

# *First Baptist Church of Palo Alto*

## **ANNUAL REPORT 2010**

### *Adventure in the Spirit*

Presented to the  
**ANNUAL CHURCH  
BUSINESS MEETING**

*Sunday, January 30, 2011*

*305 N. California Ave  
Palo Alto, Ca 94301  
(650) 327-0561*

**FBC-PaloAlto@sbcglobal.net**

**www.fbc-paloalto.org**



**Rick Mixon, Pastor**  
**Linda Pickens-Jones, Education & Family Life**  
**Jan Gunderson, Music Director**  
**Oleta Proctor, Church Administrator**



# ANNUAL CHURCH MEETING

First Baptist Church of Palo Alto

January 30, 2011

## Table of Reports

	Page
Pastor . . . . .	1-3
Director of Educational & Family Ministry . . . . .	4-6
Church Administrator . . . . .	7-8
Music Director . . . . .	9
Moderator . . . . .	10-11
Church Clerk . . . . .	12
Pastoral Relations Committee . . . . .	12
Congregational Care . . . . .	13
Missions Task Team . . . . .	14-16
Outreach Task Team . . . . .	17
Finance Committee . . . . .	18-20
Church Treasurer . . . . .	21
Special Funds . . . . .	22
Budget for the Year 2011 . . . . .	23-26
Nominating Committee . . . . .	27
2010 Church Officers . . . . .	Inside Back Cover

## **Pastor's Report**

### **Submitted by Rev. Rick Mixon, Pastor**

Come build a church – a church with soul and spirit. That was our theme for 2010. I am grateful for everyone who worked to make that theme a reality. It is not easy to build up the church in the time and setting in which we find ourselves. Still, our faithful community has said it is important for us to be the church of Jesus Christ today, in this place. Much time, talent and treasure has been invested in this great building project.

We have said that the four pillars on which our church stands are: to worship God, to explore together faith and commitment to Christ, to serve those in need, and to provide a home for heart, mind and soul. These pillars provide a strong foundation for our faith community. Because they are so vital, it is important that we work continually to strengthen them. So, that has been our focus this year.

Our worship has been strengthened by the addition of regular intergenerational services which involve everyone in the church family – young and old. It has been delightful and challenging to come up with worship experiences that are meaningful for multiple generations. I am grateful to Pastor Linda, Jan, and our worship leaders for working to create these worship experiences and to all of you for the gracious way you have entered in. I continue to be grateful for Jan's leadership in music, for our faithful choir, for all of our excellent worship leaders and readers, for Chip Clark and Don Granholm (now our "Head Usher Emeritus") who have overseen ushering, for Mary Granholm who heads hospitality, for Marylea McLean and all who have helped to make our worship space attractive, for Elizabeth Ramirez in our nursery, for Pastor Linda's contributions, especially her wise and amusing children's stories, and for Oleta's creative work with the bulletin. Of course, I'm also grateful for your faithful participation. It takes us all to make a worshipping community.

Both Pastor Linda and Betsy Koester bring strong leadership to our Educational Ministry, with children and youth and adults respectively. The programs that they offer, along with our weekly Bible study and other occasional educational opportunities within our congregation and in the wider community, make this an excellent place to grow together in faith and commitment. In addition to these existing ministries, we are looking forward to an all-church retreat the end of February, which will focus directly on this church pillar of exploring together faith and commitment to Christ. With the very able Rev. Dr. Heather Entrekin as our guide, we will embark together on an "Adventure in the Spirit" that we hope will bring us closer to God and to a greater understanding of our role in bringing God's reign more fully alive in our individual lives and in the world around us.

When it comes to serving those in need, our support for missions and for our neighbors in need remains strong. Elsewhere in this report you can see a record of our mission giving for 2010 (in both the financial report and the report of the Mission Task Team.) Carolyn Shepard, Diane Kirton and the Hunwicks give strong leadership to this task team with valuable input from a number of others in the congregation. After more than 40 years of volunteer service to Ecumenical Hunger Project, June Lee retired this year, turning over the responsibility of ferrying our donations to Thelma Tuttle. We greatly appreciate June's long and dedicated service to this program. We also had several people engaged in our annual Habitat Work Day and many of you helped with the food and gift collections for EHP and Friends Outside during the holiday season. It has been very exciting to have our children and youth lead us in our first special mission offering of 2011, the purchase of a camel through the Heifer Project for the Maasai people in Africa.

In some ways the strongest pillar supporting our congregation is our concern for and commitment to providing a home for heart, mind and soul. This is essential to what it means to be church. It is a function that is difficult to quantify and measure. It is vital though to our sense of community, to our care for one another and to our compassion for the world beyond our doors. If we have something to offer to one another and to our families, friends, neighbors, colleagues and, indeed, strangers around us, it is this sense of home. We are a hospitable people and we need to let others know that they are welcome here; that this is a safe and healthy place to bring the concerns of their hearts, the questions on their minds and the questing of their souls. In one way, this doesn't seem like such a big deal. There are no programmatic bells and whistles that automatically go with such a characteristic; but in another sense there is nothing that makes us more church than this aspect of our life together. People everywhere are in need of, are searching for, a place to call home, a place that hears and respects, that supports and nurtures who they are and who they might become in the family of God.

