



The Annual Meeting
Sunday, January 23, 2022

Saint Luke's Church

Episcopal

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THE ANNUAL MEETING

Sunday, January 23, 2022

AGENDA

- I. Platform—The polls are declared open at the 11am service, with the meeting to continue on Zoom at 1:30pm.
- II. The Warden's Report to the Parish
- III. Minutes of the previous Annual Meeting
- IV. Roll of Members Eligible to Vote and Hold Office
- V. Report of Nominating Committee and Elections
- VI. Financial Report
 - A. Treasurer's Report: 2021 Year-End
 - B. Financial Comparison Year to Year
 - C. Detailed Financial Comparison and 2022 Budget
 - D. Finance Committee
- VII. Stewardship Committee
- VIII. Deacon's Report
- IX. Committee and Project Reports
- X. Old Business
- XI. New Business
- XII. Announcements
- XIII. Adjournment
- XIV. Closing Prayer

II. WARDENS' REPORT

Laying the Foundation for Our Future

2022 is going to be a year of transition and change for Saint Luke's Church. We have said farewell to Father Tom, after 22 years. We will be getting an Interim Rector who will give us spiritual support as we search for a new permanent Rector, and we are still dealing with the Covid epidemic.

Our finances are in decent shape, considering the continuing Covid regulations under which we are laboring. Both Angels in the Gardens and Thinking Cap, our Ministry Partners, have been allowed to open, and we are starting to derive income from those programs. Our treasurer, Diane Santana has said that last year's pledges are being fulfilled at a good rate. We were able to run one fundraiser, the ImaginAuction, online, and it was very successful. Our conservative investment policy is showing good results. Finally, both PPP Loans that we received were, or are on the process, of being forgiven.

We are also facing some financial challenges, most particularly with regard to the fabric of the church building. The roof, gutter, masonry work, and stained-glass window surrounds need essential restoration, and it will cost approximately \$50,000.

With regard to the search for the next Rector, we need to present a united front with pledge numbers appropriate to a church of our size and demographics. A church in decent financial shape will attract good candidates for the position. There are 20+ vacancies in the Diocese right now, and priests are not thick on the ground at this point in time.

In terms of pledges, our goal, as always, is 100 percent participation, no matter how large or small the amount. Every little bit helps!

In addition, we are running a separate fundraising campaign for the roof and masonry work. Suzanne and Robert Lin have offered Saint Luke's a \$25,000 matching grant for this work. A matching grant means that Suzanne and Bob will match any contribution to this fund up to \$25,000. If we can raise \$25,000, we will have a total of \$50,000, which is what the repairs are estimated to cost. In this way, we will not have to either exceed our budget or deplete our cash reserves to make these very necessary repairs.

The closing date for contributions is February 15. Please send your contributions to the Building Fund to the office. Checks should be made out to Saint Luke's Church with "Building Fund" on the memo line.

Our pledge contributions have been a steady resource in these unsettling times and reinforce the importance of strong, regular parishioner giving. As each of us reflects on our financial commitment for next year, let's remind ourselves how God has blessed both our individual lives and the life of this Parish these past months.

Sincerely,

Suzanne C. Schick
Jean Tessier
Wardens

III. MINUTES OF THE PREVIOUS ANNUAL MEETING

Sunday, January 24, 2021

- I. The Annual Meeting began as the polls were declared open at the 10:30 am Zoom Platform celebration of the Holy Eucharist.
- II. The Rector delivered the first part of his annual report to the parish in the sermon position of the Sunday liturgy.
- III. The Minutes of the 2020 Annual Meeting were approved.
- IV. Roll of Members Eligible to Vote and Hold Office was established by definition (members whose Baptism is recorded in the church register, are 18 years of age or older, and have been active in the life of the church, regular in attendance and support for the previous year); moved, seconded and agreed to.
- V. The Nominating Committee (Warden Suzanne Schick, Ms. Ann Espenchied, & Ms. Anne Hart-Su) presented the slate of new candidates:
 1. Ms. Jean Tessier – Church Warden - 2-year term
 2. Vestry Members- 3-year term:
 - i. Ms. Zee Dempsey
 - ii. Ms. Jennifer Hudson-Phillips
 - iii. Ms. Elizabeth Reynolds
 - iv. Mr. Jonathan Wallin

With no additional nominations presented, I cast one vote for each nominee, electing the slate to stated positions by acclamation. Warden Tessier thanked outgoing Vestry Member Ms. Michelle Kasper for her service.

