

2021 Annual Report

The Congregation at Duke University Chapel

President's Letter and Invitation

By Craig DeAlmeida

Dear Congregation Members,

As of this writing, our annual business meeting will be a virtual gathering on Sunday, June 20 at 2:00 pm via Zoom. Updates on this meeting, including instructions on how to join this meeting, will be sent via the weekly e-news and can also be obtained by contacting the Congregation office at congregation@duke.edu.

The annual business meeting is a mandatory meeting specified within our bylaws to enable members to discuss and vote on actions that only the membership as a body can approve. These include electing lay leaders and approving the budget. These actions cannot be carried out unless we have a quorum—please join us on June 20 so that we may proceed and your voice may be heard.

The business meeting also provides an opportunity each year for our membership to gather together and hear what we have done and will be doing. This year, we will also be voting to approve changes to our bylaws, which specifies the rights and responsibilities of members, staff, committees, and Council in carrying out the mission of the Congregation. The Administration Committee took on the periodic review of both this governing document and our policies and procedures this past year—I am grateful for their careful, diligent work. The proposed revisions are included in the materials provided for this meeting.

Thank you to everyone—members, leaders, staff, and affiliates—for your many contributions of time, devotion, money, and love that allow our community to thrive and carry out the work of God whatever the circumstances may be.

Peace be with you,

Craig DeAlmeida

President, The Congregation at Duke Chapel

Annual Business Meeting Minutes from 2020 for Review

Online via Zoom

June 14, 2020 2:00pm

ANNUAL BUSINESS MEETING

Minutes

June 14, 2020

1. Welcome and Call to Order Craig DeAlmeida
2. Determination of Quorum – 10% of Membership Mary Anderson
 - a. **Quorum was confirmed.**
3. Affirmation of Faith and Opening Prayer Phyllis Snyder

Believing that God has reached out to us with love and forgiveness, we seek to grow together in faith through worship, study, service and celebration, to the end that we embody Christ's compassion and holiness.
4. Review and Adopt Agenda Craig DeAlmeida
 - a. **The agenda was approved.**
5. Review and Approve Minutes from June 9, 2019 Craig DeAlmeida
 - a. **The minutes were approved.**
6. Strategic Plan 2020 Brady Surles
 - a. Revision of Mission and Vision Statements
 - i. Mission: Believing that God has reaches out to us with love and forgiveness, we seek to grow together in faith through worship, study, service and our life together
 - ii. Vision: To embody Christ's compassion and holiness
 1. **The revised Mission and Vision Statements were approved.**
 - b. Approval of Strategic Plan
 - i. **The strategic plan was approved.**
7. Highlights of the Past Year
 - a. Year-End Video Ben Wechsler
 - b. Membership Carol Gregg
 - i. Current Membership 456 members, 348 households; 12 new members, 56 losses
 1. This number include 15 people who were moved to inactive status and 29 people who withdrew, including many who have been inactive members for two or more years.
 - ii. New Members were recognized
 - iii. A prayer was said for the 9 who have died since May 1, 2019: Susan Clark, Jim Clapp, Audrey Harlow, Ed Lee, Martha Mendenhall, Pat Murray, Mary Robinson, Norm Roobol, and Bill Sharpe.
 - c. Education Fran Steele
 - i. The Congregation provides year-round education for all ages on Sunday mornings and throughout the week. Education programs this year pivoted in March from our known world of 100% in-person classes and meetings to 100% online.

- ii. Our regular educational offerings include Adult Forum, Bible Studies for youth, young adults, and adults, Book Groups, Godly Play, New Member Classes, Retreats, Wee Praise, and Women’s Bible Study. Zeb and Amanda Highben generously agreed to give a 90-minute Zoom “mini-retreat” on the Saturday of the cancelled weekend beach retreat. This mini-retreat was well attended.
 - d. Fellowship and Congregational Care Han Setiawan
 - i. Our current fellowship and congregational care ministries include: Calling Ministry, Fellowship Events, Growing Thru Grief, Heavenly Hats Ministry, Loaves & Fishes, Prayer Ministry, Quilters, and Visitation & Care Ministries.
 - ii. Our current season of physical isolation has prompted us to be intentional about connecting with each other. Thirty-six of our members have volunteered to reach out to members of the congregation to offer support and encouragement, while also checking to see if there are any prayer or practical needs the congregation may fill.
 - e. Mission and Outreach Nancy Wawrousek
 - i. Our current mission and outreach ministries are Back Pew Collections, Extra Mission Giving – COVID Relief, Families Moving Forward Meals, Missionary Support, Refugee Resettlement, Saturday Service Projects, Urban Ministry Dinners, ZOE Support
 - f. Chapel Support Drew Middleton
 - i. These ministries are: Altar Guild, Children’s Christmas Eve Worship Service, Choir Engagement, Docents, Memorial Chapel Communion, Nursery, Offering Counters, Ushers, and Welcome Ministry.
 - g. Congregation Support Janell Lovelace
 - i. We have four committees that provide administrative support to the ministries of the congregation. These are the Administration Committee, Finance and Stewardship Committee, Nominations and Leadership, and Staff Parish Relations Committee. These “behind the scenes” committees provide essential support to all of our other ministries.
 - ii. This year, the Administration Committee has worked to increase our social media presence using Facebook, Instagram, and Twitter, in addition to our existing webpage.
- 8. 2020-2021 Budget John Mullins
 - a. Highlights from the proposed budget are as follows: (a summary is on the screen)
 - i. Budgeted expenses for FY2021 total \$361k. This includes:
 - 1. 2% increase in pastoral and staff salaries
 - 2. Savings of \$22k from organizational changes (effective March 2020)
 - 3. 5% increase in annual grants for Outreach Ministries locally
 - 4. Support for an additional ZOE participant group (total of two groups in Africa)
 - ii. The revenue required to balance the budget is slightly less than last year, a decision we thought prudent during a period of recovery from the effects of the coronavirus pandemic.
 - b. The budget was approved.**
- 9. Report of Nominating Committee and Elections Beth Gettys Sturkey

- a. Recognition of Outgoing Council Members
 - i. Mary Anderson
 - ii. Janell Lovelace
 - iii. Whitney Schwab (he will serve on a different committee)
 - iv. Beth Gettys Sturkey
 - v. Nancy Wawrousek
- b. Election of Officers: President, Vice President, Secretary, and Treasurer
 - i. President: Craig DeAlmeida
 - ii. Vice President: Brady Surles
 - iii. Secretary: Lucy Worth
 - iv. Treasurer: Sara Marks

1. These officers were approved.

- c. Election of Council Members for 2020-2021
 - i. Administration: Ben Wechsler
 - ii. Chapel Support: Drew Middleton
 - iii. Christian Education: Fran Steele
 - iv. Congregation Care: Han Setiawan
 - v. Missions and Outreach: Diane Garber
 - vi. Nominations and Leadership: Whitney Schwab
 - vii. Staff Parish Relations: Regina Ford
 - viii. Stewardship and Finance: John Mullins

1. These council members were approved.

- d. Election of Committee Chairs and Assistant Treasurer
 - i. Altar Guild: Ellie Ferguson
 - ii. Calling Ministry: Linda Gauger
 - iii. Chapel Choir Outreach: Deb Hackney
 - iv. Christian Education: Jack Steele
 - v. Fellowship: Emily Alexander and Elizabeth Kenly
 - vi. Loaves and Fishes: Pam Marcom
 - vii. Mission and Outreach: Bill Jones
 - viii. Nursery: Julie Hockett
 - ix. Offering Counters: Frank Coble
 - x. Refugee Resettlement: Steve Harper
 - xi. Ushers: Jim Ferguson
 - xii. Visitation and Care Ministry: Linda Gauger
 - xiii. Assistant Treasurer: Elaine DeAlmeida

1. These chairs and the Assistant Treasurer were approved.

- e. Election of members of Staff Parish Relations Committee
 - i. Chairperson: Terry Yuschok
 - ii. Members:
 - 1. Brenda Brodie
 - 2. Regina Ford
 - 3. Jeannie Norris
 - 4. Mike Smith
 - 5. Patsy Willimon

a. These members were approved.

10. Commissioning of New Officers and Council Members Carol Gregg

a. Our discipleship is a manifestation of the new life we enter through baptism. Discipleship is both a gift and a commitment, an offering and a responsibility. Today we are commissioning the following individuals as Council members:

- | | |
|--------------------------------|-----------------|
| i. President: | Craig DeAlmeida |
| ii. Vice President: | Brady Surles |
| iii. Secretary: | Lucy Worth |
| iv. Treasurer: | Sara Marks |
| v. Administration: | Ben Wechsler |
| vi. Chapel Support: | Drew Middleton |
| vii. Christian Education: | Fran Steele |
| viii. Congregation Care: | Han Setiawan |
| ix. Missions and Outreach: | Diane Garber |
| x. Nominations and Leadership: | Whitney Schwab |
| xi. Staff Parish Relations: | Regina Ford |
| xii. Stewardship and Finance: | John Mullins |

b. These officers and Council members affirmed their willingness to serve by responding to the questions posed by Carol Gregg.

c. The officers and Council members were affirmed by the members of the Congregation present at the meeting.

d. The Council moved to affirm Jen DeNeal as chair of the Nominations and Leadership Committee. The motion passed unanimously.

11. Motion for Adjournment Craig DeAlmeida

- a. Moved: Brady Surles
b. Seconded: Steve Harper
c. The motion was approved.

