

# **2022 St. James Annual Report**



**Prepared for the 2023 Annual Meeting  
January 29, 2023**

# Table of Contents

Agenda.....	3
2022 St. James Annual Meeting Minutes.....	4
Vestry Members as of January 2022.....	5
New Vestry Member.....	6
Prayers for those we have lost this year.....	6
Rector's Report.....	7
Senior Warden's Report.....	8
Junior Warden's Report.....	9
Altar Guild Report.....	9
Book Club.....	10
Communications Committee Report.....	10
Flower Guild Report.....	10
Fellowship Team Report.....	11
Annual Fair & Auction Report.....	12
Pastoral Care Team Report.....	12
Outreach Team Report.....	12
Growth Team Report.....	14
Memorial Garden Report.....	14
Music Ministry Report.....	14
Stewardship Report.....	15
Finance and Stewardship Report.....	16
2022 Combined Balance Sheet.....	17
2022 Income and Expense Report.....	18
2023 Operating Budget.....	20

**January 29, 2023, 11:30 am**

## **Agenda**

1. Opening Prayer and Call to Order
2. Acceptance of Minutes of the 2021 Annual Meeting
3. St. James Ministry Report – Rector
4. Nominations, Elections, and Appointments
  - a. Vestry Members
  - b. Delegates and Alternates to the Diocesan Convention
5. Parish Reports
6. Financial Reports
  - a. Presentation of Balance Sheet
  - b. Presentation of 2022 Income & Expense Report
  - c. Presentation of 2023 Operating Budget
7. Prayer and Adjournment

# Annual Meeting Minutes

## Sunday, January 31, 2022

Minutes from 2021 Reviewed, Shari made a motion to approve the minutes, Laura Kent seconded, minutes approved.

### **Rectors Report:**

Worship continues on Zoom and in Church. Attendance holds steady. Increase in participation in Evening Prayer. There was 1 baptism 1 reception and 7 deaths.

Enhanced air filtration installed and operational. A new thermostat was installed in the nave.

A grant was received for video live streaming. The memorial garden has been used well.

Effective social distancing has been practiced, Amy thanks the parish. "No spread from us!"

Thank you to Karen and the finance team, also the Covid response team.

Amy also thanks Jim Lorentz and the St James Choir for their work in the past year and Sebastian for his continued tech support. Candace was thanked for coordination of readers & ushers, Tim for signage, Diana Beatty for caring for the flower beds. David Sleeper, Sherman Kent and Knox Johnson, have been responsible for management of improvements including the air filtration system.

Barbara Johnson ends her six years as Senior Warden with appreciation.

Lent & Easter will hopefully proceed normally. April 16 is Easter Vigil at Mission Farm.

Bill Corson will lead a growth team. Concrete ideas will be pursued to grow the parish.

Amy noted that a large pledge will expire. \$25000 is need to make up the difference.

Reorganization of the diocese is in process and is vitally important.

### **Nominations:**

Elections and appointments:

Fiona Jay, Bill , Sally, Tim, Julie and David will continue. New members are Shari Casey senior warden and member Florence Short.

Diocese delegates proposed are Isabelle Bradley. Katherine Webster and Barbara Johnson, with Barbara Drufovka as an alternate.

Alison made a motion to accept nominations. Julie seconded. Motion carries.

### **Parish Reports**

Hard Copies were made available.

### **Treasurer's Report**

Karen presented, the balance sheet was displayed. Assets and Liabilities. Fair Funds, memorial funds.

Questions:

Alison wanted to know the status of the Lillenthal Trust. The trust comes to an end funds will be sent. Suggested for capital improvements

### **Income and Expenses:**

2021 actuals explained, Everything is doing well financially. Pledges were steady and fulfilled. There was not a lot of undesignated income. Because of less building usage and weddings. Salaries stayed within range. 2021 a big snow removal year. The rectory mortgage has been renegotiated.

St James came out in the black for 2021.

2022 pledges hope for \$189,000 a pre pledge of 30,000 is in its final year. Endowment draw expected to be \$70,000.

Further use of the building is hoped for.

Salaries were increased by 3%, Sari White has been working off site, and that was budgeted.

