



Waverly Presbyterian Church
Annual Report
2019

The Interim Pastor's report – Springtime

"I am about to do a new thing, now it springs forth, do you not perceive it?" Isaiah 43: 19a The gentle warm breezes, the blossoming trees, and the earth's fresh carpet of green grass reminds us every spring that God is always at work, renewing creation. Interim periods in a church are akin to springtime. The period between installed pastors is a time of reflection and renewal, of new growth and opportunity. During interim periods the church has the unique opportunity to open-wide the windows and air out things, to put the house in order, and scrub down everything with God's cleansing love until it glistens with hope. Interims are a season of anticipation, excitement, and new beginnings, as a church collectively remembers where God has led it in the past and discerns how God is leading it into the future.

During 2019, you at Waverly experienced springtime! As a new decade dawns, God is about to do a new thing, a new pastor will most likely be called this year and your ministry will blossom and grow. Just as the prophet Isaiah told the returning exiles, this does not mean you are making a clean break from the past or forgetting the blessings you have received. Rather, God asks you, the congregation at Waverly, just as God asked the returning exiles, to open your hearts and minds to a new and wonderful future.

During this year of transition, worship, fellowship and service continued at Waverly as you **came to terms with your history** (the first of the interim tasks). You told your story through surveys and conversations. Through Bob Gradeck's humorous "Placemat Survey" that graced our Palm Sunday brunch tables, you told about your favorite memories of Waverly, what you believe to be the church's strengths, and suggested areas for growth. Later in the summer, you focused more on strengths and weaknesses in the e-mail survey that John Wray distributed. You also, through Dan Vargas' pastoral preferences survey, made it very clear what attributes you seek in your new pastor.

All this information, along with Brian Kerr's excellent, comprehensive, and informative demographic survey helped you as a church **discern your purpose and identity** (the second of the interim tasks). Not only did all the work you completed over the summer help the Pastoral Nominating Committee (called in October) develop the Mission Information Form (MIF) but this data also will be very useful for a new pastor as s/he leads Waverly into its future. Another task of the interim period is **to develop new leadership**. Four new Session members were chosen by the nominating committee in 2019, two of whom had never served as elders before. There was a Session retreat in June for new and ongoing elders during which the officers of Waverly shared their faith stories and learned more about the responsibilities associated with their office. The worship and music and membership committees, along with the Holiday Festival, are under new leadership. Besides welcoming me, you welcomed a new seminary intern this year and a new accompanist.

During the interim there has been a conscious effort to **renew denominational ties** (the fourth interim task). Changes in the worship service have been made throughout the year, and, as a result, our worship more closely mirrors the PCUSA's Book of Common Worship. We also changed the bylaws during the June congregational meeting to bring the way we will fill Session vacancies in line with the PCUSA's Book of Order. I, along with John Wray, have attended every Presbytery meeting in 2019 and I have been in regular contact with our Presbytery representative. Along with other Presbyterian churches, we participated in the Presbytery's Pittsburgh Pride booth. We also had conversations with First Edgewood regarding ways we could partner in ministry. Frank Hancock, our Presbytery representative, along with Presbytery executive, Rev. Brian Wallace, are guiding the PNC through the search process.

Because of all the work Waverly has done this past year and the election of a faithful, energetic, and committed PNC, you are well on your way to completing the last and final interim task, **committing to new leadership and ministry**.

It has been my pleasure and privilege to guide you through your interim, your season of renewal, your springtime, and watch you blossom and grow as you identified who you are as God's people and where God is calling you.

Blessings, Pastor Jane

PS: Some "new things" this year: Waverly Weekdays, email newsletter; greater focus on Facebook; regular children's messages in worship; revamping of Blessing of the Animals to make it more of a community event; participation in the Presbyterian booth at Pittsburgh Pride.

Clerk of Session Annual Report

Total Active Membership as of 12/31/2018 113

Gains for 2019

Profession of Faith, Reaffirmation or Restoration

17 and under:	0
18 and over:	1
Total Gains:	1

Losses for 2019

Request	0
Death	0
Roll review	0
Total Losses	0

Total Active Membership as of 12/31/2019 114

Baptisms

Children	0
Adults	0
Total baptisms:	0

Weddings at Waverly 0

Interim pastor appointed

Following the retirement of our pastor, the Rev. Rebecca Hickok, at the close of 2018, the Rev. Jane Duffield was appointed interim pastor, effective Feb. 15, 2019.

Respectfully submitted,

Eleanor Fisher
Clerk of Session

Worship and Music Committee

Chairs: Rob Hosken, Marsha Morris

Members: Darrah Bird, Jim Bird, , Kate Golightly, Joe Stuligross, Bill Vandivier

Staff: Rev. Jane Duffield

Choir Director: Joseph Stuligross

Accompanist: Youngmin Kwon

Worship and Music Committee report for 2019.

- We installed Rev. Jane Duffield as our interim pastor
- A few changes were made in the order of the worship service. The intent of some of the changes is to more closely reflect the PCUSA's Book of Common Worship, which may ease the transition period for a new called pastor.
- Another reason behind the changes is to try and make worship more inclusive and welcoming.
- Passing of the Peace is after the welcome and announcements.
- Time with the children is every Sunday.
- Prayer of illumination added before the sermon.
- Gluten free bread was added to the communion table.
- Committee leaders were changed, Rob and Marsha are now co-chairs
- We have found and hired a talented new accompanist, Youngmin Kwon.
- We continued with our regular schedule of worship with Lent, Easter, Blessing of the Animals, All Saints Day, Blue Christmas, the Christmas Eve Pageant. During the summer while the choir was on hiatus, members of the congregation provided special music and poems.
- The choir is still looking for new members. Join the choir to enhance our worship and experience the multiple benefits of singing with friends!

