



# First Baptist Church

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Rockport, MA

## 2019 Mid-Year Report



Submitted August 16, 2019

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First Baptist Church  
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## The Pastor

Throughout the first half of 2019 our weekly worship gatherings have focused on the gospel of John. As the key verse of VBS reminds us, this gospel was written so that the world might believe that Jesus is both the Messiah and Lord. It is through and because of the messianic and lordship nature of Jesus that the Triune God is accomplishing his plan of redemption and eternal peace in the world.

Today it is the task and joy of the local church to continue the work of John's gospel by living as signposts to the eternal King and his kingdom. We've done this together through our weekly worship, special events, and small groups. Highlights of this season include celebrating God's grace in the lives of four people who were baptized and the eight people who joined the church as members. We all grieved the loss of Karen Jylkka this Spring, but rejoice in the knowledge that while she is absent from the body, she is present with the Lord. Karen was a tremendous testimony to a life transformed by the grace of God. Like many of the heroes of the gospel of John, Karen's humble life served as a signpost to the kingdom of God.

New Gordon-Conwell Theological Seminary President Scott Sunquist has noted that the West is in the midst of the fastest church participation decline not based on external forces (war, persecution, etc) in history. Much of this comes from internal church focuses that have turned the church off mission, looking inward and making the church a religious flavored country club. Sunquist writes in his new book "*Why Church?*" that the flourishing church is about "Worship and Witness". A speaker at a conference I attended earlier this year reminded us that we often spend too much time focusing on the challenges of our respective situations and not enough time looking at the goodness and grace of the Triune God.

As extended time in the sun leads often to a changed bodily perspective (proper sunscreen techniques advised), so too will extended time delighting in the Son lead to transformation in our lives. When we see Jesus for who he is, we will, like John the Baptist, say "He must increase, but I must decrease" (John 3:30).

It has been a joy serving with such a gifted team at Rockport Baptist during the first half of 2019! I look forward to decreasing more with you in the next half of the year!

*Onward,  
Matt Wigton*



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## Board of Deacons

The first part of 2019 was extremely busy. The board completed the annual Pastors review and provided feedback to a Matt for the pastoral apprentice review. We finalized the new office manager details with Matt and Maureen, and finalized details of bringing Lauri Haugen on staff. We turned our attention to the annual leadership dinner to plan out the program and location.

With personnel tasks accomplished, the deacons turned our attention to visitation. Are we aware of everyone in need? Is Matt or someone from the church in regular contact? Nancy Pallazola has been leading this effort and Karen Parker has joined in to help. They provide feedback from their visits to the board. It has been a tremendous help to have Karen supporting Nancy.

Another key area of the board's focus is to understand how we come across to visitors. Are we welcoming and acknowledging new faces or do people leave with a negative impression? It is an ongoing learning activity that is critical to our church and the responsibility of everyone to reach out to people you don't know and show some kindness.

The board also planned out our fellowship pot lucks and cookouts for the year and supported the trial of changing the summer church start time from 10:30 to 9:30 AM. One of the highlights of the first half of 2019 was our baptism service in May.

*Submitted by*  
*David Pierson*  
*Chair of the Board of Deacons*



## Board of Stewards

The Board of Stewards is pleased to report that we made significant progress on completing several 2019 capital improvements during the first half of this year. Unfortunately, the continuous rain this spring caused delays in outdoor carpentry work at both the parsonage and church, but I'm confident that Peter Willcox and his crew will address this work in the fall.

I also want to acknowledge the efforts of the many volunteers and church staff who have faithfully and cheerfully contributed to cleaning, improving, and beautifying the church building and grounds. Below are the projects/tasks completed in the first half of 2019 and our priorities for the second half of the year.

### **Church Completed Projects and Plans**

- Several unsafe kitchen basement conditions were fixed during the first quarter. These include a rebuilt staircase; removal of asbestos covered ductwork; removal of two obsolete oil tanks and two old water heaters; installation of a new double-wall oil tank; replacement of the malfunctioning sump pump; and updates to electrical panels, wiring and plumbing issues. Furthermore, during the March indoor clean up day, volunteers cleaned out basement debris so now there is safe, clear access to utilities, heat and hot water equipment, and other supplies/equipment stored in this basement.
- Based on our CPA's recommendation, we approved using an online payroll service, Paychex, to handle payroll processing which includes all payroll taxes and year-end W-2. The new system was implemented in Feb-March by the Treasurer with Paychex guidance.
- Our 30 plus year old wheelchair lift was repaired and passed state inspection and has been available to use by members and visitors since May!
- As mentioned earlier, many volunteers helped during March's indoor clean up day and also June's outdoor cleanup day. They took care of several maintenance and landscaping tasks on those 2 days. Volunteers also painted the third classroom, the second floor hallway, and the church office; and cleaned and updated the Wayside Pulpit message during the Spring.
- Our priorities for July - December include: replace unsafe electrical wiring in Sanctuary attic; repair or replace fire escape; upgrade kitchen lights; complete repairs to siding, High Street door entrance, and gutter replacement; remove large tree behind church and decide on landscape plan for church front entrance; and survey all storage spaces to improve organization and access to supplies and equipment. We will also work on the auditor's recommendations to document financial processes and update equipment and asset records.