Diocese support explained as a percentage of income.

Motion to adjourn Julie Alison seconds. 11:34 adjournment.

Respectfully submitted by Tim Sink, Parish Clerk

## **Vestry Members as of January 2023**

### **Class of 2024**

Julie Groppe, Fiona McElwain,  
Florence Short

### **Class of 2025**

Shari Casey, Sally Garmon, Jay Bragdon

### **Class of 2026**

Tim Sink, Bill Corson, Stephen Land

### **Proposed Nominations for Diocesan Delegates**

Isabelle Bradley  
Katherine Webster  
Amy Morel

### **Proposed Nominations for Diocesan Alternates**

Barbara Drufovka  
Jane Land

## **New Vestry Member:**

Stephen Land

Stephen and his wife Jane moved to Pomfret in 2019 from Larchmont, New York, and continues to work part-time as a tax lawyer in the New York law firm Adler & Stachenfeld LLP, where he advises on tax aspects of real estate and corporate finance matters. He was previously at Linklaters (1996-2012), Howard, Darby & Levin (now part of Covington & Burling, 1987-1996) and Sullivan & Cromwell (1979-1987). Their daughter Sarah Marson still lives in Larchmont, with her husband Jay and her three children, Eden (17), Madeline (15) and Tobi (13). Their son John lives in Buffalo with his wife Anna and his daughter Tara (13).

Stephen has served as a member of Oxfam America's Board of Directors and as its Treasurer, and is now on their Leadership Council. He was also for many years a member of the Advisory Board of Fair Trade USA. Currently, he is the Chair of Energy Vision, an environmental group that fights climate change, by promoting methane capture from food waste to displace fossil natural gas as a transportation fuel.

Stephen graduated from Harvard College in 1975, and from Harvard Law School and Harvard Business School in 1979.



**We offer prayers for those in our congregation that we lost this year**

Jane Pitkin Curtis

Kathy English

Nancy K. Schullinger

Elizabeth James McCredie

Charles Richard Williams Jr.

## Rector's Report

Dear Siblings in Christ,

If there is a theme which encapsulated 2022, it's "waking up." We began the year on somewhat of a low note. There was yet another COVID-necessitated pause of in-person activities through the season of Epiphany. In early February, a steam leak from an old radiator left behind an inch of standing water in the downstairs level of the parish house, fouled the old lath-and-plaster walls in the back stairwell, and rendered the kitchen all but unusable. However, like the princesses in the Disney versions of Snow White and Sleeping Beauty, we woke up from our long winter's nap, and launched ourselves cautiously back into the world of in-person worship and events. Spring and summer saw the first in-person Easter celebrations in three years; making good use of the outdoor spaces around the building to host regular Coffee Hours and other gatherings; and the successful continuation of the Foyer Dinner groups. Fall brought the return of regular Evensong services and the concert series; a marked increase in worship attendance; the advent of a lecture series which has successfully engaged the larger Woodstock community; and, finally, a Lessons and Carols service for the ages. Reading the Ninth Lesson, which is taken from the first chapter of the Gospel of John, with the aid of only a flashlight, gave a whole new meaning to the phrase, "the light shines in the darkness, and the darkness did not overcome it."

Keeping the light of this community shining amid the darkness of the world takes all of us. Through these times, we have done a remarkable job of continuing to live into our call to love God and serve our neighbors. Whether it's done within the walls of the parish itself, or out in the wider community, things like providing a meal or a ride, sending birthday cards, or donating time and money to help those in need all matter a great deal. The results may not be immediately tangible, but they are beginning to be felt every time we gather as a community. It is a wonderful thing to behold.