Submitted by Rob Hosken and Marsha Morris

Worship and Music Committee Co-Chairs

Christian Education

Activities Coordinated by C.E.:

- Sunday School classes for all ages
- Bible Studies and other learning opportunities for all ages
- Confirmation Class
- Youth group and events
- Youth mission activities
- Nursery care during worship
- Games and activities for special events
- Retreats for all ages
- Coordination of intergenerational events
- Acolyte training and coordination

The People:

- 60 children, youth and adults enrolled in Nursery Care, Sunday School, and Youth Group
- An average of 8 – 14 children per week in nursery care during worship - led by Khadija Massey who is assisted by Mollie Pollack and Jenna Chung who share responsibilities. They are assisted by Waverly Youth and Young Adults
- Sunday School teachers include: Jean Bird and Kate Golightly; Sarah Rybicki and Tracy Small; Jim Bird and Susan Gradeck; Mollie Pollack and Darrah Bird; Amy Dove
- Wuppet Directors/Writers include Jim Bird, Mollie Pollack, Darrah Bird, Susan Gradeck

Highlights of the Year:

- Youth Sunday 2019 was celebrated with all worship and music lead by the children and youth.
- Four Waverly children and youth attended Camp Crestfield throughout the summer and
- Waverly continues to support Crestfield financially.
- The Youth Group performed “Dirty Work on the Trail”. A cast of 12 as well as Heater Henkle, the Youth Group leader were in the play, with a crew of thousands supporting the event!
- Youth Group met Sunday evenings, engaging in study, games and mission - led by Heather Henkle and Caryn Doege
- 2 High School and 2—college graduates were honored on Graduation Sunday in June, 2019.
- Sent 25 care packages to our college and graduate school students during winter exams.

We live out our mission statement of “*less than perfect people seeking to live out God’s perfect will*” through joyful worship, continuing spiritual education and stimulating study, and making God’s love real.

Committee:

Jean Bird, Susan Gradeck - co-chairs

Sarah Rybicki, Tracy Small, Nick Vargas, Maggie Vargas, Mollie Pollack, Darrah Bird, Jim Bird

Beckie Hickok, Interim Pastor, Heather Henkel and Caryn Doege, Student Pastors

Respectfully Submitted by Susan Gradeck and Jean Bird 1/20/2020

Membership Committee

The mission of the Committee is to increase the body of Christ at Waverly by:

- Sponsoring and promoting activities that encourage a sense of community and fellowship
- Creating a welcoming environment for visitors
- Providing support for members in times of joy and sorrow
- Creating an environment in which members can grow closer to God and each other
- Providing opportunities for members to share their gifts and talents

Members of the Membership Committee are: Curt Boirum, Amy Dove, (co-chairs)
Bob Dove, Pattie Relosky, Pam Shaffer, Jenna Suiter, Bonnie Titus, Mary Vandivier, Gwen Vargas, Laurel Wiester

Activities and events coordinated by the Membership Committee in 2019:

- Reached out to visitors who have attended church services
- Recruited volunteers to provide food at coffee hours
- Provided special coffee hours for new members and special events
- Organized and delivered meals for members who are new parents, ill or in need
- Maintained a greeter ministry that including training for greeters and a greeter's schedule; ensured visitors are greeted, provided with basic information and followed up with visitors who sign in on Sundays
- Maintain pew cards for visitors
- Coordinated preparation and set up for the Palm Sunday Brunch
- Organized food and set up for potluck meals for Homecoming Sunday & the Pentacost picnic
- Organized the summer fellowship activity at Ohiopyle & a Secret Santa Christmas activity
- Began research and work on a photo directory
- Organized the Cookie Walk in December

Our motto is: Untamed Hospitality!

Waverly Mission Committee Report

The Waverly Mission committee members in 2019 were: Tawna Loutsenhizer and Tom Golightly, co-chairs; Eleanor Fisher; Virginia Linn; Marsha Morris; Mollie Pollack, Beth Simon; Joan Stone; Colleen Tatum; and Bill Vandivier.

We have guided our outreach efforts based on this Mission Statement, which was adopted in 2013:

“The Mission Committee affirms that Waverly is a church committed to making God’s unconditional love real in the lives of people inside and outside our community. We live out our mission through joyful and reverent worship, welcoming fellowship, open minded study, and working to bring out SHALOM –just and lasting peace – in our community, nation and world. The Mission Committee seeks out opportunities for Waverly’s members to become God’s hands, feet and face to our neighbors by ministering to people’s basic needs for food, shelter, education, healthcare, safety, and spiritual growth, through financial and hands-on assistance, as well as through study and participation in civil political discourse.”

ONGOING COMMUNITY SERVICE

- **Joan Stone** is coordinating Waverly’s Paper Bank which provides 60 bags a month of household items that are distributed monthly at the 2nd United Presbyterian Church’s Food Pantry in Wilksburg. This program began several years ago because paper towels, toilet paper, etc. are not included in SNAP benefits.
- **Marsha Morris** served as the Waverly coordinator for the Crop Walk hunger relief drive.
- **Marsha Morris** also continued to prepare and coordinate meals for the homeless shelter at the East End Cooperative Ministry in East Liberty on the fifth Sunday of every month.
- **Marsha Morris** also serves on the board of Wilksburg Community Ministry on behalf of Waverly.
- **Virginia Linn** scheduled and coordinated Waverly’s involvement with the Produce to People distribution for the Greater Pittsburgh Community Food Bank
- Mission committee held a “seats and feet” drive in the fall to collect children’s socks and underwear for students in the Wilksburg School District.
- In 2019 we considered new partnerships through which we could further Waverly’s mission and ministry (e.g. PIIN and Global Links).

