



2018 MEETING GUIDE

2018 CONGREGATIONAL MEETING

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AGENDA

50th ANNUAL CONGREGATIONAL MEETING

WARD EVANGELICAL PRESBYTERIAN CHURCH | NORTHVILLE, MICHIGAN

June 10, 2018 | 9:30 A.M.

Call to Order

Worship Service | 9:32 a.m.

Report of the Nominating Committee

Break

Worship Service | 11:00 a.m.

Break

Business | 12:10 p.m.

1. MOTION: To receive and approve the minutes of the June 4, 2017 Annual Meeting, the September 17, 2017 special meeting regarding land development, and the February 25, 2018 special meeting regarding the bylaw change affecting the nominations process.
2. MOTION: To call Tyler Groff as Associate Pastor and to approve his terms of call as presented.
3. MOTION: To affirm the 2018-2019 fiscal year operating budget of \$5,050,000.
4. MOTION: To approve the terms of call for the Senior Pastor as presented.

Adjournment and Benediction

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IN MEMORIAM

Noah Baxter	Harold Jackson
Grace Boer	Richard Johnson
Nancy Browning	Ann MacDonald
Marjorie Bunnell	Ronald Mack
Ollie Bush	Bobbi Parker
Mary Cary	Joyce Petty
George Clunis	Raymond Post
Adrian Cole	Lutie Ramsden
Marianne Dixon	Marilyn Roeser
Yvonne Frederick	Dorothy Shute
Ethel Garrett	Elizabeth (Liz) Taylor
Beryl Goldfield	Emma Carolyn Wolf
Mary Louise Hoadley	Cathy Young
Margaret Honkala	Alvin Zabell
Carol Jackson	

2017–2018
JUNE MAY

MINUTES

49th ANNUAL CONGREGATIONAL MEETING

WARD EVANGELICAL PRESBYTERIAN CHURCH | NORTHVILLE, MICHIGAN

June 4, 2017 | 9:30 A.M.

1. Call to Order

The Annual Meeting of the Congregation of Ward Church was called to order at 9:32 a.m. by the Moderator, Rev. Dr. Scott McKee. The presence of a quorum was established.

Two nearly identical Worship Services were held in the Sanctuary at 9:30 and 11:00 am featuring worship, music, reception of new members, baptism, a sermon by Dr. Scott McKee and an offering.

2. Presentation of the Nominating Committee and Presentation of the Budget

Elder Phyllis Ellsworth, Chairman of the Nominating Committee presented candidates on behalf of the Nominating Committee. Candidates for each of the three offices of Ruling Elder, Deacon and Trustee were presented, along with the candidates for the Nominating Committee. Candidate profiles were made available in print and on the Ward Church website prior the meeting.

The Ballot is as follows:

Elder

Three-Year Term
Vote for no more than 4

Chris Bontempo
Dan Hooker
Kurt Lipsky
Steve McKinnie
Larry Schwartz
Adam Stratton

Deacon

Three-Year Term
Vote for up to 14

Deb Adler
Amy Baron
Julie Byrum
Pat Calhoun
Mary Fuelling
Julie Fugedi
Kathy Hayes

Trustee

Three-Year Term
Vote for no more than 4

Bill Jones
Lisa Meyer
Mike Olver
Gregg Overfield
Steve Schamp
Peter Tassi

Nominating Committee

One-Year Term
Vote for no more than 7

Alan Adler
Gail Henderson
Phil Norton
Matt Nutt
Fred Ochtel
Ruth Stahl

Terri Terpstra
Jaymes Wainright
Karen Willis

There was an explanation of Nominations process and member voting instructions were given.

A motion was made to close nominations (Made during the 9:30 worship service) and the motion carried.

Following the second Worship Service, the Moderator, Dr. Scott McKee, opened the business meeting at 12:15 with prayer.

