



# PROGRAM REPORT

June 25, 2023

*Eastminster Presbyterian Church*

*2022-2023*

# **Agenda for Annual Program Meeting**

## **June 25, 2023**

Call to Order, Declaration of Quorum Opening Prayer	Rev. Kristin Stroble, Moderator
Nominating Committee Report	Mike Brown, Chair
Adjournment and Closing Prayer	Rev. Kristin Stroble, Moderator

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***Annual  
Program  
Year***

***2022-2023***

# FROM YOUR PASTOR

Rev. Kristin Stroble

## Reflection and Looking Ahead:

Each year, I look at the Annual Program Report that we put together with amazement and gratitude. Change happens so quickly these days that by summer I have forgotten so much of what we as a church have done together. We are a small church and yet we have a large impact. This report doesn't just give numbers, but stories about the faithfulness of God and God's people.

We continue to welcome back congregants and visitors to in-person worship and the broader life of the church as we get further from the COVID-19 crisis. Our Director of Christian Education Neil Myer did some fabulous programming with our children this year including an ADVENTures week during their holiday break and a children-led worship service. We have remained committed to ongoing mission through our monthly meals at Advent House, filling Welcome Kits for the Refugee Development Center and responding when needs arise.

Obviously, this year was marked by the mass shooting at MSU in February. This tragedy impacted our whole community as the place where we study, work, learn and play was violated. You can read more about our response in this report.

Know that I continue to give thanks for each of you and the gift of being your pastor. It is an extraordinary privilege and I am grateful to serve alongside our faithful and gifted staff and church leadership.

## What's Changed This Year?

We have increased our building usage this year, inviting more people and groups to use our wonderful space. This includes having the Asbury Brass Quintet rehearse in the building, a Concert Series that brought in wonderful local musicians, an organist practicing and giving lessons here and most recently having Capital City Ringers relocate here for their rehearsals. This year we also installed a screen and projector as well as upgraded our live-streaming system. We continue to be agile and adaptive to the needs among us and in our community. We came to the difficult decision of eliminating our handbell director position. Both of our choirs are now rehearsing and performing only for special occasions. I am grateful to Heather Myer for her service as our handbell choir director.

## What I've Done for Continuing Education

I am planning on taking some time at the end of August to do some theological reading as well as long range planning for the church year.

## Some of my favorite books I've read this year:

Demon Copperhead by Barbara Kingsolver

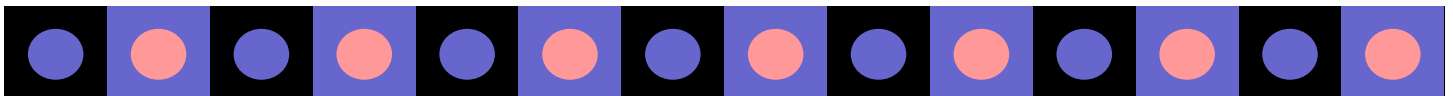
The Great Believers by Rebecca Makkai

Remarkably Bright Creatures by Shelby Van Pelt

Under the Whispering Door by TJ Klune

Lessons in Chemistry by Bonnie Garmus

Braiding Sweetgrass by Robin Wall Kimmerer





# SERMON SERIES

SEPTEMBER 2022 TO AUGUST 2023



**Reset**  
**Sept. 11 -**  
**Oct. 9**



**Seeking**  
**Feb. 26 -**  
**April 9**



**Together  
for Joy**  
**Oct. 16 -**  
**Oct. 30**



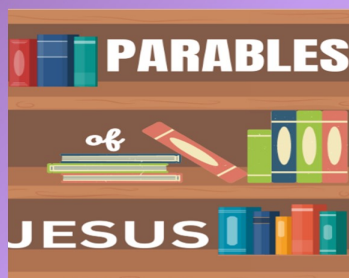
**Unafraid**  
**April 16 -**  
**May 21**



**From  
Generation  
to  
Generation**  
**Nov. 27 -**  
**Jan. 8**



**Summer  
Road Trip**  
**May 28 -**  
**Aug. 27**



**Parables of  
Jesus**  
**Jan. 15 -**  
**Feb. 12**



# RESPONSE TO MSU SHOOTING

On Monday, Feb. 13, a shooter opened fire at Michigan State University, killing three and wounding five. In the days following, Eastminster and UKirk at MSU sought ways to minister to the community, starting with a prayer vigil the next evening.

