

# *Eastminster Presbyterian Church 2021 Annual Report*



*Annual Meeting of the  
Congregation/Corporation  
Feb. 6, 2022  
11 a.m.*



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# Agenda

Sunday, February 6, 2022

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## **Call to Order, Declaration of Quorum, Opening Prayer**

Rev. Kristin Stroble, Moderator

## **Minutes of Prior Congregational Meetings**

Susan Smalley, Clerk of Session

## **Report of the Nominating Committee**

Robin Bell, 2021 Nominating Committee

## **Financial Reports and Budget**

Robert Kleine, Treasurer

## **Endowment Report**

## **2022 Terms of Call, Pastor**

Linda Hardenbergh, Admin and Finance Committee Member

## **Adjournment and Closing Prayer**

Rev. Kristin Stroble, Moderator





## **Eastminster Presbyterian Church, East Lansing, MI**

### **Annual Meeting of the Congregation/Corporation January 31, 2021**

The annual meeting of the congregation of Eastminster Presbyterian Church, East Lansing, Michigan, was held Sunday, January 31, 2021, at 11:00 A.M., online, using Zoom. The moderator, Rev. Kristin Stroble, called the meeting to order, declared there was a quorum and opened with prayer.

Copies of the 2020 Annual Report were provided to all members in advance by email. A link to the report was also provided during the meeting. Minutes of the four congregational meetings held during 2020, all previously approved by session, were provided in the written report. The clerk's report reflected a decline in membership from 177 to 168 during the year.

Estelle McGroarty moved that this meeting constitute the annual meeting of the corporation of Eastminster Presbyterian Church for 2021, and that its proceedings and conclusions are the actions of the corporation. The motion was supported by Susan Smalley and was carried.

Mary Lou Clifton presented the nominating committee report with its proposed slate of at-large members: Judy Dunn, Charlotte Smith, Mike Foster and Heather Heitman. Rev. Stroble asked for additional nominations from the floor. Elder Sam O'Neill moved to close nominations and cast a unanimous ballot for these nominees. The motion was seconded by Norm Mackay and was carried.

Treasurer Bob Kleine presented the financial report. The COVID 19 pandemic disrupted most of the year, shifting spending priorities. 2020 actual income of \$390,302 exceeded budgeted income and expenses of \$367,328 were lower than budgeted expenses. It is important to note that operating income included \$38,000 transferred from endowment interest, \$5,000 transferred from reserves and a \$28,982 forgivable loan from the Federal Payroll Protection Program. Capital improvements of roof replacement/insulation, parking lot repaving and air conditioner replacement were financed by a \$100,000 loan from the Presbyterian Investment and Loan program plus \$20,000 from reserves and \$7,905 from the operating budget. The value of reserves at year end was \$113,707 and the value of endowment principal was \$922,915. Church indebtedness as of 12/31/2020 was \$46,073 for the elevator loan plus \$99,107.30 for 2020 renovations.

Elder David Duryea reviewed the pastor's terms of call for 2021, with a salary increase of 2% and provision during 2021 of an additional week of vacation including one Sunday. Mike Brown moved to approve the pastor's terms of call. The motion was seconded by Linda Hardenbergh and carried.

Norm Mackay voiced sentiments of most, expressing gratitude to Rev. Stroble and the entire church staff for their amazing work to pivot church life to a virtual world.

A motion was made to adjourn, was seconded and carried. The meeting was adjourned with prayer at 11:16 A.M.

Approved this 9<sup>th</sup> day of February, 2021.

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Rev. Kristin Stroble, Moderator

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Susan Smalley, Clerk of Session

**Eastminster Presbyterian Church  
Congregational Program Meeting  
June 19, 2021**

The annual program meeting of the congregation of Eastminster Presbyterian Church, East Lansing, Michigan was held on Sunday, June 19, 2021, on the lawn of the church. The moderator, Rev. Kristin Stroble, called the meeting to order at 10:46 A.M. She opened with prayer. She declared there was a quorum and announced that the purpose of the meeting was to receive the annual program report and to elect the next class of church officers.

Copies of the program report had been provided electronically and printed copies were distributed during the meeting. Rev. Stroble reviewed information in the report about post-pandemic plans to return to worship in the sanctuary on August 8, with live streaming continuing from now on. She also invited questions about anything in the report. There were no questions.

Elder Estelle McGroarty, chair of the nominating committee, presented and placed into nomination the following slate of church officers:

**Elders**

Bob Walter, class of 2022  
Mike Brown, class of 2024  
Ron Davis, class of 2024

**Deacons**

Barb Stowitts, class of 2023  
Brenda Ramsby, class of 2023  
Cindy Nixon, class of 2024  
Suzanne Hunt, class of 2024

Vacancies remain for three elders and one deacon.

Rev. Stroble asked for nominations from the floor. There were none. Bob Walter moved to close nominations and elect the slate of nominees. The motion was seconded and carried.

Norm Mackay moved to adjourn the meeting. The motion was seconded and carried.

Rev. Stroble closed the meeting with prayer.

The meeting was adjourned at 11:00 A.M.

Respectfully submitted,

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Rev. Kristin Stroble  
Moderator

Susan Smalley  
Clerk of Session

# Statistical Report 2021

Elders and Deacons for 2021-2022  
Susan Smalley, Clerk / Robert Kleine, Treasurer

Elders		Deacons	
Robin Bell	Heather Myer	Beverly Bonning	Cindy Nixon
Mike Brown	Susan Smalley	Sulin Campbell	Brenda Ramsby
Ron Davis	Bob Walter	Judy Dickinson	Sue Kalvonjian
David Duryea	(Vacant)	Suzanne Hunt	(Vacant)
Mike Jones	(Vacant)	Sue Kalvonjian	
Estelle McGroarty	(Vacant)		

## Clerk's Report

Membership as of December 2020: 168

Membership as of December 2021: 123

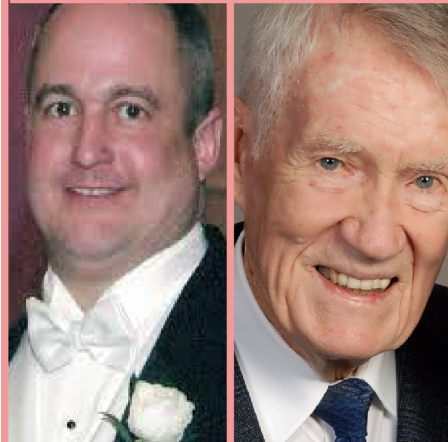
### Additions—Total 1

- |                                       |   |
|---------------------------------------|---|
| 1. Letter of transfer:                | 1 |
| 2. Reaffirmation of faith/Profession: | 0 |
| 3. Confirmation class:                | 0 |
| 4. Moved from inactive to active:     | 0 |

### Losses—Total 30

- |  |    |
|--|----|
| 1. Letter of transfer:   | 2  |
| 2. Deaths:   | 3  |
| 3. Removed from rolls:   | 23 |
| 4. Removals by comparing figures from clerk's reports to records on Church Windows | 18 |

## *In Loving Memory*



**In 2021, we  
bid farewell  
to:**

**Marie  
Peckham  
1/23/2021**

**Bruce Doig  
5/2/2021**

**Rev. Dr. Fred  
Graham  
6/12/2021**



**Sharon  
Reinhard  
8/29/2021**

**Jean  
Graham  
9/10/2021**

## Church events

- |                    |   |               |                         |
|--------------------|---|---------------|-------------------------|
| 1. Child baptisms: | 0 | 3. Marriages: | 0                       |
| 2. Adult baptisms: | 1 | 4. Deaths:    | 5 (3 members+2 friends) |

## Session

Statement of Session  
Representation: five (5) of the 49 male members are elders; four (4) of the 74 female members are elders; (9) are white and (0) are non-white. The median age of Session is 69.





