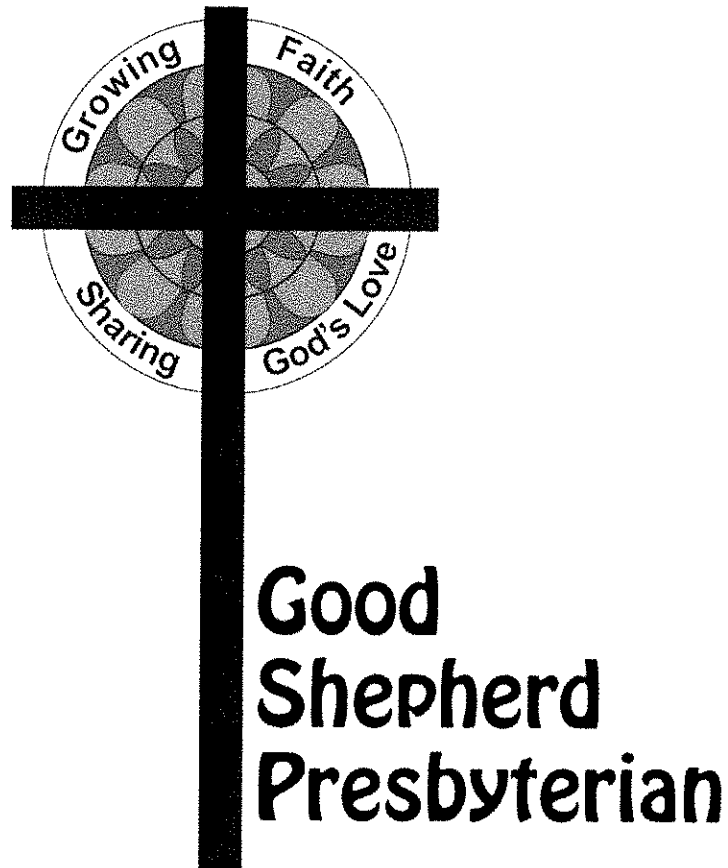


**Annual Report**  
**Good Shepherd Presbyterian Church**  
**For the Year 2020**



The Reverend Dr. Russ Weekley, Pastor  
Janet Martin, Preschool Director  
Michael Sarvis, Director of Congregational Life  
Sharon Huber, Office Administrator  
Susan Hatcher, Bookkeeper

## **OUR MISSION:**

We are a community of believers, sharing God's love, in worship and service, as disciples of Jesus Christ.

## **THE MARKS OF THIS LIFE ARE:**

Pray daily; Worship weekly; Enjoy spiritual friendships; Read and study the Scriptures; Engage in service in and beyond the church; Share the Good News of the Gospel with others and Practice generosity with one's time, talent, and money.

## **THE SESSION**

### **Class of 2020**

Karen Pirkle – Christian Education  
Stacie Chvatal – Preschool  
Corey Duncan – Personnel  
Jon Stainbrook – Building & Property  
Bill Johnson – Music & Worship  
Bob Hudson – Congregational Care, Engagement, and Fellowship

### **Class of 2021**

Mickey Bailey – Building & Property  
Mac Will – Communications  
Diane Dillon – Music & Worship  
Melissa Broussard – Nominating  
Cindy Hurst – Mission, Outreach, & Evangelism

### **Class of 2022**

Dee Lux – Christian Education  
Bob Seibert – Admin/Finance  
Patsy Gaffney – Congregational Care, Engagement, & Fellowship  
Meg Duly – Mission, Outreach & Evangelism

## **2020 ANNUAL REPORT**

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## **2020 Annual Report from the Pastor**

A global pandemic that infected 99.7 Million people in 2020. Race Riots with claimed the lives of at least 25 people with over 400 injured. 30 major protest events with property damage estimated at over a billion dollars. Political Division so pervasive that the US Capital was overrun. These are the things that most folks were focused on in 2020. But here at Good Shepherd we had other things to attend to.

With special thanks to the technical expertise of the Dillion Family and the Wright Family, we were able to put together Worship on Sunday morning EVERY Sunday! We saw huge advancements in the quality of our online streaming because for a period of time that was all we could do. Janet and the Preschool teachers found every conceivable way to support the families of our preschool. We continue to be a trusted partner growing the faith of these children.

For all the challenges we faced in 2020 I am proud to say as your pastor – You continued to Grow in your Faith and Share God's Love. God was glorified so it was a good year.

Thank you for the privileged of being your pastor this past decade. I look forward to our ministry together in 2021 and beyond.

Appreciatively,  
Russ

**2020 Annual Report  
Preschool & School Age Programs**

*"I cannot wait to see what changes lie ahead in 2020!"* is how my 2019 Annual Report ended. Wow, I do not think anyone could have predicted what the year would bring! Amid a pandemic, we kept teaching and connecting with our preschool families. Our creative, dedicated teaching staff showed such commitment to their students. They made videos, posted lesson plans on the preschool blog, had driveway visits with their kids, wrote notes and called parents just to check in. When the time came for us to come back in-person, the kids (and parents) were eager and excited to get back to school! We faced challenges that turned into opportunities for growth and pushed ourselves in ways we would never have imagined.

Change is a constant but God's love for His children is too. So, we move forward and face the changes that come our way, finding strength in the One who will never forsake us.