Special gratitude goes to those who have served on our Council this year. Under the strong and gracious leadership of Carolyn Shepard, Jane and Jin Chin, Eleanor and Hugh Satterlee and Mary Granholm have given hours of invaluable service to our congregation. They have openly wrestled with many concerns of the congregation and for the congregation as they act on our behalf between all-church business meetings. We can all be proud of the diligence and dedication each and all of them has brought to the Council. I would be remiss if I did not add a special word of thanks to Paul and Sachiko Berry who are completing this year more than 11 years of service as our Financial Secretaries. Their quiet, competent work in keeping our financial records, sending out thank you notes and year end reports, counting the offerings and making the deposits has been invaluable. While we are still looking for someone(s) to take over these responsibilities in some configuration, we are grateful to the Chins, Satterlees and others for filling in on an interim basis.

It is highly satisfying and encouraging to work with our current staff team. Jan, Linda and Oleta each brings strong resources and a gracious spirit to her work. Jan continues to make beautiful music on the organ and piano, draw remarkable music from our choir and provide excellent music to fill in when needed. She does all this and remains pleasant and easy to work with. What more could a congregation ask? Linda has created a solid program with our children and youth that has added much to our life as a congregation and begun to attract attention in the community. She is serious and funny, wise and committed. We are blessed to have her and her infectious laughter. Oleta has given a tremendous effort to organizing and reorganizing the business end of our church life. From researching and re-writing our rental policy and leases to securing bids and overseeing a great deal of necessary work on our facilities, she has provided wisdom, insight, valuable information and gracious engagement with all parties involved. She has challenged us to look long and hard at the way we do business and she has facilitated our growth, not only as a rental agent, but as a congregation that does business legally, ethically and compassionately.

As I approach five years as your pastor, I continue to grow in my understanding of and appreciation for you individually and corporately. We have our differences at times, which I take to mean that there is life here and a deep caring for what happens among us and to us as a body. You have taught me much and I hope I have contributed something as well to our life together. We miss those we have lost from our community this year, but we also draw strength from their love for and commitment to this congregation. From that strength and the other gifts that God has so graciously given us, we can continue building Christ's church of soul and spirit in this place. I treasure the opportunity to work with you to that end.

Pastor Rick

## **Educational and Family Ministry Report Submitted by Rev. Linda Pickens-Jones, Director of Educational and Family Ministry**



From Olympic races last winter to Camel races this winter, from caring for the people of Haiti to reaching out to the Maasai in Tanzania, from a Christmas pageant to a Los Posadas, the last 12 months of Sunday School and life with the families has been exciting and challenging!

Over a year ago, the parents of children met and came up with a list of things they felt were important goals for the Sunday School. I've continued to use these as guidelines for our curriculum and planning, and I believe we've made some great progress. The goals are:

- Learn Bible stories
- Connect how the stories relate to the children's life and help the children express the meaning.
- Children be able to express themselves.
- Church building is 'theirs', a place where they are free, safe and learn to be responsible.
- Learn to have compassion for others and to care for others.
- Learn to pray.

Sunday School attendance has been regular, with most of the kids present every week. Most Sundays we have from 7 to 11 children taking part. Elizabeth Ramirez makes sure the littlest receives loving attention in our wonderful, clean and updated Nursery/Younger Children's play room. Some Sundays K-9<sup>th</sup> grades are all together in the big Sunday School room, while other Sundays we divide up to do activities and lessons. Since many of our children are part of family groups, it works well to have a 'one room school house' kind of approach. There's always a lot of energy! The newly decorated classroom has been a blessing and makes an incredible difference in our accomplishment of our educational goals with the children. There is enough space to have a variety of focus groups, adjusted to different age levels and interests. It truly feels like the children/youth have a place where they belong, and aren't just camping out!



We like making use of the projector in the room and have a larger screen, thanks to the efforts of Don Ha. Oscar Ramirez is our 'all things electronic' resource, and makes sure things actually appear on the right sound system and computer screen!

Our primary support teacher this year has been the ever faithful Hugh Satterlee, who is in every way supportive. I really think it is great having a 'resident grandpa' for our kids. Other teachers have included Carolyn Shepard, Eleanor Satterlee, Melanie Ramirez and Laura Garcia. Chip Clark steps in to help in multiple ways as we have the need. I continue to be grateful for his volunteer time spent in preparing my office, in between the nursery and classroom.