- VI. Financial Report
 1. Treasurer's Report: 2020 Year-End report was presented as well as the adopted Budget for 2021. Father Reese distributed copies of the Year to Year comparison and 2021 Budget. The motion to receive the report was seconded and passed.
 2. Ms. Diane Santana reported that a total of \$157,081 in pledges was received for the year. An impressive figure, up from the prior year. She thanked the parish for their stewardship.
 3. Ms. Santana reported that all budget levels were kept flat for 2021. Some income projections were lowered and for the first time the Pledge Target was not increased.
 4. Mr. Wallin presented the Finance Committee report. We had to draw \$125,000 to cover operating deficits for the year; this was offset by the PPP Loan. The reserve account added approximately \$68K, a 16% gain. He reported that we will be applying for forgiveness of the first PPP Loan as well as for the second round of PPP funding.
- VII. The Stewardship Committee (Mr. Wallin, Ms. Karen Van Westering) presented the results to date of the 2021 pledge campaign: \$140K from 53 parishioners/households. They still feel that the \$175K target is attainable.
- VIII. Warden Schick reminded the Parish that we were starting 2020 making preparations with the Diocese for the search of a new Rector. As the impact of the Covid19 outbreak grew, Father Reese decided to extend his departure for

another year. She thanked him for significantly mitigating the challenges facing Saint Luke's throughout 2021. He established our virtual worship program. This allowed the wardens to focus on finding an interim Rector and proceeding with the process of searching for a permanent replacement. Deacon Joe Occhiuto indicated that he was not surprised by Saint Luke's resiliency, managing to thrive during the pandemic.

IX. Committee and Project Reports were submitted by title with short remarks by co-chairs from the floor.

1. WORSHIP: Ms. Debbie Smith emphasized that our in-building worship is very safe. She thanked Mr. Bill Stokes and our Choir for providing music for our services by developing techniques to record and present performances virtually.
2. OUTREACH: Ms. Louise Foisy and Joanna Guinther indicated that they are actively seeking new members to participate. They are also looking for opportunities for more involvement with our Grant Recipient, *Habitat for Humanity*.
3. COMMUNICATION: Ms. Hudson-Phillips stated that the participation from parishioners with knowledge of internet service provisioning and social media would greatly assist in the implementation of plans for 2021.
4. BUILDINGS & GROUNDS: Mr. Bob Lin pointed out that the year's under-budget expenditures were due to deferring many required projects: water leaks into the building from the gutters; stained glass restoration & repair; upgrading to high-speed internet service.
5. SPECIAL EVENTS: Ms. Katie George and Ms. Andrea Kwok were excited to announce plans for a virtual Imaginauction scheduled at the end of the summer.

X. New Business

A. Father Reese reported that due to COVID19 restrictions still in place, parish planning will continue to be on a short-term basis. He indicated that Saint Luke's will need a new Church School Coordinator as well as an Assistant Treasurer this year with an eye towards relieving Ms. Emily Taylor and Ms. Dianne Santana of their respective service in those roles. He emphasized that 2020 was a year of abundance for Saint Luke's that we should continue to build upon.

XI. Announcements

1. Father Reese announced that his last day serving Saint Luke's will be 12/25/2021, the Christmas Day service.
2. The newly elected Vestry members will be installed at next Sunday's gathering.
3. The 2022 Annual meeting will take place on Sunday, January 23rd.

XII. The Meeting was adjourned at 1:10pm.

Respectfully submitted,
Michael Papamihalis, Vestry Clerk

V. REPORT OF THE NOMINATING COMMITTEE AND ELECTIONS

In October, in accordance with the church by-laws, Wardens Jean Tessier and Suzanne Schick proposed considering reducing the standing size of the St. Luke's Vestry from 12 to 9. This is in accordance with the vestry size of other parishes in the diocese with a similar parishioner base.

Cycling off the vestry at the end of two three-year terms are Michael Papamihalis, Diane Santana, and Debbie Smith. Additionally, Gary Carldon is cycling off the vestry at the end of a two-year term he stepped in to fill. We thank them all for their service.

The Nominating Committee, which includes Jean Tessier (Warden/Committee Chair), Ann Espenschied (Vestry member) and Isabelle Smith (parishioner at large) developed a slate of candidates for the open Vestry offices. Adult members of Saint Luke's Church who are baptized at least 18 years of age and have been active in worship and support of the church for at least one year are eligible to run for a Vestry position. The Committee sought recommendations and suggestions from the parish. The Committee respectively submits the following candidates for the Warden's office and one full-term position on the Vestry.

Church Warden—two-year term

Vote for one

Suzanne Schick

Vestry Members—three-year term

Vote for one

Francis Fallon

Members presently serving on the Vestry (with term expiring at the end of the year noted)

2022

Ann Espenschied

Louise Foisy

Chris Nyberg

Emily Taylor

Jean Tessier, Warden

2023

Jonathan Wallin

Zee Dempster

Liz Reynolds

Jennifer Hudson Phillips

Warden elected today

VI. FINANCIAL REPORT

A. TREASURER'S REPORT

I'm happy to report we received over \$170k in pledges and an additional \$3k has been received in late pledges this year. Overall, we kept our expenses considerably lower than what we had budgeted. We obtained unrealized gains of approximately \$73k. We also received a PPP loan for a little over \$16k to help cover some payroll expenses. We expect to receive loan forgiveness for it as we did in 2020. This helped to offset the deficit. However, we still finished the year with a net result of \$55k short.