It is a privilege to serve as the director of the Preschool & School Age Programs. I would like to thank the Preschool Board members for their guidance and support over the past year. Particularly, I wish to thank Stacie Chvatal for representing the Preschool as our Elder. Stacie has been instrumental in the growth of our program and the entire staff is so grateful for her time and talents! I would also like to thank the entire Building & Property team for their non-stop work in the Preschool and throughout the church.

Cheerfully in Christ,  
Janet Martin

## **2020 Director of Congregational Life's Annual Report**

2020 was a year for change for GSPC and while the events of this year brought challenges it also brought new life into our congregation. Our church has gone above and beyond the reality of having a digital campus. Efforts have been made by both leadership and congregant to embrace the new and different approach we have had to adopt for fellowship, instruction, and worship. While hosting church programming and worship services online have been a challenge, we have become comfortable reaching our digital audience on their terms. As we continue to move forward and back toward traditional programs my hope is, we will not abandon our new skills and continue to use them for our digital audience.

The GSPC youth group was able to go on one retreat before moving to an all-digital format. That retreat laid the groundwork for the topics and focus of our bible studies for the coming months. We looked at Christ through the lens of famous civil rights activists and these people's efforts exuded Christ's life and ministry. Our group has changed a lot over the last few years and is a younger and smaller group than it has been in the past but this year we have had to get creative to continue to grow together. The youth have come accustomed to our bi-weekly video chats and we have even used online gaming as a means for fellowship and a tool to assist with some bible studies.

We have also offered families consistent opportunities for our elementary aged children to engage with one another through online KICK (Sunday school). Our children meet on Sunday afternoons and have spent most weeks learning about the parables of Jesus and real-life application of what Christ teaches us through these stories. Just like our youth group – the children's group is small, but the resource of online Sunday school has allowed the kids to come to the table in a much more casual way allowing for comfortable conversation to connect them even deeper.

Transitioning back into a traditional routine of programming and worship won't be easy but we have been equipped with new skills to continue serving anyone who cannot transition back to in person gatherings. This past year is proof our congregation can adapt to change and can do so with lots of grace and flexibility.

Michael Sarvis

## **2020 Clerk's Annual Report**

The Clerk of Session prepares the session agenda and records the minutes of all Session and Congregational meetings. The Clerk is also responsible for maintaining membership rolls and registries of pastors, baptisms, and elders. As the liaison to Presbytery, the Clerk handles general correspondence and submits the Annual Statistical Report. The Presbytery of Greater Atlanta reviewed our minutes in March 2020 and determined that our minutes are complete and in good order.

In January 2020, we installed new Elders Dee Lux, Meg Duly, Bob Seibert, and Patsy Gaffney. Bob, Dee, and Patsy were ordained as first-time elders. Paul Ferre, Roxanne Lau, Andrew Parker, Rob Kenyon, and Dave Adcock rolled off current session duty as class of 2019. Their time and talents are very much appreciated. The stated Clerk of Session has agreed to extend the standard 3-year term to work compatibly with the Clerk Elect, Ginger Stapley for the 2021 service year. Ginger will become the stated Clerk of Session in January 2022. Additionally, Jon Stainbrook, Bob Hudson and Corey Duncan have agreed to extend their terms an additional year for 2021.

2020 has not been a typical year. As a Session, we agreed to join the Matthew 25 Church Initiative, through the Presbytery of Greater Atlanta. In March, we were faced with the COVID-19 pandemic and forced to transition to virtual worship and then a hybrid virtual and in-person worship beginning in September. We have not been able to meet and gather as we normally would, but it has not stopped us from being the hands and feet of Christ.

During 2020, there were 2 new members who joined by profession of faith, reaffirmation of faith or certificates of transfer from other churches. There were 2 members removed from the membership rolls after receiving Letters of Transfer from other churches and 3 members removed by written request, having moved out of area without requesting letters of transfer. There were 7 faithful servants of God to join the Church Triumphant this year including Jane Edwards, Jerry Fowler, Cassandra Stanton, Scott Walker, Scott McLemore, Carol Stevens, and Terry Gordon. The Clerk conducted an extensive membership roll review in December. No additional members were removed from the rolls.

**There were 244 active members at Good Shepherd Presbyterian Church on December 31, 2020.**

Good Shepherd is represented at presbytery meetings by the Rev. Dr. Weekley and 2 additional commissioners. Those meetings were held each quarter at various locations around Atlanta. Due to the COVID-19 pandemic, the last three were held virtually. Each of our active elders on Session participated in at least one Presbytery meeting during the year. Thank you for your time and willingness to serve.

Thank you to Sharon Huber (Office Administrator), Susan Hatcher (Accountant), and numerous office volunteers, for their assistance with preparing reports and updating the official minute books throughout the year. Their help has been essential and is much appreciated.

Respectfully submitted,

Tina Wright  
Clerk of Session

## **Buildings & Property Team Annual Report for 2020**

The following is a journal of the activities of the B&P Team and the service providers supervised by this team during calendar year 2020. This does not include routine tasks that are performed throughout the year (picking up yard trash, spraying and pulling weeds, pruning trees and shrubs, monitoring the performance of our cleaning company, restocking restroom supplies, etc.).

January 7: With the assistance of Richard Folger and David Adcock, we cleaned up the nursery playground where Southeastern Tree Company had previously ground tree stumps and roots.

January 15: Purchased a new key safe for the mailbox alcove at Harbor Freight and Russ installed it.

January 21: Met with Flooring Atlanta and Atlanta Flooring Design Centers to review proposed flooring work in the CE Building.

