



**The Annual Meeting Part II**  
**Sunday, February 26, 2023**

*Saint Luke's Church (Episcopal)*

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# Saint Luke's Church

## THE ANNUAL MEETING PART II

Sunday, February 26, 2023

### AGENDA

I. Opening Prayer & Scripture Listening - Mother Broderick

Galatians 5:22-26

...the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. There is no law against such things. And those who belong to Christ have crucified the flesh with its passions and desires. If we live by the Spirit, let us also be guided by the Spirit. Let us not become conceited, competing against one another, envying one another.

Round 1: A word or phrase from these verses that catches your attention.

Round 2: What guidance does the passage offer for your participation in St. Luke's mission and ministries?

II. 2023 Ministry Plan/Treasurer's Report - Presenter: Liz Reynolds, Treasurer

III. Annual Reports - Presenter: Jean Tessier

IV. Nomination & Election Committee - Presenter: Suzanne Schick

V. Recognition & Blessing for Outgoing Vestry Members - Mother Broderick

VI. Closing Prayer

## II. 2023 Ministry Plan/Treasurer's Report

We are budgeting for 180,000 in pledge receipts which is just a little over actual receipts in 2022. Pledge cards returned so far (as of Feb 13) total to \$123,000 in pledges.

Budgeted expenses have been set to approximately actual expenses in 2022, except for building and grounds which is harder to judge. We have assumed \$40,000 to repair the Rectory, and another \$30,000 for repairs on the church, such as the warped floor boards and further water infiltration prevention and mitigation. There is also money set for planned inspections and maintenance.

Realms fees and monthly cleaning service have been added as line items. Altar expenses for weekly flowers and sanctuary lamp are broken out into separate lines so we can track if these items are supported by gifts or not.

There is a line for building fund which is currently unbudgeted, we can choose to do another campaign to raise money for the coming expenses.

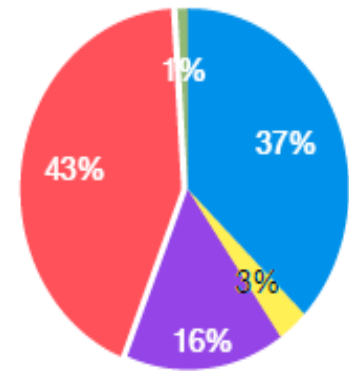
We have planned to give our parish admin the full 8% raise recommended by the Diocese at the 2022 convention. We are carrying Tom's final compensation as the rector's line item, since we do not know what we will end up negotiating with our Priest in Charge.

Our total budgeted income is \$273,130 and projected expenses are \$485,025 resulting in an expected deficit of \$211,895. This rate of drawdown will exhaust our savings earlier than projected in the 2022 end of year report.

Our investment account stands at \$445,918 as of the end of January, representing a slight increase in share value since my end of year report.

While this looks - and is - quite dire, this ministry plan represents both prayer and hope. We have increased spending towards program support - towards Realms fees and online services for example, which the vestry believes will improve our ability to better reach our parishioners, organize our volunteers, and track meeting legal and other requirements. In the most recent two prior years, shown below, the deficit is a smaller percentage of the total budget - this is accounted largely by the building and grounds matching grant, some unusual income - rental of the Rectory, PPP grant money received. We have budgeted for income from Gingerbread and Rummage, but not an ImagineAuction. We can still plan for a new special event this year. There is an opportunity to apply again to the diocese for grant money for the Rectory repairs.

2023 Budgeted

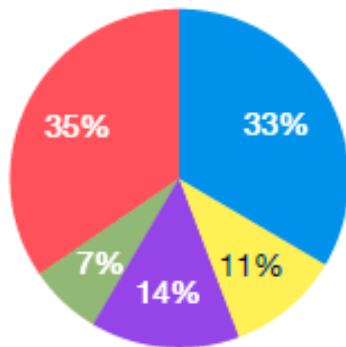


- Pledges
- Events and Partners
- Other Gifts
- Deficit
- Other

	Amounts	percent ages
Pledges	180000	37.11
Other Gifts	15010	3.09
Events and Partners	77320	15.94
Other	5000	1.03
Expenses	485025	
Deficit	-207695	-42.82