3. Preliminary Business

A motion was made by the Clerk of Session, Rick Martin, that the minutes of the June 5, 2016 Annual Meeting be approved and received for the church records. **The motion carried unanimously.**

4. Motion to Amend the Articles of Incorporation of Ward Evangelical Presbyterian Church as presented.

The motion to amend the Articles of Incorporation was included in the voter's guide along with the rationale. The proposed change affects only one section of the Articles and is necessary to reflect changes in Michigan State Law. This is a housekeeping matter so that our legislative references are accurate. There are no proposed changes in substance. Voting on this motion will be by ballot and requires a 2/3rds majority for approval. Motion located on printed ballot.

5. Motion to affirm the 2017/2018 fiscal year operating budget

The Ward Church Session, with counsel from the Board of Trustees, is recommended a budget of \$4,750,000 for the next fiscal year. This represents a \$100,000 increase over the previous year's budget. This motion and the departmental allocations appeared in the voter's guide. The motion was made to affirm the 2017/2018 fiscal year operation budget of \$4,750,000. **The motion carried unanimously.**

7. Motion to Approve terms of call for Senior Pastor

Dr. McKee instructs members that the next two motions have to do with terms of call for the Pastor and Associate Pastor.

The Clerk of Session (Rick Martin) assumes the role of Moderator and invites the Asst. Clerk (Gerri Sutherland) to make the next two motions on behalf of Session. Interim Moderator requests according to our church's bylaws that all church employees and their families be excused from this portion of the meeting.

Adjustments in employee compensation are ordinarily handled as part of the annual budget process. Session has authority to approve compensation changes for all Ward employees except two. Sr. Pastor Scott McKee and Pastor Doug Thompson were both called by a vote of the congregation. Therefore, a vote of the congregation is required for any change in their terms of call. The process of evaluation is the same for every employee, including these two pastors. It is just the approval process that differs.

The Interim Moderator introduces the Assistant Clerk of Session Elder Gerri Sutherland who will present the final two motions from Session.

For these two congregationally-called pastors, Session is recommending a modest increase in keeping with what was done for other employees.

The proposed change in terms-of-call for Pastor McKee is on the screen. The salary is well within the range of our comparisons. **The motion carried unanimously.**

8. Motion to Approve Terms of Call for Associate Pastor

Clerk Sutherland presents the Motion to approve the terms of call for the Associate Pastor Rev. Doug Thompson as presented on the screen. **The motion carried unanimously.**

The Interim Moderator invites Dr. McKee and Staff back into the meeting. Congregation of Ward Church showed their appreciation with a standing ovation!

9. Adjournment

With business completed, the Clerk made a motion to adjourn, and **the motion carried unanimously.** The meeting was adjourned at 12:32 p.m.

10. 2017 Election Results

Election results were posted to the Ward Church the following day and have been added below:

Elders elected to a 3 year term: Dan Hooker, Kurt Lipsky, Steve McKinnie, and Adam Stratton

Trustees elected to a 3 year term: Bill Jones, Lisa Meyer, Mike Olver, Peter Tassi

Deacons elected to a 3 year term: Deb Adler, Amy Baron, Julie Byrum, Pat Calhoun, Mary Fuelling, Julie Fugedi, Kathy Hayes, Janet Hildebrandt, Paul McGhee, Wendy McGhee, Mike Reynolds, Doug Rosner, and Alida Shepherd.

Nominating Committee elected to a 1 year term: Alan Adler, Gail Henderson, Phil Norton, Matt Nutt, Ruth Stahl, Terri Terpstra, and Karen Willis.

The motion to amend the Articles of Incorporation, which appeared on the ballot, passed.

MINUTES

SPECIAL CONGREGATIONAL MEETING

WARD EVANGELICAL PRESBYTERIAN CHURCH | NORTHVILLE, MICHIGAN

September 17, 2017 | 4:00 P.M.

1. Call to Order

The business of the Congregational Meeting was called to order at 4:10 p.m. It was determined by Ward Leaders that a quorum was present to conduct business.

The Moderator, Dr. Scott McKee, opened the meeting with a warm welcome and prayer.

2. Presentation of the Site Development Committee

The Moderator introduced Barry McKenna, Director of Development, to explain the recent history of the proposed Site Development. The Site Development Committee was introduced: Doug Blake, Randy Book, Terry Niles, John Nowacki, Chris Ockerman, Frank Pierron, and Greg Hemingway.