MONETARY CONTRIBUTIONS

Total Budgeted	\$14,750.00
Total Distributed	\$14,750.00

<i>Organization</i>	<i>Amount</i>	
Pittsburgh Presbytery	\$2,000.00	In support of the collective mission and ministry of the Presbyterian Church (USA)'s Pittsburgh Presbytery
Wilksburg Community Ministry	\$2,000.00	Provides services to approximately 3,000 residents of Wilksburg each year, including senior citizens, citizens with disabilities, at-risk youth, and families who are economically challenged, unemployed, under-employed or facing emergency situations.
East Liberty Family Healthcare	\$1,500.00	provides health care services for those who are uninsured, underinsured, and underserved.
Greater Pittsburgh Community Food Bank	\$500.00	serves our neighbors who are experiencing food insecurity.
Pennsylvania Interfaith Impact Network (PIIN)	\$100.00	is a network of congregations and organizations in Southwestern Pennsylvania committed to drawing together people of faith to act powerfully on local and regional issues of justice and fairness.
PC(USA) One Great Hour of Sharing Offering	\$3.00	This amount was added to the \$XXXX.XX contributed by individual members of Waverly.
Advertisement	\$400.00	Advertisement promoting Waverly as a welcoming community in the <i>A+ Schools Annual Report to the Community</i> . This publication is distributed to young families with school-age children.
The Refugee and Immigrant Center for Education and Legal Services (RAICES)	\$1,000.00	RAICES provides free and low-cost legal services to underserved immigrant children, families and refugees in Central and South Texas.
Backpacks for students in Wilksburg School District	\$200.00	
Hope Made Real	\$28.00	Hope Made Real supports the Urukundo Village which is an independent home for children in Rwanda. This sum was added to the \$722 contributed by individual members when Mama Arlene visited Waverly in the Spring.
Youth Mission Project	\$180.26	Funding needed to support the Waverly Youth Group's mission projects in 2019.
Partial Rent Payment for a Waverly Neighbor in Need	\$200.00	
Church World Service	\$2,500.00	In support of the Pittsburgh East 2019 CROP Walk organized by local congregations and groups to raise funds to end hunger at home and around the world.
Love Thy Neighbor Replacement Banner	\$144.00	Mission Committee purchased a replacement banner for the front of the church.
Advent offerings-	\$2,098.00	Money combined to gifts contributed in the special offerings taken for the four organizations featured during Advent so that each organization received \$1,000. The four organizations were: 1) Hello Neighbor; 2) Angel's Place; 3) Casa San Jose; and 4) Our Clubhouse. (See description of these organizations below.)
Crestfield	\$1,000.00	<i>Crestfield</i> is a year round Christian ministry facility of the Pittsburgh Presbytery that offers church summer camp, <i>retreat</i> programs, and special events.
Waverly Paper Bank	\$896.74	Funds to purchase supplies for the bags that we assemble for the food pantry at Second United Presbyterian Church.
Total Spent	\$14,750.00	

OTHER

Waverly commits at least 10 percent of its overall pledges each year toward local, national, and international agencies. Individual members of Waverly generously contribute extra monetary donations, food items, gently used coats, other clothing and additional items for the needy throughout the year.

In addition to the mission and ministry supported through the congregation's budget, individual members made designated gifts that supported the following mission and ministry:

Waverly Paper Bank provides critical household items (e.g. paper towels, toilet paper, soap, garbage bags) which cannot be obtained using Supplemental Nutrition Assistance Program (SNAP) benefits.

Seats & Feets Program that supports children in the Wilkinsburg School District

2019 Waverly Advent Offerings

Hello Neighbor – is a local nonprofit committed to supporting our newest neighbors, recently resettled refugee families. The families it supports all have children under 18 in the home while our mentors range from young professionals to families and seniors.

Angel's Place - Angels' Place is a supportive community of joy, learning and discovery for single parents and their children.

Casa San Jose - a community resource center, which coordinates actions and serves as a support base for Latinos who have recently arrived in and around Pittsburgh. It supports and advocates for Latino communities on issues related to local integration and self-sufficiency, so that they can access legal and social services for children, youth, and families. Its goal is to educate and strengthen the Latino immigrant community in the city, so they can advocate for themselves.

Our Clubhouse - an independent nonprofit that provides social, emotional and wellness support to those in our region touched by cancer.

Presbyterian Church (U.S.A.) Special Offerings the Mission Committee promoted our denomination's four special offerings.

One Great Hour of Sharing (on Palm Sunday) Gifts to the One Great Hour of Sharing Offering enable the church to share God's love with our neighbors-in-need around the world by providing relief to those affected by natural disasters, provide food to the hungry, and helping to empower the poor and oppressed. Total Contributed: \$997.00

Pentecost Offering (on Pentecost Sunday) Gifts to the Pentecost Offering help the church encourage, develop, and support its young people, and address the needs of at-risk children. 40% of the Pentecost offering is retained by individual congregations wanting to make an impact in the lives of young people within their own community. The remaining 60% is used by the denomination to support ministries of the Presbyterian Mission Agency that focus on young adult volunteers, ministries for youth, children-at-risk. Total Contributed: \$497.00

Peace & Global Witness Offering (on World Communion Sunday) Gifts to the Peace & Global Witness Offering enable the church to promote the Peace of Christ by addressing systems of injustice across the world. Individual congregations are encouraged to utilize up to 25% of this Offering to connect with the global witness of Christ's peace. Mid councils retain an additional 25% for ministries of peace and reconciliation. The remaining 50% is used by the Presbyterian Mission Agency to advocate for peace and justice in cultures of violence, including our own, through collaborative projects of education and Christian witness. Total Contributed: \$364.00

Christmas Joy Offering (Epiphany Sunday, January 6, 2020) Gifts to the Christmas Joy Offering, help current and retired church workers in their time of need and develop our future leaders at Presbyterian-related schools and colleges equipping communities of color. Total Contributed: \$531.00 (as of 1/25/200)

Respectfully submitted by,

Tawna Loutsenhizer and Tom Golightly, Mission Committee co-chairs.