### New Member: Deborah Cox

Debi transferred her membership from First Presbyterian Church of Port Huron on March 9, 2021. She first learned about Eastminster from our former pastor, Rev. Margie Osborn.

In East Lansing, Debi got to know the church through regular coffee dates with Sulin Campbell and Terry Graham. She knew she wanted Eastminster to be her new church home.

We are grateful that Debi has shared her gifts through playing handbells, singing in the choir, and serving as a Worship Leader.

## Nominating Committee Report

**PURPOSE:** To nominate persons to serve the church as ordained elders on the Session, ordained deacons on the Board of Deacons, and to serve as congregational representatives on the Nominating Committee.

**MEMBERS:** The Nominating Committee will be composed of two Elders designated by the Session and one Deacon as designated by the Board of Deacons and four active members of the congregation as elected by the congregation. The pastor shall serve as an ex-officio member of the committee. All members of the Committee will be elected annually for a one year term, and may serve up to three consecutive terms. The Chair of this committee will be an Elder serving currently on the Session of the church.

2021 Nominating Committee	
Designated Members	At-Large Members
Estelle McGroarty, Chairperson	Judy Dunn, Year 3
Robin Bell, Elder	Charlotte Smith, Year 3
Beverly Bonning, Deacon	Mike Foster, Year 1
2022 Nominating Committee	
Designated Members	Slate of At-Large Members
Estelle McGroarty, Chairperson	Mary Lou Clifton
Robin Bell, Elder	Rick Johnston
Beverly Bonning, Deacon	Jeff Lapinski
	Barb Lowes

*Rev. Kristin Stroble, Pastor (Ex-Officio)*



## 2021 Financial Overview

Despite the turmoil of the past two years, our financial position continues to improve, although challenges remain.

Ongoing income for 2021 was \$306,416, which was \$22,416 more than estimated. Member giving exceeded the estimate by \$11,357 and plate revenue by \$11,127. This was largely due to 15 individuals giving \$15,819 more than pledged. We also received contributions from several individuals who did not pledge, which is counted as plate offering.

Member giving exceeded the estimate by \$11,357 and plate revenue by \$11,127.

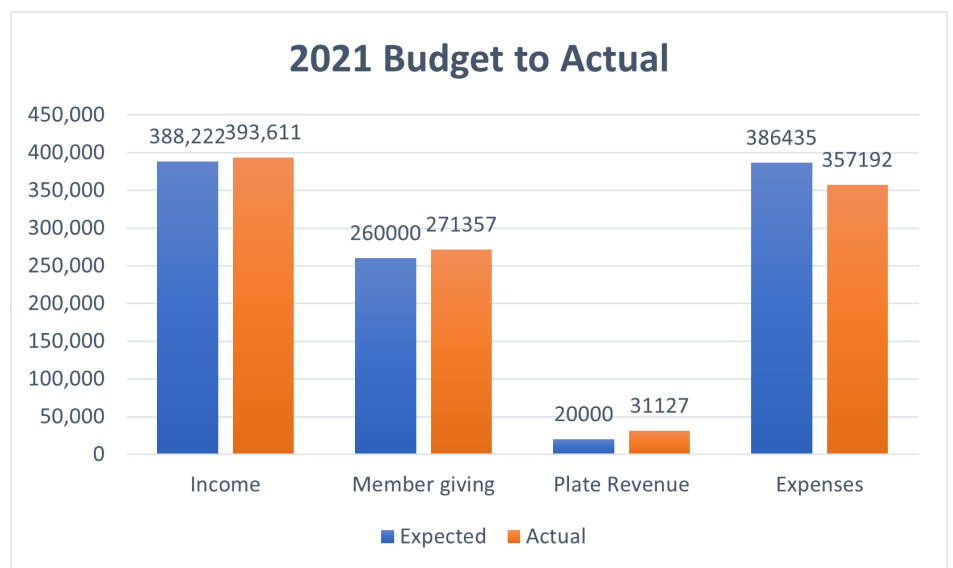
Total income was \$393,611, which also includes such things as a beginning balance of \$36,265, endowment income of \$30,929, and \$20,000 from reserves.

The adopted 2021 budget was \$386,435. Actual expenses were \$357,192, or \$29,243 less than budgeted. The major differences were, \$14,820 savings in personnel costs for the adult choir director, video producer, and nursery attendants, and \$5,927 savings in the elevator loan payments, as our capital campaign raised \$38,571, allowing the loan to be paid off early.

The ending positive balance for 2021 was \$36,419, which will be needed to finance the 2022 budget.

This was a much better outcome than expected and puts the church in a much better position for the 2022 budget. Overall the church's finances are very strong. Our reserves at the end of 2021 were \$105,405 and our endowment fund was \$981,361.

We also made some reductions in the adopted 2022 budget.



We held a capital campaign this year that eliminated our elevator loan liability and reduced the negative balance in the capital improvement fund (which accounted for the costs of the new sign, which we self-financed). The elevator loan went from \$45,053 as of December 31, 2020 to

being paid off by December 31, 2021. The capital improvement fund went from a negative \$22,092 to a negative \$4,000.

Our endowment funds, which are managed by New Covenant Trust Company, an affiliate of the Presbyterian Foundation, rose by \$58,446

in 2021, a 6.3% increase. However, adjusted for the withdrawal of \$37,669, to support the budget, the investment return (after 1% management fee) was 10.4%.

Our reserves, which are managed by LPL Financial, declined from \$114,361, as of December 31, 2020, to \$105,405, as of December 31, 2021. The decline was due to the withdrawal of \$20,000 to support the budget. Adjusted for this withdrawal, the investment return was 9.4%.

Our expenditures continue to exceed our ongoing revenue, but there is a strong commitment to develop a five-year plan that will reduce our reliance on reserves and endowment income.

The generous support of our congregation continues to be a blessing.