January 22: Met with Dalton Flooring Outlet and Northside Floors to review proposed flooring work in the CE Building.

January 24: Richard Folger fire caulked three (3) wall penetrations in the preschool mechanical room that were noted during a recent fire inspection. EMC Security performed their annual NFPA 72 inspection of the security, smoke, and fire alarm systems on the campus.

January 26: Ordered two (2) Elkay Model EZS8L wall-mounted water coolers from Amazon, \$739.88.

January 30: Met with Flooring Atlanta again regarding the proposed flooring work in the CE Building.

February 5: A toilet overflowed in the women's restroom in the CE Building. Cleared the clog with a plunger. Mopped up water and replaced ceiling tiles in the girl's restroom in the basement.

February 6: Test results revealed that there is asbestos-containing material (ACM) beneath the existing carpet in the Matthew and Mark rooms and the adjacent corridor. We will need to have this material removed in order to replace the flooring in these areas.

February 7: Installed foam sealant where the water supply line penetrates the basement wall in the preschool storage room at the southwest corner of the CE Building. Water had entered the building at this location during recent heavy rainfall.

February 10: Met with Environmental Services of America and Bruce Environmental, Inc., to discuss the removal of asbestos-containing material (ACM) in the CE Building.

February 12: Met with Cascade Services Company to discuss the removal of asbestos-containing material (ACM) in the CE Building. Our attempt to install one of the new water coolers in the CE building ended with a serious cut to Andy Yarn's hand that required eight stitches.

February 14: Met with Clean Environmental Group to discuss the removal of asbestos-containing material (ACM) in the CE Building.

February 18: The children's toilet adjacent to Classroom 1 was clogged. Repeated plunging finally cleared it.

February 20: Purchased and installed a new 4" lavatory faucet and two (2) flex connections (Home Depot, \$72.46) in the men's restroom in the CE Building. Richard Folger snaked the children's toilet adjacent to preschool Classroom 1 as it was still clogging.

February 27: E-Systems Electrical performed an inspection in the Fellowship Hall to confirm that the facility would accommodate the new voting machines that would be used for the upcoming primary election.

March 4: Allgood Pest Solutions performed their annual termite inspection.

March 5: Ehrlich Commercial Pest Control performed their quarterly service for the main campus and Michael's house, \$256.00.

March 12: Service on preschool bus (changed engine oil and filter, replaced windshield wiper blades, general inspection) at Rick Hendrick Chevrolet, \$97.39.



March 18: Installed 6" corrugated plastic drainage pipe from the downspout at the center of the nursery playground to the right front corner of the playground.

March 19: The asbestos abatement and new flooring in the CE Building was placed on indefinite hold due to the coronavirus pandemic.

March 30: Cowart Mulch Products delivered 40 cubic yards of Kid-Safe engineered wood fiber (EWF), \$871.32. During the following week, John Bailey, Richard Folger, Larry Martin, David Stevens, and Andy Yarn worked to spread this material in the lower preschool playground, the nursery playground, and several islands in the front parking lot.

April 3: Athens Metal Products of Georgia installed an A-frame carport (12'W x 15'L) outside of the lower preschool playground, \$971.07.

April 6: Joanne and Richard Folger assisted in placing the equipment back inside the nursery playground. Items that were no longer usable were disposed of.

April 7: Cintas Fire Protection performed the semiannual inspection and maintenance of the kitchen fire suppression system, \$267.76.

April 13: Keith Osborne Services, LLC, performed spring maintenance on our HVAC systems, \$1,450.00.

April 19: Ordered replacement door closer for main entrance of CE Building (Home Depot, \$95.37). David Stevens and Andy Yarn subsequently installed it.

April 24: Robinson Plumbing Co., Inc., installed the two (2) water coolers that we ordered in January in the CE Building and Fellowship Hall, \$1,150.00. John Bailey assisted in replacing the top rail of the nursery playground fence.

April 28: Broke up, removed, and disposed of the cracked, subsided concrete in the handicapped parking space in the circular driveway.

May 1: Purchased Quikrete Blacktop Patch at Home Depot (\$220.06) and completed pavement repairs in two locations.

May 4: Atlantic Pit Service performed the annual servicing of the kitchen grease trap, \$100.00. Replaced a broken slat on the vertical blinds in Russ's office.

May 5: Replaced the fence at the nursery playground and reset the community garden sign that was out of plumb with major assistance from Russ Weekley and David and Judy Adcock.

May 19: As requested by the preschool, we folded and stored the partition between the Matthew and Mark Rooms in order to provide a larger space to comply with social distancing guidelines for their upcoming summer camp. Our crew included John Bailey, Richard Folger, and Frank Grantham.

May 30: Posted temporary social distancing signs that had been made up by the preschool staff. Ordered three (3) permanent 12" x 12" aluminum COVID-19 Social Distancing Signs from Amazon, \$44.49.

June 4: At the request of the preschool, we cleaned up in and around the outdoor worship area behind the Well.

June 5: Ehrlich Commercial Pest Control performed quarterly service for the main campus and Michael's house, \$256.00. We installed three (3) permanent 12" x 12" aluminum COVID-19 Social Distancing signs at the walkways to the CE building to remind parents dropping off and picking up their children during summer camp to maintain the required 6-foot spacing.

June 8: Met poll workers for tomorrow's primary election in the Fellowship Hall and helped them put away the round tables and chairs.