## Prayer Vigil

The day after the shooting, Eastminster held a candlelight prayer vigil led by Rev. Kristin Stroble and Neil Myer. It was open to the community and attended by students, community members and Eastminster members. People gathered to pray, to mourn and to express their anger.

We provided notebooks for people to write their thoughts along with a guide to ways to take action on gun violence.

Media from around the state and country also attended and Eastminster was on the front page of the Washington Post the next day.

## Open Space for Students and Faculty

For all of the next week and for scheduled days in the weeks that followed, Eastminster opened its doors as an oasis of peace, a place for students, staff, and faculty to come and just be—an undefined time that could be

whatever they needed.

During the two staff and faculty gatherings, faculty talked and processed what happened together. Two faculty members brought their musical instruments to play together in the sanctuary. Students came many times over the weeks and talked, created art and journaled.

## Care Packages

Eastminster, with help from other local Presbyterian churches, put together care packages to give out to students connected to UKirk and other Presbyterian students. Care packages included homemade cookies, journals, stress putty, MSU Dairy gift cards, soup, popcorn and other goodies. They were given in two batches—the first when students returned for the first time after the shooting, the second to additional names given to us by churches when students returned from spring break.





## MSU Care Fund

As people sought ways to contribute and to help, Eastminster established an MSU Care Fund that people could donate to. We received donations from all around the country. It was used to pay for the care packages, to give gift certificates to janitorial staff members in the two affected MSU buildings and to pay for needs as they arose.



## Presbyterian Disaster Assistance

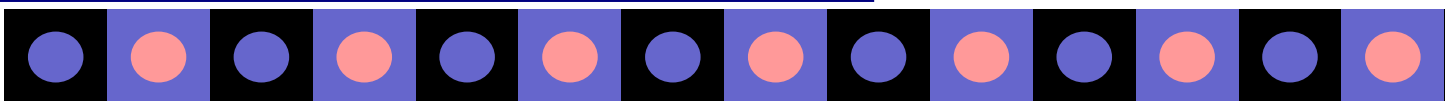
The PDA was in immediate contact with Eastminster, offering their aid. They sent a box of books – *Recovering from Un-Natural Disasters: A Guide for Pastors and Congregations after Violence and Trauma*, held conversations with Kristin and Neil, hosted an in-person workshop at Eastminster for local ministers and hosted a Zoom meeting offering guidance on how to deal with tragedies in the long-run.

## Gun Violence Rallies and Vigils

Neil and Kristin attended many vigils and rallies and met with lawmakers and other faith leaders seeking out ways to take action to put a brake on gun violence.

## Creatio Divinia Workshop

On March 25, UKirk and Eastminster hosted two Creatio Divina: An Art and Healing Workshop, led by Carmelle Beaugelin, founder of BeauFolio Studios. The two workshops were open to MSU staff, faculty, students and community members. Carmelle led participants through various art and spirituality exercises designed to encourage self-expression and connection with others.





# CONCERT SERIES

The church was filled with music this year as Dale Voelker organized a concert series that started in November and continued through April.

The series included:

- Brass Quintet, Nov. 13, 2022
- Capital City Ringers Christmas Concert, Dec. 2, 2022
- Sound Session Saxophone Quartet, Feb. 12, 2023
- ConTempus String Quartet, March 12, 2023
- Organ Recital by Dale Voelker, April 23
- Capital City Ringers Spring Concert, April 28, 2023



# WELCOME MAT



In 2022-2023 we welcomed an increasing number of people who wanted to either use our building for one-time events or to make their home here.

Four AA groups continue to make their home here for regular meetings and the occasional meetings with leaders for training sessions.

Our building is frequently filled with live musical performances. Dale Voelker practices on our organ several times a week. The Asbury Quintet has made us their rehearsal home twice a week. In June, the Capital City Bell Ringers moved in. They are storing their bells here and will rehearse twice a week. We are in conversation with other groups that have also expressed an interest in making Eastminster their home.

Throughout the year, we have hosted a preschool graduation, Daughters of the American Revolution, elections and the Mason Philharmonic Orchestra, among others.

# COMMUNITY CONNECTIONS

## Serving both our congregation and the community at large.

### Where We've Been

We've continued our monthly teamwork with the congregation in assisting **Advent House** in sack lunch meal packaging as well as the transition back to hot lunches for our neighbors. Join us by signing up to bring in a casserole, fruit and cookies on the second Saturday of the month! Ask the office for assistance if you don't see the sign-up sheets!