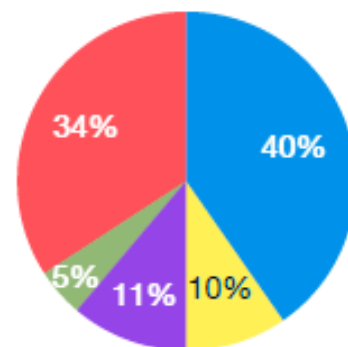
	Budget	Actual	
	2023	2022	2021
Pledges	180000	187130	170947
Other Gifts	15010	54116	40976
Events and Partners	77320	71400	47362
Other Income	5000	35071	19751
Expenses	485025	502109	404247
Deficit	-207695	-154392	-144962

**2022 Actual**



- Pledges
- Other Gifts
- Events and Partners
- Other Income
- Deficit

**2021 Actual**



- Pledges
- Other Gifts
- Events and Partners
- Other Income
- Deficit

St Lukes 2023 Budget

	Item	Annual Budgeted Amount
<b>INCOME</b>	Revenues	
	<b>Pledges</b>	<b>\$180,000</b>
	Open Plate	\$5,000
	gifts to offset processing costs	
	Festival Flowers	\$1,210
	Festival Music	\$2,000
	Weekly Flowers	\$2,860
	Weekly Sanctuary Lamp	\$520
	Altar Society (guild dues)	\$720
	Special offerings/feasts	\$2,200
	Friends of Gingerbread	\$500
	<b>Total Other Giving</b>	<b>\$15,010</b>
<b>Events and Users</b>		
	Rummage receipts	\$13,000
	Gingerbread	\$15,500
	Angels in the Gardens	\$28,620
	Little Light of Mine	\$20,200
	<b>Total Events and Users</b>	<b>\$77,320</b>
<b>Other</b>	Grant money received	\$5,000
	<b>Total Income:</b>	<b>\$277,330</b>
<b>EXPENSES</b>		
<b>Personnel</b>		
<b>Ministry</b>		
	Rectors Stipend	\$172,250
	Clergy Assistant & Supply	\$2,500
	Deacon's honorarium	\$1,200
	clergy hiring incidentals	\$2,000
	Parish Amin Salary	\$39,676
	Parish admin retirement account	\$3,588
	<b>Total Ministry</b>	<b>\$221,214</b>
<b>Music</b>		
	Organist salary & 1099	\$28,000
	Organist continuing ed	\$800
	substitute organist	\$2,000
	choir soloists	\$8,840
	festival music soloists	\$2,000
	<b>Total Music</b>	<b>\$41,640</b>
<b>Child care</b>		
	nursery care	\$1,500
<b>Building</b>		
	sexton salary	\$4,680

<b>Misc Personnel expenses</b>			
	PAYROLL Tax and Insurance	\$1,700	
	payroll service	\$1,430	
	background checks	\$300	
	FHG sticker fees	\$530	
<b>total personnel</b>		<b>\$272,994</b>	
<b>PROGRAM SUPPORT</b>			
	General Altar - wine etc	\$600	
	Altar Flowers general	\$2,860	
	sanctuary candle general	\$520	
	Festival Flower	\$1,210	
	Office Supplies	\$2,800	
	General supplies	\$2,000	
	Music materials	\$100	
	postage and mailing	\$600	
	Copier lease	\$4,740	
	Additional copy costs	\$300	
	Telephone/Internet	\$2,340	
	domain and web	\$65	
	cloud file hosting	\$500	
	Realms fees	\$1,404	
	bank processing fees (credit/ach)	\$120	
	Advertising	\$1,500	
	hosting clergy asso luncheons	\$250	
	<b>Total Program</b>	<b>\$21,909</b>	
<b>Building &amp; Grounds</b>			
	General Insurance	\$30,630	
	FHG property charges	\$6,692	
	Building Maintenance scheduled	\$9,800	
	Building Repairs and maintenanc	\$30,000	
	capital maintenance	\$40,000	
	Grounds maintenance	\$3,000	
	Organ & Piano maintenance	\$2,700	
	cleaning service	\$18,600	
	Utilities	\$19,200	
	<b>Total Building &amp; Grounds</b>	<b>\$160,622</b>	
<b>Program and Event Expenses</b>			
	Rummage expenses	\$1,000	
	Gingerbread expenses	\$3,500	
	Rector's Discretionary Fund	\$1,000	
	Diocesan Pledge	\$24,000	
	<b>Total Expense</b>	<b>\$485,025</b>	
	<b>Operating Result</b>	<b>-\$207,695</b>	