Closing Prayer

Ken Moland

Proposed Slate of Lay Leaders for 2021-2022

THE CONGREGATION COUNCIL

Executive Committee:

President: Lucy Worth

Vice President: Walker Robinson

Secretary: Adriana Doi

Treasurer: Elaine DeAlmeida

Program Area Coordinators:

Christian Education: Fran Steele

Congregation Care: Han Setiawan

Chapel Support: Ken Davenport

Standing Committees - Council Representatives

Administration: Ben Wechsler

Stewardship/Finance: John Mullins

Missions and Outreach: Diane Garber

Nominating and Leadership Development: Ken Arneson

Staff Parish Relations: Terry Yuschok

REQUIRED ELECTIONS

Assistant Treasurer: Carl Hollomon

Staff-Parish Relations Committee

Chair and Council Rep: Terry Yuschok

SPRC Member: Siaka Kromah

SPRC Member: Tom Link

SPRC Member: Christian Wilson

SPRC Member: Marianna Henry

Nominations and Leadership Development Committee

N&LD Chair: Jen DeNeal

N&LD Member: Karen Rhodes

N&LD Member: Jane Fellows

N&LD Member: Ken Arneson

N&LD Member: Harry Rodenhizer

COMMITTEE CHAIRS AND ADDITIONAL LEADERSHIP

Administration: Ben Wechsler

Calling Ministry: Linda Gauger

Education: Jack Steele

Fellowship: Kate DeAlmeida and Elizabeth Kenly

Missions and Outreach: Bill Jones

Refugee Resettlement: Steve Harper

Stewardship and Finance: John Mullins

Visitation and Care Ministry: Linda Gauger

SERVICE GROUP CHAIRS

Altar Guild: Ellie Ferguson

Chapel Choir Outreach: Deb Hackney

Loaves and Fishes: Pam Marcom

Offering Counters: Drew Middleton

Nursery: Julie Hockett

Ushers: Jim Ferguson

Bylaws Revision

By Ben Wechsler

The Administration Committee, in collaboration with the Council, reviewed the Bylaws of the Congregation at Duke University Chapel, and created the document, “Proposed Congregation Bylaws 2021,” for approval by the Congregation at the Annual Meeting in June. If approved, the document will become the revised Bylaws.

As Chair of the committee, I would like to express my personal gratitude to the members of the Administration Committee who stood by me in this daunting task, namely, Gina Harrison, Janell Lovelace, Mel Snyder and Phyllis Snyder. I especially wish to acknowledge Pastor Carol Gregg and Council President Craig DeAlmeida for their moral support. Without them my task as Chair would not be possible.

The proposed changes can be reviewed by downloading the PDF document on the Congregation web site at this link: https://d3n8a8pro7vhm.cloudfront.net/congregationatdukechapel/pages/223/attachments/original/1619733402/Proposed_Congregation_Bylaws_for_2021_FINAL.pdf?1619733402

In the document, the Bylaws are presented with proposed changes appearing in **red boldface type**. **Additions** appear **without strikethrough**. **Deletions** appear in ~~red boldface strikethrough type~~.

There are many changes that made syntax and reading easier, including formatting and punctuation.

We changed the purpose of the Congregation to match the new mission statement.

We have several important changes that will affect the Council’s organization and operations, including:

- A provision that prevents more than one member of a family household serving on the Council at the same time
- Clarification of the role and duties of the Assistant Treasure
- Removing the Membership Committee section, which has not been a functioning entity for 7 years.
- Making adaptations to officers’ duties to reflect what are actually performed by staff members
- Changing Council and Annual Meeting dates

The Council and Administration Committee are to be commended in their sincere dedication to serve the Congregation in the completion of these proposed changes to the Bylaws.

Racial Reconciliation Task Force

By Bill Jones

During the Congregation Leadership Retreat in July 2020, the Congregation identified the following focus area for the year ahead:

Actively engage in meaningful connections with diverse groups to deepen mutual understanding - When we appreciate the limits of our personal point of view, we as individuals are able to learn from others

with different experiences. Diverse groups build and deepen relationships when they actively talk about what divides them, be it race, age, economic opportunity, or anything else.

Our approach to addressing racial issues is founded in several key principles:

- Ground our approach in Biblical principles.
- Make education the first step. Develop a common understanding of racial injustice from a historical perspective.
- Identify organizations within the community addressing racial justice and find ways to support (e.g. donations, service projects).
- Develop activities that will engage a significant portion of the Congregation.
- Collaborate with the Chapel wherever possible.

Our initial activity was to develop a Statement on Nondiscrimination and Inclusion for the Congregation:

The Congregation at Duke Chapel joyfully welcomes all persons regardless of age, race, class, origin, sexual orientation, or any other distinction and invites membership and participation in all of its ministries.

Subsequently, the Education, Fellowship and Mission Committees developed actions to engage the Congregation in Racial Reconciliation. The actions are highlighted in the weekly eNews letter.

The Racial Reconciliation Task Force is comprised of the following compassionate, diligent and dedicated members: Emily Alexander, Regina Ford, Dan Ford, Carol Gregg, Bill Jones, Kathy Jones, Elizabeth Kenly, Nathaniel Metz, Fran Steele, Jack Steele, Breana Van Velzen.

MISSIONS & OUTREACH

Missions and Outreach Committee

By Bill Jones & Diane Garber

The Missions and Outreach Committee is charged by the Congregation to build connections with our neighbors locally, within the state, nationally, and internationally. In April 2020, we suspended our in-person volunteer activities due to health and safety concerns in the current COVID-19 environment. We continue to provide virtual opportunities for the Congregation to participate in the following activities:

- Modified our practice of monthly Back Pew Collections to virtually provide needed supplies for local charity organizations to further their missions.
- Distributed \$53,500 in grants to eleven partner organizations. The partner organizations are:

- Durham Children's Initiative
- Durham Literacy Center
- Families Moving Forward
- Meals on Wheels
- Reality Ministries
- Religious Coalition for Non-Violent Durham
- Ronald McDonald House
- South Eastern Efforts Developing Sustainable Spaces (SEEDS)
- Society of St Andrew
- Step Up Ministries
- Urban Ministries of Durham

To increase community impact, our grants considered both empowerment (education, employment, special support) and basic needs (food, shelter), responsive to the changing needs in the COVID environment.

- Distributed \$44,380 to additional local and global causes including Habitat for Humanity of Durham and Zoe Empowers.

Based on the incredible generosity of the Congregation, we were able to donate an additional \$24,000 to agencies in the Durham community that were addressing urgent needs due to the COVID pandemic.

- Provided quarterly financial support for meals to Families Moving Forward, a local organization providing food, shelter, and a step-up towards self-sufficiency for local families in need.
- Financially supported monthly meals to Durham's homeless as part of our long-standing relationship with Urban Ministries of Durham.
- Supported Duke Chapel in the building of a local Habitat for Humanity house in East Durham throughout the school year.
- Initiated financial support for two new orphan groups in Zimbabwe through ZOE Ministries to promote a path to economic independence and social integration into their communities. Through the ZOE organization, we participated in virtual in-country trips, visiting with orphan groups in Zimbabwe, Rwanda, and India. Truly inspiring!
- As part of the Congregation's focus on Racial Justice, the Mission and Outreach Committee identified two actions for 2021-2022 in support of the Congregation's Statement of Nondiscrimination and Inclusion.
- Conducted monthly virtual committee planning meetings, attended by generous and dedicated members: Joel Boggan, Linda Daniel, Carol Gregg, Jane Fellows, Diane Garber, Daren Hansen, Kathy Jones, Bill Jones, Carol Matteson, Kathi Piendl, Walker Robinson, Cricket Scovil, Robert Sills, Mary Tyrey, Lee Tyrey, Judi Vos, Dave Vos, Nancy Wawrousek, Steve Winters, Paul Wynkoop.

We give thanks to God for the opportunity to be of service and assist our neighbors and look forward to engaging in-person with our community in the near future.

Durham Congregations in Action

No report this year.

Families Moving Forward Meals

By Jane Fellows & Linda Daniel

For the last year FMF has been closed to volunteers due to the corona virus pandemic. The Mission and Outreach Committee has provided financial support including an additional amount to help with the catering service that the organization has been using to provide food for the guests in the residence. They have been successful in allowing the families to stay in the residence and continue to facilitate the guests in finding employment and housing.

Missionary Support

By Dave Vos

After living in Asia for 10 years, Steve and Mary continue to serve people in Asia but remotely. Due to conditions in Asia, even predating COVID-19, they are now living in New Brighton, MN. They serve families reaching minority peoples with God's Word. Steve divides his time, serving as Project Funding Coordinator and as a Regional Manager. He supervises three translation projects and assists some Mandarin language learners who are preparing to join projects. Working with teams in New Zealand, Finland, Asia and the USA, Steve provides member care, conducting annual reviews and coordinating with the organization's leadership. Mary is supporting team families with education resources and consultation, including online discussions related to TCK (Third Culture Kids). Jeremy is attending the University of Wisconsin Madison. Christopher and his wife Hannah are teaching in Fargo ND. The Mission Committee had a Zoom meeting with Steve and Mary midyear, which was very informative. Steve and Mary deeply appreciate the Congregation's faithful partnership in the work to which He has called them in Asia.

Refugee Resettlement

By Steve Harper

This past COVID year of 2020 has been a challenge to interaction and to participation with our Montagnard families and friends. However, using zoom, text, and email, I have continued to mentor the youth in these families, but with few personal visits. No cases of COVID have been apparent in these families, and members are nearly all vaccinated now.

The youth fall into two types of categories: (1) those who did well with remote classes and those who were challenged. (2) those who are attending college and those attending high school. The challenges of

at-home learning resulted in some lack of direction, attention, and depression. One young man sank very low. However, by combined efforts of school counselors, cousins, and parents, he will graduate from high school, has applied to college, and has been accepted by UNC at Greensboro. High school graduates this year include Lila Siu from Research Triangle High School, Mak Siu from Clements Early College High School, and Ngat Kpa from Jordan High School. Those already attending college seemed to remain engaged and attentive to their classes. Student study concentrations include Bio/Ecology, Math/Computer Science, Psychology, and some still undecideds.

Some parents suffered unemployment for periods. Men bounced back with work in construction, auto repair, landscaping. Those mothers who work in nail salons found that shops closed then opened again with few customers. Stress was increased in line with the general population. But these are resilient people.

A good deal of my effort focused on one special needs student whose EC curriculum took months to get going well. His IEP meetings dragged out for months. We involved a pro bono law firm to help deal with Durham Public Schools, and the Duke Children's Law Clinic to assist in dealing with SSI issues. I hope to use available funds for special needs summer camp weeks again this year.

Urban Ministry Dinners

By Cricket Scovil

Until April, 2020, volunteers associated with the Congregation at Duke University Chapel served a dinner of lasagna, fruit cup, rolls, salad, cookies, and lemonade to our neighbors at the shelter at 410 Liberty Street on the second Sunday of odd-number months and on the fourth Wednesday of even number months, for more than twenty years! Annually, we contributed almost 450 man-hours of volunteer service and served more than 2,500 meals.

While COVID may have put us on "pause" for a time, beginning in April, 2020, we look forward to continuing our lasagna dinner tradition in 2021. Diane Garber has graciously agreed to take over my job as the monthly volunteer recruiter and lasagna counter.