The children have been learning memory verses, which I think is a kind of 'lifetime' investment for them. We work to apply the scripture to the everyday living lessons we are working on. We often use The Message translation, as it gives a contemporary edge which



is also easily understandable. Scriptures learned this year include:

*Treat others as you want them to treat you. Matthew 7:12*

*Jesus says: Ask and you'll get; Seek and you'll find; Knock and the door will open. Luke 11:9*

*The first thing I want you to do is pray. Pray every way you know how, for everyone you know. Timothy 2:1-2*

*You are the salt of the earth. Matthew 5:13*

*Our soul waits for the LORD; God is our help and shield. Psalm 33:20*

We also worked on understanding and learning the Lord's Prayer, and will do more in the year to come. The older children started prayer journals, and we will make more use of these in the next several months.

The family gatherings have been focused on the Intergenerational evenings, usually on Friday nights, sponsored by the Outreach Team. These have seemed to bring the church together in a positive and energetic way, a time for socializing, learning more about one another, and being 'family' together.



Believing in the importance of being 'global citizens', we have a map on the wall in our story area, and often refer to it at prayer time, or as we discuss mission projects. Beginning with our health kits sent to Haiti through Church World Service (at the time of the earthquake in January 2010), to our current project raising money for a camel to be sent



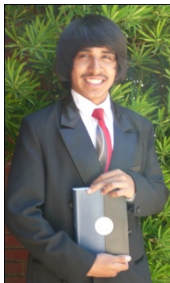
through Heifer Project, the children are talking about what it means to serve Jesus through caring for others. We also took part in an effort through the U.S. State Department consulate in Turkey, by sending letters about friendship that were hung on a 'friendship' tree at a book fair for children in Istanbul, and we received multiple letters back. A visit from a member of the Turkish Muslim community will soon occur, to translate the letters from Turkish to English for us.

The children have had an opportunity to be involved in expressive art, which has been used to provide a visual focus for our church worshipping community. The children were involved with the whole church in making the prayer quilt, they were part of creating the community hands quilt, they made a Pentecost banner expressing their experience of the Holy Spirit (and their own spirit-filled selves!), and they created visuals for the Thanksgiving service, including a tree made up with 'hand-leaves'. In addition, we are involved in an ongoing project to make a quilt to be given to a program working with homeless persons.



A great deal of planning took place to hold a summer camp on our site, but enrollment was

minimal. We evaluated and learned from the experience, and realize it may not be the right time for such a program.



Although our Sunday School community is not large, we are working together to learn what it means to be a family of faith, where even small groups can make a difference in the world. The children and youth are a significant part of the First Baptist Church of Palo Alto, and provide an important presence and testimony of faith.

Some of the possible directions for our educational ministry for 2011 include:

- Continuing to keep our connections with the world around us through mission projects.
- Involving children and youth this summer in a camping program at Redwood Glen Camps.
- Creating a youth class (8<sup>th</sup> grade and up)
- Providing a series of classes for parents and kids on exploring Christian/Baptist traditions and the meaning of church membership.
- Inclusion of a wider circle of teachers to be equipped to teach/lead Sunday School.
- Continuing our Intergenerational Worship experience once/month.



## **Facilities and Administration Report**

### **Submitted by Rev. Oleta Proctor, Church Administrator**

This past year has been an intense one punctuated by many significant changes. Our goal for 2010 was to begin implementation of policies and practices more closely resembling those recommended by the National Association of Church Business Administrators , the various specialized insurance carriers, and the body of research done by church professionals and theologians as to what constitutes healthy practices and procedures in church facility and office administration, adjusting these to the particular characteristics of this church community and the stated direction that our community wishes to take.

This meant doing some preliminary work such as getting the office machines running smoothly once more, adding reliable backup for the electronic memory of the church, and playing musical chairs with the office furnishings to create a more rational and ergonomic work station and to allow sufficient workspace to tackle more than one major project at a time.

It also meant stepping out, under the calming guidance and with the input and encouragement of Pastor Rick Mixon, and addressing some of the longer-deferred maintenance and space utilization quagmires that we have been living with, such as creating warm and welcoming spaces for our children's and educational programs, and stirring the pot more than a bit with renters and users who had become very comfortable with a status quo that was no longer affordable or tenable by the church.

The combination of our new policies and the internal needs for greater space allocation than we could physically or affordably accommodate on the part of two of our former tenants, meant that both of those renters moved away. In their place, a previous renter expanded into new spaces and we are currently engaged with several new entities about renting the remaining space. We have also added one new weekly group to our extended family on Friday evenings, and another interested in renting space from us on Wednesday or Thursday evenings.

To embrace these challenges, among many other major and minor repairs, upheavals and revolutions, and with immeasurable assistance from our key volunteer, Chip Clark, we carried out the following:

- Rewrote and renegotiated contracts and agreements with old and new ongoing renters;
- Updated some of our approaches to human resource issues;
- Experimented with new ways to meet and attract occasional renters, as well as expanded upon the pool of direct service providers that we can call upon;
- Moved the Youth Room from its location over the Choir Room to its new location in the newly painted and brightened large classroom in the office wing;
- Refreshed the paint and installed new furnishings to create an office for the Educational and Family Ministry Director next to the program's classrooms

downstairs;

- Cleaned out and remodeled the men's changing room behind the sanctuary to create usable and accessible storage space;
- Moved the church archives from the small office in classroom #2 into the old Youth Room behind the sanctuary;
- Moved the AAUW archives/storage from the other small office in classroom #2 into the newly created storage area behind the sanctuary – these last two items opened up classroom 2 to be rented in its entirety rather than at a loss of 250 square feet;
- Repainted classrooms 2, 3 and 4;
- In further response to direct requests from current and potential renters, we began work to install soundproofing, upgrade the electrical service, re-carpet significant areas and add an ADA-compliant restroom for our upstairs users.