### III. Annual Reports

#### Vestry Standing Committees

In keeping with the Constitutions and Canons of The Episcopal Church and New York State Laws of Religious Incorporation, Saint Luke's Vestry delegates the implementation of its administrative and fiduciary duties to Planning Committees. These committees submit plans and budgets to the Vestry for review and vote. These committees are lead by elected Vestry members or Wardens and utilize church members and friends as committee members. Each committee follows Saint Luke's ByLaws and abides by Vestry policies and practices. The scope of work for each committee is defined by and limited to the following descriptions.

#### **BUILDINGS AND GROUNDS:**

Mission Statement:

Members: Robert Lin (Chair), Francis Fallon (Chair); Paul Dinas, Curtis Frank, Rob McCabe

#### ***2022 Recap:***

A) Flood/leak/water infiltration due to rain

The basement has had numerous incidents; we have responded in numerous ways. Boccia was contracted to do repairs. We ourselves put up more plexiglass shields and a tarp, and did some internal repair work too. Numerous dams have been in use. Sensors have been installed and a notification network is in place. An engineer visited but so far the only report given was informal. We shall consult with Boccia further, after the spring thaw, on the possibility of additional water proofing of the foundation walls at the junction of the Church and the Parish Hall. Generally, the situation is much improved, but requires vigilance.

B) Water infiltration due to pipe leakage

In the Parish Hall's basement, Wellbrock's repair work on the heating system's condensate return pipes, and the restoration of the flooring by Ram have been completed (see the B&G Reports of 07/19/2022 and 10/19/2022).

Trish of AItG reported a ceiling leak 12/21/22.

C) Roof-Major repair and maintenance work (over \$57,000.00 worth) on the roof and gutters/leaders were completed earlier this year.

D) Floors-Have been repaired and/or refurbished in many places. (See also B above)

E) Parish Hall entrance exterior-Custom woodwork done

F) Doors-Refinished PH and Office doors

G) Appliances in kitchen-Microwave replaced by Mother B

H) Sensor/detection system-False positives detected

I) Boiler: Has been checked

J) Emergency light batteries-Ordered by Lauren and installed by Bob

### ***2023 Reminders:***

Annual maintenance must be built into the B&G schedule. (The Whiteboard should be used for noting such things.)

Annual inspection of roof

The heating system should be inspected and maintained by Wellbrock prior to the start of each year's heating season.

Similarly, the AC systems should be inspected and maintained (filters, refrigerant levels, etc.) every late spring.

Regular fire extinguisher inspection (Bob scheduled one for 2023 already)

### Other projects:

1. Select, purchase, and install dish washer for the Church.
2. We need to replace the 4 flood lamps (LED type) on the high exterior fixtures above the office entry area.
3. We are finalizing the details of our live streaming system, including grant application to the Diocese.
4. Trim our neighbor's trees at the rear of the Church; ideally in the early spring prior to the new foliage.
5. Plan for staged restoration of certain stained glass windows, including grant applications, e.g. to the Diocese.
6. Waiting on recommendations and commitments from the Diocese on restoration work for the Rectory.\*\*\*
7. Harrow door needs repair
8. Address problems with alarm/sensor system (move sensor?)
9. See above(A) and (B) re: leaks
10. Post-Wellbrock work to be done by Boccia: soffit, baseboards (possibly some other minor repairs)
11. Narthex-basement stairwell water infiltration, detected late Jan 2023: also consulting with Boccia
12. Warping of wood under carpet in parish; Bob consulting with Ram
13. Start up Lawn Brigade as Spring approaches

### ***The Rectory***

#### *Notes from Walk-through of 141 Ascan Avenue, morning of 16 September 2022*

### **Summary**

The condition of the house is essentially good. The heating works, the ACs work, now that the stack leak has been fixed, the plumbing works (though the attic shower needs redoing, and the ceiling in the living room bears the imprint of the earlier leak). The electrical is fine, with the exception of some fixtures in the basement that might need to be fixed/replaced. Replacing the windows is not advised. They are not rotting or structurally unsound. Many windows need to be made operational because they are painted shut. It is advisable for all or some windows that are to open and shut to have



stop pegs if children will be living there. The quarter round windows in the attic require special attention because of some damage. Care needs to be taken to select expert window workers. The rest of the repairs are of a fairly unremarkable nature. (NB: the B&G committee performed the walkthrough with the assistance of Eddie Corrigan, a contractor with experience and expertise in work on Forest Hills Gardens