3. Motion to Sell and/or Lease Land

The motion, put forth by Ward Session, was presented to the Congregation:

MOTION: To authorize Session to sell and/or lease up to 25 acres of land at 40000 Six Mile Road, Northville, Michigan for the primary purpose of senior housing and expanded sports ministry.

The moderator opened the opportunity for questions to be answered by various members of the Site Development Committee. Extra time was allotted to ask and answer all questions. Excellent questions were asked regarding this real estate presentation. Few concerns were presented and many positive responses were shared by members.

The vote on the Motion was taken and the Motion carried.

4. Adjournment & Prayer

The Moderator moved for the meeting to be adjourned, it was seconded. Dr. McKee closed the meeting in prayer at 5:11 p.m.

MINUTES

SPECIAL CONGREGATIONAL MEETING

WARD EVANGELICAL PRESBYTERIAN CHURCH | NORTHVILLE, MICHIGAN

February 25, 2018 | 12:10 P.M.

1. Call to Order

The meeting began at 12:15 p.m. with Dr. Scott McKee praying for the meeting and for Ward Church.

2. Presentation of the Motion

Elder Joe Goode, the chair of the Nominating Committee explained the proposed bylaw change to the congregation. Elder Rick Martin, co-chair of the Nominating Committee presented an explanation for why Session was recommending the change. Joe Goode then explained the process for electing leaders and where the congregation could provide input into that process.

Session made the following motion:

MOTION: To revise the Ward Evangelical Presbyterian Church Bylaws to remove the requirement that “a minimum of two (2) candidates more than the number of vacancies to be filled on the Session, Board of Trustees, and Nominating Committee shall be presented” and to revise the procedure to fill vacancies on boards as presented.

Members of Session proposing the Motion: Dr. Scott McKee, Rev. Doug Thompson, Dave Brudi, Rill Currie, Sally Drago, Phyllis Ellsworth, Jim Ewing, Joe Goode, Dan Hooker, Kurt Lipsky, Steve McKinnie, Rick Martin, Alan Munday, Mike Roberts, Gerri Sutherland, Adam Stratton and David Wood

3. Discussion & Debate

The congregation had time to discuss the motion. Members asked questions, provided reasons for the motion, and provided reasons against the motion. During the discussion, a new motion was made from the floor to remove the Nominating Committee from the original motion. The new motion was seconded from the floor.

Motion: To revise the Ward Evangelical Presbyterian Church Bylaws to remove the requirement that “a minimum of two (2) candidates more than the number of vacancies to be filled on the Session and Board of Trustees shall be presented” and to revise the procedure to fill vacancies on boards as presented.

The congregation discussed the new motion for a few minutes, and then voted on the motion. The ‘Noes’ carried the vote and the motion to amend the original motion was defeated.

The discussion around the original motion continued until the vote was called. The ‘Ayes’ carried the vote and discussion around the motion was closed.

4. Vote

The congregation was asked to stand to signify their vote.

Those in favor of the motion: 220

Those against the motion: 103

The 'Ayes' carried the vote, and the motion to change the bylaws passed.

5. Adjournment & Closing Prayer

Dr. McKee closed the meeting in prayer at 1:23 p.m.

MEMBERSHIP AND ATTENDANCE REPORTS

MEMBERSHIP

Total Membership on May 8, 2017 **1,943**

Additions

Confession, Reaffirmation, and Restoration 49
Certificate of Transfer 2

Total Additions **51**

Losses

Removed by Letter of Transfer 5
Other Session Removals^a 157
Deaths 27

Total Losses **189**

Total Membership on May 14, 2018 **1,805**

^aConcentrated effort to clean up membership roles

BAPTISMS

Infant 24
Youth 6
Adult 7

GROUP LIFE

Average Weekly Attendance of *Student / Teacher*
Sunday Morning Groups for Adults 265 / 28
Wednesday Evening Activities *Spring* 99 / 2
Wednesday Evening Activities *Summer* 66 / 3
Wednesday Evening Activities *Fall/Winter* 123 / 4

of People in Off-Campus Small Groups 540
of Off-Campus Small Groups 55
of New Small Groups Launched 8

KIDS + STUDENTS

Average Weekly Attendance of *Student / Leader*

Kids (Birth - 4 Yrs.) *Summer Break - 3 weeks* 84 / 42
Kids (Birth - 5th Grade) *48 weeks* 270 / 109
Students (Middle School AM/PM)^b *37 weeks* 60 / 11
Students (High School PM) *34 weeks* 28 / 7

^bMiddle School combined AM & PM. Numbers beginning September 2017.