## **Music Ministry Report**

### **Submitted by Janice Gunderson, Music Director**

Music is an important and meaningful part of the worship at First Baptist Palo Alto. As your Music Director, I try to choose service music that encourages worship, both contemplative and joyful, serious, lively, thoughtful, energetic, familiar and new.

Our dedicated choir members offer Special Music for the service from September until June. Joanne Jones, Betsy Koester, Dan Cudworth, Bob Towner and Rick Mixon also contribute solos and duets throughout the year. The choir rehearses on Thursday nights at 7:30 in the Parlor.

Guest musicians this year included Michael DeWeese, trumpet on Easter, Sharon Rice, soprano, Joyce Lin, a talented young flutist, and Diane Sangster, flute, during Advent. Dona Smith-Powers has also shared her talents this year, as she and I have prepared piano-organ duets. The children and youth have also sung some special numbers through the year.

Our Yamaha Grand piano in the Sanctuary is a beautiful instrument and has added to the variety of music that can be offered during the Worship Service. The organ is holding up well despite its advancing age. Each year a few more problems arise but I can still work around them. The other upright pianos in the building are all used for different church functions. All the pianos have been tuned this year.

Special events this year included a concert by a Bell Choir from Minnesota on their summer tour, and a concert by Peninsula Cantare in December.

## **Moderator's Report Submitted by Carolyn Shepard**

The year began with our new governance style in place, which has continued to work well with a pastoral team, Council, and both long term and short term task teams working together to “Build the Church”. There have been changes, both wonderful and some more difficult, but there is a sense of renewed spirit this year as we have developed our community.

The Council met in February for a morning retreat to look at ways to build the church through our four mission statements.

To worship God

To explore together faith and commitment to Christ

To serve those in need

To provide a home for heart, mind and soul

In some areas, particularly mission, we are doing fairly well given the financial and human resources of the church. The area of faith and spiritual development as a community appeared to be our weakest area and impacts our worship and educational programs. It is not to say that we are not doing worship or education with adults and children, but what else could we do to develop and deepen our faith so that we, as a community, can bring more to our worship and educational experience? The Council has wrestled with this question and wants to bring the discussion to the rest of our congregation. Thus, the idea of an All-Church Spiritual Retreat for this February 2011 was born and is now being prepared for.

With the tremendous help of Oleta, a very able and valuable church administrator, we made significant changes in our rental policy to bring equity and clarity of expectations to the way we do business with rental groups. As a result, we were able to give priority to our own needs, specifically giving our children and youth a new and improved space, all on the first floor. With Linda's office now centrally located, it has helped her to run the Sunday morning program better. It is also in closer proximity to both Oleta and Rick, thereby facilitating communication and coordination among the pastoral team.

After many hours of negotiation with Rick and Oleta, it was with sadness that we lost both Synapse and KARA, but unfortunately we could not meet their program needs and space requirements. With New Mozart acquiring new rooms, and the two larger rooms, 2 & 3 now vacated, we are taking the opportunity to do some needed renovation to make our

space attractive and usable to potential renters. The financing of the renovation comes from long term maintenance funds and an end of the year gift directed to this project.

Our pastoral team of Rick and Linda (and Jan), working with the education and outreach task teams, has brought energy and new life to our worship and community development. Our monthly intergenerational worship services and intergenerational Friday night programs have served to build community, particularly with our young families. The children and youth program under the able leadership of Linda is solid with consistent family attendance. In fact, it is even growing.

Your Council and all of the members of the task teams are working hard. Their dedication and perseverance is amazing. Our worship leaders, under the direction of Rick, bring so much richness to the worship experience. Many thanks go to our pastoral team and our congregation. Lots of good stuff is happening here at First Baptist which you will find in the task team reports. There is still much to be done and real concerns to be dealt with. However, I personally feel a new spirit growing and I am excited to continue forward in this New Year.