*Comment*

**The Diocese had indicated there would be funding for rectory repairs; this is now in doubt. The following are initial and incomplete suggestions as to how to proceed given the serious lack of funds:**

- the exterior stairs are probably important but will take time and are not an emergency
- more discussion needed re: the electrical panel
- we do need to get new kitchen appliances
- more discussion needed re: the kitchen floor
- there is some repair work to be done, e.g. the ceiling on the ground floor in the parlor, but nowhere near what is estimated by A. Natale
- we do *not* need to repaint the entire interior
- the basement could indeed work, but is possibly not a priority
- to my memory (FF), we do not need to replace all carpet, but maybe some and/or deep cleaning
- 2nd and 3rd floor bathrooms need work but not necessarily complete overhaul)

**FINANCE COMMITTEE**

MISSION STATEMENT: The Finance Committee shall study and review parish finances and assist the Vestry in the management and disposition of the parish resources, the acquisition of funds for parish needs and the meeting of parish financial responsibilities and report the same to the Vestry regularly. The Finance Committee shall also prepare an annual budget and submit it to the Vestry for adoption.

MEMBERS: Jyri Laatikainen, Jean Tessier, Robert Lin, Jonathan Wallin

Balance changes in 2022 were as follows: -

<b>Balance 12/31/2022</b>	<b>\$423,571</b>
Less wire transfers to TD checking account to cover operating costs	- \$118,000
Less net change in market values that occurred during the year	- \$67,432
Plus interest income received	\$9,822
Plus stock gift for pledge	\$19,430
<b>Balance 12/31/2022</b>	<b>\$423,571</b>

Portfolio performance in 2022

Taking the transfers and the gift into account, the portfolio return was negative, approximately **minus 13.31%** that we consider reflect the general market conditions in 2022. As a comparison benchmark returns in 2022 were:

SPY – S&P 500 index fund	-18.14%
VBINX – Vanguard Balanced Index fund (60% equity/40% bonds)	-16.97%
AGG-Aggregated Bond ETF	-13.06%
Average 1-year CD rate 12/31/2022 (Bankrate)	1.4%

Asset Allocation as of 12/31/2022

Cash & Insured Dep Acct (IDA)	\$47,236	11.15%
Laddered CDs	NIL	
Bond funds/ bond ETFs	\$100,466	23.72%
Equity: Exchange Traded Funds	\$256,618	4.54%
Stock gift	\$19,251	60.58%

Given the investment guidelines to maintain five years' worth of operational budget deficits in cash/CDs and bonds, the next priority for the Finance Committee is to develop a strategy for 2023 on how to reduce the equity component of the portfolio.

## **NOMINATING COMMITTEE**

The Vestry created the Nominating Committee in order to have a more democratic way of choosing candidates for the Vestry and Warden.

The members of the Committee are Brian Percival, Paul Dinas, Jennifer Hudson-Phillips, Isabelle Smith, and Chair Suzanne Schick.

The Committee generated documents explaining the duties and responsibilities of Vestry members and Wardens. We wanted to avoid nominating people for Vestry positions without their understanding what the work and time commitments were. We also generated Nomination Forms, which require the name of the person making the nomination, the person seconding the nomination, and the signature of the nominee, agreeing to the nomination.

The nominees for this year's election are:

Anne Harte Su for a two-year term as Warden  
Louise Foisy for a second two-year term  
Christopher Nyberg for a second three-year term  
Paul Dinas for a first three-year term  
Jane Kettlewell for a first three-year term

We recommend that, in the future, the Nominating Committee start its campaign earlier, so that those nominating and those nominated might have more time for discernment.

## **PERSONNEL COMMITTEE**

**MISSION STATEMENT:** The personnel committee is charged with working with the priest to hire and provide oversight of all lay church personnel under the guidelines provided by the Diocese of Long Island.