Many of you may be aware that we have a building and grounds matching campaign going on and thus far, I'm happy to report, we have raised almost \$20k. Special offerings brought in over \$9k this year. Unfortunately, once again, special events got hit hard this year but on a positive note, our online ImaginAuction raised over \$11k. We are ever so thankful to our special event teams for their continued hard work, creativity and dedication.

The fiscal year 2021 proved to be another challenging year but going in to 2022, I can report that parishioners have once again responded positively to this year's pledge drive. I am hopeful that the worst is behind us.

I want to thank you for entrusting me to be your treasurer for all these years. It was truly an honor.

Please stay safe.

—Diane Santana, Treasurer

VI. B FINANCIAL COMPARISON YEAR TO YEAR

		2019	2020	2021	2022 Forecast
	INCOME	Actual	Actual	Actual	Budget
	Pledges	\$144,785	\$157,801	\$170,948	\$175,000
	Pledges/late for prior year	\$16,189	\$50	\$3,180	
	Other Giving	\$25,698	\$23,741	\$18,651	\$21,800
	Special Events Net	\$36,580	\$1,922	\$11,819	\$38,000
	Users	\$1,320	\$120	\$950	\$2,000
	Childcare Partnership	\$33,813	\$7,155	\$31,073	\$29,220
	After School Program	\$19,542	\$6,525	\$3,400	\$12,000
	TOTAL INCOME	\$277,927	\$197,314	\$240,021	\$278,020
	EXPENSES				
	Ministry	\$172,126	\$164,991	\$171,086	\$155,134
	Office	\$32,423	\$32,718	\$35,939	\$36,128
	Music Programs	\$37,384	\$37,161	\$38,382	\$38,420
	Building Sexton	\$13,947	\$10,708	\$10,964	\$14,184
	Payroll Taxes & Insurance	\$7,557	\$6,443	\$7,485	\$6,500
	Staffing Total	\$263,437	\$252,021	\$263,856	\$250,366
	Program Support	\$21,195	\$17,318	\$20,140	\$23,160
	Building & Property M/R/I	\$47,920	\$43,532	\$41,087	\$81,900
	Utilities	\$16,629	\$12,650	\$16,658	\$20,500
	Parish Outreach	\$21,500	\$23,000	\$23,000	\$24,000
	GRAND TOTAL EXPENSE	\$370,681	\$348,521	\$364,741	\$399,926

	OPERATING RESULT	-\$92,754	-\$151,207	-\$124,720	-\$121,906
	Investment Income	\$93,589	\$67,872	\$73,189	
	Capital Improvements		\$6,651	\$39,430	
	Building and Grounds Matching Grant			\$19,250	
	PPP Loan			\$16,525	
	NET RESULT	\$835	-\$89,986	-\$55,186	

VI. C DETAILED FINANCIAL COMPARISON 2021

		2019	2020	2021		2022
		ACTUAL	ACTUAL	BUDGET	ACTUAL	BUDGET
INCOME						
	Pledges	\$144,785	\$157,801	\$200,000	\$170,948	\$175,000
	Early/Late	\$16,189	\$50		\$3,180	
Other Giving						
	Open Plate	\$14,093	\$11,633	\$8,500	\$5,497	\$8,500
	Altar & Flower Offerings	\$4,992	\$3,962	\$4,800	\$3,691	\$4,800
	Special Offering/Feasts	\$6,613	\$8,146	\$8,500	\$9,463	\$8,500
TOTAL OTHER GIVING		\$25,698	\$23,741	\$21,800	\$18,651	\$21,800
Special Events & Users						
	Rummage Sale	\$11,404	\$0	\$12,000	\$0	\$12,000
	Gingerbread	\$14,427	\$1,172	\$15,000	\$515	\$15,000
	ImaginAuction	\$10,749	\$750	\$11,000	\$11,304	\$11,000
	Childcare	\$33,813	\$7,155	\$29,220	\$31,073	\$29,220
	User Groups/Other Special Events	\$1,320	\$120	\$2,000	\$950	\$2,000
	After-School Program	\$19,542	\$6,525	\$18,600	\$3,400	\$12,000
Total Special Events & Users		\$91,255	\$15,722	\$87,820	\$47,242	\$81,220
TOTAL INCOME		\$277,927	\$197,314	\$309,620	\$240,021	\$278,020