Respectfully submitted,

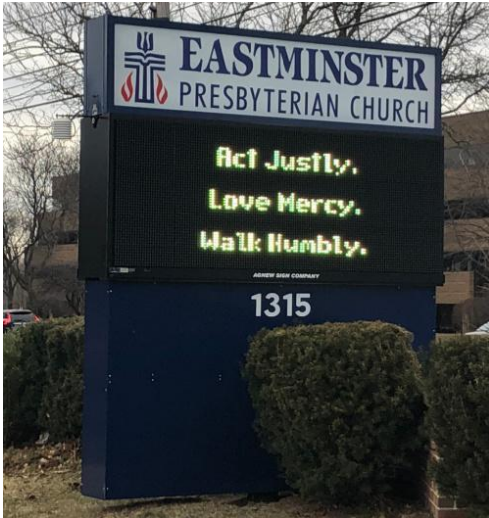
Robert Kleine, Treasurer

**Overall the church's finances are strong:**

- ⇒ **Reserves are at \$105,405**
- ⇒ **Endowment is at \$981,361**
- ⇒ **Elevator loan of \$45,053 has been paid off**
- ⇒ **Expenditures were reduced in 2022 budget**

## Capital Campaign

In the spring of 2021, Session voted to hold a capital fundraising campaign to raise money to pay off our elevator loan and the cost of the new electronic sign. They appointed two teams who launched a fun competition to see who could meet their goals first.



### The teams

Team Elevator was led by Mary Lou Clifton.

Team Sign was led by Norm Mackay.

And for weeks, the two dueled with videos, puns, and pictures joined by their teammates Sam O'Neill and Heather Myer.

### The goals

Team Elevator had the steepest hill to climb with a goal of \$30,300 to pay off the remaining principal on the loan. Team Sign

was aiming to raise \$18,300.

## Results

While Team Sign led for the first several weeks in dollar amounts and percent of goal, Team Elevator would eventually surge past them with the final amounts being:

- ★ \$28,861 for the elevator
- ★ \$9,710 for the sign

With additional budgeted money and donations made later in the year, we were able to pay off the elevator and bring the sign debt down to \$4,000.

Eastminster Presbyterian Church - East Lansing MI  
Balance Sheet as of December 31, 2021

Wednesday, January 19, 2022

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Account #	Account Name	YTD Balance
<b>Assets</b>		
10200	Checking - Horizon Bank	39,016.66
10270	Endowment Funds	981,361.00
10760	LPL Financial Investments	102,272.32
10765	LPL Trading Account	908.84
11000	Furniture and Equipment	309,548.74
12000	Property and Buildings	1,519,455.00
13000	Hand Bells	4,795.26
<b>Total Assets</b>		<b>\$2,957,357.82</b>
<b>Liabilities</b>		
20000	Accounts Payable/Vendors	0.00
20200	Federal Income Tax	3,417.03
20210	FICA Withholding	1,361.86
20230	Michigan Income Tax	1,057.56
20240	Pledges Payable	5,644.34
20245	Elevator Loan	0.00
20246	PILP Renovations Loan Amount	94,554.37
20250	Local Income Tax	17.45
20300	Payroll Clearing Account	64.74
29999	Liability Float Account	55.64
<b>Total Liabilities</b>		<b>\$106,172.99</b>
<b>Fund Balances</b>		
30100	General Fund Balance	2,830,601.55
31000	Capital Improvement Balance	(4,000.00)
31100	Christmas Joy Offering Fund Balance	623.00
31200	One Great Hour of Sharing Fund Balance	0.00
31300	Peace & Global Witness Fund Balance	200.00
31400	Centsability Fund Balance	21.48
31500	Deacons Fund Balance	1,289.84
31600	Musicians Fund Balance	408.01
31700	Elevator Fund (Principal) Balance	0.00
31800	PILP Renovations Loan Balance	(7,905.00)
32000	Pentecost Offering Fund Balance	50.00
32100	Organ Fund Balance	732.71
33100	Presbyterian Women Fund Balance	0.00
34100	Christian Ed. Restricted Fund Balance	476.24
34300	Eastminster Youth Fund Balance	614.59
35700	Memorial Fund Balance	10,679.29
35750	Bequests Balance	0.00
36000	PPP Fund Balance	0.00
37100	Special Mission Fund Balance	635.91
37200	Pastor Discretionary Balance	410.82
38100	Chancel Flowers Fund Balance	2,969.29
39100	Garden Fund Balance	3,914.60
39200	UKirk Fund Balance	9,462.50
39700	Endowment Income Balance	0.00
<b>Total Fund Balances</b>		<b>\$2,851,184.83</b>
<b>Total Liabilities and Fund Balances</b>		<b>\$2,957,357.82</b>

**Eastminster Presbyterian Church - East Lansing MI**  
**Consolidated Fund Activity Report as of 12/31/2021**

**January 31, 2022**

**Page 1 of 1**

Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
Capital Improvement Balance	(22,092.65)	15,619.41	0.00	2,473.24	(4,000.00)
Christmas Joy Offering Fund Balance	620.00	683.00	680.00	0.00	623.00
One Great Hour of Sharing Fund Balance	0.00	1,896.00	1,896.00	0.00	0.00
Peace & Global Witness Fund Balance	200.00	465.00	490.00	25.00	200.00
Centsability Fund Balance	79.42	21.48	79.42	0.00	21.48
Deacons Fund Balance	699.84	590.00	0.00	0.00	1,289.84
Musicians Fund Balance	155.01	253.00	0.00	0.00	408.01
Elevator Fund (Principal) Balance	13,721.08	28,517.50	39,765.34	(2,473.24)	0.00
PILP Renovations Loan Balance	(7,905.00)	0.00	0.00	0.00	(7,905.00)
Pentecost Offering Fund Balance	0.00	301.00	251.00	0.00	50.00
Organ Fund Balance	732.71	0.00	0.00	0.00	732.71
Presbyterian Women Fund Balance	0.00	0.00	0.00	0.00	0.00
Christian Ed. Restricted Fund Balance	476.24	0.00	0.00	0.00	476.24
Eastminster Youth Fund Balance	614.59	0.00	0.00	0.00	614.59
Memorial Fund Balance	6,791.79	4,037.50	150.00	0.00	10,679.29
Bequests Balance	0.00	0.00	0.00	0.00	0.00
PPP Fund Balance	0.00	0.00	0.00	0.00	0.00
Special Mission Fund Balance	996.71	7,542.50	7,903.30	0.00	635.91
Pastor Discretionary Balance	0.00	1,646.60	1,235.78	0.00	410.82
Chancel Flowers Fund Balance	2,258.29	671.00	0.00	40.00	2,969.29
Garden Fund Balance	2,674.60	1,240.00	0.00	0.00	3,914.60
UKirk Fund Balance	8,717.75	51,182.40	50,437.65	0.00	9,462.50
Endowment Income Balance	(4,887.84)	0.00	0.00	4,887.84	0.00
<b>Total</b>	<b><u>\$3,852.54</u></b>	<b><u>\$114,666.39</u></b>	<b><u>\$102,888.49</u></b>	<b><u>\$4,952.84</u></b>	<b><u>\$20,583.28</u></b>