#### 2010 Task Teams

##### Worship Leaders

Kathy Gillam  
Melanie Ramirez  
Lois Ville  
Jim Alexander  
Elizabeth Pipkin  
Thelma Parodi

Ushers- Don Granholm

Sound – Chip Clark

Flowers – Marylea McLean

##### Missions

Carolyn Shepard  
Marilyn Hunwick  
Lynn Hunwick  
Diane Kirton

##### Outreach

Nana Spiridon  
Eleanor Satterlee  
Diane Kirton  
Mary Granholm

##### Education

Eleanor Satterlee  
Laura Garcia  
Carolyn Shepard

##### Congregational Care

Mary Granholm  
Lois Ville  
Sachiko Berry  
Eileen Conover

##### Patio Task Team

Steve Lewis  
Betsy Anderson  
Lucille Towner  
Thelma Tuttle

##### Annex Task Team

Jane Chin  
Hugh Satterlee  
Jim Alexander  
Nana Spiridon

## Church Clerk's Report Submitted by Hugh Satterlee

Membership as of December 31, 2009	112
<u>Losses since</u> <u>December 31, 2009</u>	4
Gordon Maxwell	Feb. 6, 2010 Deceased
Pete Watson	Jan 2010 Deceased
Mary Lewis	April 4, 2010 Deceased
Pearl Abbott	December 10, 2010 Deceased
<u>Addition since</u> <u>December 31, 2009</u>	0
Membership as of December 31, 2010	108

## Pastoral Relations Report Submitted by Lionel Kirton

The Pastoral Relations Team, (Charlie Clark, Marylea McLean, Melanie Ramirez, and Lionel Kirton), decided at the beginning of the year that they would meet on an “as needed” schedule.

During the year none of the members felt that any major positive or negative situations were presented which necessitated a meeting. We held informal sessions and surveys during the year.

Although some Congregation members would like to see changes, relations between the Pastor, the Staff and the Congregation appeared satisfactory throughout the year.

The Team is scheduled to meet on Feb 25th to decide how to proceed in 2011.

## **Congregational Care Report Submitted by Mary Granholm**

Congregational Care has as its mission:

- Keeping on the alert for members and friends who may be needing calls, cards, or visits
- Alerting the pastor or other persons who may fill those needs
- Providing opportunities for fellowship for people who are no longer driving or don't get out much
- Providing snacks and beverages for church functions
- Preparing or coordinating food and set-ups for lunches, suppers, and potlucks

In fulfilling the above, our committee members have:

- Made many calls, written many notes, and made many visits, realizing that we may not have caught all the needs
- Provided snacks and beverages weekly for Sunday morning fellowship
- Coordinated Patio Hour Fellowship during the summer
- Coordinated the All-Church Picnic on July 4
- Provided lunch for the Annual Meeting on Jan. 31
- Provided lunch for the PCBA Regional Meeting on May 1
- Provided lunch for the Hanging of the Greens on Nov. 28
- Provided Soup Supper on Maundy Thursday
- Provided a Chili Supper for the Christmas Carolers on Dec. 12
- Coordinated Easter Sunday Brunch
- Coordinated Christmas Brunch held Dec. 19
- Coordinated food and setup for the potlucks accompanying the following intergenerational community events:
  - Game Night on March 19,
  - Hobby Night on April 16,
  - Photo Night on May 21, and
  - Friends Outside on Dec. 3

Our committee has also met to assess needs, assign commitments, and plan for increasing fellowship opportunities for people with limited mobility. We held a brunch for them on August 6 and a tea on Nov. 5. We hope to provide something once each quarter, and to encourage more calls, notes, and visits.

Lois Ville,  
Sachiko Berry,  
Eileen Conover,  
Mary Granholm

## **Missions Task Team Report Submitted by Marilyn Hunwick, Diane Kirton & Lynn Hunwick**

Our Missions Budget for 2010 offered an opportunity to support institutions and programs both locally and internationally. A portion (60%) of our denominational giving to United Mission Basics (\$3500) comes back to our region, Evergreen. We participated in “targeted giving” to Dan and Sarah Chetti in Lebanon (\$500), supported American Baptist Seminary of the West (\$800), United Campus Christian Ministry at Stanford (\$750), and were one of 3 American Baptist churches supporting the Council of Churches of Santa Clara County (\$800). We maintain relationships through membership subscriptions to four other ecumenical groups (\$350).

Without any representative board membership, we continue our ecumenical support for the Rev. Geoff Browning and United Campus Christian Ministry at Stanford. Geoff and Prof. Tom Sheehan led a Liberation Theology study course winter quarter that resulted in nine Stanford students and the Rev. Joanne Sanders of the Memorial Church staff going on a Spring Break visit to El Salvador. Geoff also writes timely opinions in the Stanford Daily to present UCCM’s progressive Christian voice to the larger Stanford community (on 3/1/11: The Prince of Peace Is Not the God of War -- detailing the U.S. military budget and the possible return of ROTC.)

Through our budget we continued support to the education ministry of our Sister Church in Corinto, Nicaragua (\$500) and to Balasure Technical School (\$500) in India; neither receives regular support from ABC-USA’s IM.

Along with the Ecumenical Hunger Program (\$500), Opportunity Center (\$500), and Seafarers Mission (\$100) we added Youth Community Services (\$250) and Interfaith Power and Light (\$200) as local projects to receive our support in 2010. Missions has a “line item budget” and is paid out as voted, so a discretionary item of \$500 allows us to include other needs as they arise.