### **Parsonage Completed Projects and Plans**

- Parsonage work focused on interior maintenance tasks including the installation of replacement light fixtures; painting the living and dining rooms and staircase; installation of kitchen drawer glides; and removal and testing of loose vermiculite in the basement.

- Fall plans are to repair the garage rear and side walls; replace the basement bulkhead door, repair/replace the garage and parsonage gutters and downspouts; and address mold/mildew issues located in walls and ceilings of second floor rooms and the living room.

*Respectfully submitted,  
Jane P. Tutein  
Chair, Board of Stewards*



First Baptist Church  
Rockport, MA

## Administrative Assistant

I was hired as the Administrative Assistant at FBC January 15, 2019. This position has evolved over the course of the year. My work schedule required 10 to 15 hours a week (typically 5 hours each day on Thursday, Friday & Saturday). The first month I spent learning the ropes and taking over some of the weekly and monthly tasks that Pastor Matt usually performed. These tasks included answering phones, greeting visitors, filing documents, creating the weekly E-mail, coordinating & scheduling the clean teams, and reconciling the monthly debit card. At the same time, I began the process of cleaning, organizing, and coordinating the Church office (supplies, files, bulletin boards, volunteer schedules, work spaces etc.), and other church spaces.

From February through May I worked on the following major projects:

- Automating the weekly email using MailChimp. This free software has made it easier to format and update the weekly email, add new recipients, and send out the church news each week.
- Researching and guiding the process of moving the church's manual payroll to a new automated, updated process. We first met with Rob Audano (who is a CPA and does Matt's taxes) and he recommended that we move to an automated system to make sure the church is in compliance with IRS guidelines. He recommended using PAYCHEX, a payroll service company for smaller organizations. Working with members of the Board of Stewards, the church's payroll is now automatically processed every two weeks. Payroll taxes are automatically deducted, and the employee's pay is now direct deposited into the bank.
- Moving the task of creating, printing, and collating the weekly Sunday bulletin under the Administrator's umbrella. The bulletin, previously produced by Andy Brown, has a new, updated design that includes a bulletin cover and order of worship insert. It is now produced in a Word document and is still printed in-house each week.

Some additional tasks taken on by the Administrative Assistant included taking the minutes at the Board of Steward's monthly meetings, coordinating and running the "inside church work day", helping Matt with funeral & memorial services held at the church, creating and hanging various flyers for different church events, and updating signage posted around the church.

As of the end of May, my hours were reduced to 5 hours a week for the summer. Once I return to a 3-day work schedule (Wednesday, Friday, & Saturday) in September, my hope is to continue my current tasks, as well as to help with organizing, cleaning, and managing the various church spaces and storage areas, maintaining the Church's website, and to be available for whatever else Matt needs help on.

*Respectfully Submitted by*  
*Maureen Small*  
*Administrative Assistant*  
*First Baptist Church of Rockport*



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## Music Committee

The committee has met each month. Initially the focus was in two areas, organizing and cleaning up the physical storage of music materials and setting up a digital space to share and store files and music artifacts.

The group discussed and addressed many aspects of the choir and how to make improvements to the quality of our worship music. This ranged from working to smooth out music transitions in the service, to practice times during the week and on Sunday morning as well as other logistics. We moved the praise music into the normal service time and not before the advertised start time of the service.

Wendy Betts a professional instructor was hired to do three master classes for the choir. This proved to be very productive and received positive feedback from people.

We did a retrospective on Easter, what went well and what didn't to take away lessons learned.

The team expressed desire to host a worship event with the Cape Ann churches again. This has been arranged for August 16.

As we face the second half of 2019 there are impacts to the praise band team as Christian goes off to college but we will continue to work on improving overall music efforts and ensuring the music chosen is glorifying to God.