As has become my habit, I would like to take this space to thank some individuals who have gone above and beyond in this year of transition and change. They include:

- Karen Vitols, our treasurer, who with the assistance of assistant treasurer Laura Ken, counter Sally Garmon, and the finance team (Shari Casey, Bob O'Donnell, David Simmons, David Sleeper, and Laura Kent), has once again gone above and beyond the call of duty to ensure our resources are used wisely, and our accounting practices are in compliance with diocesan and legal requirements;
- Shari Casey and Fiona McElwain, the wardens, whose wisdom, skilled leadership, and senses of humor have proven to be a gift both to me and to the parish as a whole;
- The Rev. Betty Berlenbach, for her assistance in meeting pastoral care needs, and her willingness to share her considerable knowledge and love of teaching;
- Jim Lorenz, for his dedication to his craft and for sharing his talents with all of us in weird, often demanding, and ever-changing circumstances;
- Sebastian Lorenz and Barbara Johnson, for their technical assistance in continuing to provide live streaming of worship services;
- Hannah Forbes, parish administrator, for her ability to quickly master complex tasks, provide excellent customer service to parishioners and vendors alike, and for her willingness to share her gifts for cookie making.

We don't yet know what 2023 will have in store. As far as tangible, measurable goals, it is my hope that the increases in participation and giving will continue; that the Fair will be held; and

that the restoration of the downstairs will finally be completed. As it was last year, the question still remains: what, and how, is God calling St. James to be, in this new, getting-to-be-post-pandemic world? It will take all of us to answer it. May the God who has given us the will to perceive these things give us the power to put them into action.

The Rev. Amy Spagna  
Rector

## **Sr. Warden Report**

Dear Friends and Members of St. James, Woodstock:

While preparing to write this letter for the first year of my service as Senior Warden, still wondering why I was chosen, I looked at today's (Jan 29<sup>th</sup>) 2<sup>nd</sup> reading, specifically verse 27 of St. Paul's letter to the Corinthians, and perhaps got my answer: " 27 But God chose the foolish things of the world ... " Foolish or not, I am proud to say that I am associated with St James Episcopal of Woodstock, Vermont. A relative newcomer myself, I have seen a resilient congregation that has carefully emerged from the confines and restrictions of the pandemic, reinventing itself by trying new things like the Auction to raise funds for our Outreach programs while waiting for the environment to be safer for some of our more cherished traditions like the Fair. Little by little, while changing with the times, we've reached out to restore connections, firstly outdoors, working on our gardens and holding coffee hours outside, then indoors with masked, then un-masked services. At long last, we were able to sing together. Some of us looked forward to the day when we could confidently say that things were back to normal. But what is normal? During the pandemic, we embraced new ways of doing things and dealt with new challenges. For example, attendance via Zoom not only meant that we could carry on meeting together during the pandemic, it also meant that we could be more inclusive, allowing folks who might not be able to attend in person to still be a part of our St. James family. Being together on-line also meant greater flexibility, allowing folks to attend meetings despite the weather and/or distance. This was especially valuable as one of our main meeting spaces, the kitchen and basement, was ravaged by a leak. Volunteers came to the fore to form a flexible buildings and grounds team. It is important not to lose these gains, but to add them to our repertoire, to continue changing and adapting whilst holding on to our core values of community and caring.

During our journey through the pandemic, many of us found new things with which to fill our time. If we want to have our familiar habits of worship and community life at St. James restored, we will need to make room again. Many hands make light work. It is happening. Ministry Teams, Vestry, Foyer Dinners, Choir, Coffee Hours and more are back. The vestry and the Finance Team joined forces to work together during the Stewardship Pledge Drive. The Understanding Each Other lecture series and our growing partnership with Mission Farm were new initiatives. More is and can be planned. To make them happen, we're going to need volunteers. At long last, we can re-connect, renew, restore. St James has remained in our hearts. It's time to put St James back into our schedules.

Respectfully submitted, Shari Casey, Senior Warden



## **Junior Warden's Report**

The role of the Junior Warden is to act as a liaison between the parishioners and the Vestry and Rector. This is a role that I have thoroughly enjoyed and has gone hand in hand with my involvement with Fellowship and Pastoral Care.

In this position I have tried to answer parishioners' questions and hopefully helped with any concerns that they might have. It is perhaps a little bit like being a cheerleader for St. James - fostering relationships within the Parish and encouraging a greater involvement with the church - thus building upon the already strong community in which we find ourselves.

Respectfully Submitted,  
Fiona McElwain

## **Altar Guild Report**

We wish to thank, with our most heartfelt gratitude, Katherine A. Webster for her many years of selfless leadership, boundless knowledge, and guiding faith in being the directress of the St. James Episcopal Church Altar Guild. Katherine's life-long commitment and service to the Altar Guild and Episcopal Church have been to the great benefit of us all, and we are tremendously fortunate to have had her guidance, expertise and experience to learn from, and that we luckily will continue to lean on!