**Eastminster Presbyterian Church - East Lansing MI**  
**Treasurer's Report as of December 2021 for General Fund**

Wednesday, January 19, 2022

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Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
<b>Income</b>					
40050	Beginning Balance	36,265.63	36,265.63*	22,974.00	(13,291.63)
40100	Member Giving	29,365.01	271,357.09*	260,000.00	(11,357.09)
40300	Plate Offering	2,355.00	31,127.00*	20,000.00	(11,127.00)
40600	Pre-paid Pledges	0.00	0.00	0.00	0.00
40700	Investment & Interest Income	1.37	11.43*	0.00	(11.43)
40750	Per-Capita Apportionment	407.70	2,366.07*	2,000.00	(366.07)
40900	Unallocated Income	871.96	1,554.76	2,000.00	445.24
40950	Transfer from Reserves	0.00	20,000.00	43,248.00	23,248.00
40955	Elevator Fund	0.00	0.00	0.00	0.00
40970	Endowment Income - Program Support	0.00	30,929.90	38,000.00	7,070.10
<b>Total Income</b>		<b>\$69,266.67</b>	<b>\$393,611.88*</b>	<b>\$388,222.00</b>	<b>(\$5,389.88)</b>
<b>Total Expense</b>					
<b>52001</b>	<b>ADMINISTRATION AND FINANCE</b>				
52010	Kitchen Supplies	0.00	91.83	500.00	408.17
52015	Office Supplies	328.17	1,661.34*	1,600.00	(61.34)
52020	Postage	0.00	1,066.04*	800.00	(266.04)
52050	Telephone and Internet	691.06	4,170.31	4,200.00	29.69
52075	Church Windows Support	123.80	1,001.80	1,100.00	98.20
52100	Copier Maintenance and Supplies	510.62	6,410.19	7,000.00	589.81
52105	Computer Maintenance and Supplies	0.00	680.53*	600.00	(80.53)
52150	Per Capita Apportionment	0.00	6,235.71*	5,900.00	(335.71)
52160	Vanco Donation Fees	179.23	1,220.45		
52200	Elevator Loan, Interest	0.00	846.72	1,515.00	668.28
52210	Elevator Loan, Principle	0.00	6,132.48	11,392.00	5,259.52
52250	PILP Renovations Loan, Interest	223.59	2,520.72*	2,520.00	(0.72)
52260	PILP Renovations Loan, Principle	459.18	4,989.75	4,994.00	4.25
52300	Website Hosting	0.00	47.88	500.00	452.12
52310	Promotion and Advertising	0.00	10.00	250.00	240.00
<b>Total ADMINISTRATION AND FINANCE</b>		<b>\$2,515.65</b>	<b>\$37,085.75</b>	<b>42,871.00</b>	<b>7,005.70</b>
<b>53001</b>	<b>BUILDING AND GROUNDS</b>				
53005	Insurance	7,991.00	7,991.00*	7,500.00	(491.00)
53025	Mechanical Maintenance & Repair	580.91	4,516.35	5,000.00	483.65
53030	Elevator Maintenance / Testing	0.00	2,166.72*	2,000.00	(166.72)
53040	Electric Service	1,607.00	11,099.00	12,000.00	901.00
53045	Gas Service	847.62	4,551.09	5,000.00	448.91
53050	Water & Sewer Service	0.00	1,461.51*	1,430.00	(31.51)
53060	Structural Maintenance & Repair	0.00	3,888.44	6,000.00	2,111.56
53070	Custodial Service & Supplies	1,092.00	13,742.84*	13,000.00	(742.84)
53075	Trash, Security & Permits	155.47	1,852.57*	1,800.00	(52.57)
53110	Lawn	190.00	5,700.00*	4,000.00	(1,700.00)
53120	Snow	595.00	3,185.00	4,000.00	815.00
53130	Trees	0.00	500.00	500.00	0.00
53140	Parking Lot	0.00	0.00	0.00	0.00
53150	Landscape	63.48	1,163.48	2,500.00	1,336.52

**Eastminster Presbyterian Church - East Lansing MI**  
**Treasurer's Report as of December 2021 for General Fund**

Wednesday, January 19, 2022

Page 2 of 3

Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
54040	Equipment	0.00	0.00	850.00	850.00
54050	Children in Worship	21.15	21.15	100.00	78.85
54060	Youth Conferences	0.00	0.00	200.00	200.00
54070	Library	0.00	0.00	200.00	200.00
54080	Christian Education Fellowship	0.00	68.57*	50.00	(18.57)
54100	Background Checks	0.00	0.00	350.00	350.00
	<i>Total CHRISTIAN EDUCATION</i>	<i>\$49.95</i>	<i>\$1,102.70</i>	<i>3,700.00</i>	<i>2,597.30</i>
<b>55110</b>	<b>COMMUNITY LIFE</b>				
55100	Church Dinners	0.00	0.00	600.00	600.00
55200	Community Outreach	0.00	827.90	1,200.00	372.10
55300	Community Life Fellowship	36.03	499.02	900.00	400.98
55400	Retreats	0.00	0.00	0.00	0.00
	<i>Total COMMUNITY LIFE</i>	<i>\$36.03</i>	<i>\$1,326.92</i>	<i>2,700.00</i>	<i>1,373.08</i>
<b>56001</b>	<b>PERSONNEL</b>				
56010	Pastor's Salary	4,047.26	48,567.12*	48,567.00	(0.12)
56020	Pastor's Housing Allowance	2,083.34	25,000.08*	25,000.00	(0.08)
56025	Pastor's Pension and Insurance	2,268.31	27,219.72*	26,686.00	(533.72)
56030	Pastor's Auto Allowance	320.58	475.70	1,300.00	824.30
56035	Pastor's Professional Development	433.00	1,494.53	1,500.00	5.47
56040	Pastor's Expenses	226.65	740.66	1,000.00	259.34
56100	Organist Salary	1,127.10	13,525.20*	13,525.00	(0.20)
56110	Handbell Choir Director Salary	535.12	4,816.08*	4,816.00	(0.08)
56120	Adult Choir Director Salary	0.00	7,315.67	12,240.00	4,924.33
56130	Director of Christian Education Salary	2,387.66	28,651.92	28,652.00	0.08
56131	DCE Insurance	1,237.45	14,849.40	15,514.00	664.60
56132	DCE Professional Development	400.00	943.18	1,000.00	56.82
56133	DCE Mileage	101.79	101.79	200.00	98.21
56134	DCE Expenses	233.91	341.63	400.00	58.37
56150	Office Administrator Salary	2,563.58	30,762.91	30,764.00	1.09
56155	Office Administrator Insurance	364.96	4,379.52	4,380.00	0.48
56160	Nursery Attendant(s) Wages	0.00	150.00	3,000.00	2,850.00
56170	Video Producer Salary	0.00	4,018.75	7,800.00	3,781.25
56200	Employer FICA and Medicare	316.42	5,754.59	7,200.00	1,445.41
56300	Guest Ministers	0.00	550.00	1,050.00	500.00
56310	Guest Organists	0.00	300.00	300.00	0.00
56350	Misc. Personnel Expense	13.60	315.33*	200.00	(115.33)
	<i>Total PERSONNEL</i>	<i>\$18,660.73</i>	<i>\$220,273.78</i>	<i>235,094.00</i>	<i>14,820.22</i>
<b>57001</b>	<b>MISSION COMMITTEE</b>				
57010	Local	1,000.00	13,000.00	14,250.00	1,250.00
57020	Denominational	0.00	2,750.00	2,750.00	0.00
57030	Global	0.00	1,200.00	1,200.00	0.00
57040	Trips	0.00	0.00	0.00	0.00
57050	Pastor's Discretionary Fund	0.00	165.30		
57060	PCUSA Shared Mission	2,825.00	11,300.00	11,300.00	0.00
	<i>Total MISSION COMMITTEE</i>	<i>\$3,825.00</i>	<i>\$28,415.30</i>	<i>29,500.00</i>	<i>1,250.00</i>
<b>58001</b>	<b>WORSHIP AND MUSIC</b>				
58010	Chancel Supplies	154.75	257.98*	250.00	(7.98)
58020	Worship Resources	175.00	911.07*	750.00	(161.07)
58030	Adult Choir	0.00	0.00	250.00	250.00