Waverly PC Personnel Committee Annual Report for 2019

The Personnel Committee in 2019 consisted of John and Holly Wray, Adrian Roe (session member) and Jean Bird with Rev. Jane Duffield as an ex-officio member. Co-chairs of the Worship Committee were also a part of Personnel Committee deliberations this past year. John Wray was the chair of the committee. There were no scheduled meetings held this past year. Meetings were held on an as needed basis. The Personnel Committee was established to create and oversee all policies relating to Waverly's staff and to maintain all personnel records. The committee helps with the hiring of staff and contract workers, provides the resources for annual reviews (e.g. job descriptions, work plans and evaluation forms) and makes compensation recommendations to session.

Major accomplishments and/or activities in 2019 consisted of the following:

- The interim pastor nominating committee (IPNC) was formed in November 2018 to begin the process of hiring an interim pastor to lead the congregation until the next full time pastor can be called. The IPNC was composed of John Wray (chair), elder Adrian Roe and congregation members Ellen Guise, Marsha Morris and Mollie Pollack. The Rev. Dorothy Jane Duffield was hired as our interim (transitional) pastor as of February 14, 2019. Rev. Duffield's entire annual compensation package totaled \$79,726.40 and was pro-rated to reflect her actual employment time of ten and one half months. Rev. Duffield has been a great help in moving Waverly through this transition time and preparing us for a called pastor. Rev. Duffield's one-year contract, which ends in mid-February 2020, has been renewed for six months with a one-month termination notice available to both pastor and church. We look forward to Rev. Duffield continuing to provide transitional support to Waverly until a new pastor is called. A Pastor Nominating Committee (PNC) was commissioned in 2019 with its work continuing into 2020. The members of the PNC include Gwen Vargas (chair), John Wray, Virginia Linn, Mollie Pollack, Stephen Neely, Anastasia Hutto, Adrian Roe (session member) and alternate Bob Dove. The PNC has completed the church's Mission Information Form (MIF) and is now receiving applications.
- Heather Henkel continued as Waverly's Student Pastor until the end of May. Ms. Henkel decided not to return in the fall in that same capacity. She was compensated at the second year rate for student pastors through May 2019. Caryn Doege a second year student at Pittsburgh Theological Seminary was hired as our Student Pastor on September 1, 2019. Caryn is paid at the first year salary rate for student pastors. Both Heather's and Caryn's primary responsibilities focused on Waverly's youth and they supported Rev. Duffield in other pastoral responsibilities including preaching from time to time. We thank Heather for her good work during her two years at Waverly and look to at least another five months of Caryn being a part of the Waverly family.
- Waverly's outstanding music program was led by Joe Stulgross who held the position of Choir Director. Joe worked as a salaried employee receiving a monthly salary in 2019 for the nine months (not including June, July and August) that he worked. Joe's salary will remain the same as it was in 2019 which was an approximate eight percent increase over his 2018 compensation. Joe also is paid at a per hour rate for any extra time he works consulting with the pastor and/or Worship Committee in choosing and planning the church's music. Two individuals were hired to accompany the choir on the piano and organ. They were Alex Marthaler and Youngim Kwon. Alex worked from February through September and Young worked from October through the end of the year and is currently our 2020 accompanist. Paid persons Mickey Donati (January) and Andrew Hook (August, November and December) filled in during transitional times. All of the accompanists were paid on an event rate (Thursday rehearsal and the Sunday morning rehearsal and service each counting as a separate event). The choir, which consists of both men and women, can average between 8 and 15 individuals on any given Sunday. Many talented musicians also volunteered their time in 2019 especially during the summer months to help make Waverly's Music Ministry most special. Thanks to Joe and the accompanists and to all the volunteers for sharing their talents with us and for their outstanding work in 2019. We look forward in 2020 to another outstanding music year.
- Jennifer Seekings left Waverly's employment as of April 1, 2019 after ten plus years of service. We thank Jennifer for her dedicated time spent supporting Waverly's two pastors, session and members. Molly Denver completed her third full year as church administrative assistant in 2019. We thank Molly for her dedicated work assisting Rev. Duffield and session members in their ministries at Waverly. Jennifer and Molly split time to ensure that all tasks associated with this position were completed through March and Molly increased her hours beginning in April to handle the position's responsibilities. Both Jennifer and Molly were hourly staff employees and Molly will be receiving a two percent hourly pay increase in 2020 as she did in 2019. Waverly is fortunate and grateful for the good work that Jennifer and Molly have provided.
- Brooke Kaefer was the Child Care Supervisor from January into the first week of September when she "retired". Brooke held this position since her hire in January of 2013. She has been paid an hourly rate with a two percent increase in compensation each year. We want to thank Brooke for her wonderful work with Waverly's youngest members and wish her well in the future. The Child Care assistant duties were split between Mollie Pollack and Phoebe Roe and they too were paid on an hourly basis. In September Khadiza Massey was hired as the new Child Care Supervisor. Khadiza will be paid on a per Sunday basis rather than by the hour. The child care providers will receive a two percent increase in compensation in 2020. Additional child care (nursery) service was provided on an hourly basis by high school and college students. This compensation will end in 2020 and any help by high school or college students will be done on a volunteer basis. We thank all those individuals, especially Brooke and Khadiza, Mollie and Phoebe who have dedicated themselves to this special ministry.
- Nancy Lindahl provided Waverly's custodial service in 2019 at a two percent increase over her hourly rate in 2018. Her team will be paid the same rate in 2020 as was paid in 2019. Ms. Lindahl is paid monthly based on the number of actual hours worked. Special thanks to Tom Fisher who has provided lawn maintenance service on a volunteer basis in 2019. Tom will continue to provide lawn service on a volunteer basis beginning in the spring. Trash and refuse removal was supplied by Dave Bonacci (Dave's Hauling) for a monthly fee. Jonathan Langham of Langham Piano Service provides piano tuning for Waverly on a per service payment basis. This service was provided two times for two pianos in 2019. We anticipate the same amount of service for 2020.

