

January 14, 2025



Dear PCF Members:

Greetings! As we head into 2025, we're sending this update to prepare you for our annual progress meeting on **Sunday, February 2nd at 12:30**. Please mark your calendars! We will have lunch in the gym immediately after the service and will provide child care during the meeting.

Looking Back

The Lord has done a lot in 2024, and you can read more about it in our annual ministry reports, which will be available to view online at pcfarcade.org/annualmeeting starting the week of January 27th.

With grateful hearts we are happy to report that we are ending 2024 financially strong and healthy! We want to thank the Lord for his faithfulness in providing for us again this year, and we also want to thank you for your faithfulness and generosity in giving! A more detailed financial report will be presented at the annual meeting.

Our projects in 2024 included the old pavilion, the new church house boiler and the new church van. Thanks to everyone who helped dismantle the old pavilion. We are still planning on using our tent as needed and there are no plans to build a new pavilion at this time. Thank-You also to everyone who came to the special meeting to approve the funds needed to get the boiler in the church house replaced. You approved up to \$15,000 and the work is scheduled to be finished next week. We can update you on the final cost. It will be great to have all our heating zones working reliably again. Regarding the church van, at last year's meeting the church membership voted to approve up to \$70,000 and the final cost of the new van came in at \$63,661.43. The van arrived in July and has already been used for ministry trips to Washington D.C. and Baltimore, as well as several other local outings. The old church van was sold for \$3,000.

Another big change that happened in 2024 was going to two services. During the course of the year, the leadership team discussed and prayed about how to handle our growing Sunday morning attendance. In August the decision was made that after a time of preparation the church would go to two services on October 20th. This decision was set to be prayerfully discussed and reviewed in three months time (at our elders meeting on January 27th).

Before going to two services, two of the adjustments that were made were related to volunteers and staff. Our volunteer teams were built up and strengthened and our volunteer scheduling was moved to the Planning Center Services app. Thank-You to everyone who stepped up to serve and thank you also for your patience during this transition. Even though there has been a bit of a learning curve, Planning Center greatly simplifies the many potential scheduling complexities and conflicts that can arise when coordinating lots of volunteers.

Regarding staff changes, Kristyn Loos was hired to assist in church administration, which enabled Lisette to shift some of her duties over to Kristyn in order to spend more time helping

Pastor Scott coordinate our PCF Kids volunteers. Malachi Reinbold was also added to the cleaning staff to help relieve some of the load on Diane.

As our church continues to grow, it is our heart to stay healthy, stay on mission and stay true to our PCF “DNA”. To help us with this, some initial meetings have begun with David Goochee and Chris Ball. Most of you know Chris from the times he’s preached at PCF. Chris is an experienced pastor who has also served as the president of Elim Fellowship. Chris is currently serving as a consultant to churches through Tend Ministries. Chris has a long time connection with Jeff, Scott and Josh. David Goochee attended Elim Bible Institute and has since served in a number of churches and ministry positions. Like Chris, David is currently serving as a church consultant with a ministry called Redwoods Leadership Group. The leadership team reached out to David and Chris for their help to make sure we are being as effective as possible. After a few initial meetings with them, we have seen the benefits of their services and would like to continue working with them in the coming year to fine tune our staff relationships, communication, roles and responsibilities, and our church systems and processes. For their services so far, we’ve paid David and Chris a total of \$3,180. We are hoping to continue working with them for 13 more months at \$1,060 per month. We view this as an important investment in our future and will be asking for you to approve this amount at the annual meeting.

This past year, we also honored Pastor Jeff for 40 years of ministry in Arcade. This is an amazing milestone and we are so thankful for all God has done. This anniversary caused some of you to question when Jeff will be retiring and what the future of PCF will look like. Pastor Jeff plans on continuing in his current role for a few more years. Where things are headed after that has not been determined, but with the assistance of David and Chris, we are starting to talk and pray about what the future will look like when Jeff retires into a lesser role (we don’t expect he will ever retire completely!). Please join us in prayer for God’s wisdom and guidance, as we all want to see the ministries of PCF continue to have a kingdom impact on future generations.

Another advancement made in 2024 was the trustees setting up 403b retirement funds for our PCF employees. This gives our employees the ability to designate a percentage of their salary to go directly into this fund, as well as giving the trustees the ability to designate church contributions.