Congregation members have traditionally contributed more than twenty 12-serving Stouffers (or store brand) lasagnas each month, while the Congregation, pre-pandemic, has budgeted \$285 per month to cover the cost of the rest of the meal. In a normal 12-month period, we might provide a total of 35 pounds of salad, 14 gallons of canned fruit cocktail, thousands of chocolate chip and oatmeal raisin cookies and rolls, 144 ounces of salad dressing, and enough lemonade mix to make 18 gallons!

The time commitment per dinner is pretty well set. We arrive at the shelter kitchen with our lasagnas 45 minutes before the meal begins and we stay to serve for one hour. Shelter residents do all of the clean-

up. If the 12-serving lasagnas are defrosted before cooking, they only have to be in the oven for about an hour.

So, if you can carve two hours and 45 minutes out of your schedule on a Sunday or a Wednesday, plus some travel time between the shelter and your house, you can be part of the Congregation's longest continuously running (well, until April 2020) local ministry. We usually have about twelve volunteer servers per meal, with a few more dropping off lasagnas but not staying to serve.

You can help out as much or as little as you like. Some people come every month, some come occasionally, and some come just once to try it out. Every contribution of time and lasagna is appreciated.

Many thanks to the Congregation Council for generously providing funds to Urban Ministries to purchase meals on several occasions during the months we were not able to participate in person. Many thanks also to Dave and Judi Vos, who have purchased the food (other than lasagna) and have organized Wednesday night meal preparation for a number of years, and also to Jeanine Valkos, who purchased food for the Sunday night dinners throughout 2019 and for the three months that we served in 2020.

Zoe Empowers Support

By Jane Fellows

As part of our global mission and outreach the Congregation supports Zoe Empowers. This organization has grown from a small grassroots group in southern Africa in 2004 to having served 58,000 orphans and vulnerable children in three-year empowerment programs across seven countries and two continents. They are increasing their staff of local people to administer the program with 63 current in-country employees and 1400 community volunteers. The Congregation continues to support two groups in Zimbabwe where there have been 108 groups and nearly 11,000 children's lives impacted since 2009. Due to the corona virus pandemic, there have been no sponsors from the U. S. going to visit the groups they support. ZOE created 3-day mission trips virtually where U. S. sponsors and those in the program could meet on Zoom and talk with each other. Zoe Empowers describes themselves as "a living model which God continues to shape and grow." It has been so true this past year with the need for new ways to communicate and do fund raising. More information can be obtained about this organization at <http://zoeempowers.org>.

CHRISTIAN NURTURE

Christian Education Committee

By Fran and Jack Steele

Despite logistical challenges, all the Congregation's educational activities in 2020-21 experienced increased energy and commitment. Both offerings and participation grew, largely enabled by virtual meeting capabilities. Several educational offerings attracted participants (and presenters!) from outside the Congregation's usual geography.

Two new education programs were introduced: Life Together and Philosophy Study Group. More than 30 people are participating in Life Together groups, which meet biweekly for spiritual growth and friendship. The Philosophy study group, led by the Rev. Dr. Brian Stratton, a first-time effort, attracted a diverse audience of faithful participants.

Book groups focused on prayer and racial reconciliation, and Congregation members also participated in Duke University and Duke Chapel sponsored studies including Willie Jennings' *The Christian Imagination*.

Four retreats, each attracting more than 50 participants, were offered via Zoom:

- "Beginning a Remedy for Racism," The Rev. Dr. David Goatley
- "Awakening to the Call: Bold Action to End Racism," The Rev. Mel Williams
- "Walking Together into the Unknown," Dr. Marilyn McEntyre
- "Post Pandemic?" Congregation members Dr. Bart Haynes, James Osborne, Dr. Kelsey Armstrong and Peppi Browne-Armstrong

The Congregation's Duke Divinity School intern, Nathaniel Metz, led the Adult Bible Study weekly from his home in Texas. The class studied Ecclesiastes (introduction by The Rev. Dr. Brent Strawn) in the fall and Colossians (introduction by Amy Whisenand, ThD candidate) in the spring. Nathaniel also designed and led a thoughtful weekly prayer service for racial reconciliation.

The Adult Forum continued to offer a variety of excellent speakers each Sunday morning, including several who likely would not have been available except for our use of Zoom.

We are grateful for dedicated volunteers who creatively organized, led and taught in this evolving environment, and those who serve on the Christian Education Committee: Patrick Cacchio, J Geneczko, Carol Gregg, Carl Hollomon, Michael Larbi, Nancy Marks, Nathaniel Metz, Nell Noonan, Kathi Peindl, Phyllis Snyder, Patience Sowa, Fran Steele, Jack Steele, Brian Stratton, Nelson Strother, Tony Willms, Christian Wilson, Matt Wright and Gretchen Ziegenhals. We rejoice for all who have participated in our virtual educational ministries: for children brought by parents to their computer screens, and for adults participating in Sunday morning, weekday and evening classes and meetings. Thanks be to God!

Adult Forum

By Nelson Strother

During the academic year, our Sunday morning class continues to hear inspiring messages on thought-provoking topics led by Congregation members as well as guest leaders who are experts in their field.

Despite the pandemic induced separations which led our class to be held via online video conference sessions, and despite a few months of reduced publicity, the median number of participants increased slightly to 20. While there was no predictable stream of guest preachers coming to the pulpit in the Chapel scheduled far enough in advance for us to seek their leadership, we were able to have a few inspiring sessions led by students and faculty from distant universities without incurring travel expenses to enable their in-person leadership.

Godly Play

By Phyllis Snyder

- Godly Play is the Congregation's Christian Education and Spiritual Formation program for children ages 4 through 5th graders. Classes typically meet each Sunday morning from 9:45am-10:45am.
- As of mid-March 2020, classes are no longer meeting on campus due to the Coronavirus Pandemic. With the help of Mel Snyder and Kristen Ford, beginning March 22, Phyllis began posting a Godly Play session weekly on the Congregation's YouTube channel.
- Since the fall of 2021, Phyllis took over the task of posting the weekly videos. Mel Snyder continues to help weekly with making the recordings.
- Tracking views of the YouTube videos was possible, but there was no way of knowing which families participated, or how often they viewed videos, other than anecdotal reports. Several families reported that they watch the videos as part of their usual Sunday morning routine at home. Others noted that they watch them throughout the week, sometimes multiple times.
 - Average views per week: 15
 - Median views per week: 13
 - Range: 8-27
- The following volunteers continue as members of the Godly Play Teaching Team. Their commitment throughout this time of pandemic is crucial to the continuation of this program when in-person classes return.
 - Marianna Henry (13 years)
 - Jane Fellows (9 years)
 - Mel Snyder (6 years) Mel stepped back from being in the classroom in 2020, but continues to help behind the scenes with room set up, shelf maintenance, and materials repair and maintenance.
 - Cheznee Johnson (4 years)
 - Daniel Corpening (2 years)
 - Jim Parker (2 years)
- The following volunteers stepped down from the Teaching Team this spring. Their dedication to the Godly Play program in the past is greatly appreciated, and has been instrumental to the success, and growth, of this program.
 - Rosemarie Gulla (13 years)

- Liz McMahon (2 years)
- Elizabeth Kenly (1 year)

New Member Classes

By Carol Gregg

We offer a four-week new member class twice a year, in the fall and the spring. This year, the class met on Sunday mornings at 9:45 a.m. by Zoom. The class is comprised of those who are exploring membership in the Congregation and current members of the Congregation. The goal of the class is three-fold: to discuss and reflect on the Apostle's Creed, to get acquainted with each other and begin to build community, and to introduce incoming members to the unique nature of the Congregation. Once the class is completed, the Council votes on the reception of new members, and the new members are welcomed in worship.

In November 2020, we welcomed nine new members along with their five children: Stephen Dirksen, Dillon and Lauren Gabbert, Kathryn Lester-Bacon, Ina McCoy, Anthony and Ashley Peters, Henry Perry and Kellie Sims.

In April 2021, we welcomed seven new members along with their four children: Doug and Carmelita Chadwick-Gallo, Charlene James, Christian and Marianne Wilson, Gregory Beck, Lauren Goetzl, Monica Harris, and Patience Sowa.

The following volunteers enhanced the classes with their assistance and friendship: Emily Alexander, Jen DeNeal, Bill and Kathy Jones, Elizabeth Kenly, and Harry Rodenhizer.

I am grateful to all those who choose to join this portion of the Body of Christ and to all those who actively welcome our new brothers and sisters.

Wee Praise

By Kate DeAlmeida

Wee Praise is the Sunday morning class for children 0-3 years old and their families, as offered for the past six years. Since March 22, 2020, when Duke Chapel was closed due to the COVID-19 pandemic, Wee Praise has been presented through emailed videos. For this programmatic year, the DeAlmeida Family has produced more than 20 videos (each measuring 30-60 minutes in length) inviting families to join them in singing, creative movement, instrument playing and exploration, dancing, listening, pitch and rhythm echoing, scripture reading, story time, and prayer. Kate DeAlmeida introduced two new curricula from Musikgarten's *God's Children Sing*. These new lessons are each centered around a scripture reading and a related story. *Friends in God's World* focuses on the Old Testament while *Friends of Jesus* on the New Testament.

While we did not have a way of measuring how often the videos were viewed, families did occasionally send updates so participation appears to be holding steady. Over the year, families of fifteen children shared individual photos so that Kate could sing to each one personally during the videos and help

people stay connected. One family reported they are able to continue their routine of attending every Sunday. Another family enjoyed the virtual aspect by watching one segment each evening before bed.

One special event that Wee Praise families participated in was the Congregation's 35th Anniversary Celebration. Seven families sang "This Little Light of Mine" in a virtual choir which was presented during the gathering.

Kate DeAlmeida thanks the Congregation for giving her this opportunity to share her love of music, children, and God. She especially thanks her husband for his videography skills and patience and her daughters for participating when a partner was needed. She misses all her Wee Praise friends and hopes to see them in person soon.

Youth Bible Study and Confirmation

By Matt Wright

Over the course of the previous year, youth activity has increased dramatically. Prior to beginning our Confirmation journey together at the start of 2021, we were maintaining our usual pattern of one attendee, in an informal yet beneficial bible study on Ezekiel and the Minor Prophets in which I focused upon building a rapport and a good relationship which has proved to be substantial and significant. When we began the Confirmation class, we made it a point to reach out to those connected to the Congregation who were eligible by age and who had as yet been confirmed, and offer the opportunity of a virtual confirmation class. This approach yielded a group of five confirmands who are progressing well towards being confirmed into the life of the Church on Pentecost. The relationships built between the students as well as between the students and their mentors has been enjoyable to watch, and I believe it will lay a really good foundation for continued participation in the common life of faith embodied by the Congregation at Duke Chapel. We were blessed to have a short, one-day, outdoors, socially-distanced and masked "retreat," and are planning more events with the confirmands and mentors once it is safer to do so. Special thanks go to the Confirmation mentors: Jane Fellows, Dan Ford, Marianna Henry, Shirley Ort, and Phyllis Snyder.