We look forward to 2020 and trust that those people, who receive financial compensation from Waverly for serving our church, receive God's blessings and our support for another productive year. It is an important goal of the Personnel Committee to provide everyone working on behalf of Waverly opportunities for continued growth.

Respectfully submitted,
John Wray
Chair Personnel Committee

Waverly Presbyterian Property Committee - 2019

26 January 2020

Our church building is a major landmark in Pittsburgh's East End. Waverly's property committee exists to create and maintain an attractive, comfortable, accessible, safe, useful and efficient facility to house our community of faith, and to help our property fulfill its potential to serve as a beacon in the larger community, inviting neighbors to join us in a journey of faith. The Property Committee systematically tracks that which needs to be done to maintain and improve the building and grounds, and strategically prioritizes, plans, performs, and outsources this work using the church's resources in a responsible, effective, sustainable, and joyful manner.

The Property Committee meets every other month on the second Tuesday at 7:30pm.

The Property Committee members include Stephen Neely (co-chair), Brian Kerr (co-chair), Mary Chester Wasko, Rob Hosken, Bonnie Titus, Francine Smith, Bill Vandivier, Tom Fisher, Curt Boirum, Jen Seekings

There were no new members added to the committee in 2019

Waverly accomplished many of its property goals in 2019 through the efforts of committee members, staff, dedicated volunteers, and contractors. Maintenance of our wonderful building and property remain our committee's focus, with improvements carried out as our budget and manpower permit. This year's accomplishments include:

- Church office renovation including paint, new lighting, new carpet.
- Troubleshoot chronic alarm issues, updated detectors and recertified the fire & smoke detection system.
- Completed fire extinguisher recertification
- Replaced door closing hardware on the Braddock Ave social hall entrance
- Installed bulb guards in the kitchen lighting
- Replaced several faucets in the kitchen.
- Replaced faucet in the lounge kitchen.
- Replaced multiple water valves throughout the church.
- Replaced the canvas awning at the Forbes Avenue entrance.
- Replaced exterior security light over the social hall entrance
- Trimmed back overgrown trees behind the church building.
- Cleaned and repaired several exterior downspouts.
- Continued to evaluate and request bids for front stairs repair
- Held mini-work events lead by property committee members.
- Held Spring and Fall all-church work days

2020 Goals - The following are our priority target projects for the upcoming year:

- Repair front stairs (a major project that will likely require a capital campaign)
- Build and install a public address system for the social hall.
- Continue the exterior masonry repointing program
- Excavate hillside - Briarcliff lot
- Relamp the 37' high sanctuary spotlights with LEDs
- Continue to find solutions to interior security
- Investigate and recommend a solution for front and rear sanctuary wall discoloration
- Investigate and recommend a replacement of church sign (think LED electronic)
- Investigate and recommend solution for "Bozigar waiting room" toilet drain repair
- Repair & rebuild two small stained glass windows on either side of main staircase
- Repair plaster, paint, and shampoo carpet Forbes Ave entrance
- Continue mini-work events lead by property committee members
- Continued to add perennial planting in the church grounds
- Continuing Spring and Fall all-church work days
- Recruitment of additional property committee members (identify successor property chair(s)).

Your comments and contributions are welcome and appreciated.

Respectfully submitted,

Brian Kerr and Stephen Neely

Property Committee Co-Chairmen

Waverly Presbyterian Church Stewardship & Finance Committee

Committee members: Chair/Treasurer - John Wray; Assistant Treasurers Holly Wray, Dan Vargas (session member); and staff Rev. Jane Duffield plus input from the Chairs of Worship and Music, Membership, Christian Education, Outreach and Property Committees.