Eastminster Presbyterian Church - East Lansing MI  
Treasurer's Report as of December 2021 for General Fund

Wednesday, January 19, 2022

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Account #	Account Name	Period Activity	YTD Balance	Annual Budget	Annual Budget Remaining
58035	Handbell Choir	21.95	192.72	250.00	57.28
58050	Guest Musicians	500.00	950.00	1,000.00	50.00
58060	Instrument Maintenance	140.00	280.00	300.00	20.00
58065	Music Copyright	277.00	559.57*	400.00	(159.57)
58070	Worship Technology	0.00	2,762.67*	2,300.00	(462.67)
	<i>Total WORSHIP AND MUSIC</i>	<i>\$1,268.70</i>	<i>\$5,914.01*</i>	<i>5,500.00</i>	<i>(414.01)</i>
59001	SESSION				
59010	Misc. Expenses	0.00	0.00	200.00	200.00
59020	New Members	0.00	0.00	100.00	100.00
59030	Officer Training	0.00	0.00	100.00	100.00
59040	Leadership Development	29.00	232.00	800.00	568.00
	<i>Total SESSION</i>	<i>\$29.00</i>	<i>\$232.00</i>	<i>1,200.00</i>	<i>968.00</i>
59900	DEACONS	0.00	1,024.25	1,140.00	115.75
	<b>Total Expense</b>	<b>\$39,507.54</b>	<b>\$357,192.71</b>	<b>\$386,435.00</b>	<b>\$30,628.04</b>
	<b>Difference</b>	<b><u>\$29,759.13</u></b>	<b><u>\$36,419.17</u></b>	<b><u>\$1,787.00</u></b>	

\* = Income/Expense exceeds amount budgeted to date

## **2022 Budget**

*with prior year comparison*

<b>Income</b>	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2022 difference</b>
Beginning Balance		\$22,974	\$36,419	\$13,445
Member Giving	\$300,000	\$260,000	\$260,000	\$0
Plate Offering	\$15,000	\$20,000	\$15,000	<b>-\$5,000</b>
Pre-paid Pledges	\$0	\$0	\$0	\$0
Investment & Interest Income	\$0	\$0	\$0	\$0
Per-Capita Apportionment	\$2,000	\$2,000	\$2,000	\$0
Unallocated Income	\$4,000	\$2,000	\$1,500	<b>-\$500</b>
Transfer from Reserves	\$27,884	\$43,248	\$20,000	<b>-\$23,248</b>
Elevator Fund	\$0	\$0	\$0	\$0
Endowment Income	\$38,000	\$38,000	\$20,074	<b>-\$17,926</b>
<b>Total Income</b>	<b>\$386,884</b>	<b>\$388,222</b>	<b>\$354,993</b>	<b>-\$33,229</b>
<b>Expense Summary</b>				
<b>Administration and Finance</b>	\$37,273	\$43,908	\$30,305	<b>-\$13,603</b>
<b>Building and Grounds</b>	\$75,510	\$64,730	\$68,654	\$3,924
<b>Christian Education</b>	\$3,800	\$3,700	\$2,550	<b>-\$1,150</b>
<b>Community Life</b>	\$3,900	\$2,700	\$2,700	\$0
<b>Personnel</b>	\$224,961	\$235,094	\$214,594	<b>-\$20,500</b>
<b>Mission Committee</b>	\$35,250	\$30,250	\$30,250	\$0
<b>Worship and Music</b>	\$2,350	\$5,500	\$4,000	<b>-\$1,500</b>
<b>Session</b>	\$2,200	\$1,200	\$800	<b>-\$400</b>
<b>Deacons</b>	\$1,640	\$1,140	\$1,140	\$0
<b>Total Expenses</b>	<b>\$386,884</b>	<b>\$388,222</b>	<b>\$354,993</b>	<b>-\$33,229</b>



<b>ADMINISTRATION AND FINANCE</b>				
Kitchen Supplies	\$1,100	\$500	\$700	\$200
Office Supplies	\$2,000	\$1,600	\$1,800	\$200
Postage	\$150	\$800	\$850	\$50
Telephone and Internet	\$4,200	\$4,200	\$4,200	\$0
Church Windows Support	\$1,000	\$1,100	\$1,100	\$0
Copier Maintenance and Supplies	\$7,000	\$7,000	\$5,400	-\$1,600
Computer Maintenance and Supplies	\$600	\$600	\$500	-\$100
Per Capita Apportionment	\$6,265	\$5,900	\$6,171	\$271
Vanco Donation Fees			\$1,140	\$1,140
Elevator Loan, Interest	\$2,250	\$2,250	\$0	-\$2,250
Elevator Loan, Principle	\$11,708	\$11,708	\$0	-\$11,708
PILP Renovations Loan, Interest		\$7,500		-\$7,500
PILP Renovations Loan, Principle		\$0	\$8,194	\$8,194
Virtual Connectivity (Website Hosting)	\$500	\$500	\$250	-\$250
Promotion and Advertising	\$500	\$250	\$0	-\$250
<b>Total Administration and Finance</b>	<b>\$37,273</b>	<b>\$43,908</b>	<b>\$30,305</b>	<b>-\$13,603</b>

<b>BUILDING AND GROUNDS</b>				
Insurance	\$7,000	\$7,500	7,944	\$444
Mechanical Maintenance & Repair	\$5,000	\$5,000	5,000	\$0
Elevator Maintenance / Testing	\$1,580	\$2,000	\$1,580	-\$420
Electric Service	\$14,200	\$12,000	\$14,200	\$2,200
Gas Service	\$6,500	\$5,000	\$6,500	\$1,500
Water & Sewer Service	\$1,430	\$1,430	\$1,430	\$0
Structural Maintenance & Repair	\$16,000	\$6,000	\$4,000	-\$2,000
Custodial Service & Supplies	\$13,000	\$13,000	\$15,000	\$2,000
Trash, Security & Permits	\$1,800	\$1,800	\$2,000	\$200
Lawn	\$4,000	\$4,000	\$5,000	\$1,000
Snow	\$4,000	\$4,000	\$5,000	\$1,000
Trees	\$500	\$500	\$500	\$0
Parking Lot	\$0	\$0	\$0	\$0
Landscape	\$500	\$2,500	\$500	-\$2,000
<b>Total Building and Grounds</b>	<b>\$75,510</b>	<b>\$64,730</b>	<b>\$68,654</b>	<b>\$3,924</b>