June 9: Condensation from one of the HVAC units in the upper mechanical room in the CE Building had soaked the carpet in the adjacent corridor. We called Keith Osborne Services, LLC. Keith determined that the fan motor was burned out. He had a new motor in his truck, but the fan was seized to the shaft of the old motor. He had to take the parts back to his shop to get them separated.

June 10: Keith Osborne Services, LLC, installed a new blower motor and wheel in the 1<sup>st</sup> floor mechanical room in the CE Building, \$750.00. Checked out a reported leak at the lavatory faucet in preschool Classroom 8 and cleared a clogged P-trap there.

June 11-13: Attempted to stop the leak at the faucet in preschool Classroom 8 by installing a new O-ring at the gooseneck, but that was not successful. Purchased and installed a new faucet and flexible connections (Home Depot, \$39.15).

June 19: The toilet adjacent to preschool Classroom 1 was still not flushing properly, so Richard Folger snaked it again.

June 22: Mavis Tires & Brakes, 406 Pleasant Hill Road, performed the annual Bright From the Start vehicle safety inspection and other required maintenance (replaced one tire and two bulbs) on the preschool bus, \$224.87.

June 28: Ordered two (2) more COVID-19 Social Distancing Signs from Amazon, \$29.66.

July 13: Richard Folger replaced the filters in the basement HVAC units in the CE Building.

July 15: The exterior of the sanctuary and fellowship hall were pressure washed (arranged by David Adcock).

July 16: Robinson Plumbing Co., Inc., performed work in the basement of the CE Building, \$645.00. They removed the children's toilet adjacent to Classroom 1, found and removed a small toy that was lodged inside, and reinstalled the toilet. This toy was the apparent cause of the repeated clogging of this toilet. Robinson also snaked the underslab drain line in the basement mechanical room as it was not draining properly.

July 17: The drain line in the basement mechanical room was still backing up, so Robinson Plumbing returned and finally succeeded in removing the obstruction in that line.

July 22: Ordered a 4-pack of 12" x 18" aluminum Exit Only, Do Not Enter signs from Amazon, \$42.39.

Richard Folger did some detective work to try to correct an issue with the electrical service at the bus barn and communicated with Walton EMC to get the problem corrected.

July 24: Purchased a new mailbox for Michael's house and the materials needed for installation (Home Depot, \$30.06).

July 27: Richard Folger repainted the hood of the Turtle Top bus which had badly peeled.

July 28: Replaced the mailbox at Michael's house. Noticed that the metal angle guide at the top of one of the dumpster doors had been crimped against the door so that it could not be opened. Called Waste Management and had them swap out our dumpster.

July 29: Cintas Fire Protection performed the annual inspection and servicing of our fire extinguishers, \$906.24.

July 30: Richard Folger changed the filters in the upstairs mechanical room in the CE Building.

August 5: Replaced the rusted One Way and No Parking signs at the traffic circle (Amazon, \$39.69).

August 6: As requested by the preschool, we relocated all of the yellow-orange chairs from the Sarah Kitchen in the CE Building to the upper level of the Fellowship Hall.

August 7: Installed five (5) 12" x 12" pavers where the discharge from the downspout near the southeast corner of the Fellowship Hall was causing erosion adjacent to the sidewalk (Home Depot, \$12.59).

August 10: Met the truck delivering the voting machines for the primary runoff election and signed to acknowledge delivery. Richard Folger helped to clear the round tables and folding chairs from the room.

August 12: Walked through our buildings with Briana Osby of Kaizon Solutions and her new cleaner, Nikki. Subsequently had several additional keys made for Nikki.

August 17: Snellville Auto Center completed maintenance of Turtle Top bus, \$1,596.65.

August 19: Installed EXIT ONLY – DO NOT ENTER signs at the front entrance to the narthex and the choir entrance at the rear of the sanctuary and a COVID-19 Social Distancing sign at the Well.

August 26: Corrected an issue at the main entrance door to the CE Building and replaced all of the working parts in the tank of one of the toilets in the women's restroom on the upper floor (Home Depot, \$21.18).

September 1: Met with Julia Marshall of CORE regarding their proposed use of our parking lot for drive-through COVID testing.

September 9: Maple Professional Tree Service removed two (2) damaged trees adjacent to Marluca's house and the community garden and ten (10) shrubs at the south end of the CE Building, \$2,700.00.

September 11: Ehrlich Commercial Pest Control performed quarterly service for the main campus and Michael's house, \$256.00.

September 14: With assistance from James Wright, we executed a new two-year agreement with Comcast Business.

September 29: Keith Osborne Services, LLC, performed fall servicing of our HVAC systems, \$1,150.00.

October 3: David Stevens and Andy Yarn corrected lighting issues in the Matthew Room, the ushers' closet, and outside the rear entrance to the narthex.

October 9: Adams Backflow performed annual testing of the backflow preventer, \$70.00. Richard Folger replaced the paper towel dispenser in the men's restroom in the Fellowship Hall.

October 11: Ordered a 10 gauge steel Letter Locker mailbox and in-ground pedestal from the Steel Mailbox Company, \$831.90. The order was not received until November 23. The mailbox and pedestal are in the storage room in the CE Building and will be installed after the holidays.

October 14: Purchased mildewcide, Damprid, and a spray bottle at Home Depot (\$46.13) and treated wet carpet in preschool Classroom 10 where rain had entered under the exterior door during a recent thunderstorm.

October 19: Cintas Fire Protection performed the semiannual inspection and maintenance of the kitchen fire suppression system, \$308.94.