In 2019, Waverly's mission and ministry, as well as numerous additional mission outreach entities were generously supported with the time, talents and financial resources of many households - members and friends. Waverly could not have accomplished all that it did without this generous level of enthusiastic support. As Waverly proceeds into 2020 and this continued transitional time, it is hoped that the church will continue to enjoy this support that is representative of our collectively joy-filled and grateful response to God for God's steadfast love, grace, faithfulness and generosity. **Praise God from whom all blessings flow.**

Report of Financial Commitments for our General Mission and Ministry in 2019 (as of 12/31/19)

2019 Total Number of Households:	57 (52)	
	Pledging/Assumed	\$171,204
	Actually Received	\$167,963
2019 Pledging Households:	43	\$164,284
2019 Pledging/Assumed Households: fulfilling or surpassing indicated amount	32	\$138,992
	Difference between Pledges/Assumed made and dollars contributed:	plus \$8,334
2019 Underpaid Pledges/Assumed	20	\$28,971
	Difference between Pledges/Assumed made and dollars contributed:	negative \$11,575
Households Contributing to General Fund but not Anticipated	5	\$1,670

Report of Financial Commitments for our Special Funds in 2019

Total Received and Disbursed- \$12,126

Paper Bank (contributions):	\$1,902
Crop Walk:	\$4,263 (including \$3,565 on-line giving; not Outreach giving)
PCUSA Special Offerings:	\$1,928 (OGHS; Pentecost; Peacemaking; CJO)
Advent Offerings:	\$1,902 (Hello Neighbor; Angels' Place; Casa San Jose; Our Clubhouse)
WCM:	\$20
EECM:	\$180
Love Offering	\$1,070 (Heather Henkel)
Hope Made Real (Rwanda):	\$722
Care Baskets:	\$139

Total Dispersed from Outreach (General Fund) -	\$14,603
E. Liberty Family Health Ctr.	\$1,500
G.P.C.F.B.:	\$500
R.A.I.C.E.S.:	\$1,000
P.I.I.N.:	\$100
A+ Schools:	\$400
Crop Walk:	\$2,500
WCM:	\$2,000
Paper Bank:	\$897
Hope Made Real:	\$28
School Backpacks:	\$200
Advent Offerings (4):	\$2,098
Camp Crestfield:	\$1,000
Pgh Presbytery (Mission)	\$2,000
Youth Mission:	\$180

Total Distributed from Outreach (General Fund) and Special Fund Mission - \$26,729

15.1% of actual General Fund expenses - \$177,447 (Expenses less Outreach)

16.0% of actual General Fund contributions - \$167,530 (Pledges plus Loose Offerings)

Report of Financial Commitments for our General Mission and Ministry in 2020

2020 Pledge Cards Received (to date – 02/02/19):	39	\$160,442	
Additional Contributions Assumed but Not Pledged:	8	\$3,990	
2020 Projected Pledges/Assumed:	47	\$164,432	
Pledges Increased:	19	\$ 90,330	\$4,754 average pledge/assumed
Pledges Same:	13	\$ 48,000	\$3,429 average pledge/assumed
Pledges Decreased:	5	\$ 19,812	\$3,962 average pledge
New Pledges:	2	\$ 2,300	\$1,300 average pledge
	39	\$160,442	\$4,114 average pledge/assumed
Pledges Ended:	3	\$ 6,076	\$2,025 average pledge
Anticipated/Assumed:	8	\$ 3,990	\$ 499 average assumed
TOTAL Pledges/Assumed:	47	\$164,432	\$3,499 average