<b>PERSONNEL</b>				
Pastor's Salary	\$46,375	\$48,567	\$48,567	\$0
Pastor's Housing Allowance	\$25,750	\$25,000	\$25,000	\$0
Pastor's Pension and Insurance	\$25,909	\$26,686	\$27,220	\$534
Pastor's Auto Allowance	\$1,300	\$1,300	\$1,300	\$0
Pastor's Professional Development	\$1,500	\$1,500	\$1,500	\$0

Pastor's Expenses	\$1,000	\$1,000	\$1,000	\$0
Pastor's Social Security Allowance			\$1,457	\$1,457
Organist Salary	\$13,260	\$13,525	\$13,931	\$406
Handbell Choir Director Salary	\$4,722	\$4,816	\$4,960	\$144
Adult Choir Director Salary	\$12,000	\$12,240	\$0	-\$12,240
Director of Christian Education Salary	\$28,090	\$28,652	\$29,512	\$860
DCE Insurance	\$15,340	\$15,514	\$15,039	-\$475
DCE Professional Development	\$1,000	\$1,000	\$1,000	\$0
DCE Mileage	\$200	\$200	\$200	\$0
DCE Expenses	\$400	\$400	\$400	\$0
Office Administrator Salary	\$30,160	\$30,764	\$30,764	\$0
Office Administrator Insurance	\$4,380	\$4,380	\$4,424	\$44
Nursery Attendant(s) Wages	\$5,575	\$3,000	\$0	-\$3,000
Video Producer Salary		\$7,800	\$0	-\$7,800
Employer FICA and Medicare	\$6,700	\$7,200	\$6,770	-\$430
Guest Ministers	\$900	\$1,050	\$1,050	\$0
Guest Organists	\$300	\$300	\$300	\$0
Misc. Personnel Expense	\$100	\$200	\$200	\$0
<b>Total Personnel</b>	<b>\$224,961</b>	<b>\$235,094</b>	<b>\$214,594</b>	<b>-\$20,500</b>

<b>MISSION COMMITTEE</b>				
Local	\$13,750	\$14,250	\$15,500	\$1,250
Denominational	\$2,750	\$2,750	\$2,750	\$0
Global	\$1,200	\$1,200	\$1,000	-\$200
Trips	\$5,000	\$0	\$0	\$0
Pastor's Discretionary Fund	\$750	\$750	\$0	-\$750
PCUSA Shared Mission	\$11,800	\$11,300	\$11,000	-\$300
<b>Total Mission Committee</b>	<b>\$35,250</b>	<b>\$30,250</b>	<b>\$30,250</b>	<b>\$0</b>

<b>WORSHIP AND MUSIC</b>				
Chancel Supplies	\$100	\$250	\$200	-\$50
Worship Resources	\$600	\$750	\$750	\$0
Adult Choir	\$250	\$250	\$150	-\$100
Handbell Choir	\$250	\$250	\$200	-\$50
Guest Musicians	\$500	\$1,000	\$1,000	\$0
Instrument Maintenance	\$300	\$300	\$300	\$0
Music Copyright	\$350	\$400	\$400	\$0
Worship Technology		\$2,300	\$1,000	-\$1,300
<b>Total Worship and Music</b>	<b>\$2,350</b>	<b>\$5,500</b>	<b>\$4,000</b>	<b>-\$1,500</b>

<b>SESSION</b>				
Misc. Expenses	\$200	\$200	\$100	-\$100

New Members	\$100	\$100	\$100	\$0
Officer Training	\$100	\$100	\$100	\$0
Leadership Development	\$1,800	\$800	\$500	-\$300
<b>Total Session</b>	<b>\$2,200</b>	<b>\$1,200</b>	<b>\$800</b>	<b>-\$400</b>
<b>DEACONS</b>	<b>\$1,640</b>	<b>\$1,140</b>	<b>\$1,140</b>	<b>\$0</b>
<b>Total Deacons</b>	<b>\$1,640</b>	<b>\$1,140</b>	<b>\$1,140</b>	<b>\$0</b>
			\$354,993	

# Eastminster Endowment Report

Eastminster created an endowment fund in 2013 to provide income for program initiatives for a changing world, to increase outreach and ministry and to provide a legacy for future generations. Managed by the New Covenant Trust Company a subsidiary of the Presbyterian Foundation, the fund has averaged a 9.3% annual return after the 0.99% management fee has been taken out, with

dividends and interest automatically reinvested.



**The Endowment Committee updated the Endowment policy this year. The new Session-approved policy can be found in the appendix of this report.**

The church began making withdrawals from the endowment fund in 2014, with 1.0% of the fund balance withdrawn quarterly — 4.0% each year. Since 2013, the church has withdrawn \$214,838 from the fund. Our endowment income fund initially carried a

positive balance from year to year as we spent less than we received. From 2018 through 2020, however, spending exceeded income. The funds were largely used for general operating rather than for new initiatives. The original endowment committee that was tasked with developing policies for the management and use of endowment funds ceased to function, because, in part, of the need to use endowment funds to balance the budget.

In February 2021, session created a committee to review the endowment policy and make recommendations for any needed changes. The committee reviewed the existing 2013 endowment fund policy as well as records documenting the use of funds. They also met with a Presbyterian Foundation representative. This work resulted in recommendations for an updated endowment fund policy, which was approved by session on 10/12/2021. The revised policy specifies endowment committee and session responsibilities for managing the use of the endowment fund. The committee also recommended not using the endowment to supplement annual church operating expenses, if at all possible, and requested that session develop a plan to eliminate the use of endowment funds for regular operating expenses.



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**As of December 31, 2021, the endowment income balance is \$981,361.**

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During 2021, no new gifts were received for the endowment principal. The fund generated \$105,235 in dividends, interest, capital gains and appreciation, for a total value of \$981,361 as of 12/31/2021. We withdrew \$37,667 from endowment funds for our general operating budget and paid a management fee of \$9,122. The investment return, excluding withdrawals and the management fee was 11.4%. Because this entire amount of the withdrawal was budgeted as general operating funds, no money was available for additional fund requests.