EXPENSES						
Ministry						
	Rector's Stipend	\$88,807	\$90,437	\$90,250	\$94,602	\$0
	Rector Benefits/Expenses	\$77,126	\$74,554	\$82,000	\$76,484	\$0
	Interim Rector					\$150,534
	Clergy Assistant & Supply	\$6,193	\$0	\$2,600	\$0	\$2,600
	Hiring Incidentals					\$2,000
Total Ministry		\$172,126	\$164,991	\$174,850	\$171,086	\$155,134
	Office					
	Parish Administrator	\$31,749	\$32,258	\$32,250	\$34,813	\$35,528
	Bookkeeping Payroll Service	\$674	\$460	\$600	\$1,126	\$600
Total Office		\$32,423	\$32,718	\$32,850	\$35,939	\$36,128
	Music Programs/Office					
	Organist	\$27,500	\$27,996	\$28,000	\$28,000	\$28,000
	Organist Continuing Education	\$173	\$0	\$800	\$60	\$800
	Choir Soloists	\$7,820	\$7,565	\$7,820	\$8,305	\$7,820
	Substitute Organist	\$1,891	\$1,600	\$1,800	\$2,017	\$1,800
	Total Music Programs	\$37,384	\$37,161	\$38,420	\$38,382	\$38,420
	Building - Sexton	\$13,947	\$10,708	\$14,184	\$10,964	\$14,184
	Payroll Taxes & Insurance	\$7,557	\$6,443	\$6,000	\$7,485	\$6,500
Total Personnel Expense		\$263,437	\$252,021	\$266,304	\$263,856	\$250,366
	Program Support					
	Altar Candles/Flowers/Wine	\$4,927	\$3,737	\$4,800	\$4,296	\$4,800
	Supplies	\$4,314	\$2,843	\$4,500	\$3,546	\$4,500
	Postage/Tel/Copier Lease/Etc	\$11,857	\$10,738	\$12,360	\$11,892	\$12,360
	Advertising	\$97	\$0	\$1,500	\$406	\$1,500
Total Program Support		\$21,195	\$17,318	\$23,160	\$20,140	\$23,160

	Maintenance/Repairs/ Insurance					
	General Insurance	\$26,009	\$27,354	\$22,500	\$21,542	\$23,000
	FHG Property Charges	\$11,731	\$6,160	\$6,200	\$6,122	\$6,200
	Organ and Piano Maintenance	\$2,200	\$640	\$2,700	\$380	\$2,700
	Buildings/Equip/Ground s	\$7,980	\$9,378	\$15,000	\$13,043	\$50,000
	Total Maintenance/Repairs/Insura nce	\$47,920	\$43,532	\$46,400	\$41,087	\$81,900
	Utilities Expense	\$16,629	\$12,650	\$20,500	\$16,658	\$20,500
	Total Property and Insurance	\$64,549	\$56,182	\$66,900	\$57,745	\$102,400
	Diocesan Pledge	\$20,500	\$22,000	\$22,000	\$22,000	\$23,000
	Rector's Discretionary Fund	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
	TOTAL EXPENSE	\$370,681	\$348,521	\$379,364	\$364,741	\$399,926
	OPERATING RESULT	-\$92,754	\$151,207	-\$69,744	\$124,720	-\$121,906
	Capital Improvements		\$6,651		\$39,430	
	Building and Grounds Matching Grant				\$19,250	
	PPP Loan				\$16,525	
	Investment Income	\$93,589	\$67,872		\$73,189	
	NET RESULT	\$835	-\$89,986		-\$55,186	

VI. D Finance Committee Report (as of December 31, 2021)

The Finance Committee Report by Co-Chair Jyri Laatikainen will be presented on Zoom through the "Share Screen" function.

VII. STEWARDSHIP COMMITTEE

We held a quiet pledge campaign for 2022. The result was pledges for a total of \$155,000, which was \$10,000 lower than the pledges for 2021. The result is far below the levels truly needed to sustain our parish ministry. However, given the changes taking place in the Parish, it can be considered a relative success especially with the recent contributions for funding essential building repairs.

An upgrade to the software package that we use for recording your contributions is now being installed. The current package has served us well, but after 20 years the update was truly needed. Updating our package will also help us as we continue to explore the possibilities of electronic giving.

Finally, I wish to express our appreciation for the work of Karen van Westering. Her efforts, as both the Recording Secretary and coordinator of the Counting Team, have been an essential contribution to the functioning of the parish. She has been a lynchpin, especially over the last two years during this period of COVID. Karen has also graced us with many other vital contributions during her years with St. Luke's. So, as Karen is about to move to pastures new, it is not an understatement to say that she will be missed very much. Thank you, Karen.

Jonathan Wallin, Chair

VIII. DEACON'S REPORT

Deacon Joseph J. Occhiuto will be sharing his report live on Zoom.

IX COMMITTEE AND PROJECT REPORTS

Worship

This year has seen our worship moving in a positive direction. From the beginning of the year, we continued to worship in building. Last winter saw a Covid surge, which kept our number of attendees low, but continued to draw a small dedicated group. We tried to provide a safe environment so parishioners would feel comfortable. Lenten and Easter worship were offered. There wasn't the imposition of ashes, but palms were distributed on Palm Sunday.