The Altar Guild ministry consists of caring for the altar, vessels, vestments, candles, and linens used for services. We prepare the sanctuary for all services and clean-up afterwards. At St. James we now have two regular weekly Sunday services, at 8:00 a.m and 10:00 a.m, as well as additional and special services throughout the year. Now, post-pandemic, we have gratefully returned to shared Eucharist with the Common Cup.

The current membership of the St James Alter Guild is: Elizabeth Harley, Emily Mooney, Liz Nickerson, Caroline Shephard, Sara Stadler, Leslie Stroud, and Katherine A. Webster. We welcome any and all interested parish members to join and serve with us!

Respectfully submitted,  
Leslie Stroud

## Book Group

The St. James Book Group has read a terrific variety of books, alternating, as before, between fiction and non-fiction. Our meetings are held over Zoom, a convenience given the constraints of weather, time and geography, on the second Tuesday of each month (with time off for a summer vacation). We welcome all – drop in and drop out, according to your reading preference and schedule. Current book group information is always posted on the front page of the St. James website, along with the Zoom link.

Our selections this past year were varied and stimulating: Cynthia Bourgeault: The Meaning of Mary Magdalene, Margaret Atwood: The Handmaid's Tale; Diana Butler Bass' Freeing Jesus; Geraldine Brooks: Caleb's Crossing; Elaine Pagels: Why Religion? A Personal Story; Anne Lamott: Dusk, Night, Dawn; S. Kirk Walsh: The Elephant of Belfast; Tish Harrison Warren: The Liturgy of the Ordinary; Emma Donahue: Haven. Please feel free to step up and suggest new titles – your input is most appreciated!

Respectfully submitted,  
Laura Kent

## Communications Report

The Communications Committee is responsible for the Summer & Winter Newsletters, various press releases, posters for print, and Facebook posts of seasonal church events.

The 2022 group consisted of Cassie Horner, Tim Sink, Laura Kent, Kim French, Sari White, Bill Corson, and Hannah Forbes as Parish Administrator.

Respectfully submitted,  
Hannah Forbes in collaboration with Tim Sink  
January 2023

## Flower Guild Report

The Flower Guild ( Diana Beattie, Fiona McElwain, Beverly Humpstone, Janet Wilson, and Luran Corson ) were responsible for making Altar Flower arrangements throughout the year of 2022. From May to October the Guild uses fresh flowers and plants from their own or friends' gardens to decorate the Altar.

During Easter, with its abundance of Lilies and Daffodils and at Christmas, with their striking red and white Poinsettias, the cost of purchasing these celebratory fresh flowers for these holidays is underwritten by donations from members of the Parish. In celebration of Easter, the outside walls and urns are filled with colorful Spring bulbs, underwritten by the Flower Guild.

On other special occasions, like Memorial Services, fresh flowers will be purchased

when Family members donate their cost. The weekly Program suggests a \$50 Donation.  
( Some parishioners give more. )

The Fall Foliage celebration of All Saints Day is a donation from the Flower Guild.  
The high and low altar decorations of pumpkins and gourds, flowers, graces the  
Church for three weekends from the end of October into November.

During the Winter months of November through April, the Flower Guild uses artificial  
Flower arrangements, unless fresh flowers were requested for a Memorial Service.

We are indeed delighted to have returned to in-person services this year, where  
parishioners can enjoy the variety of our celebratory altar flowers both inside and out !

Respectfully Submitted,  
Diana Beattie

## **Fellowship Team Report**

We are back!

The mission of the Fellowship team is to strengthen fellowship in the parish and the  
wider community through hospitality. Fellowship is part of the glue that holds the Parish  
together and is instrumental in introducing St. James, and all that we offer, to those who  
are not already members.