## 2021 Endowment Fund Transactions

<b>Beginning balance 2021</b>			<b>(\$4,887.84)</b> We began the year with a negative balance in the fund.
<b>Date</b>	<b>Income</b>	<b>Expense</b>	<b>Explanation</b>
1/4/21	\$9,229.16		Endowment income 1st quarter
1/4/21		\$923.00	10% endowment disbursement to Special Mission
4/22/21	\$9,295.63		Endowment income 2nd quarter
4/22/21		\$930.00	10% endowment disbursement to Special Mission
7/12/21	\$9,651.68		Endowment income 3rd quarter
10/12/21	\$9,494.27		Endowment income 4th quarter
10/12/21		\$30,929.90	Transferring endowment fund income to budget
<b>Total</b>	<b>\$37,670.74</b>	<b>\$32,782.90</b>	<i>Because of the negative beginning balance, we transferred only \$30,929 to the operating budget, leaving a fund balance of \$0.</i>

### **Endowment Review Committee**

Mike Jones, chair

Matt Nixon

Linda Hardenbergh

Susan Smalley

Rick Johnston

Charlotte Smith

Bob Kleine, ex-officio

## Terms of Call

Congregation	Eastminster Presbyterian Church, East Lansing
Minister's name and title	Kristin Stroble Pastor
Number of years in position	4
Number of members in congregation	139
Total Effective Salary	
Cash salary	\$48,567
Housing/Utilities/ Furnishing Allowance	\$25,000
Total Annual Effective Salary	\$73,567
Benefits Plan Dues	\$26,686
Reimbursable Expenses and Allowances	
Professional Development	\$1,500
SECA offset (50% or less)	\$1,457
Books and other professional expenses	\$1,000
Auto Allowance	\$1,300
Non-Monetary Terms of Call	
Vacation	37 days or 5 weeks including 5 Sundays
Professional Development	14 days (2 Sundays, cumulative for up to 3 years)
Service to the larger church	7 days



## Church Indebtedness Report 2021

***Eastminster Presbyterian Church had two loans in 2021. We paid one of them off after a capital campaign.***

Loan 1: Presbyterian Investment and Loan Purpose: Elevator	
Balance due as of 2021 year end	\$0
Amount paid on principal for the year	\$45,053
Amount of interest paid for the year	\$846.72
Loan 2: Presbyterian Investment and Loan Purpose: Renovations (Roof, parking lot, air conditioners)	
Balance due as of 2021 year end	\$94,554.37
Amount paid on principal for the year	\$4,989.75
Amount of interest paid for the year	\$2,520.72

# Appendix 1: Endowment Policy

## Eastminster Presbyterian Church of East Lansing, Michigan Policy on Endowments, Bequests, and Other Enduring Gifts

“According to the grace of God given to me, like a skilled master builder I laid a foundation and someone else is building on it. Each builder must choose with care how to build-on it. For no one can lay any foundation other than the one that has been laid; that foundation is Jesus Christ.” I Corinthians 3:10-11

As a community of faithful believers, the members of Eastminster Presbyterian Church of East Lansing established the Endowment Fund as an expression of faith, acknowledging all that has been conferred upon us and is divinely given as a tangible expression of God's grace. We, the people of God, share the responsibility to use these gifts wisely and prudently to maintain, improve, and preserve the church of Jesus Christ and, through our responsive gratitude, give glory to God.

**Statement of Purpose:** The Endowment Fund of Eastminster Presbyterian Church of East Lansing was established in October 2013 to provide a stronger financial base for the ministry, program, operations, and facilities management of the congregation. The primary objective for the management of these gifts is to provide resources to further the mission of the church.

Just as annual stewardship giving is an opportunity to return to God a portion of our yearly income for the day-to-day ministry and operation of the church, gifts to the Endowment Fund provide income to create new program initiatives for a changing world, to increase outreach and ministry, and to provide a legacy for future generations.

It is the intention of this policy that these gifts will be handled with care and prudence. The guidelines in this policy are to be followed in the receipt, investment and distribution of financial gifts, bequests and contributions to Eastminster Presbyterian Church of East Lansing (Church).

### **Sections:**

- 1. Endowment Administration and Management**
- 2. Investment Guidelines and Objectives**
- 3. List of endowment funds**
- 4. Receipt of gifts**
- 5. Withdrawal and use of funds**
- 6. Requesting funds**
- 7. Definition of terms**

## **1. Endowment Administration and Management**

The endowment and restricted investment funds are managed by the Endowment Committee (Committee), a standing committee which is accountable to the session. The session shall have sole responsibility for decisions regarding distribution of the income of these funds.

### **Endowment Committee Membership and Meetings**

The committee shall consist of not fewer than three (3) and no more than five (5) members recommended by the committee and approved by the session. Terms of office shall be for three years. Members may be reappointed once, but cannot serve for more than six consecutive years. The pastor and treasurer will be ex-officio members without vote. Retiring members must wait an interval of one (1) year before resuming service on the committee. A chairperson appointed by the session will conduct the meetings. A secretary will be chosen annually from among the committee members to record the proceedings of the committee. A quorum shall consist of one-half of the committee being present. A quorum must be present for the approval of any transaction or request.

### **Endowment Committee Responsibilities:**

- Meet at least once annually, recording minutes of each meeting and reporting to the session.
- Provide in the congregation's annual report information to include a list:
  - of new gifts received
  - total return generated by the fund (dividends, interest, capital gains, appreciation)
  - requests for funds
  - amounts spent for ministry
  - total value of the Endowment Fund at year-end
- Monitor and evaluate the endowment investment performance of funds, meeting at least annually with a representative of the Presbyterian Foundation (or successor investment manager), usually in February or March.
- Ensure that adequate records are maintained for donor-restricted gifts and that all donor restrictions are honored.
- Publicize the Endowment Fund to the congregation and how they can contribute.
- Develop and administer a review process for use of Endowment income and make recommendations to session regarding specific uses of income funds.
- Monitor and report outcomes of efforts funded with Endowment income. Ensure all communication about efforts funded use the phrase "supported by the Eastminster Endowment Fund."
- Grant exceptions as permitted in these policies and recommend changes in approved policy, guidelines, and objectives as needed
- Execute such other duties as may be delegated by the session

### **Session Responsibilities:**

- Ensure regular review of this policy and reporting on Endowment fund activities.
- Act on Endowment Committee recommendations.
- Assure an annual financial review of Endowment funds.

### **Liability of Committee Members**

Having made a good faith effort to comply with the terms of this policy, the Endowment Committee members shall be released from liabilities incurred in such a good faith effort. Individual committee members shall not be liable for the acts or omissions of any other committee member. Any member having a direct or indirect personal interest in any dealings or transactions involving these funds shall refrain, at all times, from any conduct in which personal interests would conflict with the interest of the church.

### **Book of Order**

With regard to all property, real and personal, of Eastminster Presbyterian Church of East Lansing, the following statutes in the Book of Order of the Presbyterian Church (U.S.A.) apply. See G-8.0201 and G-8.0401

### **Regular Review of Policy**

This document shall be reviewed every three (3) years by the committee to ensure that the administration and endowment investment policies reflect the current needs and investment goals of the church, with any recommendations for changes taken to the session for approval and adoption.