This last program year began a new agreement between **RDC (Refugee Development Center)** and Eastminster. The Community Connections team decided to take up the necessary work of helping to welcome our



new neighbors to the area with welcome kits. These kits are full of essentials to starting a life in the US and include items like dish soap, laundry detergent, loose leaf tea, sewing kits, and other items for a new household. Please continue to join us in support of this wonderful ministry of welcome.

In November, we partnered with **Christian Services** to put together 10 Thanksgiving baskets that included a turkey and all the fixings for a holiday meal.

In February, we brought back the **Mardi Gras** luncheon that fed not only our stomachs but our hearts as we fellowshiped together.

We continue our efforts to give Mission dollars to both local entities and abroad. This spring we used the **Centsability** offering to assist a local elementary school in paying down overdue school lunches and they seemed to be very appreciative.

This year, Session voted to join **More Light Presbyterians**, an organization dedicated to the full inclusion of the LGBTQI+ community.

Nearly every Thursday, adults in their **30s and 40s** gather for fellowship and food, often at restaurants, sometimes in each other's homes.



### Ukraine Quilt Raffle

In our ongoing commitment to help with relief efforts in the Ukraine, we held a quilt raffle in the fall. Lynn Aguado, who had attended our Ukrainian egg making workshop, created a "Hearts of Hope" quilt in Ukrainian colors and donated it for a raffle.

The winner was Debi Cox and the raffle raised \$1120.





On Monday nights, the **Merry Brood of Vipers** gather for trivia. They meet at Royal Scot at 7 p.m. and show off their knowledge of all things trivial.

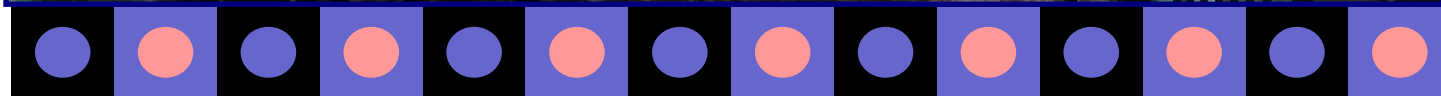
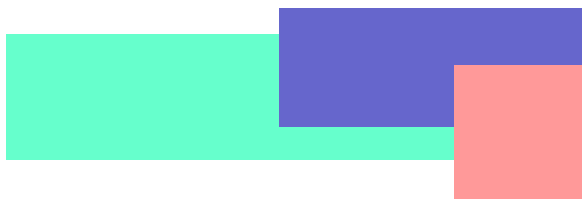
## Looking forward

Looking into the future we want the church to help us dream. What would you like to see as a community life event? What could we “bring back”- something that was fun in a time before? Do you have an idea but don’t know how to go about planning it or if it’s feasible in an Eastminster setting? Join the team, even if it’s for a short time or a single event. We welcome any new ideas for the life of the congregation.

Some of our upcoming events this summer are: Visiting the downtown El Fresno- more dates to come over the summer. Picnics after outdoor worship services, Lugnuts baseball.

The Committee is looking forward to the upcoming months and year and we are thankful for this year past.

Sincerely,  
Heather Myer, Elder  
Chair





# DONATIONS AND GIFTS

2022-2023

Organizations	Gifts
Christmas Joy Offering	\$405
One Great Hour of Sharing Offering	\$500
Peace & Global Witness Offering	\$515
Pentecost Offering	\$290
Advent House	\$4,034
Global Institute of Lansing	\$1,000
Alma Chapel Renovations	\$1,000
Refugee Development Center	\$1,000
Christian Services	\$1,000
MSU Food Bank	\$376
PCUSA Shared Mission	\$11,000
UKirk at Michigan State	\$7,000
Mission Co-Workers in Costa Rica	\$2,750
Medical Benevolence	\$1,000
Presbyterian Disaster Assistance	\$1,948
<b>TOTAL</b>	<b>\$37,851</b>

The Mission Committee of Eastminster Presbyterian Church (EPC) supported these organizations/projects with either monetary donations or goods; and, in some cases, both:



**refugee  
development center**



Presbyterian Church (U.S.A.)  
**Presbyterian Mission**

**CHRISTIAN**  
*services*

# INFRASTRUCTURE

**E**astminster's Infrastructure group combines the responsibilities of the former Finance and Administration plus Building and Grounds committees. It is responsible to maintain and improve the church's personnel, financial and physical well-being. The group includes elder Mary Lou Clifton, elder Ron Davis, elder and clerk Susan Smalley, treasurer Bob Kleine, Linda Hardenbergh, Mike Jones, Sam O'Neill, Rev. Kristin Stroble and Office Administrator Bridgette Redman.