As usual, summer attendance was lower, but with return of the choir in September, the numbers of attendees rose. Prayer books and hymnals were added back to the pews, and every other pew was roped off as opposed to every two pews. Worship servers, such as acolyte and crucifer were added, and at the Christmas Vigil, two torch bearers were added. The movement toward a favorable worship service has been slow and guarded, but our parishioners have been safe.

We hope as we move out of the highly infectious winter season, we can bring worship even closer to that enjoyed pre-pandemic.

Debbie Smith, Chairperson

Sacred Music

The year began with COVID concerns very much in place, our 9am service on ZOOM and the 10:30am service in-building, with organ and soloist, very much restricted musically. Thanks to Olivia Smith Grugan, mezzo-soprano, and Alonso Jordan Lopez, tenor, who alternated singing live and who made recordings of canticles and hymns to be played on ZOOM. Their support was invaluable. Portions of the preludes and postludes offered in-building were also recorded by Mr. Robert Lin for inclusion on ZOOM. By Easter Day, we were able to offer the later service, now at 11am, with the two soloists and hymns. All participants, singers and congregation, remained fully masked.

The St. Luke's Choir, known affectionately as the St. Luke's "Masked" Choir returned on the weekend of September 11/12 with a Saturday afternoon workshop and our first presence in the liturgy since before COVID. It was a welcome moment. Sadly, the death of Velma Adams was keenly felt and the decision of two long-time members not to return was sad for us but there was also the opportunity to welcome our new tenor section leader Gerard J. Gallagher, Jr., and to begin together to rebuild our group. Following this beginning, the choir has gone from 'strength to strength' and by Advent/Christmas was much its familiar self.

The music of Christmas Eve was the high point of the fall season. Our beloved friend Dr Todd Wachsman returned to conduct the choral music and guest soloist Mithuna Sivaraman, soprano, joined us for the first time. Our parish administrator Ms. Lauren Butler, a lovely lyric soprano, also joined the choir for the service. Among many beautiful moments, the "Christmas Day" set of carols by Gustav Holst stands out, with the sensitive singing of choir and soloists including baritone Tom Biglin. The trio from Hassler's Missa Secunda with Mithuna, Gerard and Louise Guinther was elegantly presented. It should be noted that Todd's presence among us is an added benefit for the choir and for me, having a gifted conductor separate from the organist on a festival day to focus the energy and leave the organist free to play. Thank you to the donors who made this possible. The occasion was a good re-introduction of the choir in its 'after-COVID' incarnation and, one hopes, a fitting send off for the retiring Rector, Father Tom Reese. Let's all hope and pray we can continue singing without further interruption!

Thank you, one and all, to St. Luke's Choir 2021 as follows: Tom Biglin, Andrew Dinan, Louise Foisy, Joanna Friedman, Gerard J Gallagher, Jr., Olivia Smith Grugan, Louise Guinther, Robert Lin, Jeanine McPartlin, Brian Percival, Marianne Percival, Elizabeth Reynolds, Suzanne Schick.

Respectfully,
William Stokes, Minister of Music

Altar Guild

The Altar Guild consists of both men and women. We have eight women and two men. Our members serve one or two months a year. We set up communion for all weekly services and feast days, weddings and funerals. We decorate the church for Easter and Christmas and we also clean up when the holidays are over.

The Altar Guild holds two meetings a year to discuss decorating the church for the holidays and any changes that have occurred over the year or any concerns for the members have.

Your gifts for the Altar Society for flowers help to make the weekly and holiday flowers available all year round. You can give thanks for a special event in your life or for a memorial for a loved one. After the Sunday service is finished you can get a bunch of flowers to take home or if you are going to visit a person that is house bound or in the hospital. We also give flowers to someone celebrating a birthday or anniversary that week. You can see me or the person that is serving that day and they can get them ready for you.

This past year has been a challenging one for everyone and we are finally starting to open up. We can now have someone other than me set up for the Sunday service.

If there is anyone interested in joining the Altar Guild, please let me know.

Respectfully,
Ann Espenschied
Altar Guild Director

Outreach

In this second year of Covid, we managed some steps toward a return to our usual activity. We were able to go ahead with a pre-ordered bake sale in the spring, and squeezed in both the Thanksgiving pie sale and holly sale in person before the rise of Omicron, all for the benefit of Habitat for Humanity NYC, our 2021 grant recipient. Our donation totaled \$1852. Unfortunately, Covid restrictions did not allow us to participate in a build project as planned. Our fall bake sale also took place in person, and raised \$335 for disaster relief through Episcopal Relief and Development.

Our mission is to provide opportunities for parishioners to be the living presence of Christ in our community by offering support and comfort to those outside our walls. We will remain as flexible as possible in maintaining our efforts to support neighbors in need.

We continue to support Queens Community House, an amazing neighborhood organization, with programs addressing housing and homelessness, the needs of teens, young adults, and the elderly, education and employment services, and food access. Our Jesse Tree project provides holiday gifts for struggling families. This year, once again, this took the form of gift cards, and through the generosity of our parish, we raised \$2520,

serving 100 children. In addition, we collect food donations and provide volunteers for their emergency food pantries year-round.