October 21: Richard Folger assisted in the installation of sweeps at the bottoms of the exterior basement doors at the CE Building and the exterior door at the Fellowship Hall kitchen (Lowe's \$47.31). David Adcock and Igor Terrazas raised the gates at the bus barn to allow additional crushed stone to be installed.

October 23: Searched at the Gwinnett County tax assessor's and real estate records offices for a plat of 1366 Killian Hill Road (Michael's house) showing the location of the septic tank. The tree work in the back yard would involve the use of some equipment that could break the top of the tank. Did not find the desired information.

November 2: The voting machines for the general election were delivered and Richard Folger helped to clear the round tables and folding chairs from the room.

November 5: Installed a false bottom in the church mailbox in an attempt to prevent mail from getting wet.

November 11: Called Walton EMC and scheduled an electrical outage for 8:30 AM on Tuesday, November 24, for the tree work at Michael's house.

November 13: Replaced two (2) light bulbs that had burned out in the choir loft.

November 17: Cleaned up a gallon of Zonolite (loose-fill masonry insulation) that had come out of a mortar joint in the lower playground near the northeast corner of the CE Building. Bryson's Landscape Supplies delivered 12 cubic yards of #57 crushed stone for the bus barn and entrance apron, \$629.00. Richard Folger helped to spread the stone.

November 20: Cleaned up more Zonolite in the lower playground.

November 24: Walton EMC disconnected the power line to Michael's house at 8:30 AM and restored it after the tree work was completed. ArborForce Tree Services removed two (2) trees and pruned four (4) others in and adjacent to Michael's back yard. They returned three days later to pick up the logs and grind the stumps. Total cost \$1,750.00.

December 1: Walked through our buildings with Briana Osby of Kaizon Solutions and her new cleaner, Jay.

December 3: Applied clear silicone sealant along the bottom of the lower and upper glass panels in the curtainwall at the south end of the CE Building to (hopefully) prevent water from leaking through the curtainwall.

December 4: Ehrlich Commercial Pest Control performed quarterly service for the main campus and Michael's house, \$256.00.

December 11: We had another Zonolite episode adjacent to the exterior door in preschool Classroom 6. Richard Folger assisted in the investigation. The preschool had already cleaned up most of the material before we arrived. It appeared that the only place the material could be coming from was above the ceiling. We removed the corner ceiling tile, brushed the Zonolite off the top of the tile and out of the wall angle, replaced the ceiling tile, swept up the Zonolite, and disposed of it.

December 13: Executed a temporary rental agreement with Cristo Para Todas Las Naciones Iglesia Presbiteriana USA for use of our sanctuary on Sunday afternoons from 1 PM to 3 PM and gave them a key to the sanctuary.

December 16: Received a report of more Zonolite adjacent to the exterior door in preschool Classroom 6. It now appears to be coming out through the wall penetration where the surface-mounted light switch box is attached to the exterior CMU wall. Cleaned up the small amount of material and taped around the switch box to prevent any more from coming out.

December 22: As requested by the preschool director, we put the folding partition in the CE Building back in place to separate the Matthew and Mark rooms and the adjacent corridor. John Bailey assisted.

Respectfully submitted,

Mickey Bailey  
Chairman, Buildings & Property Team

## **Annual Report 2020 Christian Education Team**

Our team meets once a month, assuring that we are on the right track in order to make sure that our church has what it needs in order to be an educated church. We also are looking for new ways to draw in and assure that new participants both young and old, are brought into the fold, in order to know and appreciate the love of our Lord and to gain insight into the bible and the life of the church.

In 2020 we had to stop what we were doing and learn quickly how to do zoom meetings and Sunday School virtually due to Covid-19. The adult Sunday school classes have continued on as the participants became acquainted with the technical aspects of the virtual meetings. Wednesday night suppers continued as well and the youth/children classes continued to meet on Sundays except at night instead of the day. VBS was successful this year as an online experience.

We have constant classes and bible studies through out the week, that include:

Men and Women bible studies meeting at breakfasts.

Wednesday night programming after dinner

We provide Michael Sarvis what he needs in order to have a successful youth group. We continued to make adjustments as needed to make youth work for the group and it's leaders.

We are constantly looking for ways to improve and weed out that doesn't work, assuring that our church will have what they need in order to continue their path. The team continues to approve all CE material for all ages, making sure that we are learning from approved curriculum from the PCUSA.

Karen Pirkle

CE Team Elder

## Communication Team 2020 Annual Report

Team Moderator: Mac Will  
Team Members: Chris Calia, Jeanine Calia, Joanne Folger, Lynn Harris, Bill Morrow  
Staff Liaisons: Russ Weekley, Sharon Huber

The Communications Team oversees the following areas:

Bulletin Insert and eNews - Tri-fold Brochures - Church website - Church Social Media sites - Portable Display Board - Bulletin Boards - Church Road Sign - Arrow sign banners - Burma Shave signs - Advertising/Publicity for newspapers - Inclement Weather Notifications - General Church Property Signage

The meeting on January 23<sup>rd</sup> was attended by Mac Will, Chris Calia and Bill Morrow.