Our modest Missions Budget of \$9,450 is strongly augmented by monthly **Special Mission Offerings** and other non-budget giving. The monthly offerings give individuals choices and opportunities to support causes of particular interest.

The Baptist Peace Fellowship of North America, of which we are a partner church, received our January offering of \$375. Two groups with similar missions, Friends Outside and the Santa Clara County Institutional Chaplaincy, shared the \$540 offering in February.

Four main annual denominational offerings included America for Christ in March which supports the work of the American Baptist Home Mission Society (until recently known as “National Ministries”) to which we gave \$952.

Victims of natural disasters receive immediate help from the One Great Hour of Sharing offering and in January and February \$964 was given to OGH designated for Haiti Earthquake relief. The scheduled OGH offering was received in June and continued in July. During those 2 months we received \$1554. Therefore, to meet areas of human need, a total of \$2518 was received for OGH in 2010. The Sunday School children also assembled hygiene kits for the people of Haiti for which \$165 was given.

April provided us with an occasion to learn more about the Central Asia Institute, popularized by Greg Mortenson in Three Cups of Tea, which supports schools in Afghanistan, especially schools for girls. We assisted the Synapse School in a garage sale for CAI and at an Adult Forum met and heard two members of Mortenson’s Board and team who have worked closely with him. The offering for the Central Asia Institute was \$1,160.

An offering is taken each year in May that is matched up to \$1,000 for scholarships for American Baptist Seminary of the West. Our May offering of \$770 therefore generated \$1540 for ABSW.

In August we again visited a Habitat for Humanity site, a house in East Palo Alto that had been in foreclosure. Habitat had purchased the home and it was being completely renovated. The work was nearing completion on August 14, which was the day we were assigned as our “build day”. Six members of our congregation volunteered to work all morning, and we were delighted that two or three folk from some of our sister Palo Alto churches joined the team. Our FBC lunch crew, including Mary Granholm and Diane Kirton, brought a nourishing and delicious meal, and other members of our congregation also visited the site. We were able to send \$954.00 from our August offering for Habitat.

Two leaders from India stopped for two days in early August on their way home from the Baptist World Alliance meetings in Hawaii: the Rev. Samaresh Nayak, Executive Minister of the national church body (with which ABC-USA has worked), the Bengal Orissa Bihar Baptist Churches Association (BOBBCA), and Ramesh Kumar, the Principal of Balasore Technical School. After being shown EHP, the Opportunity Center, and the Habitat home, they met church members at a pot-luck dinner. Carolyn Shepard and the Hunwicks hosted them on a day tour of San Francisco. Both visitors expressed appreciation for warm hospitality and for their “memorable experience”. Expenses for their hospitality were taken from the Discretionary item of the budget. Additional funds, \$750 designated for the Balasore Technical School and \$30 for BOBBCA, were received during the year.

The September offering of \$515 for the Opportunity Center provided needed support to the homeless program. Ecumenical Hunger Program benefitted from our November offering of \$699. Members also responded generously with 30 turkeys/hams/roasts and more than 20 bags containing fresh and canned food items.

Many, many, thanks are due to June Lee who delivered donations all during the year to the Opportunity Center and EHP. She has been doing this service for 40 years! That task has now been passed on to Thelma Tuttle.

Our World Mission Offering in October, which supports International Ministry programs, was divided again this year with half given as a targeted offering for Dan and Sarah Chetti in Lebanon who received \$672 and \$672 given to meet other needs of WMO. The Offering for Retired Missionary and Ministers in December was \$1003.

Another hands-on project that we participated in was the Friends Outside “Adopt a Family” program for Christmas. We adopted five families and provided them with food items and also at least one gift per family member. We also gave each family a gift certificate from Safeway for ham or meat. We are most grateful to Wesley Methodist who again invited us to participate in their “Alternate Christmas” event, and through their generosity we were able to purchase most of the food items for the boxes. On Dec 3<sup>rd</sup> we gathered in the fellowship hall for a potluck dinner and a wrapping and packing party. We were very happy to have Becky and Loretta with us again, both of whom have worked for Friends Outside, and they helped us keep everything straight and made sure we put the correct items and gifts in the correct boxes and marked the boxes properly. We received \$250 for the Friends Outside Christmas project but there is no total for all of the gifts and gift certificates that were donated. Thanks to our congregation for being generous and providing each of the five families a cheerier Christmas than they might have had without our help.

Thanks to those persons who have organized and promoted the offerings: Betsy Koester, Laura Garcia, Carolyn Shepard, Diane Kirton, Lucille Towner, the Hunwicks, for those who helped with arrangements for the “hands-on” experiences, and for all who generously contributed money. Monthly Special Mission Offerings and other non-budget items totaled \$12,194. Combined with our Mission Budget for 2010, we gave \$21,644 in 2010.

Members of the Task Force: Diane Kirton, Carolyn Shepard, Rick Mixon, Lynn and Marilyn Hunwick.

Report by Diane Kirton, Lynn Hunwick, and Marilyn Hunwick.