Looking Ahead

We are looking at three possible project expenses for 2025: replacing flooring, the church house porch and redoing the bathroom in the church house apartment.

Flooring - Because our building gets used so much (that’s a good thing!) we find ourselves in need of replacing the flooring in several heavily tracked areas. Ben Heckathorn obtained three quotes for the removal of existing carpet and the installation of LVT flooring. Approximate square footages are as follows:

Basement Hallway: 664 sq. ft.

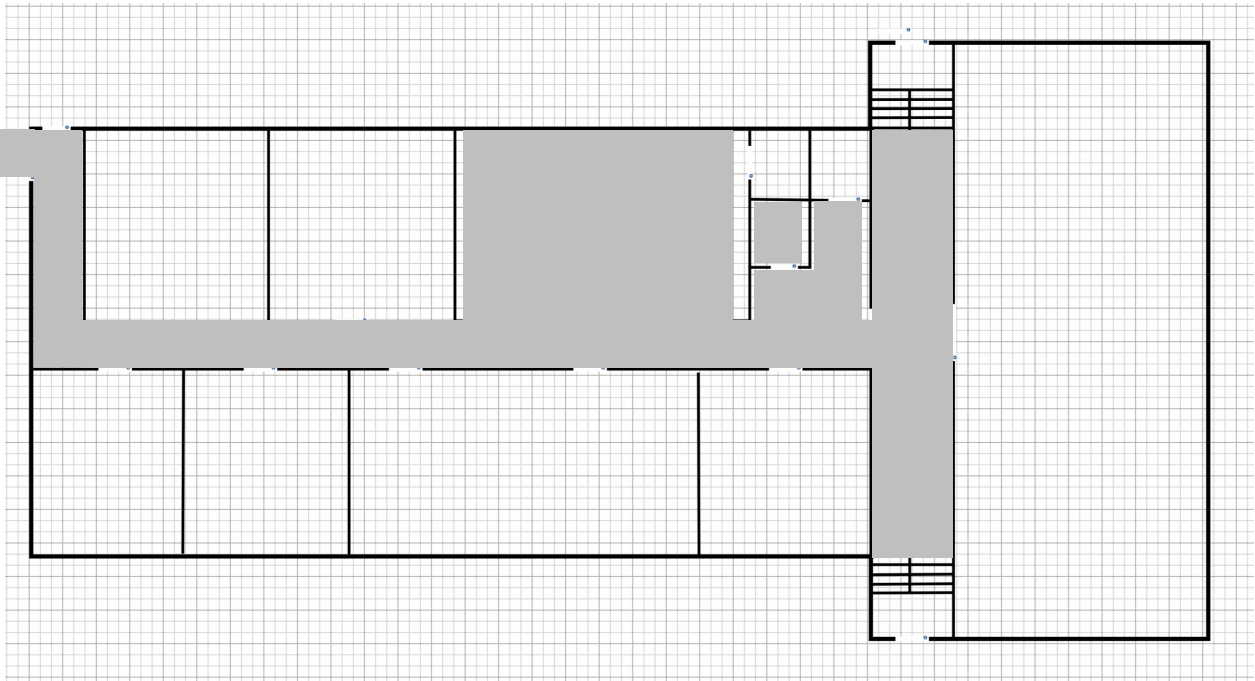
Buds Room: 730 sq. ft.

Hallway Outside Gathering Room: 217 sq. ft.

Kitchenette/Bathroom Downstairs: 203 sq. ft.

Landing Below Stairs in Barn: 357 sq. ft.

Basement Ramp: 150 sq. ft.



We received three quotes:

Quote 1 - \$22,490.00

Quote 2 - \$22,195.00

Quote 3 - \$23,022.00

Quote 2 did not price everything we requested. Quote 1 is being recommended because they were the most responsive and they offered pricing on all options requested, showing their attention to our desires and needs. The Quote 1 contractor has a good track record, asked good questions and offered helpful options and recommendations. We will be asking you to approve up to \$25,000 to cover this.

Church House Porch - For years we've been concerned about the cracking concrete on the church house porch. This is a study item for 2025. If we find that we need to exceed the spending limit once the design and materials are decided on, we will call a special meeting for your approval.

Church House Apartment Bathroom - When we remodeled the church house in 1997, nothing was updated in the church house apartment bathroom. This is also study item for 2025.

