary and other areas of the building
- The PCM Website and email service
- Other things that you might tend to think of as “Technology”

The Technology Committee seeks to be responsible for the “systems”, but not necessarily the “content”. For example, while this committee seeks to keep the A/V equipment in good working order, it is the Worship Committee which maintains the content of the media presentations each Sunday (through staff and volunteers in the office).

Similarly, the Technology Committee provides for the PCM web site, but encourages other committees and interested parties to “own” (maintain) the content on the web site. The Technology Committee hopes committees such as Outreach, CE, etc. (really, anyone) would feel like they want to maintain the content of any pages on PCM's web site that relate to their ministry.

The committee is however responsible for the production and direction of the video live stream of the regular Sunday services at PCM, and any other events and services that are live streamed throughout the year.

### **The committee's accomplishments in 2021**

- Maintained all current technology infrastructure at PCM throughout the year.
- Live streamed the Worship services via YouTube each Sunday morning at 10:30. This was the exclusive method of worship for PCM at the beginning of the year through March 14, at which point we transitioned to in-house Worship services. We currently have 4 volunteers who are trained to run the live stream equipment: Bill Norton, Andy Cook, Guy Shelton, and myself.
- The live streams are coordinated with the sound booth operator to keep the service smooth and cohesive for both in-house and the streaming audience. The ProPresenter software in the sound booth that manages the Sanctuary screens is used as an input to the VMix video software when it's appropriate, so the



online audience can see things like hymns and external videos at the same time as the in-house congregation.

- Live streamed an Eagle Scout ceremony and several weddings held in the Sanctuary.
- Installed the three new 85 inch sanctuary tvs that replaced the old projectors.
- Installed all the equipment to upgrade the wifi throughout the PCM building. The new Ubiquity system is now live and functioning properly.
- Installed a new UPS (Uninterruptible Power Supply) for the network appliances in the furnace room.
- Met at the church on a Saturday in January to clean up the tech computer room and run network cable in the copy room walls so there would be no more visibly exposed network cables hanging from the ceiling in that room.
- Applied for and received a non-profit Enterprise license for Microsoft 365, and in turn upgraded to the latest Microsoft Office software throughout the PCM campus.
- Committed to a 3-year contract with Cox for internet service.
- Determined that the Tech Committee will maintain control of the Microsoft Office credentials and perform any required installations on PCM workstations, instead of offloading that responsibility to the individual staff members.
- Purchased an Owl camera with a grant from the Memorial Fund to facilitate hybrid in-person/Zoom meetings for use by PCM staff and committees. This is a 360 degree camera and microphone set that we can place in the middle of the library table so that meetings that take place there can easily accommodate both the people around the table as well as anyone remoting in via zoom.
- Worked with the church administrative staff to select and implement a cloud-based church management software product called OneChurch to replace the current Shepherd's Staff. OneChurch seems much more modern and up-to-date, and should be able to handle everything the Shepherd's Staff did, plus a much wider range of duties than the previous software.
- Laid plans for a transition from the current pcmwindow.org domain to the new pcmomaha.org domain.
- Worked with CE staff to purchase and set up a laptop to be used by the Sunday School staff to facilitate Sunday School in-person presentations and zoom sessions.

### **Future items for 2022**

- Continue to respond to technology maintenance and troubleshooting.
- Continue to maintain the live-stream for the worship services.

### **General Notes**

The Technology committee does not schedule regular monthly meetings. Instead, we maintain a series of messaging channels via the Slack messaging app. We use Slack and email when appropriate to regularly communicate with each other about whatever issues and discussions come up pertaining to the technology needs of the church.

When an issue arises that does require in-person attention, we then schedule in-person meetings as required. We did meet in-person three times in 2021.

**My thanks to the committee**

I would like to thank all of the hard working committee members who have each spent many hours at the church troubleshooting various issues throughout the year. They have all been willing to step up when needed to keep the equipment that the church relies on running smoothly, and I greatly appreciate their efforts.

**Committee members**

Jon Sutula (Chair), Doug Swartz-Brown, Dylan Johnson, Andy Cook, Mike Osborn, Bill Norton, Chris Petersen

Staff invited to participate as desired: Rev. Keefer, Becky Widhalm

Respectfully Submitted,

Jon Sutula

Chair, Technology Committee