## 2022-23 Work and Accomplishments:

- Developed 5-year financial forecast with varying levels of income and expenditures
- Drafted 2023 budget, contacted people who had not responded to pledge drive, suggested options to reduce expenditures
- Requested pledges of time & talent – Received 54 pledges of \$270,104 and 11 pledges of time representing more than 430 hours
- Acted on several recommendations from financial review including developing several policies and making a list of fixed assets (all of which are still in progress)
- Applied for Employee Retention Credit
- Worked to minimize increase in insurance premium based on our security systems
- Eliminated Sunday tellers and moved to one weekly deposit on Wednesday or Thursday, handled by a volunteer
- Established group to develop planned giving program
- Changed digital host for Church Windows management system
- Installed Wi-Fi hot spots in sanctuary, Green room, office hall, fellowship hall, nursery hall
- Ordered two security cameras that have been mounted at the first-floor doors
- Mounted hand rails at steps on each side of chancel
- Screen & projector mounted in sanctuary
- Changed main floor "Family Restroom" sign to "Restroom"
- Replaced outdoor sign directing visitors to office
- Mounted sign requesting dogs to be leashed on church property
- Conducted 11/18/2022 work day to change batteries and light bulbs and to reinstall cross in sanctuary
- Brought in electrician to disconnect the sanctuary light timer and to check the dysfunctional lower-level entrance light
- Cleaned out janitorial closets, lower-level classroom
- Arranged check of fire extinguishers for first time since 2016
- Working on safety plans and policy to include natural disasters, violence, transportation, accidents, medical emergencies, cyber security

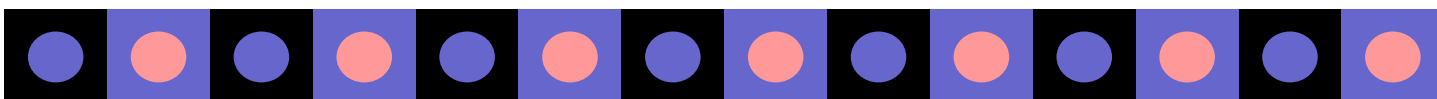
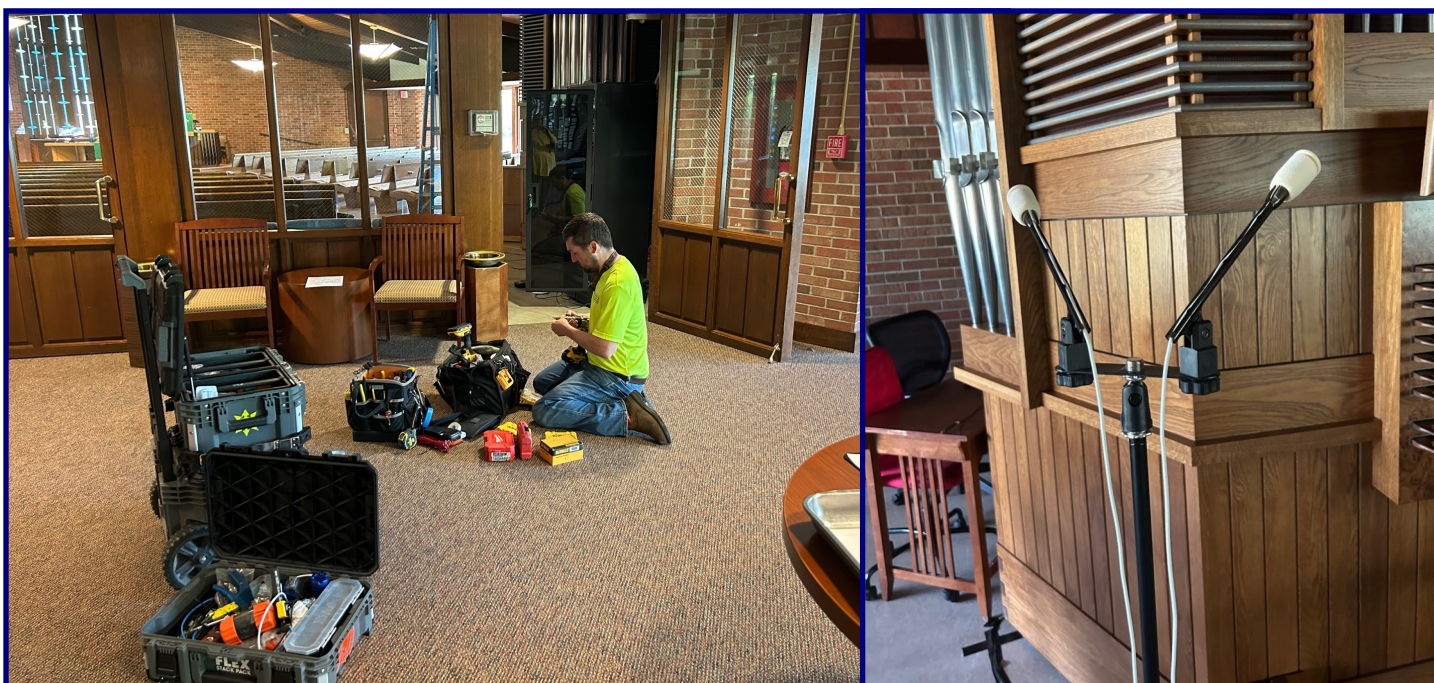
*This year,  
Infrastructure  
changed signs,  
monitored finances  
and improved safety.*