Church Constitution Changes

There are four potential Constitution changes being proposed this year:

1. Spending Limit - when we held the special meeting to get approval for the new church house boiler, several people felt that the spending limit should be increased due to inflation

from \$10,000 to at least \$15,000 and it was also suggested that an exception be added for normal building maintenance and employee salaries. Here's the wording:

Article IX Section 2

(Current wording)

Each department will conduct its own financial affairs. No department shall obligate itself in any indebtedness without the Trustees' approval. Any appropriation of the church finances in excess of \$10,000 is subject to the ratification of the church membership. The Trustees shall provide for the auditing of each department's books annually, or at the termination of an office.

(Proposed new wording)

Each department will conduct its own financial affairs. No department shall obligate itself in any indebtedness without the Trustees' approval. Any appropriation of the church finances in excess of \$_____ is subject to the ratification of the church membership, with the exceptions of normal building maintenance and employee salaries. The Trustees shall provide for the auditing of each department's books annually, or at the termination of an office.

2. Communication Methods - another item that came to our attention when we held the special meeting about the church house boiler was the methods of communication specified in the constitution. We felt this should be updated to reflect changing times. Here's the wording:

Article VII Section 5

(Current wording)

Special Meetings

A special meeting of the church may be called by the Pastor, Board of Elders, or by a majority of the membership. The call for a special meeting shall be made publicly at the Sunday Morning Worship Service immediately preceding the date set for the meeting, and by first class mail or telephone in advance of the meeting to every voting member of the church.

(Proposed new wording)

Special Meetings

A special meeting of the church may be called by the Pastor, Board of Elders, or by a majority of the membership. The call for a special meeting shall be made publicly at the Sunday Morning Worship Service immediately preceding the date set for the meeting, and by one other method of communication (for example, text, email or phone call) to every voting member of the church in advance of the meeting.

3. Employee Compensation - when we hired Kristyn, we realized the constitution isn't clear about how employee compensation packages will be handled. So we are proposing adding an item to the list of trustees' responsibilities. Here's the proposed addition:

ARTICLE VIII, Section 8 B

6. On the recommendations of the pastors and elders, the trustees will negotiate compensation packages for new employees.

4. Pastor pro-tem - At last year's meeting we discussed a possible change in ARTICLE VIII, Section 6, C. 2. Under the role of the elders, the Constitution currently says that one of their duties is:

To yearly elect from among themselves a president to act as Pastor, pro-tem, in the absence of the Pastor. (pro-tem means temporarily)

The idea of possibly deleting this item was proposed last year, but there were several unanswered questions, so it was tabled for future review. Here is a proposed new wording:

In the event that none of our pastors are able to perform their duties, the elders will elect from among themselves a president to act as a pastor, pro-tem, until a pastor is able to resume their duties or a new pastor is found.

Slate of Officers

Here is a list of the affirmations and votes on this year's ballot:

Annual Affirmation of Pastors:

- Jeff Hokenson
- Scott Laird
- Joshua Wypij

Annual Affirmation of Elders:

- Tom Brittain
- Kathy Wypij
- Bob Schiefer
- Ben Heckathorn
- Henry Prutsman

A One Year Term for:

- Sharon Ameis — Recording Secretary
- Lisette Heckathorn and Henry Prutsman — Treasurers for accounts payable
- Sue Schiefer, Anne Isaacs and Brenda Heckathorn — Treasurers for accounts receivable
- Lisette Heckathorn - PCF Kids Coordinator

A Two Year Term for Deacons:

- Bucky Carder
- Dan Hoffmann
- Loe LaBarbera
- Bridget Mochol
- Tami Williams

A Three Year Term for Trustee:

- Mike Bookmiller

Once again, the important dates to remember are:

January 27th — department reports available to view online

February 2nd — annual progress meeting at 12:30

As valued members of our church family it is your privilege and responsibility to attend the annual meeting — it is essential that we have a majority of the membership present in person.

If you have any questions leading up to the meeting, please feel free to talk to any of us. We look forward to all that God is going to do in the year ahead!

Loving God and Loving people,

Pastors: *Jeff, Scott* and *Josh*

Elders: *Kathy, Tom, Bob, Ben* and *Henry*

Trustees: *Floyd, Mike* and *Lee*