Waverly General Fund - Year End 2019

	2019 Budget	Mo. Actual	Mo. Budget	YTD Budget 12.00	YTD Actual	Prior YTDA
I. General Fund Expenses						
A. Personnel						
1. Minister Salary/Housing	\$56,516.25	\$0.00	\$4,709.69	\$56,516.25	\$56,099.37	\$56,099.37
1a. Minister Pension & Medical	\$19,425.00	\$0.00	\$1,618.75	\$19,425.00	\$7,850.51	\$7,850.51
1b. Min. Medical Reimbursement	\$1,050.00	\$0.00	\$87.50	\$1,050.00	\$0.00	\$0.00
1c. Minister Mileage	\$550.00	\$0.00	\$45.83	\$550.00	\$0.00	\$0.00
1d. Minister Continuing Ed.	\$1,500.00	\$0.00	\$125.00	\$1,500.00	\$1,039.52	\$1,039.52
2. Staff Salary - Music Director	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2a. Staff Salary - Choir Director	\$5,265.00	\$0.00	\$438.75	\$5,265.00	\$5,727.50	\$5,727.50
2b. Accompanist	\$6,350.00	\$0.00	\$529.17	\$6,350.00	\$5,900.00	\$5,900.00
3. Staff Salary - Student Pastor	\$4,250.00	\$0.00	\$354.17	\$4,250.00	\$3,850.00	\$3,850.00
4. Staff Salary - Office	\$3,835.00	\$0.00	\$319.58	\$3,835.00	\$3,794.46	\$3,794.46
5. Staff Salary - Child Care	\$2,022.75	\$0.00	\$168.56	\$2,022.75	\$1,707.00	\$1,707.00
5a. Child Care	\$1,437.75	\$0.00	\$119.81	\$1,437.75	\$1,023.56	\$1,023.56
6. FICA (Employer)	\$1,176.02	\$0.00	\$98.00	\$1,176.02	\$1,583.85	\$1,583.85
Total Personnel	\$103,377.77			\$103,377.77	\$88,575.77	\$88,575.77
B. Worship						
10. Program Supplies	\$630.00	\$0.00	\$52.50	\$630.00	\$350.84	\$350.84
11. Honoraria	\$500.00	\$0.00	\$41.67	\$500.00	\$510.00	\$510.00
12. Music	\$575.00	\$0.00	\$47.92	\$575.00	\$833.48	\$833.48
13. Organ/Piano Tuning	\$685.00	\$0.00	\$57.08	\$685.00	\$556.00	\$556.00
Total Worship	\$2,390.00			\$2,390.00	\$2,250.32	\$2,250.32
C. Christian Education						
20. Sunday School	\$1,500.00	\$0.00	\$125.00	\$1,500.00	\$908.88	\$908.88
21. Youth Group	\$200.00	\$0.00	\$16.67	\$200.00	\$48.66	\$48.66
Total Christian Education	\$1,700.00			\$1,700.00	\$957.54	\$957.54
D. Membership						
30. Per Capita	\$3,642.11	\$0.00	\$303.51	\$3,642.11	\$3,642.11	\$3,642.11
31. Council Expenses	\$750.00	\$0.00	\$62.50	\$750.00	\$749.30	\$749.30
Total Membership	\$4,392.11			\$4,392.11	\$4,391.41	\$4,391.41
E. Outreach						
40. Special Outreach Projects	\$9,250.00	\$0.00	\$770.83	\$9,250.00	\$7,324.74	\$7,324.74
41. Shared Mission Support	\$3,500.00	\$0.00	\$291.67	\$3,500.00	\$2,000.00	\$2,000.00
42. Designated Mission Funding	\$2,000.00	\$0.00	\$166.67	\$2,000.00	\$5,425.26	\$5,425.26
43. Minister's Discretionary Fund	\$1,000.00	\$1,000.00	\$83.33	\$1,000.00	\$1,000.00	\$0.00
Total Outreach	\$15,750.00			\$15,750.00	\$15,750.00	\$14,750.00
F. Office						
70. Telephone/Computer	\$2,925.00	\$0.00	\$243.75	\$2,925.00	\$3,036.36	\$3,036.36
71. Postage	\$200.00	\$0.00	\$16.67	\$200.00	\$293.79	\$293.79
72. Supplies/Equipment	\$3,625.00	\$0.00	\$302.08	\$3,625.00	\$3,184.21	\$3,184.21
Total Office	\$6,750.00			\$6,750.00	\$6,514.36	\$6,514.36
G. Property						
80. Utilities	\$17,800.00	\$0.00	\$2,200.00	\$17,800.00	\$17,412.05	\$17,412.05
81. Insurance	\$9,785.48	\$0.00	\$815.46	\$9,785.48	\$9,910.11	\$9,910.11
82. Maintenance	\$10,000.00	\$0.00	\$833.33	\$10,000.00	\$14,185.69	\$14,185.69
83. Custodial	\$13,000.00	\$0.00	\$1,083.33	\$13,000.00	\$12,728.60	\$12,728.60
84. Grounds	\$3,520.00	\$0.00	\$293.33	\$3,520.00	\$1,100.00	\$1,100.00
85. Supplies	\$1,800.00	\$0.00	\$150.00	\$1,800.00	\$1,475.41	\$1,475.41
Total Property	\$55,905.48			\$55,905.48	\$56,811.86	\$56,811.86
H. Miscellaneous						
100. Misc. Expenses	\$2,800.00	\$0.00	\$233.33	\$2,800.00	\$951.91	\$951.91
101. Misc. Fundraising	\$132.08	\$0.00	\$11.01	\$132.08	\$192.55	\$192.55
Total Miscellaneous	\$2,932.08			\$2,932.08	\$1,144.46	\$1,144.46
Total Expenses	\$193,197.44	\$1,000.00	\$16,805.45	\$193,197.44	\$176,395.72	\$175,395.72
	\$177,447.44					

Waverly General Fund - Year End 2019

	2019 Budget	Mo. Actual	Mo. Budget	YTD Budget	YTD Actual	
II. General Fund Income						
201. Loose Offering	\$4,051.61	\$0.00	\$337.63	\$4,051.61	\$3,277.87	\$3,277.87
202. Pledge/Envelope	\$163,000.00	(\$16,000.00)	\$13,583.33	\$163,000.00	\$164,252.00	\$180,252.00
203. Sunday School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
204. Outside Users	\$8,000.00	\$0.00	\$666.67	\$8,000.00	\$6,060.00	\$6,060.00
205. Investment Interest	\$2,200.00	\$0.00	\$183.33	\$2,200.00	\$2,081.49	\$2,081.49
206. Grants (operating)	\$390.00	\$0.00	\$32.50	\$390.00	\$675.53	\$675.53
207. Holiday Festival	\$10,500.00	\$0.00	\$875.00	\$10,500.00	\$20,018.01	\$20,018.01
208. Misc. Fundraising	\$2,200.00	\$0.00	\$183.33	\$2,200.00	\$2,005.00	\$2,005.00
209. Per Capita Request	\$2,750.00	\$0.00	\$229.17	\$2,750.00	\$1,880.75	\$1,880.75
210. Faith	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
211. Misc. Income	\$105.83	\$0.00	\$8.82	\$105.83	\$125.05	\$125.05
Total Income	\$193,197.44	(\$16,000.00)	\$16,099.79	\$193,197.44	\$200,375.70	\$216,375.70
III. Transfers (+/-) Spec. Funds						
						\$0.00
IV. General Fund Summary						
209. Beginning Balance	\$64,607.37	\$0.00	\$5,383.95	\$64,607.37	\$64,607.37	\$0.00
210. Total Income	\$193,197.44	(\$16,000.00)	\$16,099.79	\$193,197.44	\$200,375.70	\$216,375.70
211. (+/-) Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
212. Less Total Expenses	\$193,197.44	\$1,000.00	\$16,099.79	\$193,197.44	\$176,395.72	\$175,395.72
NET GAIN (LOSS)	\$64,607.37	(\$17,000.00)	\$5,383.95	\$64,607.37	\$88,587.35	\$40,979.98
NET GAIN (LOSS) - YTD ACTUAL					\$23,979.98	
2020 PLEDGE DOLLARS - CONTRIBUTED 2019					\$0.00	
NET GAIN (LOSS) - ANTICIPATED					\$23,979.98	