Chair: Jean Tessier (effective March 2023)

The committee is seeking members who have a background in HR or other supervisory work who can lend their expertise to ensuring St. Luke's is providing a secure, safe work environment within the confines of local and state guidelines. For This calendar year we will be tasked with the hiring of organist/choir director and sexton, as well as providing job reviews and feedback of current personnel.

## **SAFE CHURCH COMMITTEE**

**MISSION STATEMENT:** The Vestry, in keeping with Diocese of Long Island and Episcopal Church Canons and policies, charges the Safe Church Committee with ensuring staff, volunteers, key holders, and tenants complete background checks, receive copies of Diocesan Safe Church policies, and meet training requirements. Annually, this committee reports to the Vestry the compliance of staff, volunteers, key holders and tenants with Diocesan Safe Church Policies, helps parish ministries serving children and youth develop safe church guidelines, and conducts the safe church audit for Vestry review and submission to the Diocese.

Chair: Ann Harte Su (effective March 2023)

## **STEWARDSHIP COMMITTEE**

**MISSION STATEMENT:** The ministry for this committee is to encourage members and friends of the parish to share their time, talents and treasures in thanks to God as well as to support Saint Luke's mission and to meet its day-to-day obligations.

We are very encouraged by the financial support shown in 2022 through pledge, regular giving as well as our Matching Grant campaign. In a year where significant resources have been dedicated to catching up on the maintenance of our buildings, this support has been very important.

We are also very encouraged by the response to our belated 2023 pledge campaign. We have already received as of 2/17/2023 pledges in excess of 60% of our target of \$200,000. The 2023 budget shows that there is need for more, but making our target will provide a substantial base for the support of our ministry in 2023. We think that you will also be interested to know that your Vestry leadership is leading the charge with pledges that are in excess of 25% of our goal.

Other plans for this year include hold ministry fairs at the coffee hour following the 11:00am Sunday service. These are great opportunities to learn about the various forms of ministry at St. Luke's. Monthly there will also be an address by a member of the parish to share what their faith and their participation in the St. Luke's community has meant for their life.

A major change that exists, but has not yet been widely unveiled is the availability of online donations. This can be reached from the Donate section of our website. This feature is being hosted through Realm, an online service designed to support church organizations. With Realm we will have tools for communication and management of our activities as well as record-keeping. Thus, the various aspects of Realm will also be more widely introduced during this year.

# PARISH MINISTRIES

## ALTAR GUILD

Mission Statement: St. Luke's altar guild consists of men and women whose ministry is to care for the altar, vestments, vessels, and altar linens of the parish. Altar Guild members prepare the sanctuary for services, and clean up afterwards.

Current members are Ann Espenschied (chair), Michele Kasper, Jean Tessier, Louise Foisy, Diane Santana, Sherri Papamihalis, Michael Papamihalis, Paul Dinas, Emily Taylor

In 2022, the Altar Guild emerged from Covid Restrictions to the standard service with silver at our 11am service. Two meetings were held to discuss decorating the church for the holidays and to go over any changes that have occurred in reference to the service.

The Altar Guild is also responsible for St. Luke's Flower Society. Forms have been sent by email, or can be found in the Sunday Bulletin or on the table in the Narthex. Gifts for the flowers help to make the weekly and holiday flowers available all year round. The weekly cost for flowers is \$55, and Memorial Candles are \$10.

For Christmas and Easter there is a separate request to pay for the more elaborate decorations of the church. Any amount received for festival flowers and music helps to contribute to making these services extra special.

For 2023, the Altar Guild is encouraging those who are interested in serving St. Luke's in a quiet, contemplative way, to consider joining our team. Also for 2023, the difficult decision has been made that if no request for flowers has been made, they will not be ordered.

## CHOIR

The choir of St. Luke's, a resilient community, continued its ministry of music in 2022, recovering and redefining itself in post-COVID fashion. The choir remains masked at all times when rehearsing and during liturgy and has dealt supportively with this limitation.

Evensong was offered on the last Sunday afternoon before Ash Wednesday. It featured the beautiful work of Bruckner "Locus iste" (This place was made by God) and settings of the two great evening canticles Magnificat and Nunc Dimittis, by Vaughan Williams. The opening hymn, a repeat, had a particular post-COVID poignance for some and a description of it bears repeating here.