# INSTALLATIONS & UPGRADES

As our building is once again brimming with activity, we have found ourselves in need of many structural upgrades. Many of these upgrades were paid for through generous memorial giving while the endowment fund covered other expenses.

Some of the upgrades and new installations this year included:

- ♦ **New Camera:** When the pandemic hit, we had to purchase equipment quickly. Right before Christmas Eve this year, the camera used for livestreaming stopped working. Thankfully, Mike Jones loaned us a camera that was used while we contracted with Smart Homes/Smart Offices to install a new camera in the sanctuary. The livestreaming desk was moved to the other side of the organ to provide for better viewing.
- ♦ **Sound System:** In addition to the new camera, Smart Homes/Smart Offices performed upgrades to our sound system for both our livestreaming and live worship needs. New microphones were installed in the choir area.
- ♦ **Screen:** A large screen was installed at the front of the sanctuary that is used for projections during the service. It can also be used to show videos.
- ♦ **Railings:** In the interest of making the front of the sanctuary more accessible, we installed railings.
- ♦ **Signs:** Our old signs were showing great wear and were sometimes confusing people as to which doors they should use. We installed two new ones in front of the sanctuary. We also installed a sign asking people to keep their dogs on leashes and pick up their waste after we received a complaint.





# FAITH FORMATION

With the reorganization of committees last year, Christian Education and Worship & Music joined together under the new aegis of Faith Formation. This committee seeks to offer opportunities through worship, education, and fellowship for all ages to learn and grow in faith. The committee is made up of Mike Brown, Robin Bell, Bob Walters, Linda Hardenbergh, Neil Meyer and Kristin Stroble.

Throughout the year, we held special worship events, installed new officers, held a baptism and explored ways to come together to learn.



## PageTurners

Eastminster's book club met over Zoom at 10 a.m. the second Saturdays of most months. Books are listed on the website and all are welcome.



Wednesday bible study groups met faithfully throughout the year. The early morning men's group and the later Wednesday morning group both faithfully engage scripture and share life together each week. These will start again in September. Thanks to Rev. Kristin Stroble, Rev. Dr. Jeff O'Neill, Rev. Becky Jones Brown, and Elder Sam O'Neill for their facilitation of these groups.



We continued hosting two Wednesday Bible studies that sometimes met over Zoom and sometimes met in person.

We began a series on evangelism which we discontinued after observing a lack of interest.

During Advent, Christmas and Epiphany, we had intergenerational art projects after worship.



# WORSHIP



Worship remains a centerpiece of our gathering as a community of faith. That gathering looks different these days as some come in-person and others worship with us online. The Faith Formation committee oversees the worship of our church and creatively works together to include children in worship, create worship visuals, and invite the congregation to participate in leading worship.