## **Outreach Task Team Report Submitted by Nana Spiridon**

The Outreach Task Team, with the assistance of pastor Linda Pickens-Jones, planned a few intergenerational events during 2010 that were successful. They were held on the Friday evenings and they included a pot luck followed by the activity of the evening. Those events were a lot of fun and helped us to get to know each other better:

- "Game Night"
- "Hobbies Night"
- "Baby Photos Night"
- "Pumpkins and Harvest Event"

We had our annual All American Church Picnic on July 4.

In December, we included the community in sponsoring an evening for "Friends Outside" where gifts were wrapped and assigned to the 5 families that our church sponsored for Christmas.

Those events were successful because we had the support of the congregation and the hard work of the members of the Outreach Task Team.

Our plan is to continue to provide the congregation with more intergenerational events and fun evenings.

Members: Pastor Linda Pickens-Jones, Pastor Rick Mixon, Eleanor Satterlee, Mary Granholm, Diane Kirton, Thelma Tuttle, Nana Spiridon.

Chair: Nana Spiridon

## **Finance Committee Report Submitted by Jane Chin**

**REVIEW OF CHURCH FINANCES.** In monitoring our revenues we are continuing to see a downward trend in pledges, a high dependence upon our tenants, and a need to use more of our unrestricted investment funds to achieve a balanced budget. At the beginning of 2010 the estimated income from pledgers and givers of records was \$103,870, the lowest in the past 10 years, when compared to the peak of about \$143,000 in 2001. Thanks to our faithful contributors the pledges actually received were about \$8,500 above that budgeted for 2010. Our tenant income was \$8,500 less than budgeted since KARA left in July and we had fewer weddings than budgeted. Nevertheless, about 80% of the revenues to support the work of the church came from pledges and rents from tenants. Expenses were about 5% less than planned. Pledges provided about 49% and tenants 31% of our operating budget income. About 19% more revenues, \$43,698, came from funds budgeted from our unrestricted Endowment funds in Special Funds. We are striving to slow down the depletion rate of these endowment funds by searching for other sources of income. Our major expenditures of \$229,680 for 2010 include 60% for staff, 25% for church facilities, 4% for parsonage, and 11% for all other expenses. As in the previous two years income from tenants was sufficient to cover the costs of our total facility budget. We ended the year 2010 with Good News of a balanced budget.

**DIRECT PAY.** The treasurer has established Direct Pay with the church bank Wells Fargo. Payments can now be made electronically to the personal accounts of staff or anyone receiving reimbursements in lieu of a check.

### **SPECIAL FUNDS.**

**Unrestricted Endowment Funds.** The amount of \$5,157 accrued in the Pastor Education and Sabbatical Fund prior to the arrival of Pastor Rick in July 2006 was transferred to the General Endowment Funds to be available for budget use when needed.

**Earnings from Lundquist Funds.** To help preserve earnings of the Lundquist Funds, Council approved the new procedure to remove income that reached \$5,000 above the basic designated principal of \$226,858 and to place those earnings in a separate, more stable money market account not subject to the variability of the stock market. These earnings, if not previously designated, will continue to be counted as part of the Lundquist Funds. The congregation can decide to use these earnings for a specific project, even if below the designated base principal, provided there is no additional use of the Lundquist Funds until they have recovered and show earnings. At the end of 2010, earnings of \$28,010 have been accumulated.

**Memorial gifts.** Seven of the undesignated Memorial Funds have been consolidated into the Memorial Patio Fund, which includes the funds for Wendell and Anna Starr, Ray Aker, Ray Abrahamson, Esther Sanders, Grace Cobbledick, Relda Poffenroth, and Ruth Carpenter. The total for the Memorial Patio Fund is \$7,770. In addition, a generous gift of \$20,000 from the trust of Mary Woolsey Lewis for patio improvement has been placed in a separate Memorial Fund until needed.

**Reserve Funds.** The lap top computer and video equipment (\$2,000) were paid from the Program Initiative Reserve Fund. As indicated in the Special Maintenance Expenses in the Treasurer's Report, many of the expenses for upgrade and renovation of both the downstairs educational wing for church use and upstairs for renters were paid from the Church Long Term Reserve Maintenance Fund. At the end of the year the fund was replenished by a gift of \$16,860 which helped cover many of the projected expenses. A new fund, Exterior Painting of Church, has been established to raise the funds to help pay for beautifying the exterior of the church. Gifts of \$8,500 have been donated and other contributions are welcome.

**ANNEX COMMITTEE.** To increase our revenues, members of the Annex Committee had a friendly meeting with the Executive Director and Chief Financial Officer of Palo Alto Community Child Care organization (PACCC). They explored moving toward selling the church's 25% portion of the Annex used by PACCC's group named the Neighborhood Infant-Toddler Center.