We remind you that outreach is the work of all Christians, not just the ones with time on their hands, and so we invite you to join us. We meet on Zoom, not very often, and there's lots to do, so we always need fresh minds and more hands! Please e-mail Joanna Friedman (jbg23@verizon.net) or Louise Foisy (LMF325@aol.com), or inform the parish office, if you would like to join our committee.

Joanna Friedman and Louise Foisy

Communications

The main priority of the Communications Committee is to serve the Lord by spreading the Good News about our worship services, educational programs, cultural events and celebrations to our parish family and the wider community. Although Saint Luke's physical doors were closed for a time because of Covid-19, that is no longer the case. Services once transmitted only electronically via Zoom have now resumed in our beautiful church building and our spiritual and physical doors are open wide to all.

Saint Luke's website features information about upcoming liturgies, festivals and performances, many of which continued to take place, even in the early days of the pandemic, via ZOOM. We are very appreciative and thankful that our website has been updated by Lauren Butler, our Parish Administrator. However, we cannot continue to add to Lauren's very full plate – we still need and will welcome assistance from parishioners with social media dexterity (which neither of us has!) to update and refresh content on the site. If this interests you, please get in touch with co-chairs Jane (ashcombe36@gmail.com) or Jennifer (jhp.huphil@gmail.com).

Our once-monthly newsletter, *The Bellringer*, is now sent semi-monthly to current and former parishioners by email and surface mail. On Saint Luke's outdoor signboard, posters invite passers-by to attend special services and other events in the church building, ranging from Sunday worship, festival liturgies and "socially distant" celebrations and hospitality hours to upcoming productions by Gingerbread Players. We also post our events and services on social media.

Saint Luke's has been described as "the best-kept secret in Forest Hills." Now more than ever before, we're trying our best to make it an open secret. If you are not technologically inclined but would like to help us spread the word in other ways about our wonderful church, please contact Jennifer or Jane at their email addresses above. All and any input are welcome!

Jennifer Hudson-Phillips
Jane Thornton
Communications Committee co-chairs

Education

COVID-19 continued to have a profound impact on Christian Education and the Education Committee's ministry at St. Luke's. Unfortunately, we were unable to return to Church School given the ongoing pandemic. However, there is hope going into 2022 that this may change soon.

The Education Committee held a meeting with several church families on September 23, 2021, where we laid the groundwork for restarting in-person Church School and setting a curriculum, obtaining educational materials, and setting format for the future now that Emily Taylor has stepped down from the head of church school after an excellent 11-year tenure in such role. We have also had at least one volunteer to help teach older students; such offers are extremely helpful. We will continue to plan and work with the families of St. Luke's to bring church school back, to ensure we have teachers for church school, and to develop a format that will help children with their religious education.

The other good news is that Confirmation Classes with Father Tom and several young members of the church were able to continue despite the pandemic, and indeed, Bishop Provenzano confirmed ten of these now full members of St. Luke's on September 19, 2021. Congratulations to them!

In addition, adult education continued with multiple programs throughout the year including St. Luke's Talks, Why the Episcopal Church?, and several others. We are hopeful we can keep this going with our interim priest.

Chris Nyberg

Parish Care

To quote Saint Luke's Mission Statement, Parish Care focuses on being "...a center of spiritual strength and compassionate service to others." Until as recently as last year, our members served our parish family by various means -- sending notes and cards of celebration or sympathy; keeping in touch by phone or email with parishioners who may not always be able to come to church; offering to deliver meals or provide other services to shut-ins; visiting parishioners who are hospitalized or in assisted care facilities; and delivering flowering plants at Christmas and Easter. And always, we pray for members of our parish family who are ill, grieving, or suffering emotional or spiritual distress.

Unfortunately, our in-person activities have been severely curtailed because of the pandemic and restrictions due to Covid and its variants. That will probably continue to be the case for a while longer. But although we must practice social distancing for the health and safety of all, we continue to keep our parish family close to our hearts in prayer, and we reach out to them by every means still available to us. If you would like to join us, please send an email to me at ashcombe36@gmail.com. We welcome your participation.

Jane Thornton, Parish Care co-chair

Hospitality

For the first half of the year, Hospitality continued to be in mandatory abeyance due to the Diocesan Covid restrictions. Starting in the summer, we began to be allowed to gather after church outdoors, first with no food, and then with pre-packaged items. Since September we have been able to resume serving coffee and homemade or purchased food. We have to have at least two people each Sunday because we have to pour and serve coffee and plate food for people - self serve is not permitted, and I don't expect it will be for some time to come. Due to this, and the departure of several committee members from St. Luke's in the last couple of years, we don't have enough people to provide coffee and food every Sunday. The committee has focused on ensuring that feast days and other significant days are covered. As I write this, thanks to the outstanding efforts of the membership, we are scheduled through Christmas season and into Epiphany, but beyond that there will continue to be Sundays where parishioners will have to maintain fellowship and camaraderie without the benefit of coffee.