Some of our special services this year included a Hanging of the Greens service, in which we learned about the symbols of Advent and Christmas as we decorated the church, a Christmas Day creative service with brunch, a New Year's Day online only service, and our summer outdoor worship services.

Jeff Lapinski and Ron Davis graciously shared their talents with us during our Parables sermon series by painting images reflected each day's scripture. The congregation then added to the image by responding to a prompt during worship. We are also grateful for Sulin Campbell, who organized and directed a special choir for Easter Sunday.

Pastor Kristin continues to expand how she uses our new screen and projector and is currently creating a video each Sunday that highlights the National Park we focus on that Sunday and its connection to scripture.

We are especially grateful to the volunteers who live-stream our worship services each Sunday. They continue to adapt with changing equipment and so graciously give of their time. Thank you to Heather Myer, Mike Brown, Robin Bell, and Susan Smalley.



## Special Worship Events

- All-Saints Day
- Christmas Eve
- Christmas Day
- Prayer Vigil after MSU shooting
- Ash Wednesday
- Maundy Thursday
- Easter



# CHILDREN



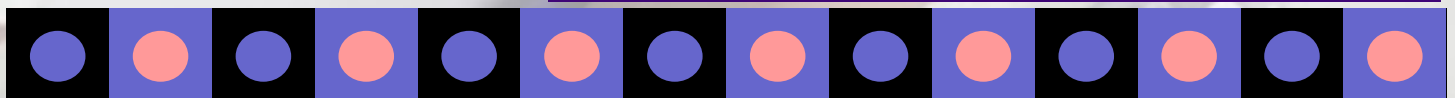
What a fantastic year with several significant highlights in the area of Children's faith formation at Eastminster.

**Worship Education:** Fall of 2022 saw our children take part in a worship education class on Sundays following worship. Topics included Baptism, Communion, Prayer, Music, Dance, Confession and work on a children's led worship service in November.

**Kids Lead Worship:** In November, the children of Eastminster led every aspect of worship. They wrote and led much of the liturgy and prayers, sermon time, music time and even included a time for grownups. Kids also served as communion servers that day. It was a highlight of the

year to be sure! Thanks to Rev. Kristin Stroble, Sam O'Neill, Robin Bell, Sara Weeden, Amanda Lanier, Director of Christian Education Neil Myer, all our parents and kids who led us well.

**ADVENTures:** In December most area school calendars left one complete week before Christmas open for break with no school. This put many working parents in a challenging situation. We held a three-day ADVENTures experience here at the church for kids. They participated in bible study, yoga, crafts, story time, lunch, prayer stations, baking and more! Thanks to many volunteers and staff that helped with that week: Beverly Bonning, Sulin Campbell, Maddy Trimby, Robin Bell, Rev. Kristin Stroble, Brian Heitman, Susan Smalley, and Neil Myer.



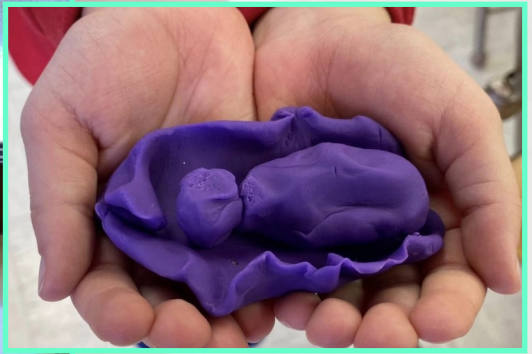


**Holy Week Experience the Story:** On Palm Sunday, children and their families were invited to experience the story of Holy Week in some engaging ways. We made our way through Palm Sunday, Maundy Thursday, the Garden of Gethsemane, Good Friday and put an eye toward Easter.

**Easter Sunday I Spy:** Following our Lenten theme of seeking, children had a special I Spy activity on Easter Sunday, in which they went seeking, counting and then collecting items in a basket to take home as we celebrated the joy of the stone being rolled away. Christ is risen! Christ is risen indeed!



**Kids Area in the Sanctuary:** Our children continue to be formed in faith in significant ways by being present for worship in the sanctuary. You can see their heads turn every time they hear the words of institution or a moment of recognition comes in the sermon or scripture. Kids serve as acolytes and worship leaders from time to time and we are grateful for the kids' space. Thanks to Rev. Jeff O'Neill for recently mounting our order of worship magnet board, and to Susan Smalley for the magnets.