During the worst of covid we had no gatherings at all but now that the church is open again  
the Fellowship team has been hard at work. Coffee Hour have been reinstated in the Great  
Hall with volunteers signing up to organize each week. Two highlight were the Festive Coffee  
Hours held to celebrate Easter and later in the season Bishop Shannon's annual visit to  
St. James. Receptions have followed Evensongs and musical concerts. Perhaps the most  
memorable one was held following Lessons and Carols and during a power outage where iPhone  
flashlights showed us the way. It is no mean feat to open a bottle of Prosecco in the dark!

Respectfully Submitted,  
Fiona McElwain

## **2022 Annual Fair and Auction Report**

Total fair made in 2022 \$12,735

Items placed in Antique Collaborative sales to be given to fair funds. \$4,205

1<sup>st</sup> annual auction \$8,429

\$111 difference was donations received and marked for the fair.

Number of items listed at the auction was 85

This year the 2<sup>nd</sup> auction is slated for March 5 to March 21<sup>st</sup>.

Respectfully submitted,

Sally Garmon

January 2023

## **Pastoral Care Committee Report**

This year was a more 'behind the scenes' year for the Pastoral Care Committee.

Food was cooked, cards were sent and visits made to parishioners who might not be well or are shut in and in need of a cheery voice saying hello. The organization of all this was not as formal as in past years as the committee has been in need of a Chair to pull it together and give it direction and leadership. We are currently still in need of that Chair and I would be delighted to answer any questions if anyone might be interested in volunteering.

On a regular basis Sally Garmon wonderfully continued to send cards to parishioners for their birthdays and recognition of times of need. She also, along with Mary Costella and Isabelle Bradley, came in on Mondays and re-organized the altar flowers into smaller posies which they delivered to Mertens House and the Woodstock Terrace.

Amy Spagna continued to write, call and visit those in need across a wide variety of situations.

## **Outreach Team Report**

The Outreach Team at St James continues its focus on a broad support system for people and organizations that are local, national and international.

A new initiative this year was the decision to donate funds to help support the construction of a well in Burundi. Rev. Canon Jean Mwenigoma, Dean of All Saints Cathedral and Development Officer for the Diocese of Buye in Burundi,

requested funding from St James to support the clean water project there. Clean water is a crucial part of the safety and thriving of residents worldwide. In a November email to Amy, he said, "I am pleased to send the photos of the water spring we constructed and protected with the financial support that you sent. Would you please tell your parishioners that we are so grateful to you all? I hope there will be another opportunity for supporting my ministry. May God richly bless you and your church."

We provided 24 gifts to the Woodstock Therapeutic Care Residence, an eight-bed house which places a primary focus on community integration and independent living skill development as fundamental components of each individual's journey toward sustainable recovery. Each program offers 24-hour staffing assistance to provide support, coaching, and service coordination for all individuals during their admission. This Christmas gift initiative, coordinated by Sally Garmon, invites WTCR residents to write down a few items they would like for Christmas. Sally then matches the names with members of the congregation who purchase and wrap gifts delivered to the home. One of the gifts was purchased with Fair Funds.

An ongoing Outreach initiative that involves the whole congregation is the quarterly collection of food for the Woodstock Community Food Shelf. The food shelf in Woodstock was started at St James in 1984, and the church has continued to support this important community service with food drives and funds since it moved to 217 Meadow Maxham Way. Each year, St James members provide hundreds of pounds of food to help relieve food insecurity in this community and beyond.

Deb Kappel organizes the St James participation in The Dismas House reentry program that helps citizens to transition from previously being incarcerated back

to the community, with skills to succeed. The goal is to support them navigate this challenging transition, and help them overcome the many barriers they face. It is a warm and family-like atmosphere, which is why we are encouraged to dine in at the supper and make new friends. Saint James parishioners prepare dinner once a month on the second Monday of the month, to take to Dismas House in Hartford, Vt. Dinner is served at 6:00pm-6:30pm. St James volunteers arrive at 5:30 pm to warm the food and serve. Dropping off the meal is an option as well. Typically, we have 10 for dinner including the volunteer chefs. We welcome anyone to join us in this very rewarding ministry of Saint James. Please come along!