Young Adult Bible Study

By Matt Wright

The Young Adult Bible Study continued in spite of COVID-19 forcing us into a virtual pattern. We have maintained about the same number of attendees, averaging 6-8, with the addition of a couple of people who no longer live in Durham. This has proven a benefit to the group, in a way. The Zoom option, though perhaps not ideal in the long run, has allowed folks to join our bible study without the constraints of travel and time, which has enabled better conversation upon and study of the Scriptures. Like the youth, we spent the Fall semester in the book of Ezekiel and the Minor Prophets, and followed that up with a study of the book of Romans this Spring. The Romans study will continue on into the summer. I am excited to be able to facilitate social gatherings with this group once it is safe to do so, given that we had just begun to do such things shortly before COVID shut everything down. God has been faithful and

I have learned from our young adult group as much as, if not more than, they have learned from me. I cherish the relationships formed in this group, and will maintain them beyond my time in Durham.

Women's Bible Study

By Beth Gettys Sturkey

As we have since 2013, the Women's Bible Study meets every other week to study the word of God and to support each other in our faith. This time of fellowship has allowed us to nurture and grow wonderful friendships too.

Most of the year, we follow *The Upper Room Disciplines*, a book of reflections on the Lectionary, but sometimes we read and discuss other books of interest. This year, we read and discussed *Christ, My Companion: Meditations on the Prayer of St. Patrick*, by Marilyn Chandler McEntyre. After reading this powerful book, Gretchen Ziegenhals contacted Dr. McEntyre to ask if she would lead a morning retreat and she readily agreed. Titled “*Practicing Trust in Times of Transition*,” this retreat occurred via Zoom on January 23, 2021. We were grateful that the Education Committee partnered with us on this and provided funding. The event drew many Congregation members (including many from our group) and participants from other churches as well.

In the new year, we had become accustomed to meeting by Zoom and continued to discover how our study of the Lectionary through the Disciplines readings provided wonderful ways to find meaning during this crisis, even though the reflections were written and published before the Pandemic began. The power of scripture is timeless. We will be very grateful to go back to in-person meetings when it is possible to do so, but we have learned that there are some benefits to making our meetings available for people to join from their homes. Many members remarked that not having to drive to someone’s home allowed them to attend more often.

Though Leisa Dennehy has hosted a lovely meal and fellowship evening during Advent each year, we were unable to gather in person this year. Instead, we developed a special Advent program titled “*The Church Gathers for Advent*.” Advent kits with candles, a unique introduction text for each member to read, and some holiday goodies were hand delivered or mailed to our 18 members. Our program revealed the 18 “guests” using scripture and a description of how Advent was vital for each. The “guests” ranged from all those involved in Christ’s birth and first years to the prophets and disciples, the poor and sick, creation, immigrants and refugees, and our own community. We also provided time for each person to tell us about how they were faring and what Advent meant to them.

Though we are officially the Women's Small Group Bible Study, we are blessed with many members, including Robin Barefoot, Kate DeAlmeida, Leisa Dennehy, Adriana Doi, Cindy Gass, Jan Gwyer, Deb Hackney, Cammey Manning, Pam Marcom, Sara Marks, Laura Nye, Kellie Sims, Renee Puckett, Fran Steele, Beth Gettys Sturkey, Patsy Willimon, Leigh Wynkoop, and Gretchen Ziegenhals.

CONGREGATION CARE

Calling Ministry

By Linda Gauger

Every month 9 faithful members call other members on or around their birthdays. We average 45 names so about 4/5 names each. You might receive a call, receive a card in the mail, a voice mail or an email. If you haven't given your birthday to the office please do so, or you'll never know how much a "Birthday Blessings" could brighten your day! A response from an email blessing to one of our college members: *"Thank you so much for your wishes! It really means a lot. Miss you all, and hope you all are doing well."*

Thank you, Barbara Carmen, Janet Hortin, Regina Ford, Gretchen Ziegenhals, Nancy Marks, Kathy Jones, Jan Gwyer, Antoinette Bethea and myself.

Congregation Connections

By Carol Gregg

One immediate response to the pandemic was to develop a system to strive to reach out to all members of the Congregation by phone call or email to check on their well-being, ask for prayer requests, and reduce the impact of geographical isolation. The congregation household were divided into 30 groups, of 6-10 households per group. A volunteer reached out to each household with Christian concern. The ministry ran from April to December 2020 with hundreds of contacts made during those months.

Volunteers engaged in this ministry were Marsha Altmeyer, Kelsey Armstrong, Brenda Brodie, Darry Conner, Tamela Davis, Elaine DeAlmeida, Ken Davenport, Jane Fellows, Regina Ford, Linda Gauger, Beth Gray, Sara Harper, Carol Hollowell, Nancy Jirtle, Jim Kelly, Tom Link, Nancy Marks, Ken Moland, Nell Noonan, Kathi Peindl, Shawn Proffitt, Connie Riddle, Joanne Roobol, Christopher Ross, Ann Sager, Philip Snyder, Suzy Strayhorn, Dan Thomas, Susan Ward, Anne S. Wright, Matt Wright, and Terry Yuschok.

Fellowship Committee

By Elizabeth Kenley & Emily Alexander

The Fellowship Committee organized 13 events between June 2020 and May 2021. Due to the pandemic, our events have changed significantly. This year we were tasked with finding ways for Congregation members to connect virtually to maintain a sense of family, and to combat feelings of loneliness and isolation. Although we struggled a bit with technical difficulties, overall, we were able to successfully execute our events.

Members of the Fellowship Committee include Emily Alexander, Jennie Brooks, Kate DeAlmeida, Regina Ford, Ann Gravatt, Carol Gregg, J Geneczko, Janet Hortin, Sharon Anjali Jones, Elizabeth Kenly, Laura Nye, Brady Surlis, Susan Ward and Greg Beck. Special thanks to Genevieve DeAlmeida and Poppy DeAlmeida, who continued in their role as our committees' youth ambassadors.

Below is a list of events with an estimated number of attendees.

- June – 1 virtual game event (~10 attendees)
- July – 2 virtual game events (~10 attendees for each)
- August – 2 virtual game events (~10 attendees each)
- September – some of our members assisted with the planning and execution of the Congregation’s 35th anniversary celebration. We also hosted 1 virtual game event (~10 attendees)
- October – 1 virtual game event (~10 attendees). We held 3 committee meetings to plan a special Thanksgiving celebration.
- November – Thanksgiving recipe share and celebration (~40 to 50 attendees). We held 3 committee meetings to plan a virtual Christmas Pageant.
- December – Virtual Christmas Pageant and Sing-a-long (~40 to 50 attendees)
- January – Committee members spent this month in planning and preparation of a large February event focused on Love. Members planned, purchased, prepped supplies and hand delivering 86 packets to children. Thanks to Phyllis Snyder for delivering a significant number of these packets.
- February – Virtual Not-so-Newlywed Game and Children’s “What is Love” project (~50 to 60 attendees)
- March – Planning and preparation for the Congregation’s Art Competition: A Visual Symbol of Antiracism and Inclusion.
- April – Failed attempt at a virtual movie night. Continued planning for opening of the Virtual Art Museum.
- May – Upcoming, opening of Virtual Museum for Art Competition: A Visual Symbol of Antiracism and Inclusion. The event will include a prayer exercise, “Praying in Color.”

Special thanks to committee members who worked tirelessly to plan, prepare and host events throughout the year. Members of this committee were exceptionally dedicated, quick to rally, very responsive and over-the-top creative this year.

Special thanks to Emily who will step down as Co-Chair, although she is far from off the hook. She will continue as a committee member going forward.

Special thanks to Kate DeAlmeida who significantly filled the gap when Emily had to step back. Kate’s computer and video skills significantly enhanced the quality and caliber of our events and ensured they were truly special and memorable. Kate will officially assume the role of Co-Chair moving into the next fiscal year.

Growing thru Grief

By Nell Noonan

In 2020, Growing thru Grief was supported by a coalition of 14 civic and religious organizations. The Congregation has supported the program for six years and, like all members, contributed \$300 to offset the expenses of the program.

Since the gatherings began in 2013, over 775 different individuals have participated in the weekly grief support sessions. During all of 2020, 164 individuals participated in at least one session (down from 267 in 2019).

After the COVID-19 shut-down, weekly meetings were held via Zoom. That hugely challenging adaptation was met, and new members continued to join.

Sessions include a presentation followed by safe, confidential, small group sharing with two trained facilitators per group. Nell Noonan gave one presentation this year and continued to serve as the Congregation's board representative.

The program, free and open to any person who has lost a loved one, offers educational experiences and continued healing support to those who mourn.

Heavenly Hugs Hats Ministry

By Tamela Davis

With hands and hearts together, Heavenly Hugs Hat Ministry provides hand-knitted, crocheted and loomed hats for babies and children in our congregation and the community, as well as for homeless children and adults in the Durham community. Our members offer their talents for the benefit of others in the congregation, but especially in the Durham community.

During 2020, we gifted 20 adult hats, six children's hats and two scarves for homeless adults and children served at Urban Ministries; 20 adult hats, 4 teen hats and 16 children's hats for Families Moving Forward; five sweaters, and 10 hats for World Vision/Knit for Kids; 23 hats and two scarves for TROSA, (Triangle Residential Options for Substance Abuse); 18 hats, three scarves, and one shawl for Meals on Wheels; 45 hats, two preemie sweaters, booties, nine blankets, ten incubator covers for NICU at Duke Medical Center; 20 children's hats for Ronald McDonald House; 135 baby hats for Duke Regional Hospital; ten hats for babies and children in the congregation; 14 adult hats and 40 masks, (handmade and donated by the daughter of one of our knitters from authentic African printed fabric), for RCND (Religious Coalition for Nonviolent Durham); and 25 hats for Duke Chapel Scholars.

Our faithful, talented members include Padgett Gerler, Mary Catherine McSpadden, Martin Keck, Sam Hammond (rest in peace, Sam), Sarah Gauger, Mary Eubanks, Claudia Haskins, Roxanna Bottjen, Sally

Markham, Amanda Highben, Anne Recesso, Eleanor Smith, Suzy Strayhorn, Sara Harper, Betty Hummelbruner, Susan Brooks, Jane McAdoo and Tamela Davis.