# DEACONS

The Deacons continue to serve the Lord and our church family faithfully and creatively in many different and meaningful ways. Some Deacon activities include:

- ♦ Ongoing contact with the congregation by making telephone calls or sending text messages/emails to those who are unable to worship in-person;
- ♦ Preparing and delivering meals to our many members who were home-bound for various reasons;
- ♦ Continuing our long-standing tradition of mailing cards to all members of our church for birthdays, anniversaries, get well, or just thinking of you;
- ♦ Staying connected with our younger congregation members who attend college by sending gift cards to Starbucks and/or Target;
- ♦ Meeting monthly in person and on Zoom;
- ♦ Serving as head ushers and coordinating additional ushers/greeters for Sunday worship services;
- ♦ Increasing the engagement of children to serve as “acolytes” and providing nametags so that they feel included and acknowledged for their service;
- ♦ Preparing and serving Communion on the first Sunday of the month and for special worship services;
- ♦ Supporting UKirk, Neil Myer, and Pastor Kristin in their direct support of the MSU community after the February shooting;
- ♦ Supporting the Ministry Team’s first preparation of care kits for the Refugee Development Center;
- ♦ Hosting Fellowship on each Sunday and for special services, birthdays and church activities;
- ♦ Coordinating and/or providing transportation for individuals who are unable to drive to church functions;
- ♦ Updating the Communion by Intinction instructions;
- ♦ Coordinating a substantial number of memorial services and luncheons; and
- ♦ Providing indirect support for other committees’ activities as requested.



*Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.*

*1 Peter 4:10 NSRV*



Our faithful Deacons in 2022/2023 are:

- ⇒ Beverly Bonning
- ⇒ Sulin Campbell
- ⇒ Barb Dalzell
- ⇒ Suzanne Hunt
- ⇒ Sue Kalvonjian
- ⇒ Jeff Lapinski
- ⇒ Cindy Nixon
- ⇒ Brenda Ramsby
- ⇒ Barb Stowitts

Throughout the year, our Deacons quietly and diligently support our congregation in many different ways. May we continue to be the hands and feet of our Lord in the future.

Beverly Bonning, Moderator



**Dacons: 1st row (from l to r): Sulin Campbell, Barb Dalzell, Suzanne Hunt, Sue Kalvonjian**

**2nd row: Jeff Lapinski, Cindy Nixon, Brenda Ramsby, Barb Stowitts**





# UKIRK CAMPUS MINISTRY

This is a year we will never forget for so many reasons. Highlights included a visit from Rev. Jimmie Hawkins of the PC (USA) Office of Public Witness in Washington (DC) in the fall, College Conference Montreat in January, our team trivia night fundraisers, leading worship, our weekly gatherings around the table in worship, fellowship, discussion and prayer and other special events during the year.

After the mass shooting on February 13, our response included a prayer vigil, holding space for students, faculty and staff, and board members making care package deliveries all over campus and town. We continued to offer healing activities through art and so much more! As always UKirk provides spiritual, emotional and practical support to students year round!



## Why UKirk?

Campus Minister Neil Myer spoke at a meeting of the Presbytery of Lake Michigan. Watch and listen to hear about UKirk's impact on the lives of students, especially in this semester marked forever by the mass shooting that took place on campus February 13. **You can watch it at <https://www.youtube.com/watch?v=7t17YAp0Kn4>** He talks about why UKirk matters so much to so many and the impact it has on the wider Church and the world. You can listen starting at the 2:24:36 mark.



## UKirk making an impact in the community

The UKirk Book Project has continued to flourish this year. Our student leaders established a partnership with Greater Lansing Food Bank and began distributing books at a number of their mobile food distributions. UKirkers have distributed over 3,000 books into area book deserts in the past eight months.

Other partners for these distributions have included Advent House Ministries, NorthWest Initiative, and Riddle Elementary to name a few. Books have been distributed from St. John's to Mason and many places in the Greater Lansing area.





## Campus Minister Sabbatical

Our Campus Minister Neil Myer (he/him) took a week of continuing education after final exams this week, and then began a sabbatical from Sunday, May 14th to Tuesday, August 1st. He will return for the run up to the start of the new school year.