The hymn "O Worship the Lord in the Beauty of Holiness" is taken from Psalm 96:8 and Daniel 7:9 and calls upon us to celebrate the holiness of God in joy and in sorrow. The author, John Samuel Monsell (1811-1875) was an Irish clergyman and poet who knew his share of personal tragedy. His son Thomas died on his way to the Crimean War and his daughter died at age 28. Even so, the poet sings, "Mornings of joy give for evenings of tearfulness." The music - Was Lebet - was composed by J. H. Reinhardt.

On the first Sunday of Lent, Mother Broderick became the Interim Priest and the choir greeted her with the lovely "Agnus Dei" from Rossini's "Petite Messe Solennelle" with Olivia Grugan, mezzo-soprano, as soloist.

Holy Week and Easter saw our full schedule of services with choir on the Sunday of the Passion, Maundy Thursday, the Great Vigil of Easter, and Easter Day. Anthems included, among others, John Ness Beck's "Offertory", Ives, "Turn ye", Tschaikovsky "Crown of Roses."

The Day of Pentecost featured "The Holy City" sung by Olivia Grugan and Mendelssohn's "I Waited for the Lord" with Joanna Friedman and Louise Guinther singing the lovely duet for two sopranos above the choir's singing beneath. It was a beautiful moment.

Mark Victor Smith was the summer substitute organist and the fall choir season began with an afternoon workshop in September.....a variety of music was offered for the fall beginning with the Tallis setting of "All People that on earth do dwell" and Vaughan Williams "O How Amiable are Thy dwellings." St Francis Day brought two outstanding musical reflections: Leonard Cohen's "Hallelujah" and the fanciful solo from Britten's "Rejoice in the Lamb," "For I will consider my cat Geoffrey".

Christmas Eve this year was a full choral event. Mithuna Sivaraman, soprano, joined us for Advent and Christmas Eve as did Dr Todd Wachsmann to conduct Vaughan Williams "Fantasia on Christmas Carols" and Britten's "This Little Babe" from "A Ceremony of Carols". Additional music, including carols and hymns, was Hassler's "Missa Secunda" and "Withers Rocking Carol" of Vaughan Williams.

A heartfelt thank you to the members and guests of St. Luke's Choir for their dedication, commitment and talent offered so willingly to make these wonderful musical offerings for the parish. And thank you to Mother Broderick, the wardens and vestry for your support of music at St. Luke's. Without your support, the rest could not happen.

Respectfully submitted, Bill Stokes

## COMMUNICATIONS COMMITTEE

**MISSION STATEMENT:** The Communications Committee is a ministry committee of St. Luke's Church intended to foster community and encourage involvement of parishioners by keeping the Parish informed of past and upcoming activities.

**MEMBERS:** Zee Dempster, Jane Kettlewell, Jennifer Hudson-Phillips, Jonathan Wallin, Jane Thornton

### 2022 RECAP:

Notices continued to be shared with the congregation via the Sunday bulletins and our Facebook page with the support of the Parish Administrator. Jane Thornton was instrumental in creating posters for special events and services.

### 2023 PLAN:

The committee looks forward to using Realm to improve efficiency in sending communications to church members. Until Realm is fully accessible, the Committee will rely on using a Google account for communications.

Committee members intend to liaise with the Church Administrator to gain access to updating St Luke's website and creating a more dynamic presence across social media platforms. Members need training to update the website. Some members already use Facebook and Instagram and can transfer their skills to assist the Committee.

Committee intends to set up a calendar of events, happenings and planning production deadlines that can be shared with parishioners and other committees.

The Committee hopes to rejuvenate the Bellringer as a quarterly online newsletter posted on the website. A member's survey will be sent out by mail, email and the Sunday bulletin inviting paid subscriptions from those who prefer a printed copy of the Bellringer. The subscription fee will be used as a contribution towards printing and mailing costs. There will also be the option for members to sponsor subscriptions for other members.

Expenses to be covered: Printing

## EDUCATION COMMITTEE

MISSION STATEMENT: The Education Committee seeks to ensure that St. Luke's Church has a religious education program that introduces our children to the basic tenets of our Christian faith. We believe that providing them with this foundation will help them grow up to be adults with kind and loving hearts. In our Church School program, we explore Bible stories, the Sacraments, the seasons of the Church year, service to others, and the teachings of Christ, and we seek to foster faith formation and fellowship among the children of St. Luke's.