Since this ministry's beginnings eight years ago in response to a mother's grief, our handcrafted gifts have grown from baby hats to adult hats, scarves, baby blankets, sweaters, booties, incubator covers, animals and dolls... in loving service for others. We met several times a year for lunch and fellowship, pre-pandemic, and plan to continue that tradition when safe to do so. For more information or to offer your hands and heart to this ministry, contact tamelabdavis@gmail.com.

Loaves & Fishes

By Pam Marcom

There are 30 members of Loaves and Fishes. In the last fiscal year, we provided meals for five families.

- Ginnie and Ernie Ruckert, Ginnie fell, hospitalized, May-June, 2020 (one meal/week for 5 weeks)
- Leroy McRae, home after abdominal surgery and extended stay in rehab, August-September 2020
- Ashley and Anthony Peters, had a baby, October 23-November 8
- Linda Gauger, broke her thumb, December 11-24
- Luke Powery, broke several bones, Feb. 5-March 5, 2021

I heartily thank all of the members of our committee (names are listed below)! We provide delicious meals to Congregation members who have had a baby, are healing from surgery or illness, or grieving a loss. The meals that we send show our love and care to our Congregation members in need. I am grateful for their willingness to continue to provide meals during this unusual and unsure time.

Phyllis Snyder; Darry Conner; Hilary Boydston; Julie Hockett; Judy Arneson; Cindy Gass; Linda Gauger; Lucy Worth; Tamela Davis; Joe Krenicky; Maureen Lewis; Judi Vos; Melissa Grosso; Nancy Wawrousek; Sharon Jones; Pam Marcom; Leslie Allin; Lee Guile; Drew and Jordan Hains; Monica Hill; Bill Jones; Sharon Jones; Linda Karolak; Tom Link; Ryan and Jessica Mullis; Jim Parker; Parker Betts; Lois Scheirer; Mary Tyrey; Fred Westbrook

Membership

Our current membership statistics are below.

The Congregation at Duke University Chapel Membership Statistics

	2014	2015	2016	2017	2018	2019	2020	2021
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Active members as of May 1, Previous Year

Number of member households	344	335	347	347	358	361	355	348
Number of active members	529	525	539	490	494	474	480	496

Membership Gains:

By confirmation or youth affirmation of faith	1	0	1	1	6	0	0	0
Adult transfer or affirmation of faith	27	22	18	26	23	19	10	18

Membership Losses:

Deaths	8	7	7	11	7	4	7	4
By transfer of membership	5	7	15	4	1	2	3	0
To inactive status	4	0	0	0	26	0	15	0
Withdrawal of membership	15	2	11	11	8	13	29	17

Active membership as of May 1, Current Year

Number of member households	335	347	347	358	361	355	348	361
Number of active members	525	539	490	494	474	480	496	495

Active Membership by Age*

Children up to age 11 in member households	70	62	65	67	62	66	50	63
Youth age 12-17 in member households	32	28	24	19	18	21	15	19
Adults age 18-39	109	112	117	102	120	128	106	92

Adults age 40-64	196	196	203	171	185	149	156	158
Adults age 65-84	155	156	153	163	188	181	179	189
Adults age 85 and older	37	47	45	40	42	44	49	50

* incomplete as some member birthdates are unknown to the Congregation office

Prayer Ministry

By Carol Gregg

Approximately once a week, an email is sent to the Prayer Ministry asking the members of the ministry to pray for specific prayer requests. The prayer requests seek healing for the ill and injured, comfort for the grieving, and sustained joy for those who are celebrating. The duration and nature of the prayers is left to the judgment of each member of the prayer team, and all requests are held respectfully and confidentially. Communications are by email to chapel-prayers@duke.edu; this email address sends messages directly to each prayer ministry member. In addition, the Prayer Ministry also prayed for those who submitted prayer request through the Chapel website.

Currently, 38 people have committed to praying for others. They are: Emily Alexander, Marsha Altmeyer, Jonathan Beckwith, Keith Campbell, Frank Coble, JP Cumming, Linda Daniel, Oscar Dantzler, Tamela Davis, Craig and Kate DeAlmeida, Susan Eitelman, Linda Gauger, Sara Harper, Nancy Jirtle, Sharon Anjali Jones, Kathryn Lester-Bacon, Tom Link, Linda Karolak, Pamela Marcom, Ken Moland, Harry Nolan, Kathi Peindl, Luke Powery, Bruce Puckett, Shawn Proffitt, Ann Recesso, Ernie Ruckert, Phyllis Snyder, Beth Gettys Sturkey, Brady and Carolyn Surles, Brian Stratton, Breana Van Velzen, Fred Westbrook, Will Willimon, Tony Willms, Jim Wisner, and Terry Yuschok.

The quiet, faithful Prayer Ministry prayerfully lifts up 5-15 prayer requests per week. We are all strengthened by their ministry.

Quilters

By Anne Recesso

Because of the COVID pandemic, the quilting ministry has not met this year. Our number has been diminished as one member moved out of state, another is a recovering cancer patient and a third suffers from an eye disease so severe she can no longer participate. The remaining 4 members have not met and I've been in touch with only one of them, Eleanor Harrell, who has helped by providing fabric and thread and moral support. On clear days, we have met several times on Eleanor's porch during the year to quilt.

Most of the work has been done by me. I use donated fabric, buy more at Joanne's when needed, select appropriate quilt patterns, cut, sew, sandwich, finish off and tie the quilts myself. The finished quilts are organized in my bonus room ready for distribution when Rev. Gregg needs them for members of the Congregation. I also deliver them and try to talk with the recipients to get a picture of how they're feeling and report back to Rev. Gregg. I've been in touch with Kathi Peindl who, in the past, has asked

for and been given quilts for her chemo patients but because of COVID, she has not visited with them so cannot deliver quilts. I expect that to change in the near future and have quilts ready for her.

The only other group that has received quilts is the Meals on Wheels people both in Durham and Chapel Hill. Both these groups received 8 quilts each to use as Christmas gifts for their clients. I've received thank you notes from both groups.

Sometime this summer, I'll write an article for the Chapel bulletin explaining our ministry and invite interested members. I'll also ask for fabric donations.

Lastly, I've periodically submitted sales receipts for the Congregation Office and have been reimbursed for expenditures. These checks cover approximately half the cost of creating quilts. I cover the remaining costs and consider this as my financial contribution to the Chapel. The creation of these lap quilts has been my greatest joy and pleasure during this time of isolation and anxiety and has given me a feeling of being needed, of doing something that is worthwhile. Often as I work, something just turns out right if a donated fabric matches perfectly with a newly purchased calico print or a seemingly difficult seam suddenly comes together and lays flat and I feel this steady hand on my shoulder and think, "Hey, thanks God." It's good work.

Visitation & Care Ministries

By Linda Gauger

The goal of the Visitation & Care Ministries is to touch base monthly with members who are no longer able to get to Chapel, those who are having or have had surgery, or members who just need a loving word from a friendly face. We have ten members. We keep in contact with an average of 18 members. Because of this year's COVID-19 restrictions, we have been sending cards and/or making phone calls. We have missed in person visits and are looking forward to a time when we can start them again. We said prayerful goodbyes to five senior members; they will be missed, but they are now watching over us all.

- 35 cards were sent during Christmas
- 19 poinsettias were delivered after Christmas
- 17 Easter Lilies were delivered.

Thanks to Carol Gregg & Ken Moland, whose support and care we would not want to be without.

Thanks go out to Barbara Carman, Regina Ford, Jane Fellows, Shawn Profitt, Billie Bauer, Gary Bauer & Sara Harper.

CONGREGATION SUPPORT

Administration

By Ben Wechsler

The Administration Committee had a very active year, commissioned with reviewing the Council's Policies & Procedures Manual, Congregation Bylaws, and liability insurance policy. We had 11

meetings, with an average of 5 attending each meeting. As Chair, I would like to give my sincere thanks to members Kirsten Ford, Mel Snyder, Phyllis Snyder, Gina Harrison, and Janell Lovelace. Each are highly gifted and were able to accomplish miracles.

A special recognition to Janell Lovelace who was a member of this committee for the last four years. Janell chaired this committee the last three years, and was a wonderful support for me as I humbly stepped into this role following her well-deserved legacy. Janell is retiring from the committee at the end of this fiscal year and will be sorely missed. Thank you, Janell!

Our appreciation to Kirsten Ford who left the committee upon her leaving the staff. We will miss you Kirsten!

Here is a list of our accomplishments this year:

- Reviewed and revised the Policies & Procedures Manual
- Reviewed and proposed a revised Bylaws for the Congregation
- Reviewed the Congregation's liability insurance policy
- Reviewed and updated sections of the website
- Installed an SSL certificate securing our website
- Discussed and agreed to pursue creating a Congregation Historical Society
- Discussed possible technologies/strategies for storage of Congregation photos and documents
- Discussed recruiting an experienced team to photograph and video Congregation activities.
- Agreed to participate in Michael Larbi's research project to review and recommend technology to be used with the Life Together Group.

Prepared a video for the Congregation Annual Meeting

Stewardship and Finance

By John Mullins

Committee Members: John Mullins (Chair), Rick King (Treasurer), Carol Gregg (Pastor), Phyllis Snyder (Office Administrator), Elaine DeAlmeida (Asst. Treasurer), Penny Oslund, Billie Bauer, Gary Bauer, Lucy Worth

Main Activities for the 2020-2021 year

- Planned and executed the Fall 2020 Stewardship Campaign
- Completed the Annual Audit for the fiscal year and received a clean report with no material deficiencies
- Prepared the Annual budget with Assistance from Committee Chairs
- Reviewed the Treasurer's report each month to monitor the health of the congregation's finances
- Assisted in the continued smooth transition of our bookkeeping to Supporting Strategies

Financial and audit reports are available from the Congregation office upon request.

We thank members and friends alike for their continued financial support of the ministries of the Congregation.