Another important St James effort is mailing cards to parishioners. In 2022, Sally Garmon sent out 170 birthday cards, 15 get well cards and 6 sympathy cards. Outreach funds also go to the Berkeley Divinity School at Yale Divinity School and to the Chaplaincy at Dartmouth Hitchcock. Funds were given to The Diocese of Southwest Florida for Hurricane Ian relief; Shir Shalom to support a Ukrainian refugee family they have sponsored; Artistree/The Haven to support an afterschool program for Haven families

Respectfully submitted by Cassie Horner. Members of the Outreach Team include Barbara Drufovka, Gail Emmerson, Sally Garmon and Karen Vitols.

## **Growth Committee Report**

The new Growth Ministry Team has held regular meetings with a committee of 10 parishioners composed of Vestry and non-Vestry representatives. After two brainstorming sessions in the Fall, this team identified 6 initiatives, all of which have been set into motion through a plan that includes Mission, Awareness and Hospitality. Most recently we have organized and run our successful lecture series "Understanding Each Other - Comparative Religions" which was featured twice with major articles in the Vermont Standard.

## **St. James Garden Report**

Spring and Fall are a hive of activity in the garden St. James. A large group of volunteers come together with leaf blowers, mowers, rakes, weeding tools, edgers and pruners to tidy and somewhat tame the gardens. These clean up days offer both camaraderie and laughter as well as actual work as we move around the gardens of the church and rectory.

During the summer months a smaller group (Janet Wilson, Cecilia Hoyt, Jane Land, Tiny Mears, Diana Beattie, Lauren Corson and Fiona McElwain) maintain the existing flower and shrub gardens.

All the while Emily Mooney comes in on a weekly basis to mow the lawns and about 100 other things.....thank you Emily.

Respectfully Submitted,  
Fiona McElwain

## **Music Ministry Report**

2022 was a challenging, but rewarding year for the music ministry at Saint James. Through the spring and early summer, we saw the return of Evensong services, and with the arrival of autumn, we were able to plan a full music series for '22-'23 including concerts, special services, and fundraising events. So far, the current series has included an Evensong, a concert by Cameo Baroque which raised a significant amount of money for the local food shelf, and a Lessons and Carols service which may never be forgotten considering the "dark" turn things took.

The choir, though still modest in numbers, has seen some changes in personnel, but has maintained a similar size and voice distribution throughout the year. And as always, our choir has succeeded with music which would typically be too much for ensembles of similar size - they should be greatly commended for the work they do and the time they dedicate to make it happen!

Despite some maintenance issues with our instruments which needed tending to, both organs and the hall piano are all currently in working order. As the pipe organ nears its 40th birthday, we should be prepared to consider some larger routine maintenance and perhaps some upgrades to the winding system, filling in the

missing rank of pipes, etc. What we have is worth a great deal, but like any large, complex machine (think about your vehicle maintenance), it's best to plan to be in front of those big-ticket items from both a planning and financial consideration.

Finally, as I reached my 8th anniversary as Music Director for St James this past October, I can honestly say that I have looked back on what we have done and have felt a true pride. St James offers a great deal to our community in general, but I don't know of any other churches in the immediate area which so regularly produce great music with such regularity. That, I could not do without the entire parish's support.

NB - if you don't get the "dark" reference for the Lessons and Carols service, we lost power just after the sixth reading as we were just crawling out from under an ice storm which left thousands in the area without power for days. But, of course, we had to make things dramatic, so Woodstock lost power in the middle of the service, and the choir and congregation SANG THEIR HEARTS OUT with music illuminated by cell phone lights and candles, completing the service with no music left unsung! Take THAT Mother Nature!

Respectfully submitted,  
James Lorenz

## **Stewardship Campaign Report**

The 2022 Stewardship Campaign was launched in September, with the theme 'More than Enough'. The Vestry and the Finance Team partnered to form a Stewardship Committee with a sub-theme of Many Hands Make Light Work. Committees were formed; outcomes and deadlines were established. The number of participants was indeed 'More than Enough' to take on task of the Stewardship Pledge drive.

By December, **42** pledge cards were received, totaling \$201,096.00 in support for St. James' operating budget, followed up by individually signed thank you notes from the vestry. Recognizing that the Pledge Drive is an annual event, and that Stewardship should be part of the fabric of our congregation, the Finance Team will be working to identify volunteering and fund-raising opportunities to meet any shortfalls against our 2023 budget needs to ensure that we continue to have More Than Enough. In conclusion, we are grateful to our friends and members for their continuing financial commitment to St. James.