*Respectfully submitted*  
*by the Music Committee*

# Treasurer

## First Baptist Church Budget vs. Actual January through June 2019

	Jan - Jun 19	Budget	% of Budget
<b>1 General Mission Giving</b>			
Bennett - Misionary Support	0.00	2,500.00	0.0%
Christian Vet Mission/St. Denis	1,000.00	1,800.00	55.56%
Deacon's Fund	0.00	1,200.00	0.0%
Family Promise	0.00	1,000.00	0.0%
Open Door/ CA Food Bank	0.00	500.00	0.0%
<b>Total 1 General Mission Giving</b>	<b>1,000.00</b>	<b>7,000.00</b>	<b>14.29%</b>
<b>Board of Deacons</b>			
Administrative Assistant	4,837.08	13,000.00	37.21%
Evangelism/Outreach	0.00	1,000.00	0.0%
Fellowship/Hospitality	1,735.74	2,200.00	78.9%
FICA Allowance	6,448.00	13,728.00	46.97%
Health Insurance	2,514.96	5,354.28	46.97%
Judson Dues	213.00	150.00	142.0%
Lay Leadership Development	747.80	1,000.00	74.78%
Nursery	0.00	750.00	0.0%
Pastor's Salary	24,088.41	52,000.08	46.32%
Pastoral Apprentice	3,037.58	6,000.00	50.63%
Pension	7,170.00	14,356.00	49.94%
Professional Expense	1,620.36	2,500.00	64.81%
Pulpit Supply	700.00	700.00	100.0%
Worship Materials	165.36	300.00	55.12%
<b>Total Board of Deacons</b>	<b>53,278.29</b>	<b>113,038.36</b>	<b>47.13%</b>
<b>Board of Deacons Christian Education</b>			
Adult Christian Education	112.19	700.00	16.03%
Children's Sunday School	211.22	1,000.00	21.12%
Vacation Bible School	558.00	2,000.00	27.9%
Youth Groups	368.19	1,500.00	24.55%
<b>Total Board of Deacons Christian Education</b>	<b>1,249.60</b>	<b>5,200.00</b>	<b>24.03%</b>
<b>Board of Stewards</b>			
Electric, Church	2,289.55	3,000.00	76.32%
Electric, Parsonage	783.39	1,600.00	48.96%
Staff FICA	1,243.91	841.50	147.82%
Fuel Oil, Church	3,489.23	4,000.00	87.23%
Fuel Oil, Parsonage	957.69	2,000.00	47.89%
Grounds	1,333.34	3,500.00	38.1%
IT Support	0.00	500.00	0.0%
Miscellaneous	479.64	1,000.00	47.96%
Office Supplies	2,249.48	3,500.00	64.27%
Payroll	305.48		
Professional Services	775.00		
Property Insurance	2,702.50	4,700.00	57.5%
Repair/Maintance, parsonage	2,779.03	5,000.00	55.58%
Repair/Maintance,church	6,329.89	13,000.00	48.69%

**First Baptist Church**  
**Budget vs. Actual**  
 January through June 2019

	<u>Jan - Jun 19</u>	<u>Budget</u>	<u>% of Budget</u>
Software expenses	124.99		
Supplies	1,517.32	1,750.00	86.7%
Telephone	1,196.65	2,400.00	49.86%
Water&Sewer, Church	435.85	1,500.00	29.06%
Water&Sewer, parsonage	761.94	2,100.00	36.28%
Worker's Comp	900.00	1,000.00	90.0%
<b>Total Board of Stewards</b>	<u>30,654.88</u>	<u>51,391.50</u>	<u>59.65%</u>
<b>Music Committee</b>			
Music Director, Organist	4,476.77	11,000.00	40.7%
Professional Development	0.00	2,000.00	0.0%
Sheet Music	20.52	500.00	4.1%
Sound Equipment	203.43	500.00	40.69%
Substitutes	205.00	700.00	29.29%
<b>Total Music Committee</b>	<u>4,905.72</u>	<u>14,700.00</u>	<u>33.37%</u>
<b>Total Expense</b>	<u>91,088.49</u>	<u>191,329.86</u>	<u>47.61%</u>
Capital Improvements, church	8,532.50	35,000.00	24.38%
Capital Improvements, parsonage	0.00	15,000.00	0.0%



## Collections

Giving to the First Baptist Church of Rockport in the first half of 2019 totaled a little more than in the previous year. Monthly reports provided in the online Harvey Park Journal and in church bulletins, give an overview of each month's collection total and Year to Date total for the current year and the previous four years. Following is the June report.

<b>Year</b>	<b>June</b>	<b>YTD</b>
2019	\$10,328.75	\$87,305.85
2018	\$9,549.00	\$83,368.28
2017	\$6,869.00	\$61,959.10
2016	\$10,670.41	\$56,090.88
2015	\$8,176.00	\$47,502.10

The next chart shows the total of collections (not including pass-through funds for non-church expenses) for the first half of the year, by purpose of the gifts.

Report for Collection from: Tuesday, January 1, 2019 to: Sunday, June 30, 2019

<b>General Collections</b>		\$75,530.85
<b>Designated Gifts/Grants</b>		
Deacons	\$250.00	
Flowers/Hospitality	\$250.00	
Grants	\$10,000.00	
Memorial Fund	\$350.00	
Missions	\$150.00	
Scholarship	\$500.00	
Youth Programs	\$150.00	
		<u>\$11,650.00</u>
<b>Collection Year to Date Total</b>		\$87,180.85*

(\*A correction was made following submission of the June report in early July, which reduced the total by \$125.)

*Respectfully submitted,*  
*Gail M. Zeman*  
*Collector*



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## Church Investments

2009	\$663,159
2010	\$695,363
2011	\$706,039
2012	\$709,230
2013	\$721,495
2014	\$688,579
2015	\$586,274
2016	\$640,619
2017	\$698,730
2018	\$686,416
June 30, 2019	\$802,774

Total value of church investments at end of the year unless otherwise noted.