1. Chris pointed out that we could have a carousel on the main web page to announce important events. Chris will get together with Sharon to discuss problems with the calendar.
2. Bill will print additional business cards including those with magnets so they can be handed out at events and made available to members to hand out to people that they encounter in everyday life. ( the last of the previous batch of cards was handed out at the Women's luncheon)
3. Mac indicated that he wanted the Enews to come out on Tuesday so people could see the upcoming programs and dinner menu more than 6 hours in advance. Mac will discuss this with Sharon and see if it is possible and also discuss this at the next Session meeting. (Sharon indicated that she will need the information by 5 pm on Monday in order to send out the Enews on Tuesday).
4. Bill and others will investigate having a PowerPoint automatic slide show with church pictures at a future Town Hall meeting so members can see all that is going on the church.
5. Bill will restart the investigation regarding a Gwinnett county variance so we can have a larger sign on Killian Hill.

## MUSIC AND WORSHIP 2020 REPORT

This is more of a reflection than a report as 2020 was a difficult year to get thru, but the truth of it is, we did, we got thru it. Thanks be to God!

The year 2020 for Good Shepherd was a year we all learned to adapt and adjust to the changes in which we worship God due to the pandemic. It has been the same for the Music and Worship team. At first it was all about following the guidelines set by the Presbytery to make it safe for everyone which meant clean, sanitize, wear masks, health check upon entering the church and of course everyone had to decide whether they would worship in person or stay at home to protect themselves and or those they love. So at first we recorded services and uploaded the recordings for all to view via Good Shepherds' page on You Tube and later we live-streamed the services held on Sunday mornings with only Russ and a handful of team members to handle the audio and video aspects of making that happen. In July 2020 we returned to live in person worship and more team members of Music and Worship returned to help to make this happen and slowly thru the year these team members have made worship seem closer to the way we were before the pandemic happened. I believe that we will all come back home soon to worship together in our Fathers' house and I believe I speak for everyone on the team that we really look forward to the family reunion of all of us being together again at Good Shepherd.

In 2020 we bid farewell and best wishes to Laura Leigh Spillane, our last choir director and with her leaving and the concerns of social distancing our choir distanced themselves right out of the choir loft. I am grateful to Bill Johnson and Carolyn Weekley for helping lead the hymns each week and I thank you both for that. Also thanks to those who came in or sent in recordings to cover the anthem spot in our services. My deepest thanks to James Wright for all his technical and computer knowledge that makes it possible for us to share our Sunday services with those that are worshipping with us at home. My deepest thanks and appreciation to all our Team Leaders, which are Laura Leigh Wright, Kim Adcock, Darron Harris, Kristy Gordon, Roxanne Lau, Marilyn Eckman, Mary-Susan Ferraro, Kathy Benton, Kate Dilks and Bill Johnson for all of your past, present and future service to Good Shepherd Presbyterian Church. You have blessed Good Shepherd with the gifts of your time and talents and I am personally grateful to have such a wonderful team.

Team Elders for 2021 are Darron Harris and Diane Dillon

Submitted by:

Diane Dillon

## **Preschool Team Annual Report 2020**

This was certainly an interesting and unusual year for Good Shepherd Preschool and Extended Day. The COVID-19 pandemic brought changes to our world and preschool that we couldn't have anticipated. Despite the challenges, we served over 110 children and their families from our community by providing a loving, Christian learning environment for children age 1 through 5th grade. The Preschool employs over 20 staff members, led by our wonderful director, Janet Martin.

In March, it was clear that the novel coronavirus (SARS-CoV-2) was spreading rapidly and was a serious illness, especially dangerous for the elderly and people with underlying conditions. With guidance from BFTS and local health authorities, and the Stay at Home orders in place, the preschool closed for one week after spring break, and then switched to digital learning for the remainder of April and May. Fortunately, we received a payroll loan that covered the staff salaries during the time the school was closed.

Essential workers still needed childcare, so we reopened June 1 to provide a much-needed service to our community. At that time, approximately 50 kids were attending. There were a number of precautions in place, such as temperature checks and screening upon entry, masks required for all staff, smaller class sizes, additional cleaning, and ensuring each class stayed with the same teacher all day, to minimize contact/exposure between people. These new procedures are still in place now, and will not ease up until the pandemic is under control.

In fall, the Gwinnett county public schools started the year completely digital, with a phased return to in-person instruction. Kindergarten parents had concerns about effective teaching and learning in a digital format, as well as concerns about the large numbers of students in the public schools when in-person instruction resumed. As such, Good Shepherd Preschool offered a kindergarten class this year for the first time. The class is led by a certified teacher and offers outstanding academic instruction in a Christian environment. The kindergarten class has 16 students. In the fall, all classes at Good Shepherd Preschool were filled up to over 90% of their licensed capacity.

Janet Martin has done an outstanding job keeping the preschool running smoothly in these challenging times. She has worked tirelessly to optimize staffing to ensure student and staff safety while minimizing costs. She also applied for and received two STABLE grants from the GA Department of Early Care and Learning (DECAL). This provided much-needed relief funding from the federal CARES Act and was used to offset payroll expenses, as well as purchase PPE and school materials.

Although in-person events and celebrations were not possible this year, the school continued to have special programs for the children that were shared with families virtually. There was a Zoophonics day parade at Halloween, which was recorded so the parents could enjoy the video. Similarly, there was an in-house celebration at Christmas and videos/photos were shared with the families.

The members of the Preschool Team this year were Stacie Chvatal (Moderator), Janet Martin (Preschool Director), Lisa Phillips, Mac Will, and Emily Savage. Terry Gordon, the church treasurer, also attended most of the meetings and provided valuable guidance and advice to the team this year. The Preschool Team is grateful to the other Session teams for their assistance and support this year. We look forward to what 2021 will bring for our church, preschool, and community.