## Please consider a one time or recurring gift to UKirk

The ongoing ministry and mission of UKirk at MSU depends not only on annual support from our partner churches and the Presbytery of Lake Michigan, but gifts from individuals like you. We invite you to participate in what God is doing through UKirk by setting up a recurring monthly (or annual) gift. If a lot of people do a little bit, each month, it adds up and sustains our ministry. When you contribute to UKirk you support transformational faith experiences for students. Our ministry encourages them to share and be the love of Jesus Christ in the world. Thank you for your support of UKirk!



## WAYS TO GIVE TO UKIRK

- Mail a check directly to UKirk at the address below
- Give online at [www.ukirkmsu.org/give](http://www.ukirkmsu.org/give) then follow the prompts.

UKirk @ MSU  
1315 Abbot Rd.  
East Lansing, MI 48823  
517-897-1482



**UKirk Trivia Night fundraisers were held in the fall and the spring**





# NOMINATING

## New Slate

### Elders



Heather  
Heitman  
3-year term



Linda  
Hardenbergh  
1-year term



Sam O'Neill  
3-year term



Charlotte  
Smith  
3-year term

### Deacons



Sue Kalvonjian  
3-year term



Estelle  
McGroarty  
3-year term



Brenda  
Ramsby  
3-year term



**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.

### **Members of the Nominating Committee**

Mike Brown, (Chairperson)

Susan Smalley, Elder

Beverly Bonning, Deacon

Rick Johnston, at-large

Irv Nichols, at-large

Mary Harvey, at-large

Linda Hardenbergh, at-large

Rev. Kristin Stroble, pastor (ex-officio)



# APPENDIX

## MSU Care Fund Policy



### Eastminster Presbyterian Church of East Lansing, Michigan and UKirk at Michigan State Policy on MSU Care Fund

On the evening of Feb. 13, 2023 a gunman opened fire in two Michigan State University campus locations, killing three and seriously injuring five. Campus was in lockdown for nearly four hours, causing trauma to most of the community.

In the aftermath, people and organizations of good heart poured out commitments of support for the MSU Community. Eastminster and UKirk established an MSU Care fund with money designated for the care of students, faculty and MSU community members.

**Statement of Purpose:** The MSU Care Fund of Eastminster Presbyterian Church of East Lansing and UKirk at Michigan State was established in February 2023 to provide support for the MSU community in the wake of the tragic shootings.

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 and distribution of financial gifts and contributions to Eastminster Presbyterian Church of East Lansing (Church) and UKirk at Michigan State (UKirk at MSU).

### **Fund Administration and Management**

The restricted funds are managed jointly by the Church Session and the UKirk at MSU board.

Expenditures from the fund must be approved by two people—one from Eastminster and one from UKirk at MSU. Designated signers are the Eastminster Pastor and the UKirk at MSU Campus Minister. In the event they are not available, the Clerk of Session or Treasurer can sign for Eastminster's Pastor. A UKirk Board Member can sign in place of the UKirk Campus Minister.

Eastminster will submit monthly financial reports of Fund income and expenditures to the UKirk at MSU board. The board will review all reports.

### **Liability of Fund Managers**

Having made a good faith effort to comply with the terms of this policy, the fund managers shall be released from liabilities incurred in such a good faith effort. Individual members shall not be liable for the acts or omissions of any other 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 or UKirk at MSU.

### **Receipt of Gifts**

**Acceptance of Gifts:** The session and UKirk Board 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 denied accordingly.

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 MSU Care fund, the donor gives the UKirk Board and Eastminster session permission to use these resources in a manner consistent with its objectives."

Thank you notes will be sent to each donor acknowledging receipt.

### **Withdrawal and Use of Funds**

#### **Use of Funds**

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

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

Supports the care of MSU students

Supports the care of MSU faculty, staff and community members

#### **Requesting Funds**

All requests must be submitted in writing and must be submitted through a UKirk Board member. The written request shall be submitted to the UKirk board in the form of a letter or proposal.

Information should include:

Name of church 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)

How will information about this work be shared with the UKirk board and (when appropriate) beyond?

How will this work be documented?

Date when requester will report results to the UKirk board along with a written report.



All requests will be reviewed by the UKirk board and an Eastminster representative. The UKirk board may request additional information before making its recommendation. The recommendation may be to approve, to approve with modifications or not to approve. The UKirk board will make the final decision.

### **Closing the Fund**

When the UKirk Board and Eastminster Session determine that the needs of the MSU community have been sufficiently met, any money remaining in the fund will be transferred to UKirk for ongoing student care.





## STAY CONNECTED WITH EASTMINSTER

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