**RENTALS.** Rentals continue to be a vital source of our revenues. Since the church needed dedicated space for its own children's programs and activities, the rented classroom space downstairs was reclaimed. Long-term major renters were assigned to use only the upstairs rooms. Staff met with renters to discuss needs of the church and to work out space allocation, new rental rates, and standardized lease policies. Unfortunately Synapse left after expiration of their lease in June and KARA, a long term renter for 17 years, left in July when their space and budgetary needs could not be met. New Mozart School of Music agreed to take over all the vacated rooms upstairs except rooms 2 and 3. They will pay the higher rate at the beginning of the year and will continue to pay the property tax attributed to their lease of church premises, separate from their monthly rental rate. In return for the higher rent from tenants, the church is renovating upstairs and upgrading the bathrooms, electrical service, painting, carpets and lighting and providing janitorial services. We commend our Office Administrator, Oleta Proctor, for her experience and hard work in taking care of the many rental and facilities' needs.

**BUDGET FOR 2011.** Due to budgetary constraints difficult decisions were made to reduce the expenditures in most areas except Mission and Education. A freeze was temporarily placed on raises to all staff. The planned expenditures for 2011 are about \$14,700 more than that actually spent in 2010. The projected pledges are about \$9,000

less than those received in 2010 so that a total of \$69,641 had to be budgeted from the unrestricted Special Funds to balance the budget. It is still hoped that additional rental income from rooms 2 and 3 will come in to reduce the amount that will be needed from Special funds. Currently pledges are expected to provide 42% of the revenues for the budget of \$244,361, tenants 29%, and investments 29%. We are hopeful that the financial resources available will be optimized in ways to enhance our own community building so that we can attract new people to want to join us.

**IN APPRECIATION.** We are extremely grateful to have such dedicated people as Paul and Sachiko Berry who have served continuously for 11 years as our Financial Secretaries. They have counted and deposited our money weekly over all of these years except for a few weeks when they were away. In addition, they have recorded our financial data in a computerized data base that has been painstakingly developed by Paul for our specific needs. They have wanted to be relieved of these duties for several years but have graciously continued to serve since the Nominating Committee could not find a replacement. One possibility is to have the position of financial secretary shared so that one person will be dedicated to record keeping and the other person is in charge of weekly duties of counting done by multiple counters on a rotating basis. Only as an interim solution until a replacement is found, Hugh Satterlee has graciously agreed to take on the duty of recorder and to be a counter on a rotating basis, in addition to his current position as Church Clerk. Jane Chin has agreed, on a temporary basis, to be responsible for the counters and will be seeking others who will be willing to serve on a rotating basis, as she continues to serve as Chair of Finance. Also thanks for the work of our other Finance Committee members, Treasurer Jin Chin, Special Funds Treasurer Ron Tuttle, and Stewardship Chair Laura Garcia. We are grateful that Laura Garcia and Paul Tuan have again agreed to be auditors of the church financial books for 2010.

# **Nominating Committee Report Submitted by Eleanor Satterlee**

**The following to be elected for a one year term,  
February 1, 2011, through January 31, 2012**

## **Church Council**

Co-Moderator: Carolyn Shepard

Co-Moderator:

Treasurer: Jin Chin

Clerk: Hugh Satterlee

Finance Chair: Jane Chin

At-Large: Lois Ville

At- Large: Eleanor Satterlee

## **Finance Committee**

Chair: Jane Chin

Treasurer: Jin Chin

Special Funds Treasurer: Ron Tuttle

Financial Secretary:

Interim Solution: Hugh Satterlee as Clerk additionally will serve as Recorder  
Jane Chin, Chair of Finance, will recruit Counters, members  
of the congregation serving on a rotating basis

Stewardship Coordinator: Laura Garcia

## **Delegates: None have been nominated**

Respectfully submitted by 2010-2011 Nominating Committee

Ruth Owen  
Lucille Towner  
Eleanor Satterlee

## **2010 CHURCH OFFICERS**

### **Church Council**

<b>Moderator</b>	–	<b>Carolyn Shepard</b>
<b>Church Clerk</b>	–	<b>Hugh Satterlee</b>
<b>Church Treasurer</b>	–	<b>Jin Chin</b>
<b>Chair of Finance</b>	–	<b>Jane Chin</b>
<b>Member-at-Large</b>	–	<b>Eleanor Satterlee</b>
<b>Member-at-Large</b>	–	<b>Mary Granholm</b>
<b>Pastor</b>	–	<b>Rick Mixon</b>

### **Finance Committee**

<b>Chairperson</b>	–	<b>Jane Chin</b>
<b>Treasurer</b>	–	<b>Jin Chin</b>
<b>Special Funds Treasurer</b>	–	<b>Ron Tuttle</b>
<b>Financial Secretaries</b>	–	<b>Paul &amp; Sachiko Berry</b>
<b>Stewardship</b>	–	<b>Laura Garcia</b>

### **Pastoral Relations Committee**

<b>Chairperson</b>	–	<b>Lionel Kirton</b>
<b>Members</b>	–	<b>Marylea McLean</b>
		<b>Melanie Ramirez</b>
		<b>Charles Clark</b>