Stewardship and Finance - Budget

By Rick King

The Congregation at Duke University Chapel Budget Worksheet Fiscal Year 2021-2022

	FY20		FY21		FY22	
	ACTUAL	Budget	YTD Apr 30	Budget	Proposed Budget	Change vs. FY21
Revenue						
GENERAL OPERATIONS DONATIONS		380,000.00				
Other Giving	163,818.59		140,059.73			
Pledge Fulfillment	199,121.33		178,410.00			
Total GENERAL OPERATIONS DONATIONS	\$ 362,939.92	\$ 380,000.00	\$ 318,469.73	\$ 361,000.00	\$ 373,000.00	3.32%
INTEREST EARNINGS						
Capital Gain	39.52		1,617.57			
Dividend			16.74			
Other Accounts Interest	3,178.46	3,000.00	1,100.29			
Total INTEREST EARNINGS	\$ 3,217.98	\$ 3,000.00	\$2,734.60			
Total Revenue	\$ 287,973.90	\$ 383,000.00	\$321,204.33			
Gross Profit	\$ 287,973.90	\$ 383,000.00	\$321,204.33	\$ 361,000.00	\$ 373,000.00	3.32%
Expenditures						
ADMINISTRATIVE EXPENSES						
Admin Payroll						
Communications Assistant			3,197.90	7,982.00	7,982.00	0.00%
Office Administrator	43,581.44		21,783.70	26,140.50	26,558.75	1.60%
Office Administrator SEP Contribution	1,264.80		653.50	653.50	664.00	1.61%
Total Admin Payroll	\$ 44,846.24	\$ 51,856.80	\$ 25,635.10	\$ 34,776.00	\$ 35,204.75	1.23%

Administration Committee						
Financial Service Fees						
Accounting Services	0.00		10,033.36	8,450.00	15,200.00	79.88%
Audit Committee	4,800.00	4,750.00	5,000.00	5,100.00	5,200.00	1.96%
Bank/Broker Fees	603.03	200.00	612.20	600.00	2,000.00	233.33%
Payroll Admin Services	3,591.96		842.20	1,100.00	1,100.00	0.00%
Total Financial Service Fees	\$ 8,994.99	\$ 6,050.00	\$16,487.76	\$ 15,250.00	\$ 23,500.00	54.10%
Insurance						
Liability Ins	5,492.00	5,500.00	5,492.00	5,500.00	5,500.00	0.00%
Background Checks	54.00	200.00		100.00	100.00	0.00%
Total Liability Ins	\$ 5,546.00	\$ 5,700.00	\$ 5,492.00	\$ 5,600.00	\$ 5,600.00	0.00%
Workers Compensation Ins	1,430.00	1,700.00	692.00	2,000.00	1,400.00	-30.00%
Total Insurance	\$ 6,976.00	\$ 7,400.00	\$ 6,184.00	\$ 7,600.00	\$ 7,000.00	-7.89%
Office Expenses						
Computer Equipment/Supplies	276.54	3,000.00	1,108.79	3,000.00	2,000.00	-33.33%
Computer/Duke OIT Support	1,440.00	1,500.00	1,080.00	1,500.00	1,500.00	0.00%
Membership Database	1,003.00	4,825.00	649.00	710.00	1,120.00	57.75%
Office Supplies	1,656.01	1,700.00	357.90	1,700.00	1,700.00	0.00%
Postage	169.99	300.00	186.64	300.00	300.00	0.00%
Telephone	469.44	480.00	352.08	480.00	480.00	0.00%
Web Hosting	226.20	300.00	226.20	350.00	300.00	-14.29%
Total Office Expenses	\$ 5,241.18	\$ 12,105.00	\$3,960.61	\$ 8,040.00	\$ 7,400.00	-7.96%
Payroll Expenses - FICA	8,388.62	6,802.66	5,375.32	7,772.00	6,984.00	-10.14%
Staff Parking Passes	1,993.50	2,700.00	1,329.00	2,000.00	1,500.00	-33.33%
Staff Recruiting/Search Office/General Administrative Expenses						
Total ADMINISTRATIVE EXPENSES	\$ 77,095.03	\$ 86,914.46	\$58,971.79	\$ 75,438.00	\$ 81,588.75	8.15%
CHAPEL SUPPORT						
Chapel						

Altar Guild		100.00		14.99	100.00		100.00	0.00%
Chapel Support Donation	0.00	2,000.00			2,000.00		2,000.00	0.00%
Children's Worship Aids		125.00			125.00		125.00	0.00%
Choir Engagement		200.00			200.00		200.00	0.00%
Nursery Expenses	2,741.46	4,050.00		625.00	4,860.00		6,480.00	33.33%
Prayer Ministry	123.94	250.00			300.00		300.00	0.00%
Total Chapel	\$ 2,865.40	\$ 6,725.00		\$ 639.99	\$ 7,585.00		\$ 9,205.00	0.00%
Total CHAPEL SUPPORT	\$ 2,865.40	\$ 6,725.00		\$ 639.99	\$ 7,585.00		\$ 9,205.00	21.36%
CHRISTIAN NURTURE								
Education								
Adult Forum	1,100.00	1,800.00		2,100.00	1,500.00		1,500.00	0.00%
Books - Milestone Gifts	276.87	400.00		375.05	400.00		400.00	0.00%
Children's Ministry Training	150.00	500.00		275.47	500.00		500.00	0.00%
Classroom Use Donation	2,750.00	2,750.00		3,000.00	3,000.00		3,000.00	0.00%
Confirmation Class - Youth		500.00		646.69	500.00		500.00	0.00%
Curriculum & Supplies - ADULT	37.71	800.00		305.67	300.00		300.00	0.00%
Curriculum & Supplies - CHILDREN	1,590.16	1,000.00		100.25	1,500.00		1,500.00	0.00%
Curriculum & Supplies - YOUTH	103.42	1,000.00			500.00		500.00	0.00%
Daylong Retreats (Fall & Winter)	736.96	1,000.00		2,000.00	1,500.00		1,500.00	0.00%
Education Hour Coffee	179.88	500.00			1,500.00		1,500.00	0.00%
Fellowship - Children	402.08	750.00		207.48	750.00		750.00	0.00%
Fellowship - Youth	25.00	600.00			500.00		500.00	0.00%
Overnight Retreat	88.00	3,500.00			3,500.00		3,500.00	0.00%
Retreats & Missions - Youth	4,776.02	5,000.00			500.00		500.00	0.00%
Young Adult and Student Ministry	412.39	750.00			750.00		750.00	0.00%
Total Education	\$ 13,797.43	\$ 20,100.00		\$ 9,010.61	\$ 17,200.00		\$ 17,200.00	0.00%
Staff - Children's Education								
Children's Pastor Auto Allowance	268.29	400.00		297.60	400.00		400.00	0.00%
Children's Pastor Continuing Ed		500.00		144.17	500.00		500.00	0.00%

Children's Pastor Professional Expense	128.91	250.00	130.68	250.00	250.00	0.00%
Children's Pastor Salary	43,123.06	38,331.60	21,783.79	26,140.50	26,558.75	1.60%
Children's Pastor SEP Contribution	958.80	958.80	653.50	653.50	664.00	1.61%
Total Staff - Children's Education	\$ 44,479.06	\$ 40,440.40	\$ 23,009.74	\$ 27,944.00	\$ 28,372.75	1.53%
Total CHRISTIAN NURTURE	\$ 58,276.49	\$ 60,540.40	\$ 32,020.35	\$ 45,144.00	\$ 45,572.75	0.95%
CONGREGATIONAL CARE						
Business Luncheon	738.14	1,200.00		1,000.00	1,000.00	0.00%
Chapel Quilters	67.80	300.00	155.18	300.00	300.00	0.00%
Congregational Events						
Special Worship Services	220.00			2,500.00	1,500.00	-40.00%
Total Congregational Events	\$ 220.00	\$ 0.00	\$ 155.18	\$ 2,500.00	\$ 1,500.00	-40.00%
Fellowship Committee	401.31	1,500.00	\$ 532.37	1,500.00	2,000.00	33.33%
Membership Committee						
Directories		450.00		450.00	450.00	0.00%
Gifts & Flowers	103.59	250.00		250.00	250.00	0.00%
Member Recruitment/ PR		200.00		200.00	200.00	0.00%
Total Membership Committee	\$ 103.59	\$ 900.00	\$ 0.00	\$ 900.00	\$ 900.00	0.00%
Newsletter	783.91		\$ 788.45	940.00	940.00	0.00%
Stewardship Mailings	389.40	1,000.00	\$ 1,111.11	1,000.00	1,200.00	20.00%
Visitation & Care Committee	300.00	400.00	\$ 387.37	400.00	600.00	150%
Total CONGREGATIONAL CARE	\$ 3,004.15	\$ 6,050.00	\$ 2,974.48	\$ 8,540.00	\$ 8,440.00	-1.17%
OUTREACH MINISTRY						
Annual Grants (Local M&O)	51,000.00	51,000.00	53,500.00	53,500.00	58,850.00	10.00%
Divinity School Intern	4,499.50	4,500.00	4,605.04	4,605.00	4,605.00	0.00%
Durham Cong in Action (DCIA)	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00%
Habitat Apprentice Support (25% FTE)	8,700.00	8,700.00	8,700.00	8,700.00	0.00	-100.00%
Habitat House	3,000.00	3,000.00	3,000.00	3,000.00	7,445.00	148.17%
Lenten Service Trip	94.86	200.00		200.00	200.00	0.00%

Missionary Support	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00%
NC-Council of Churches	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00%
Pastor's Discretionary Fund	-1,945.00	1,000.00	500.00	1,500.00	1,500.00	0.00%
Refugee Resettlement	2,291.63	2,500.00	232.18	2,500.00	2,500.00	0.00%
Shelter Dinners	3,410.53	3,000.00	400.00	3,000.00	4,400.00	46.67%
Unanticipated Community Need	8.51	200.00	198.90	200.00	200.00	0.00%
ZOE	8,000.00	8,000.00	11,300.00	11,300.00	11,300.00	0.00%
Total OUTREACH MINISTRY	\$ 83,060.03	\$ 86,100.00	\$ 86,436.12	\$ 92,505.00	\$ 95,000.00	2.70%
PASTORAL SERVICES						
Pastor						
Pastor's Auto Expenses	966.33	2,000.00	284.67	2,000.00	2,000.00	0.00%
Pastor's Continuing Ed	0.00	1,500.00	662.00	1,500.00	1,500.00	0.00%
Pastor's Death/Disability	799.80	799.80	676.10	811.30	811.30	0.00%
Pastor's Housing	30,000.00	30,000.00	25,000.00	30,000.00	36,055.00	20.18%
Pastor's Meeting Expense	266.24	300.00	9.99	300.00	300.00	0.00%
Pastor's Pension Cost	8,797.80	8,797.80	6,760.82	7,910.18	7,910.18	0.00%
Pastor's Professional Expenses	2.00	500.00		500.00	500.00	0.00%
Pastor's Salary	49,980.00	49,980.00	42,212.71	51,130.00	46,130.00	-9.78%
Pastor's Self Employment Tax Offset	6,118.44	6,118.47	5,567.70	6,206.00	6,287.00	1.31%
Total Pastor	\$ 96,930.61	\$ 99,996.07	\$ 81,173.99	\$ 100,357.48	\$ 101,493.48	1.13%
Pastoral Assistants						
Pastoral Assistant, Discipleship			6,000.00	7,675.00	7,500.00	-2.28%
Pastoral Assistant, Pastoral Care			12,500.00	15,000.00	15,195.00	1.30%
Pastoral Assistant, Pastoral Care - Mileage				1,000.00	1,000.00	0.00%
Pastoral Assistant, Youth & Young Adults			6,395.80	7,675.00	7,774.78	1.30%
Total Pastoral Assistants			\$ 24,895.80	\$ 31,350.00	\$ 31,469.78	0.38%
Total PASTORAL SERVICES	\$ 121,380.61	\$ 135,143.57	\$ 106,069.79	\$ 131,707.48	\$ 132,963.26	0.95%
Total Expenditures	\$ 368,427.02	\$ 381,473.43	\$ 287,112.52	\$ 360,919.48	\$ 372,769.76	3.28%