Respectfully Submitted,  
Shari Casey, Senior Warden

## Finance & Stewardship Ministry Team Report

Leader and Deputy: Shari Casey, Bob O'Donnell Vestry Representative: David Simmons. Members: Laura Kent, David Sleeper, Karen Vitols, *Parish Treasurer*

The Team met monthly during 2022, via Zoom meeting, working closely with the Treasurer to monitor both income and expenses within the operating budget. Barbara Johnson led the team early in the New Year until Shari joined as leader in March. Bob O'Donnell agreed to act as deputy. David Simmons continued as Vestry representative.

Individual giving and pledge opportunities continued through the use of electronic giving features, both on the St. James website and the Diocesan website. Some folks have paid more than they pledged.

With the return of in-person worship, the plate was displayed prominently at the entrance to the pews.

Concerns over COVID surges meant that the plate was not physically passed until the end of the year.

St. James' investment advisors (H.M. Payson) met with the Vestry and finance team, reporting that the Church portfolio remains in sound financial condition, despite the fluctuations in the marketplace due to various impacts of the global pandemic. We remain committed to working with Payson to identify and invest in socially responsible companies.

Respectfully Submitted,  
Shari Casey, Senior Warden



**St. James Episcopal Church**  
**Balance Sheet**  
As of December 31, 2022

**ASSETS**

Current Assets (Checking/Savings)		402,535
Fixed Assets (Church, Rectory, Park, Contents)		6,315,200
<u>Other Assets</u>		
Unrestricted Investments/Endowment	1,442,938	
Restricted Investments/Scholarships	20,465	
Total Other Assets		<u>1,463,403</u>
<b>TOTAL ASSETS</b>		<b>8,181,138</b>

**LIABILITIES AND EQUITY**

**Total Liabilities (Current & Long Term)**

<u>Current and Other Liabilities</u>		
Current Liabilities: Accounts Payable	92,458	
Other Current Liabilities	113,903	
Total Current & Other Liabilities		206,362
<u>Long Term Liabilities</u>		
Major & Capital Improvements	99,355	
Misc. Choir & Liturgy	8,136	
St. James Fair	36,529	
Memorial Funds	15,877	
Memorial Garden Fund	19,752	
Rector's Sabbatical Fund	8,974	
Outreach & Discretionary	16,382	
Rectory Mortgage	249,481	
Total Long Term Liabilities		<u>454,487</u>

**Total Liabilities** **660,849**

**Equity**

Endowment Fund Balance	7,210,295
Unrestricted Operating Fund Balance	755,121
Net Income	<u>-445,127</u>

**Total Equity** **7,520,289**

**TOTAL LIABILITIES & EQUITY** **8,181,138**

St. James Episcopal Church  
Operating Income Expense  
December 31, 2022

	2022 YTD Actual	2022 Budget	2021 YTD
<b>Income</b>			
Plate			
Donations from Parish Members	8,505	4,000	5,000
Plate	3,259	5,000	2,909
Pledges			
Pledge Receipts This Year	122,094	189,000	119,206
Prepaid Pledges This Year	104,006	30,000	98,935
Prior Yr. Pledges Paid This Yr.	7,912	1,000	1,554
Endowment Income For Operations	48,000	70,000	37,000
Interest- Operating Account	3		10
Undesignated Income			
Baptism or Funeral Donations	250		
Miscellaneous Income		500	
Building Use	600	500	
Weddings	1,500	2,000	950
Undesignated Legacies & Bequests			
Donor Designated-Operations			
Altar Flowers	2,190	3,000	1,115
Concert Series/ Music	0	2,000	230
<b>Total Income</b>	<b>298,318</b>	<b>307,000</b>	<b>266,908</b>
<b>Expense</b>			
Worship			
Music			
Guest Musicians	300	1,000	
Supply Organist		1,000	
Concert Series		2,000	
Music Supplies	328	1,500	319
Instrument Maintenance	110	2,500	410
Liturgy and Worship	2,090	1,000	761
Altar Supplies	65	1,500	510
Altar Flowers	2,190	3,000	1,115
Education & Parish Programs			
Church School		500	
Adult Education	73	500	-25
Parish Life			
Advertising	997	1,000	333
Pastoral Care		100	
Special Events & Hospitality	204	1,000	214
Cost of Clergy			
Clergy Salaries	46,013	46,500	44,637
Clergy SECA	4,821	4,800	4,387
Clergy Equity Allowance	4,745	4,800	4,607
Clergy Pension Fund	14,563	13,200	12,663
Clergy Medical Insurance	11,502	11,000	10,859
Professional Development		400	208
Rector's Business Expense		500	
Supply Clergy	628	1,800	175
Rector's Mobile Phone			
Rector's Mileage Reimbursement		600	
Sabbatical Annual Commitment	700	700	700