FX: A Family Experience (monthly avg.) 526 / 58^c

^cAn earlier version of this guide erroneously reported the second number as 108.

WORSHIP

	May 2016 - April 2017	May 2017 - April 2018	% Change
Sunday Services Averages			
Classic - 8:00 a.m.	149	123	-17%
Classic - 9:30 a.m.		381	100%
Classic - 11:00 a.m.	617	591	-4%
Modern - 9:30 a.m.	479	324	-32%
Modern - 11:00 a.m.	302	303	0%
Online	217	248	14%
Average Attendance	1,764	1,970	12%

Special Services	2016	2017
Thanksgiving	425	326
Christmas Eve	3,367	3,617
Total Special Services	3,792	3,943

CANDIDATES

Each year the Nominating Committee nominates from the congregation members who are qualified to serve the church on Session (Board of Elders), the Board of Trustees, the Board of Deacons, and the Nominating Committee. Through a season of prayer, deliberation and congregational recommendations, the Nominating Committee selects candidates according to biblical requirements, spiritual gifts, and ministry fit.

Your Nominating Committee has completed its work and will present the following candidates for congregational affirmation at the Annual Meeting on Sunday, June 10, 2018.

ELDERS

Larry Schwartz
Orna Fathers
Jaymes Wainright
Chris Bontempo

TRUSTEES

Deanna Hatmaker
David Venning
Scott Montgomery
Jane Bodine

DEACONS

Susan Berne
Michael Garvin
Jan Keener
Troy & Brittany Morris
Gary & Pam Pasant
Dave & Sharen Rose
Eric & Sheri Sholander
John Spence
Shirley Temby
Christine Thom
Bill Pfeiffer

NOMINATING COMMITTEE

Dan Veres
Tamra Vanden Berg
Susan Tassi
Kelly Ann Rubenson
Beatrice Nestor
Dave Czopek
John Emley

A complete Candidate Guide with photos and biographies is available at ward.church/2018. A limited quantity of printed copies are available at the church information desks for those without internet access.

If you know any reason why a candidate may be unfit for spiritual leadership in the church, please contact the Chair of the Nominating Committee, Joe Goode by email at nominations@ward.church or you may provide a written letter mailed to:

Nominating Committee Chair
Ward Church
40000 Six Mile Rd
Northville, MI 48168

FISCAL YEAR 2017-2018

RECEIPTS

	FY 2017 (44 weeks)	FY 2018 (44 weeks)	Favorable / (Unfavorable)	% Change
Contributory Receipts				
General Fund	\$4,042,605	\$4,114,812	\$72,207	2%
Bequests - Undesignated	121,549	60,411	(61,138)	-50%
Deacons	127,055	159,466	32,411	26%
Building Projects	119,054	56,143	(62,911)	-53%
Open Doors	590,061	30,371	(559,690)	-95%
Restricted Giving	564,485	325,381	(239,104)	-42%
Total Contributory Receipts	\$5,564,809	\$4,746,584	\$(818,225)	-15%
Non-Contributory Receipts				
Investment & Other Income - Unrestricted	\$146,302	\$97,357	\$(48,945)	-33%
Investment Income - Restricted	5,256	31,798	26,543	505%
Program Fees	758,400	840,749	82,349	11%
Total Non-Contributory Receipts	\$909,958	\$969,905	\$59,946	7%
Total Receipts	\$6,474,767	\$5,716,488	\$(758,279)	-12%

Audited financial statements will be available upon request from the Finance Office following the annual audit.