Net Operating Revenue	\$ 35,007.93	\$ 1,526.57	\$ 80.52	\$ 230.25
Net Revenue	\$ 35,007.93	\$ 1,526.57	\$ 80.52	\$ 230.25

Nominations and Leadership Development

By Jen DeNeal

The Nominations and Leadership Development committee believes that, by call of baptism, every member of the Congregation is invited to offer their God-given gifts, skills, talents and work for the church through participation in church ministries. It takes all of us to grow and sustain our church body as we seek to deepen our relationship with God and others. We appreciate all who have answered God's call, and hope others will do the same by answering phone call or email request and prayerfully considering what we ask you to do.

This year the Nominations and Leadership Development Committee again sought to grow its support and encouragement of those in lay leadership roles in our church, such as coordinators of ministries or chairs of committees. To that end, we determined vital leadership topics and committee members wrote six Leadership Lessons for the Congregation's eNews. The topics included (1) Revisiting Zoom Hospitality; (2) Finding Joy in the Journey; (3) Budgeting; (4) Volunteer Recruitment & Retention / Skills Inventory; (5) Leadership Transitions; and (6) Gratitude. Leaders greatly appreciated these lessons!

Due to the ongoing COVID-19 pandemic, we were unable to host an in-person thank you event for leaders, but we are hopeful that we'll be able to thank our leaders in-person during the upcoming year.

Finally, we established the slate of new Council Members and Committee chairs which we will present at the Congregation annual meeting in June.

May God bless those who serve our church in such a myriad of ways!

Great gratitude to the committee members:

Ken Arneson, Jane Fellows, Karen Rhodes, and Harry Rodenhizer

Staff-Parish Relations

By Terry Yuschok & Regina Ford

The Staff Parish Relations Committee is comprised of Terry Yuschok (chair), Regina Ford (representative to Council), Brenda Brodie, Jeannie Norris, Mike Smith, and Patsy Willimon.

1. The committee saw implementation of staffing recommendations for 2019-2020. The new model proved to be effective during the upending of indoor fellowship associated with COVID-19 pandemic.
2. The SPRC completed an Anti-Harassment addendum to the Congregation's Policies and Procedures.
3. SPRC oversaw and supported Carol in Annual staff evaluations.

CHAPEL SUPPORT

Altar Guild

By Ellie Ferguson

The past year the Altar Guild members have stayed in touch from time to time by e-mail and telephone. We all enjoyed a Zoom meeting on 1 November with Bruce Puckett. We now number twelve members because Anne Wright recently moved to Davidson, NC. She is much missed.

We will be delighted to be back in the Chapel and our work space in the Memorial Chapel where the delicate tracery of the grisaille windows with their pale greens and creams bathe the room with a softness that is conducive to reflection. In this space, behind the velvet curtain, the Communion elements are prepared by the ladies of the Altar Guild.

Usually twice a month, but once a month during the summer, a team of three gathers at 9:30 to 9:45 a.m. to unwrap the chalices, pour the wine, count out the napkins for the chalices, pitchers, and reserve bread patens, wrap up the pita bread packets, and put all the elements with tablecloths on the cart. The set-up is done quietly and reverently, in keeping with the significance of preparing the Lord's table for the worship service.

When the service is over, everything is gathered up and returned to the work area in the Memorial Chapel where linens are carefully counted, silver washed, polished, and stored, and any consecrated leftover bread and wine returned to the earth. The linens are laundered and ironed by a member of the team who passes them on in time for the next Communion.

At present there are twelve members of the Altar Guild who, in addition to setting up the Communion elements, share the responsibility for polishing the processional pieces (Cross and torches) as well as the candleholders on the altar. The members are: Brenda Brodie, Robin Barefoot, Joann Claytor, Martha Hall, Mary Hartman, Jane Hicks, Lois Oliver, Penny Oslund, Virginia Rhoton, Nina Upchurch, and Patsy Willimon. The members are devoted to serving the Chapel in this significant way and it is a privilege to do so.

Children's Christmas Eve Service

By Carol Gregg

Due to the COVID-19 pandemic restrictions, there was no in-person Children's Christmas Eve service on December 24, 2020. Instead, the Chapel broadcast the Children's Service from 2019.

Choir Engagement

By Drew Middleton

Due to the COVID-19 pandemic, a socially distanced virtual Messiah performance was held and the serving of refreshments wasn't necessary. The Congregation is truly grateful for the Duke Chapel Choir's music which helps us lift our praise to God.

Docents

By Lois Oliver

The docents did the tours after each Chapel service, and the weekday tours faithfully until March 2020 when the Chapel was closed for the pandemic. A new docent, Ken Davenport, was partially trained, but unable to finish without being in the Chapel. All the docents are enthusiastic about getting back to welcoming visitors, and worshippers this summer.

Nursery

By Phyllis Snyder & Julie Hockett

The Duke Chapel Nursery provides care for children from infants through four-year-olds during Sunday worship services. The Children's Pastor, Phyllis Snyder, also serves as the Director of the Nursery. Four caregivers provide care to children during services. Due to the coronavirus pandemic and necessary closure of the Chapel, no worship services have been held, and thus no Nursery was provided, beginning March 15, 2020 through the current time.

The Nursery Service Group Chair provides help in monitoring the Nursery on Sunday mornings, resolving concerns regarding the Nursery and provides back-up when the Director is not available. Julie Hockett currently holds this position. Although no Nursery has been provided this year, Julie's willingness to continue to serve in this role is greatly appreciated. Her insight as a parent who utilizes the Nursery is vital.

The Congregation is grateful to the Chapel Staff for their recognition of the importance of this ministry and willingness to provide support for needs in the unique space that becomes 'the nursery'.

Offering Counters

By Drew Middleton

Due to the COVID-19 pandemic, the inability to gather as a worshipping community has not allowed for the members to serve this year. When able to serve again, we are certainly thankful and appreciative. After 15 years of dedicated service as an offering counter and Offering Chairperson, Frank Coble has stepped back. His friendly face and presence will truly be missed.

Ushers

By Jim Ferguson

Due to the closure of the Chapel, the ushers have not been able to serve this year. Nonetheless, they stand ready to put on their blue robes and start meeting worshipers whenever the Chapel doors reopen.

Mission:

- A) For tourists and first time visitors we recognize our position as possibly being the front line for the University, thus try to be attentive to any special needs or requests.
- B) For regular attendees, we greet them as well as distribute the day's bulletin
- C) For choir and clergy, we attempt to smooth the people "interface" and thus help to minimize friction and congestion.

Time commitment:

We are responsible for weekly services 52/52 generally from the hours of 10:30-12:30 as well as those associated with Christmas and Holy Week. On non-academic Sundays, we are also responsible for providing/coordinating crucifer, torchbearers, and Word carrier with Russ Owen. On an annual basis, assuming one weekly Sunday service and 10 ushers x 2 hours (this is a conservative minimum), we clock a minimum of 1000+ hours. This does not include additional services such as Holy Week, Christmas, All Hallow's Eve, etc, Nor does it include weekly recruiting/scheduling time of roughly 2 hours.

Recruitment:

Initially we were able to recruit a fair number of Duke (and occasionally UNC) students, but changing demographics have left us with fewer youth and with more adults as regulars. Several members have relocated and to will no longer be able to serve as ushers. These include Barry Berger, Jeffrey Huo, Ann Sager, and Brady Surles.

Scheduling:

One would like to claim weeks of foresight and generally the rosters are locked into place by Friday, but in all candor, e-mail as late as the night before/morning of the service is indispensable. In general, we seem to operate most efficiently with a pool of dedicated and experienced "regulars" which hovers around twenty or so.

Our current roster of regular ushers includes:

Billy Chow, Leisa Dennehy, Francis Donaie, Sophie Marcom, Liz McMahon, Leroy McRae, Drew Middleton, Penny Oslund, Harry Rodenhizer, Charlie Roedel, Guy Solie, Mindy Solie, Leigh Wynkoop.

Co-head ushers: Acelyn Barefoot, Jim Ferguson, & Rick Wilfong

Welcome Ministry

Not needed in 2020 due to COVID-19 closure of Duke Chapel.

STAFF

Senior Pastor

By Carol Gregg

“When it was evening on that day, the first day of the week, and the doors of the house where the disciples had met were locked for fear of the Jews, Jesus came and stood among them and said, “Peace be with you.”” (John 20:19) That was Easter evening. The doors were locked, but Jesus showed up anyway.

For most of this past fiscal year, the Duke University Chapel doors have been locked and all ministries were virtual. The pandemic quickly and dramatically changed the ways we ministered; Jesus showed up anyway.

During this year, the Congregation at Duke Chapel demonstrated tremendous grace, resiliency, and creativity as we continued to serve Jesus Christ. Our theme for the year was “prayer,” which was fitting as we sought God’s guidance to navigate the challenges of the year. By the grace of God, all of our core ministries not only continued throughout the year, but they also grew.