Stacie Chvatal - Moderator, Preschool Team



## **2020 Annual Report - Personnel Committee**

The Session has delegated the administration of personnel policies to the Personnel Committee. Of the Members on the committee, one is currently serving on session and chairs the committee. Other members are elders but not currently serving. Serving on Personnel committee is a 3-year commitment. The Pastor serves as an ex-officio member. The 2020 Personnel committee members were Corey Duncan, Kathy Benton, George Kessler, Dave Lux, and Janet Will.

Responsibilities include assessing the overall staffing level of the church, job descriptions, hiring recommendations, performance evaluations, staff developmental plans, benefits administration, compensation reviews, budget reviews and the development/maintenance of personnel policies and procedures. Each member of the committee acts as a liaison to members of church staff to enhance communication regarding personnel matters.

### **2020 Committee Activities**

- Conducted midyear individual performance reviews and developmental plans.
- Solicited December "Staff Love Offering" From the congregation.
- Reviewed and recommended pastor terms of call for congregational approval.

Good Shephard is blessed to have a dedicated and talented staff the lead and support the church in the many programs and ministries.

Corey Duncan

Chair, Personnel Committee

## 2020 FINANCE TEAM ANNUAL REPORT

Terry Gordon arranged for Craig L. Brown, CPA, to perform a church audit. The audit was completed in March and we received the auditor's report. There were some recommendations. We discussed the recommendations and made some changes as needed. Mostly it involved enforcing policies we already have in place. We developed a stop payment procedure for lost checks.

Around mid-March the Preschool and Church were shut down due to the COVID pandemic. The church services were streamed online. We applied for a CARES Payroll Protection Program (PPP) loan through Cornerstone Bank. The paperwork was submitted on April 2 and the loan was approved on April 9. The amount of the loan was \$125,000. The proceeds were used to cover payroll for the preschool and church staff through April and May.

On July 7, we submitted the PPP Loan Forgiveness form to the bank. In November the bank asked for additional information to support the PPP Loan Forgiveness form. We received a letter from the bank dated December 17 informing us that our PPP Loan was forgiven.

The finance team developed an alternative procedure for handling offering during the COVID pandemic after the session gives approval for the church to hold services in the sanctuary.

The Stewardship Campaign ran through the month of September. We did not reach our pledge goal.

Because of the COVID pandemic we did not have a good spending history for 2020. We based our 2021 budget the spending requested for 2020 except in areas that we knew were increasing. We submitted a budget to the session with a deficit and it was approved.

In November Bank of America canceled the church's credit card account. We applied for a new credit card account with Cornerstone Bank. It was approved in December.

### Finance Team Members

Bob Seibert, Finance Elder

Terry Gordon, Treasurer

Lisa Phillips, Preschool Board member and Preschool liaison

Paul Ferre, At-Large Member

David Lux, At-Large Member

Russ Weekley, Pastor

**Good Shepherd Presbyterian Church and Preschool**  
**Balance Sheet**  
**December 31, 2020**

**Assets**

**Church Assets**

**Current Assets**

Cornerstone Bank Checking	\$ 76,552	
Cornerstone Bank - Savings	202,321	
Cornerstone Bank Designated Checking	139,505	
Cornerstone Bank Memorial Checking	12,037	
Cornerstone Bank Crisis Ministry Checking	20,023	
Vanguard Investment Account	92,525	
<b>Total Current Assets</b>	<b>\$542,962</b>	
<b>Physical Assets</b>		
Land	230,940	
Parking Lot	56,526	
Buildings	2,148,870	
Furniture and Fixtures	151,655	
Vehicles	140,637	
Bus Garage	11,069	
Musical Instruments	21,042	
<b>Total Physical Assets</b>	<b>\$2,760,738</b>	
<b>Total Church Assets</b>		<b>\$3,303,700</b>
<b>Preschool Assets</b>		
Cornerstone Bank Checking	32,122	
Preschool Operating Reserves	0	
Accounts Receivable Preschool	-2,367	
<b>Preschool Assets</b>	<b>\$29,755</b>	
<b>Total Preschool Assets</b>		<b>\$29,755</b>
<b>Total Assets Church and Preschool</b>		<b>\$3,333,455</b>

**Good Shepherd Presbyterian Church and Preschool  
Balance Sheet  
December 31, 2020**

**Liabilities, Fund Principal and Restricted Funds**

**Liabilities**

Current Liabilities - Church	2,263	
(Pass throughs and Love offering)		
Presbyterian Investment & Loan Program	269,977	
<b>Total Church Liabilities</b>		<b>\$272,240</b>
Preschool Liabilities	-41	
(Insurance Payments)		
<b>Total Preschool Liabilities</b>		<b>-\$41</b>
Fund Principal and Excess Cash Received		<b>2,909,714</b>
Total Temporary Restricted		<b>151,542</b>
<b>Total Liabilities, Fund Principal and</b>		<b>\$3,333,455</b>
<b>Restricted Funds</b>		