Waverly Special Funds - Year End 2019

Unrestricted Funds		Open 2018	Addition	Subtraction	Close 2018	Open 2019
224	Bequests (Unrestricted)	\$50.00			\$50.00	\$50.00
225	Memorial Gifts (Unrestricted)	\$1,087.08	\$200.00		\$1,287.08	\$1,287.08
226	Named Funds					
	a. Jean Bird Camp Fund	\$768.27			\$768.27	\$768.27
230	Fundraising Events - Waverly					
	a. Opera House	\$1,106.33	\$2,075.40	\$1,654.65	\$1,527.08	\$1,527.08
	b. Palm Sunday Brunch	\$601.76	\$784.98	\$339.74	\$1,047.00	\$1,047.00
	d. Holiday Festival	\$500.00	\$23,924.07	\$23,924.07	\$500.00	\$500.00
232	Events					
	a. Picnic	\$0.00			\$0.00	\$0.00
	b. Christmas Fest	\$0.00			\$0.00	\$0.00
239	TOTAL UNRESTRICTED FUNDS	\$4,113.44	\$26,984.45	\$25,918.46	\$5,179.43	\$5,179.43
Restricted Funds			Addition			
240	Tax Deposits/Payroll Withholdings	\$1,848.53	\$19,222.69	\$18,411.42	\$2,659.80	\$2,659.80
243	Donor-designated uses					
	a. Food Pantry	\$15.00			\$15.00	\$15.00
	b. Flower Fund	\$517.19			\$517.19	\$517.19
	c. Mission 2017	\$0.00			\$0.00	\$0.00
	d. Roof Project 2012-2015	\$2,250.82		\$199.98	\$2,050.84	\$2,050.84
	e. Souper Bowl	\$0.00			\$0.00	\$0.00
	f. Paper Bank	\$1,368.42	\$2,868.74	\$3,362.84	\$874.32	\$874.32
	g.a. Window Fund	\$0.00	\$550.00		\$550.00	\$550.00
	g.b. Misc. Fundraisers-WCM	\$6.00	\$20.00		\$26.00	\$26.00
	g.c. Misc. Fundraising-Meet the Authors	\$621.35			\$621.35	\$608.04 \$13.31 to SF 243g.i.
	g.d. Misc. Fundraising-Hope and Healing	\$100.00		\$100.00	\$0.00	\$0.00
	g.e. Misc. Fundraising Seats and Feet	\$90.00			\$90.00	\$90.00
	g.f. Misc. Hope Made Real	\$0.00	\$722.00	\$722.00	\$0.00	\$0.00
	g.h. Misc. Fundraising-EECM	\$462.99	\$180.00		\$642.99	\$642.99
	g.i. Love Offerings	(\$100.00)	\$1,170.00	\$1,070.00	\$0.00	\$0.00
	g.i. College Care Baskets	\$220.18	\$139.00	\$372.49	(\$13.31)	\$0.00 \$13.31 from 243g.c.
	g.j. Rwanda Mission Trip	\$0.00			\$0.00	\$0.00
	g.k. Dwelling Fund	\$3,500.00			\$3,500.00	\$3,500.00
	g.l. Waverly Legal Fund	\$1,500.00			\$1,500.00	\$1,500.00
	i. Advent Offerings	\$0.00	\$1,902.00	\$1,902.00	\$0.00	\$0.00
244	Misc. Year End Adjustments					
	a. 2019 Pre-paid Per Capita/Unused MDF	\$165.25		\$165.25	\$0.00	\$1,000.00 \$1,000.00 from GF-E40
	b. 2019/2020 Pre-paid Pledges	\$8,400.00		\$8,400.00	\$0.00	\$16,000.00 \$16,000 from GF 202
245	Special Events					
	a. All Church Retreat	\$0.00			\$0.00	\$0.00
	b. Women's Retreat	\$157.70	\$50.00	\$162.64	\$45.06	\$45.06
	c. Men's Retreat	\$0.00			\$0.00	\$0.00
	d. Youth Retreat	\$0.00			\$0.00	\$0.00
	e. Crop Walk	\$0.00	\$658.34	\$658.34	\$0.00	\$0.00
246	PCUSA Special Offerings					
	a. OGHS	\$0.00	\$997.00	\$997.00	\$0.00	\$0.00
	b. Pentecost	\$0.00	\$497.00	\$497.00	\$0.00	\$0.00
	c. ChristmasJoy	\$867.00	\$70.00	\$867.00	\$70.00	\$70.00
	d. Peacemaking	\$70.50	\$364.00	\$343.50	\$91.00	\$91.00
	e. Disaster Relief - Hurricane Relief	\$0.00			\$0.00	\$0.00
249	TOTAL RESTRICTED FUNDS	\$22,060.93	\$29,410.77	\$38,231.46	\$13,240.24	\$30,240.24
250	TOTAL SPECIAL FUNDS	\$26,174.37	\$56,395.22	\$64,149.92	\$18,419.67	\$35,419.67
251	GENERAL FUND BALANCE				\$105,587.35	\$88,587.35
253	TOTAL FUND BALANCES				\$124,007.02	\$124,007.02

CHECK	Jan. 1	current	
Checking Account Balance - Dollar Bank 2	\$79,327.52	\$112,552.80	
Unrestricted Portion -Waverly Endowment Fund	\$11,454.22	\$11,454.22	
TOTAL LIQUID ASSETS	\$90,781.74	\$124,007.02	
Waverly Endowment Fund	\$33,174.43	\$38,851.65	as of 12/31/2019