Our educational ministries continued nearly uninterrupted, with classes, book groups, and retreats continuing virtually. In addition, we started “Life Together Groups” to encourage discipleship through small groups. Our mission giving this year went above and beyond our budgeted benevolences as members were moved to support those most impacted by the pandemic. The generosity of our members is assisting our neighbors. Our life together as a congregation was nurtured by social events and visitation by phone, and was extended through “Congregation Connectors” who were tasked with reaching out to all of our members during the first half of the pandemic. In addition, we created a “Racial Reconciliation Work Group” as a means to develop antiracism ministries.

Inspired by Jesus who showed up despite locked doors, our members and friends showed up this year to deepen their connections with God, each other, and our neighbors.

It is an honor and privilege to serve this dedicated and faithful congregation.

Children's Pastor and Office Administrator

By Phyllis Snyder

CHILDREN'S PASTOR: 20 HOUR/WEEK STAFF POSITION

Work with all aspects of children's ministry for the Congregation including but not limited to:

- Godly Play: no in-person classes this past year. A weekly Godly Play session video was posted on the Congregation’s YouTube Channel, for families to watch.
- Fall Fellowship [not held due to Coronavirus pandemic]
- Caroling at The Forest at Duke [not held due to coronavirus pandemic]
- Duke Chapel Children's Christmas Eve Service [not held due to coronavirus pandemic]
- Working with volunteers for children's programs

- Identifying and communicating about mission projects appropriate for children and families [No in-person projects were possible this year due to the pandemic, but one online project was held: Lenten Project for Children and Families, which included a weekly reading about Zoe Empowers (the Congregation’s international mission partner) and activity which resulted in the collection of funds for Zoe.]
- Easter Program and Egg Hunt [not held due to coronavirus pandemic]
- Palm Sunday Processional for Duke Chapel worship service [not held due to coronavirus pandemic]
- Overnight Retreat programming for children [not held due to coronavirus pandemic]
- Pentecost Sunday Procession for Duke Chapel worship service [not held due to coronavirus pandemic]
- Worship aids for Duke Chapel worship services. Nothing new this year due to not being in the Chapel.
- Children's Stewardship [a child and youth take Sunday School Offering collections to altar during worship service once a month as part of the offertory. Not done this year due to Chapel Worship being virtual only]
- While meeting in-person this year was not possible, I was able to visit with many families via a “porch visit” (meeting at home porch or patio while wearing masks and staying 6 feet apart). I also was able to speak to some children and families via phone or Facetime. It continues to be a privilege to help guide the spiritual development of the children, and to interact with them and their families.
- I am deeply grateful for the volunteers who make children's programming possible:
 - Godly Play Teaching Team: These team members remain in place, and have participated in a *Teaching Godly Play* online book study this year in order to prepare for in-person classes again: Marianna Henry, Jane Fellows, Cheznee Johnson, Daniel Corpening, and James Parker. Mel Snyder also continues on the Team and this year has been instrumental in the production of the Godly Play videos. Volunteers who stepped down this year for various reasons, and to whom special thanks are due for their dedication and years of service are: Rosemary Gulla, Jan Radabaugh, Diane Haithcock, Liz McMahan, Elizabeth Kenly and Shelley Leazer.
 - Wee Praise Teaching Team: Kate DeAlmeida, Megan Cacchio, Patrick Cacchio, Julie Hockett, Elizabeth Kenly. A special thanks goes to Kate and her family members, who produced a video class twice a month during the past year. The video link was shared via a weekly email update to parents. Knowing that it is in Wee Praise that many children are learning about God and church for the first time, having this resource for families during the pandemic was essential.

OFFICE ADMINISTRATOR: 20 HOUR/WEEK STAFF POSITION

- Support administrative needs of the Congregation office
- Weekly
 - Contribute to, proofread, prepare and send electronic eNews

- Deposit donations and other incoming money
- Record donation information
- Oversee finalization of bills to be paid
- Monthly
 - Contribute to, proofread, prepare and send electronic larger version of eNews on the third week of each month, which includes a preview of events for the upcoming month. Currently, 25 Congregation members do not utilize email. Hard copies of the third week eNews are mailed to them via US mail.
 - Produce birthday list for use by Care and Visitation Committee
 - Work with the Congregation's bookkeeping service as tasks arise.
- Yearly
 - Congregation Anniversary – held online in 2020/2021
 - All Saint's Sunday
 - Prepare list of those deceased since last All Saint's Day for Chapel worship bulletin
 - Notify families of those whose names are in bulletin about All Saint's Day
 - Mail, or email, bulletins to families who could not be in attendance on All Saint's Sunday
- Stewardship
 - Work with Stewardship Committee on preparation of annual mailings
- Overnight Retreat – not held in 2020 or 2021
- Financial Audit
 - Provide any pertinent materials needed as indicated and requested by the Auditor
 - Work with Congregation's accounting support firm to request materials needed by the Auditor
- Annual Business Meeting – held online in 2020 and 2021
 - Assist in preparation of program
- Ongoing
 - Maintain database
 - Prepare name tags for classes and events for leaders
 - Answer telephone when in office
 - Assist walk-ins to the office
- As Needed
 - Produce memorial service bulletins
 - Produce announcements for distribution
 - Prepare summaries of retreat evaluations – done online for virtual retreats
 - Financial follow-up in regard to any financial matters with Congregation's accounting support firm
 - Other tasks as assigned by Senior Pastor

Divinity School Intern

By Nathaniel Metz

Over the last year, I led two adult Bible studies that lasted ten weeks each. In the Fall semester, we studied Ecclesiastes. We had a wonderful time discussing the book's poetic power and provocative philosophy, noting its encouragement to keep following God in the midst of uncertainty. During the Spring semester, we traveled through Colossians, growing in our appreciation of its deep and worshipful Christology, while observing its usefulness in critiquing false teachings. Furthermore, Colossians presented an opportunity for fruitful discussion about some of the more difficult topics in scripture pertaining to gender and slavery.

I also led a prayer service every week for racial justice and reconciliation. We used a short liturgy that used scripture and borrowed from liturgical resources, such as the Book of Common Prayer and the United Methodist Book of Worship. Each service also included a short devotional section. We spent time with artistic voices such as Mister Rogers, John Coltrane, Andy Warhol, and Jean-Michel Basquiat. Topic-based devotions also looked at issues like systemic racism within the prison systems, the rise of anti-Asian and Pacific Islander violence, and the continued hardships faced by Native and Indigenous people resulting from years of persecution. Related to racial justice, I also served on the committee and Task Force for Racial Reconciliation. I am grateful to the helpful guidance and wisdom of the other members: Carol, Dan, Regina, Bill, Kathy, Emily, Elizabeth, Jack, Fran, and Breanna.

I am overwhelmingly grateful for the opportunity to work with so many fantastic people—especially the wonderful members who attended my Bible studies and prayer services. They were a constant source of joy and encouragement for me over the last year, and I look forward to spending more time with them in the future.

Pastoral Assistant - Youth and Young Adults

By Matt Wright

Over the last year, I continued serving as the Pastoral Assistant of Christian Education with an emphasis upon youth and young adults. I have thoroughly enjoyed this time of ministry alongside my studies at Duke Divinity School. I will graduate with my Master of Divinity on May 8, and I will return to my position with the Congregation for one more year. I am excited to continue to hone my ministerial and pastoral skills in this way before I take an appointment in the United Methodist Church. Not only did I lead and facilitate bible studies and confirmation, but I participated in education committee meetings, helped facilitate and plan the Congregation's retreats, and ran tech in the summer bible study, helping make the transition to Zoom study as seamless as possible. I look forward to continuing to serve God by serving the Congregation at Duke Chapel and the broader Durham community.

Pastoral Assistant - Discipleship

By Michael Larbi

The year 2020/2021 saw the start of Life Together Groups in the Congregation.

Following a consultation process undertaken by the Education Committee last year, and a three-month pilot of the concept, the decision was made to start discipleship small groups in the fall of 2020. A sign-up campaign was launched during the late summer of 2020 and there were enough responses to start four such groups, with group leaders being participants in the spring 2020 pilot. The Education Committee christened them Life Together Groups.

There are just over thirty people in regular attendance in four Life Together Groups which started in late August 2020. The groups meet once every fortnight. The meeting times are Sunday 4pm, Monday 12noon, Thursday 7pm, and Thursday 8pm, respectively. The Thursday 8pm group consists largely of parents. These groups are not for Bible or book study. Rather the purpose on participants sharing their lived Christian experiences with each other, fellowshiping, and praying together. The Book titled *We Make the Road by Walking*, by Brian D McClaren, provides food for thought and questions for discussion during meetings.

Given the Covid-19 pandemic, Life Together Groups have met online via Zoom, and these meetings have enriched members' lives, as attested to in a January 3rd Adult Forum where testimonies were shared. A research survey in late March 2021 showed that the groups continue to be a blessing to members, with the overwhelming response being that they are spiritually nourishing. As more and more members get vaccinated and Covid-19 restrictions begin to be lifted, groups expect to get together in-person when that becomes permissible. In the next year, the groups might continue to meet online but also make use of in-person or hybrid (in-person plus online via Zoom) opportunities for better fellowship.

Thanks be to God for the grace we have had along the way and the blessing that the Life Together Groups have been.

Pastoral Assistant - Pastoral Care

By Ken Moland

Pastoral care in the midst of a pandemic has brought unique challenges and opportunities for our congregation in 2020-2021. In spite of the challenges, God has enabled us to maintain meaningful relationships with our members and friends throughout the year. And, the Good Shepherd has watched over His flock even as He has included us undershepherds in this caring ministry.

My primary focus in pastoral care is members who are limited in their access to the in-person ministries of the congregation. Because of the restrictions on in-person visits I have mostly connected with members through phone calls, emails, texts and written notes. As those restrictions were relaxed in April and May of 2021 I began again meeting with members in person.

During 2020-2021 I have contacted 87 of our members and participating friends of the congregation. The frequency of contacts has varied based on need and availability, but I have continued to build

relationships to lay the foundation for further effective pastoral care. As the restrictions of the pandemic continue to be lifted, I anticipate meeting in person with many more of our members.

It is a privilege and a joy to serve The Congregation at Duke University Chapel and to work in partnership with Pastor Carol and the entire staff and volunteers who form this team of ministry. Special thanks also to the Visitation Team who so faithfully add their caring ministry for our members.

The Lord is our Shepherd and He is shepherding our Congregation.

Communications Assistant

Kirsten Ford held this position from June 2019 to October 2020. She produced eNews, increased our social media presence using Facebook, Twitter, and Instagram, and established our YouTube channel. Her cheerfulness and diligence were a gift to the Congregation. The position is currently vacant.