**Good Shepherd Presbyterian Church and Preschool**  
**Summary of Revenues and Expenses**  
**December 31, 2020**

**Revenues**

Regular Giving	401,769	
Other Income	102,895	PPP loan
Other Income		
<b>Total church Revenue</b>	<b>\$504,664</b>	
Preschool Registration & Tuition	389,535	
Camp Revenue	36,873	
Preschool Fund Raising Revenue	505	
Preschool Interest	80	
Tuition Discounts	(8,235)	
Preschool Other Income	93,220	PPP loan &
		grant
<b>Total Preschool Revenue</b>	<b>\$511,977</b>	
<b>Total Revenue Church and Preschool</b>		<b>\$1,016,641</b>
<b>Expenses</b>		
Personnel	240,359	
Office Administration and Finance	97,073	
Buildings and Property	87,321	
Communication	0	
Christian Education	1,496	
Music and Worship	2,194	
Cong Care Engage Fellowship	-200	
Missions Outreach & Evangelism	8,552	
Church Other Expenses	17,500	
<b>Total Church Expenses</b>	<b>\$454,295</b>	
Preschool Program Expense	\$10,054	
Preschool Personnel	492,258	
Operating Expense	7,481	
Other preschool expenses	18,673	
<b>Total Preschool Expenses</b>	<b>\$528,465</b>	
<b>Total Expenses Church and Preschool</b>		<b>\$982,760</b>
<b>Net Surplus/Deficit</b>		<b>\$33,881</b>

**Good Shepherd Presbyterian Church**  
**Summary of Designated and Restricted Accounts**  
**January - December 2020**

	Beginning Balance	Credits	Debits	Ending Balance
<b>Finance &amp; General Administration</b>				
Bank card fees	(121)	-96	0	-217
Insurance Escrowed	0	36,518	36,518	0
Property Taxes Escrowed	0	4,184	4,184	0
Designated Interest Income	34	225		259
Payroll Protection Loan		125,000	125,000	0
<b>Total Finance &amp; General Administration</b>	<b>(\$87)</b>	<b>\$165,831</b>	<b>\$165,702</b>	<b>\$42</b>
<b>Christian Education</b>				
Youth Schoen Foundation	251		17	234
DES - College Ministries Grant	-17	17	0	0
DES - Youth Fundraising	1,924	1,438	524	2,838
<b>Total Christian Education</b>	<b>\$2,158</b>	<b>\$1,455</b>	<b>\$542</b>	<b>\$3,072</b>
<b>Congregational Care/Fellowship</b>				
WOC-Benevolence	505	532	860	176
WOC-Operations	6,704	1,635	2,511	5,828
Men's Ministry	116	0	0	116
Stephen Ministry Designated	95	45		140
Flowers - designated	644	160	617	187
<b>Total Congregational Care/Fellowship</b>	<b>\$8,063</b>	<b>\$2,372</b>	<b>\$3,988</b>	<b>\$6,447</b>
<b>Missions Outreach &amp; Evangelism</b>				
DES - One Great Hour of Sharing	0	680	455	225
DES - Lilburn Co-op	180	6,200	6,195	185
Haiti Mission Trip	488	0	0	488
Stand Up for Kids	0	1,072	804	267
International Student Activities	385	0	0	385
Community Garden	818	585	1,145	258
Community Garden Grant 1	885	0	14	870
Thornwell Designated	250	940	1,100	90
Seeds of Hope Haiti	60	6,077	6,137	0
Clifton Ministries Designated	145	2,581	2,676	50
Joy Gift Contributions	1,358	495	1,358	495
Calvin Center	0	15	0	15
Missions Outreach	0	950	515	435
<b>Total Missions Outreach &amp; Evangelism</b>	<b>\$4,569</b>	<b>\$19,594</b>	<b>\$20,400</b>	<b>\$3,763</b>
<b>Music and Worship</b>				

DES - Youth Choir	12,075	0	0	12,075
Chancel Choir Designated	409	2,000	2,000	409
DES - Worship Enhancement	2,570	0	0	2,570
Music General Designated	981	2,000	0	2,981
Audio Equipment	0	2,000	0	2,000
<b>Total Music and Worship</b>	<b>\$16,036</b>	<b>\$6,000</b>	<b>\$2,000</b>	<b>\$20,036</b>
<b>Preschool</b>				
Scripp Account	10,816	0	0	10,816
Preschool Capital Expense	0	22,841	971	21,870
Preschool Designated	0	1,000	0	1,000
Preschool Max Child Care Grant	0	32,100	0	32,100
Preschool Stable Grant	0	18,540	18,540	0
<b>Total Preschool</b>	<b>\$10,816</b>	<b>\$74,481</b>	<b>\$19,511</b>	<b>\$65,786</b>
<b>Capital Fund</b>				
Capital Fund	16,014	17,650	0	33,664
Critical Care Campaign	6,696	0	0	6,696
<b>Total Capital Fund</b>	<b>\$22,710</b>	<b>\$17,650</b>	<b>0</b>	<b>\$40,360</b>
			0	
<b>Total Designated Fund</b>	<b>\$64,265</b>	<b>\$287,383</b>	<b>\$212,143</b>	<b>\$139,505</b>
<b>Memorial Restricted</b>				
Memorial Fund Interest	12	17	0	29
Undesignated Memorial	3,624	0	750	2,874
Music Designated Memorial	3,734	1,350	175	4,909
Memorials Designated	0	800	0	800
Youth Designated Memorial	3,425	0	0	3,425
<b>Total Memorial Fund</b>	<b>\$10,795</b>	<b>\$2,167</b>	<b>\$925</b>	<b>\$12,037</b>
<b>Total Designated &amp; Restricted</b>	<b>\$75,060</b>	<b>\$289,550</b>	<b>\$213,068</b>	<b>\$151,542</b>