Liz Reynolds, Chairperson

Ministry Partners

The Ministry Partners Committee, which this past year consisted of Suzanne Schick and Emily Taylor, keeps in close touch with the organizations we host in our church building: Angels in the Gardens, a childcare and early education center, and Thinking Cap, an afterschool program. These independent groups are fitting partners for St. Luke's, as they serve families and youths in the community. They also help to spread awareness of St. Luke's in our wider neighborhood beyond Forest Hills Gardens, and their user fees help support our Parish. For both groups, which were completely shut down for most of 2020, 2021 was a year of working to reestablish themselves within the constraints of the ongoing pandemic.

Angels in the Gardens had reopened, following strict health protocols, in September of 2020, but with a very small enrollment of just six children. By March of 2021, enrollment increased to the extent that they were able to resume paying the full user fee, which they had not been able to before. At this time Suzanne and Emily negotiated a payment plan with director Anna Accardi, whereby the agreed upon arrears would be paid back gradually. Currently, Angels in the Gardens is on track to repay the sum by February of 2022. Their current monthly usage fee is \$2,385. In addition, child care pays for their share (calculated according to the number of days they are open per month) of the Con Edison electricity usage for the Lower Parish Hall, and the annual maintenance fee for the smoke monitoring system that we were required to install by the City of New York when Angels in the Gardens moved into the space.

Thinking Cap had made enquiries about reopening their program at St. Luke's during the 2020-2021 school year, but at the time, the Diocesan regulations limiting activities in the building were not compatible with their program, especially given that they would be sharing the use of the bathrooms with Angels in the Gardens.

In September of 2021, we negotiated a hold harmless agreement with Thinking Cap, similar to the one negotiated the year before with Angels in the Gardens, and after the Vestry approved their reopening plan, which involved masks and social distancing and a reduced number of students, they reopened. They are currently paying a usage fee of \$1700, which reflects that the \$500 addition to the fee that went into effect when they reached a threshold of sixty students approximately four years ago is no longer in effect, and also a reduction of \$75 a month, as Thinking Cap no longer has access to the undercroft classroom, due to that room's poor ventilation.

Suzanne Schick and Emily Taylor, Co-Chairs

Building and Grounds

A. The Church and Parish Hall

1. Continental Masonry Corp. completed the Vestry approved repairs to the masonry of the Church and Parish Hall, which included water proof treatment of the exterior brick work of the Church, in December 2021.
2. J.T. Dickman Roofing and Contracting has been awarded the Vestry approved contract to repair the roof, gutters, and leaders of the Church and Parish Hall.
3. There was damage caused by the masonry contractor to a stained-glass window of the Church. We have received payment from our insurance for the damage as well as compensation from the contractor for a portion of the deductible amount from our insurance coverage. We'll arrange for the necessary repairs.
4. We had a failure of the condensate pump of our heating system again (last occurred in 2017), which caused almost a week without heat during November 2021. According to our plumber, Wellbrock, the pump is difficult to get on short notice. We recommend that we get and keep a spare pump.
4. After the completion of the roofing and gutter work, with a confirmation that the water leakage into an electrical conduit has been eliminated, we'll need to have an electrician restore the electric service to those circuits in the affected conduit.
5. We have requested and received proposals to maintain and repair certain of our stained-glass window units. We shall evaluate the received proposals and make recommendations to the Vestry for their repair and maintenance.

6. The vinyl tile floor of the lower Parish Hall corridor between the main room and the men's room has suffered significant water damage. Unfortunately, we have not been able to ascertain the actual source of the water. To affect a long-lasting repair, we need to eliminate the source of the water, thus, we'll accelerate our investigation to determine where the water is coming from (e.g., possible seepage through the below grade walls and foundation).

B. The Rectory

Since the end of Fr. Tom Reese's 22-year residency at the Rectory upon his retirement from St. Luke's, the Wardens and Ann Espenschied have surveyed the condition of the Rectory with representatives from the Diocese, and Diocese recommended agents. They have determined, and we concur, that overall, the Rectory is in good condition. Upon the receipt of certain recommendations from the Diocese, we shall formalize our proposal for the necessary repairs and maintenance to the Rectory, which will likely include the following:

1. Painting of the interior of all rooms.
2. Recondition interior wood floors.
3. Refurbish kitchen cabinets.
4. Replace broken glass on basement and third floor windows
5. Repair leak at boiler of heating system.
6. Check for and cure any water entry to the basement.
7. Refinish exterior trim.
8. Install leaf shields over basement windows.
9. Repair and reinstall a fallen gutter at the rear of the Rectory.

Bob Lin, Co-Chair

SPECIAL PROJECTS

Rummage Sale

We were unable to hold a rummage sale this year due to ongoing pandemic concerns. A decision as to 2022 will be made in the future.