BALANCE SHEET

Assets

Cash and cash equivalents	3,581,693
Investments	652,088
Note receivable	26,837
Accounts Receivable, Other	2,115
Prepaid Expense	3,544
Land, building, equipment	38,426,000
Accumulated depreciation	(21,045,089)
Total Assets	\$21,647,188

Liabilities and Net Assets

Liabilities

Accounts Payable	21,907
Accrued compensation and benefits	49,281
Deposits	400
Deferred revenue	-
Other liabilities	73,470

Total Liabilities

145,058

Net Assets

Unrestricted	
Undesignated	782,423
Session designated	787,543
Fee-based programs	369,852
Net investment in land, building, & equipment	17,380,911
	19,320,728
Temporarily restricted	1,949,542
Permanently restricted	231,860

Total Net Assets

21,502,130

Total Liabilities and Net Assets

\$ 21,647,188

BOARD OF DEACONS

COMPARATIVE FINANCIAL STATEMENTS

	10 Months ended April, 2017	10 Months ended April, 2018
Offerings		
General	\$120,552.91	\$153,591.45
Spring Bounty	2,317.25	835.00
Disaster Relief	0.00	10.00
Radio Ministry	8,070.00	0.00
Scholarship	4,185.00	5,040.00
Total Receipts	\$ 135,125.16	\$159,476.45
Disbursements		
Compassion Ministries		
Funeral Luncheons	\$7,734.19	\$7,197.32
Radio Ministry	7,224.20	0.00
Love Gifts - Needs	35,308.67	38,987.63
Love Gifts - Counseling	13,235.68	3,775.00
Love Gifts - Food Certificates	16,812.00	25,218.00
Community Assistance	23,400.00	43,043.75
Total Compassion	\$103,714.74	\$118,221.70
Scholarships:	\$8,635.75	\$8,679.38
Operational		
Communion Supplies	1,658.19	2,139.08
Deacon Supplies	3,188.23	2,985.17
Deacon Training	0.00	0.00
Postage & Copies	313.02	368.50
Total Operational	\$5,159.44	\$5,492.75
Total Disbursements	\$117,509.93	\$132,393.83
Net Change in Funds	\$17,615.23	\$27,082.62
Funds Available at End of Period		
General	\$59,765.82	\$79,895.29
Designated	33,694.36	41,830.86
Total Funds Available	\$93,460.18	\$121,726.15

FISCAL YEAR 2018-2019

2017-2018 MINISTRY PLAN

	Program	Personnel	Total
Worship	\$143,910	\$677,064	\$820,974
Group Life	69,441	327,571	397,012
Next Generation	124,104	391,115	515,219
Outreach	595,865	198,921	794,786
Campus Services	1,307,276	865,328	2,172,604
Strategic Initiatives	49,404	-	49,404
Total Budget	\$2,290,000	\$2,460,000	\$4,750,000

2018-2019 MINISTRY PLAN

	Program	Personnel	Total	Change
Worship	\$153,403	\$563,526	\$716,929	-12.7%
Group Life	74,641	331,879	406,520	2.4%
Next Generation	129,108	370,977	500,085	-2.9%
Outreach	595,865	202,048	797,913	0.4%
Campus Services	1,418,599	1,077,570	2,496,169	14.9%
Strategic Initiatives	132,384	-	132,384	168.0%
Total Budget	\$2,504,000	\$2,546,000	\$5,050,000	6.3%

OUTREACH

FISCAL YEAR 2018-2019 BUDGET

CROSS-CULTURAL CHURCH PLANTING	FY 2018	FY 2019
Babcock	10,000	10,000
Bain	12,000	12,000
B.	8,000	8,000
B.	12,000	12,000
Childs	6,000	6,000
G.	10,000	10,000
Greenman	13,000	13,000
Harris	10,080	10,080
H.	12,000	12,000
H.	-	6,000
J.	10,000	10,000
Kangaba Church Planting	6,000	6,000
L.	8,000	8,000
Livingstone	8,400	8,400
Lutfy	8,000	8,000
L.	4,800	4,800
Meyers	12,000	12,000
Mindling	8,400	8,400
Nagelkirk	9,000	9,000
N.	8,040	8,040
Sluka	13,900	12,000
Strategic Partnerships	8,000	6,000
Y.	12,000	12,000
Z.	8,000	8,000
New Candidate	-	10,000
New Candidate	-	4,000
TOTAL CROSS-CULTURAL CHURCH PLANTING	\$217,620	\$233,720