## **2. Investment Objectives and Guidelines**

In order to meet its needs, the investment strategy of the Endowment Fund is to emphasize total return; that is, the aggregate return from capital appreciation and dividend and interest income. Specifically, the primary objective in the investment management of the Endowment Fund shall be:

- Long-term growth of capital – To emphasize the Long-term growth of principal while avoiding excessive risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.
- Preservation of purchasing power – To activate returns in excess of the rate of inflation plus spending over the investment time horizon in order to preserve purchasing power of agency and Trust assets. Risk control is an important element in the investment of Trust assets.

### **Investment Guidelines**

- Investments shall be made solely in the interest of the Eastminster Presbyterian Church Endowment Fund.
- Since 2013 the EPC Endowment Fund has been managed by New Covenant Trust through the Presbyterian Foundation

- The assets shall be invested with care, skill, prudence, and diligence.
- Over the investment time horizon established it is the goal of the Endowment Fund assets to realize a minimum total return in excess of the rate of inflation plus 3% as measured by the Consumer Price Index.

## **Diversification**

Investment management of the assets of the Endowment Fund shall be in accordance with the following asset allocation guidelines:

<b>Asset Class</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Equities</b>	<b>40%</b>	<b>65%</b>
<b>Fixed Income</b>	<b>30%</b>	<b>50%</b>
<b>Cash Equivalents</b>	<b>0%</b>	<b>20%</b>

## **3. List of Endowment Funds**

We believe that endowment funds should be used to support the mission of our church as described in the Great Ends of the Church (FG - 1.0200, The Book of Order): "The proclamation of the gospel for the salvation of humankind; the shelter, nurture and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and, the exhibition of the Kingdom of Heaven to the world." We do not, therefore, restrict the use of the Endowment income to one or another area of ministry unless we are requested to do so by the donor. We encourage donors to leave the use of their gifts to the discretion of Session. Nevertheless, we recognize that some gifts will be restricted. We highly encourage donors who wish to leave a restricted gift to designate such gift to one of the existing restricted funds.

The Session of Eastminster established the following funds in October 2013. At present, only the unrestricted fund is active.

**Eastminster Unrestricted Fund** - If a donor does not specify a restricted fund, the Session shall add the gift to this fund. Session designates the income from the Unrestricted Fund for use wherever the need is greatest at a particular time based on requests that originate with an Eastminster committee and that have been reviewed and recommended to session by the Endowment committee.

**Building and Grounds Restricted Fund** - to be activated when funded. Income is available to support the improvement and maintenance of the church's physical plant, grounds and other real property.

**Education and Ministry Restricted Fund** - to be activated when funded. Income is available to support the church's educational mission and programs that minister to the needs of the people of God.

**Mission and Evangelism Restricted Fund** - to be activated when funded. Income is available to support the church's outreach in connection with its international, national, and local mission initiatives

**Worship and the Arts Restricted Fund** - to be activated when funded. Income is available to enhance the worship life of the congregation through music, dance, theatre, the visual arts and technology.

#### **4. Receipt of Gifts**

**Types of Gifts:** Gifts of an enduring nature may be given to the church directly or as bequests, in such forms as:

- wills or through other governing documents
- charitable remainder trusts
- charitable gift annuities and other life income agreements
- assignment of life insurance.
- transfers of property (cash, stocks, bonds, real estate, personal property)

Properties transferred to the church will ordinarily be sold promptly and the proceeds placed in the unrestricted endowment fund.

**Acceptance of Gifts:** The session shall have the responsibility for the acceptance or rejection of all gifts. Gifts which are unwieldy to manage or not in keeping with the Christian mission of the church will be carefully reviewed and may be defined accordingly. Undesignated gifts will be accepted by the session and may be added to the Endowment Fund at the discretion of the session.

Donors of restricted gifts will be asked to include language such as the following: "Should a time come when the purpose of this gift no longer meets the mission and objectives of the Eastminster Presbyterian Church of East Lansing, the donor gives Session permission to use these resources in a manner consistent with its objectives."

#### **5. Withdrawal and Use of Funds**

Up to four percent (4%) of the 12 month average principle of the endowment fund may be withdrawn annually to support the designated programs. The distributions shall be made on a quarterly basis. Fund withdrawals shall be credited to Eastminster's "Endowment Income Balance fund", with all disbursements and transfers made from that fund.



## **Use of Funds**

The primary purpose of the Eastminster endowment fund is to provide special funding for ministries or initiatives that would not otherwise be funded from traditional sources such as annual operating revenue or capital campaigns.

When considering a request for funding, the endowment committee and session will give priority to activities that accomplish one or more of the following:

- create new program initiatives for a changing world
- increase outreach and ministry
- provide a legacy for future generations

For new initiatives that are planned to last multiple years or permanently, it is desired that the endowment fund be used to only provide “seed” money to get the new initiative off the ground until such a program can become self-sustaining. For this reason, no initiative shall receive funding for more than three (3) years from the endowment.

While the session can use the unrestricted endowment fund for any purpose, it is strongly encouraged never to use the endowment for supplementing annual church operating expenses. Should a situation develop that requires using endowment income for operating expenses, the endowment committee shall request that session develop a plan to eliminate the need for such use of endowment funds within a three year period.

## **6. Requesting Funds**

All requests must be submitted in writing and must originate from an Eastminster committee. The written request shall be submitted to the endowment committee chair using the request form provided by the committee.

Questions on the request form include:

- Name of Eastminster committee submitting request
- Name of person who will be responsible
- Amount requested
- Date needed (must allow adequate review time)
- What issue(s) does the request address?
- What outcome/impact do you project?
- How will you measure/evaluate success?
- How will the funds be used (provide a specific budget)
- Why should this work not be funded through Eastminster’s regular annual operating budget?

- How will information about this work be shared with the congregation and (when appropriate) beyond?
- How will this work be documented?
- Date when requester will report results to Session along with a written report.

All requests will be reviewed by Eastminster's Endowment committee, which will make a recommendation to Session. The Endowment committee may request additional information before making its recommendation. The recommendation may be to approve, to approve with modifications or not to approve. Session will make the final decision.

## **7. Definition of Terms**

**Endowment funds:** Funds whose principal is invested with intent to increase in value and that are intended to provide income for the church's use. The dividends and interest generated by the endowment funds shall be reinvested.

**Endowment income:** The earnings received from a direct gift, to include interest, dividends, appreciation and capital gains of the funds.

**Endowment Investment income:** Consists of interest earned on bond funds and dividends paid on equity funds.

**Other Endowment Income:** Consists of capital gains (appreciation in the value of equity and bond funds)

**Unrestricted gift:** Monies or other property given to the church which may be used for any church purpose or expenditure. Such monies would become a part of the Endowment Fund at the discretion of the session.

**Restricted gift:** Monies or other property given to the church which may be used only for a particular purpose as specified by the donor.

Policy Adopted November 2013  
by Session of Eastminster Presbyterian Church

Revised: October 2021  
by Session of Eastminster Presbyterian Church

To be reviewed: November 2024