ImaginAuction

We had a very successful online ImaginAuction in 2021, raising over \$11,000 and giving our parishioners a chance to connect and celebrate together on Zoom. We appreciate the work of outgoing chairs Katie George and Andrea Kwok – and are looking for two new co-chairs for the 2022 ImaginAuction.

The Gingerbread Players

Like all other performing-arts organizations, the Gingerbread Players have had to readjust in a big way to the constraints of the Covid era. With live performances impossible, the troupe sought out creative ways to continue to provide enriching theatrical experiences for the community and creative opportunities for the players.

2021 Season

Jean Tessier has been the mover and shaker behind the Gingerbread Players' virtual adventures. Her own original play, *Goodnight, Irene*, was the first Zoom show of our 2021 season, presented in September, with Terri Matassov directing and a diverse cast of GP regulars joined by some far-flung newcomers.

The season continued in November with our annual fall classic. This year, under Jean's direction, we presented Oscar Wilde's *Lady Windermere's Fan*, starring Kellie Jean Arnaud and Bart DeFinna.

Both performances attracted a considerable following, and many virtual attendees told us how excited they were to have some "live" entertainment after a long drought — even if they had to watch from a distance.

Thinking big (and live) in '22!

The troupe hopes to tread the boards live and in person again in spring 2022 for our annual family musical, picking up where we left off in the production of *Babes in Toyland* that was in process when the first Covid shutdown descended on New York in 2020. We have a fantastic cast, consisting of many of the performers who were involved two years ago, augmented by an exciting number of newcomers, particularly the young people who are the heart and soul of the company.

This version of the classic, much-loved Victor Herbert operetta *Babes in Toyland* (given its premiere in 1903), was created especially for the Gingerbread Players, with a bespoke musical arrangement by the late, great Bill Ryden and original book and new lyrics by Louise Guinther. Six LIVE performances are planned from April 30 through May 8. The cast is led by St. Luke's parishioners and GP favorites Jillian Smith, Jim Chamberlain and David Friedman.

How You Can Be Part of the Fun

The Gingerbread Players welcome volunteers not only onstage but behind the scenes, where you can join the troupe as a scenery, costume, prop or tech assistant, or lend a hand with front-of-house duties such as house managing, baking or gingerbread sales. **This year, we are looking for a new set designer/creator.**

And if being part of making a show happen is not for you, you can still do your part to nurture this unique aspect of our parish life by inviting your friends and neighbors to our long-awaited return to the stage this coming spring! You can also support us by becoming an official cherub, angel or archangel with a donation to the troupe — and a printed acknowledgement in the program ...

If you haven't already done so, please visit our Facebook page and "friend" us, and also sign up for updates on our website, www.gingerbreadplayers.org!

Louise Guinther, Co-Chair

X. OLD BUSINESS

XI. NEW BUSINESS

1. Announcement of Interim Rector:

The wardens are pleased to report that, with the diocese, we have reached an agreement for an Interim rector, the Reverend Canon Cecily Broderick y Guerra, who will be joining St. Luke's on March 1, 2022.

Mother Broderick has most recently been an Interim at St. Stephen's Church, Jamaica, where she was a vital part of their transition process.



The Reverend Dr. Cecily P. Broderick Guerra During her 34 years of ordained ministry in the Episcopal Church, Cecily has served the Dioceses of Long Island and New York. Saint James the Less, Scarsdale, sponsored her for ordination. She began ordained ministry as associate priest at St. Martha's Church in the Bronx and then moved on Saint Philip's Church in Harlem. After this curacy, she became Canon Pastor at the Cathedral of St. John the Divine in Manhattan. For 11 years she served as rector of St. John's Church in Hempstead. Then re-turned to historic St. Phillip's Church in Harlem to serve as priest-in-charge. For 13 years Cecily worked at St. John's Episcopal Hospital in Far Rockaway for Episcopal Health Services as the Vice President of Mission Integration supervising the Clinical Pastoral Care and Education Program, Patient Relations, Volunteer and Guest Relations Departments. She currently serves as an Interim Minister, Search Consultant, Clergy Coach, and on the Faculty of the George Mercer School of Theology in the Diocese of Long Island. Cecily has a Bachelor's degree from Trinity College in Hartford and Oxford University in England, a Masters of Divinity from Yale and Berkeley Divinity Schools, and a Doctor of Ministry from San Francisco Theological Seminary. She is a certified Franklin Covey Speed of Trust trainer, certified to administer Hogan Assessments, and a professional coach. Colleagues and church members call her Mother Broderick, Mother B or Cecily.

2. Presentation of Saint Luke's Shield

XI. ANNOUNCEMENTS

1. Vestry Induction – Sunday, January 30th
2. Next Annual Meeting Date – Sunday, January 22nd [2023]
3. Program Announcements – Sunday, January 30th Presentation

XII. ADJOURNMENT

XIII. CLOSING PRAYER (led by Deacon Joe Occhiuto)