LOCAL MINISTRY SUPPORT

AAA Crisis Pregnancy Center	4,000	4,000
Advance Ministries	6,000	6,000
Bethany Christian Service	4,000	4,000
Central Detroit Christian	13,000	13,000
Coats	8,000	8,000
Good News Gang Metro	2,400	2,400
Gothro	10,000	-
Haralson	8,000	4,000
H.	10,000	10,000

OUTREACH

FISCAL YEAR 2018-2019 BUDGET CONTINUED

Helps on the Way	9,000	9,000
Here's Life Inner City	6,000	6,000
House of Help	3,000	3,000
Military Avenue	2,400	2,400
New Hope Grief Center	1,200	1,200
Local Church Plant Projects	-	6,000
TOTAL LOCAL MINISTRY SUPPORT	\$87,000	\$79,000
SUPPORT OF CROSS CULTURAL EVANGELIZATION		
Dye	8,400	8,400
Fogleboch	6,000	6,000
Gibson	6,000	6,000
Gill	7,200	7,200
Henderson	5,600	5,600
Jerome	7,800	7,800
K.	10,000	10,000
Kopan	8,000	8,000
Legters	9,765	9,765
Miller	8,400	8,400
Training	4,000	4,000
Perspectives	2,000	2,000
St. Angelo	8,000	8,000
Stewart	8,000	8,000
Steba	11,500	10,000
TAG	6,000	6,000
TOTAL SUPPORT & AID	\$116,665	\$115,165
MINISTRIES OF WORLD COMPASSION		
World Relief	4,000	4,000
TOTAL MINISTRIES OF WORLD COMPASSION	\$4,000	\$4,000

OUTREACH

FISCAL YEAR 2018-2019 BUDGET CONTINUED

PER CAPITA DONATIONS

Per Capita - EPC	41,635	42,297
Per Capita - Midwest Presbytery	23,533	23,907

TOTAL PER CAPITA DONATIONS

\$65,168 **\$66,204**

REACHING OUR COMMUNITY

Connect Detroit	-	500
ESL	500	500
Foster Care/Adoption Support	500	500
Outreach Events	6,000	4,000
Serve Days	4,000	1,000
Western Suburbs	6,000	4,000
Ward Community Garden	750	750
Simple Serve	-	3,000
Life Remodeled	-	500

TOTAL REACHING OUR COMMUNITY

\$17,750 **\$14,750**

GRANTS

New Support	12,000	12,000
Short-Term Mission Trips	12,000	12,000

TOTAL GRANTS

\$24,000 **\$24,000**

SUPPORT AND CARE

Candidate Preparation	500	1,658
Counseling & Care	2,500	2,000
Field Video Report Production	3,000	1,000
Field Visitation	6,000	8,000
Hospitality	2,000	2,000
Mission House	8,500	8,500
Missions Conferences	10,000	10,000
One Time Support	12,000	12,000
Refugee & New Immigrant Care	6,000	2,000

TOTAL SUPPORT & CARE

\$50,500 **\$47,158**

OUTREACH

FISCAL YEAR 2018-20 BUDGET CONTINUED

Outreach Administration	FY 2018	FY 2019
Advertising	500	500
Assets Purchased (cost >=\$1000)	-	-
Business Expense	1,350	1,500
Child Care	250	250
Cell Phone Use Charges	612	918
Communications	-	-
Copying	-	-
Equipment (cost <\$1,000)	750	1,000
Interns	6,000	4,000
Postage	100	100
Subscriptions	100	100
Staff Development	2,000	2,000
Office Supplies	500	500
Transportation	-	-
Volunteer Appreciation	1,000	1,000
TOTAL OUTREACH ADMINISTRATION	\$13,162	\$11,868
TOTAL OUTREACH MINISTRY PLAN	\$595,865	\$595,865