St. James Episcopal Church  
Operating Income Expense  
December 31, 2022

	2022 YTD Actual	2022 Budget	2021 YTD
Lay Employees			
Parish Administrator	8,087	21,000	17,454
Organist	34,170	36,000	33,253
Bookkeeper	2,842	4,000	2,727
Sexton	3,348	8,000	3,512
FICA	3,798	5,300	4,388
Bonus			
Pension for Lay	3,025	3,300	4,482
Contract Employees or Services			
Office - Off-site work	9,165	2,000	
Alarm Maintenance & Monitoring	1,409	1,500	1,448
Snow Removal	4,500	7,500	9,100
Building Repairs	9,476	4,000	2,595
Office Expenses			
Postage	414	1,400	962
Paper & Supplies	458	1,300	584
Offsite Printing Expense		200	
Bookkeeping Supplies	713	1,600	1,221
Online giving expenses	411		
Equipment Repair	306	150	
Computers	2,305	2,500	1,338
Copier	3,589	3,000	2,645
Telephone & Internet	2,835	2,800	2,585
Utilities			
Electric	4,440	5,100	5,007
Fuel Oil	19,891	14,000	11,387
Propane	25	100	26
Trash	3,188	2,500	2,349
Water and Sewer	941	900	851
Repair & Maintenance Supplies	675	1,000	388
Insurance			
Commercial Package	8,828	9,000	6,476
Worker Comp	1,274	1,200	1,195
Convention	100	1,500	125
Retreats		300	
Stewardship	446	700	232
Vestry Expenses		500	
Miscellaneous Expense	74	500	
Diocesan Support	47,731	49,000	42,704
St. James Rectory			
Mortgage Payments	17,625	18,000	18,897
Repairs & Maintenance	4,561	3,000	895
Utilities	7,560	7,000	5,842
<b>Total Expense</b>	<b>297,540</b>	<b>320,750</b>	<b>266,538</b>
<b>Net Income</b>	<b>778</b>	<b>-13,750</b>	<b>369</b>

Church Attendance for Dec 2022= 159  
Church Attendance for Dec 2021 = 138  
Church Attendance for YTD 2022 = 2398  
Church Attendance for YTD 2021= 1993

St. James Episcopal Church  
Operating Budget  
**2023**

**Income**

Plate & General Donations	10,000
Pledges	
2023	219,667
2022	1,000
Endowment Funds Used	74,000
Other Income	
Building Use	500
Weddings	2,000
Undesignated Bequests	
Donor Designated	
Altar Flowers	3,000
Music/ Concerts	3,000
<b>Total Income</b>	<b>313,167</b>

**Expenses**

Music	6,900
Instrument Maintenance	3,000
Liturgy	1,500
Altar Supplies	1,500
Altar Flowers	3,000
Education	1,000
Parish Life	2,100
Cost of Clergy	86,200
Rector Business Expenses (Mileage, Phone, Misc)	1,500
Supply Clergy	1,800
Sabbatical	700
Lay Employees	78,300
Building Maintenance(Contract Employees & Supplies)	14,000
Office Expenses	13,500
Utilities	36,300
Insurance	11,300
Convention, Retreats & Vestry	2,300
Stewardship	700
Miscellaneous	500
Diocesan Support	42,706
Rectory	30,000
<b>Total Expenses</b>	<b>338,806</b>

**Net Income/Expense**

**-25,639**