### MEMBERS OF EDUCATION COMMITTEE/CHURCH SCHOOL VOLUNTEERS:

Christopher Nyberg (Vestry Co-Chair), Paula Santaro (Congregation Co-chair), Emily Taylor, Daniella Rizza, Laura Grow-Nyberg, Janelle Barnao Gleich, Ashley Curran, Louise Foisy, Francis Fallon

### 2022 RECAP:

Beginning in September 2022, thanks to the leadership and hard work of Emily Taylor, Church School returned and was successful with 7 families having children in attendance during the various sessions (8 sessions in total). The Education Committee held a meeting on December 19, 2022, in which all parents at St. Luke's were invited to attend. The primary purpose of the meeting was to try to determine the plan for Church School for 2023, and find ways to encourage greater participation and volunteers for church school and education committee activities. Other Education Committee adjacent events that occurred in 2022, but were not necessarily planned by the Education Committee, included an Easter Egg Hunt, as well as a Halloween Party (planned, led, and run by Francis Fallon). The hope for 2023 is to involve additional families so more activities for children and young adults can be planned and held.

### 2023 PLAN:

The plan for 2023 is to continue Church School twice a month, with Emily Taylor as head teacher, through at least June 2023, with Church School being held generally the first and last Sunday of each month, with the exception of May, which was changed from the last week to the 3<sup>rd</sup> week in order to avoid Memorial Day weekend. There will be no Church School in July or August. We will continue Church School two Sundays a month from September to December, but we will have another planning meeting in the late spring/early summer to discuss the schedule for September through December, the Church School teachers, the format, and other topics. The Education Committee is planning to try to do and assist in the planning and coordination of an Easter Egg celebration around Easter in early April, a Halloween party, and/or some kind of end of year event/Christmas event, for which we will attempt to plan for and organize as the year progresses. We are not currently aware of any expenses that currently needed to be covered, nor are we aware of any income that we expect to generate.



## **GINGERBREAD PLAYERS**

**MISSION STATEMENT:** The Gingerbread Players are a ministry committee of St. Luke's Church designed to reach out to the community and provide opportunity for artistic expression for ages eight to eighty. GB offers quality entertainment to the neighborhood at a reasonable price, in a safe space for all.

**MEMBERS:** Andrew Dinan, Ann Espenschied, Louise Foisy, Joanna Friedman, Louise Guinther, Jean Tessier

### **2022 RECAP:**

The Gingerbread Players successfully returned to the stage in 2022 with a well-attended production of *Babes in Toyland* in May, directed by Louise Guinther. For the summer show, and original play, *Goodnight Irene*, written by parishioner Jean Tessier, was met with enthusiastic response. And guest director Bernie Bosio helmed *The Merry Wives of Windsor* in November.

Additionally, pianist LuLu Chen performed a concert as part of the Wings of Song series during the summer. As a result, the Gingerbread Players brought in \$9,871.

### **2023 PLAN:**

Rehearsals are underway for a May production of *Meet Me In St. Louis*, opening on May 6. A summer show is yet to be determined; in the fall the show *Candida* is being considered. We are looking for local musical acts to continue our concert presentations; if you have any interest in helping to coordinate the Wings of Song series please let a member of the committee know. Projected Gingerbread expenses are \$3,500, with projected revenue of \$15,000 for the year.

## **MINISTRY PARTNER COMMITTEE**

**MISSION STATEMENT:** Through hosting groups at St. Luke's that provide services to the community which align with our own Christian mission, we open the doors of St. Luke's to a wider range of people in our neighborhood, beyond the number who worship with us on Sundays.

**MEMBERS:** Emily Taylor

### **2022 RECAP:**

We continue to host our two long-term user groups, *Angels in the Gardens*, an early childhood education center which uses the Lower Parish Hall on weekdays, and *Thinking Cap*, an afterschool program which uses the Upper Parish Hall on weekday afternoons. *Angels in the Gardens* has had some challenges due to repeated flooding in the basement during heavy rains, but members of the Buildings and Grounds committee

have been working hard to address and mitigate this problem. In 2022, Angels paid St. Lukes a usage fee of \$2,385 per month. Thinking Cap's user fee (which is paid eight times per year) was \$1,700 for most of the year, but in October, this increased to \$2,000, and in January 2021, it increased to \$2525.

#### 2023 PLAN:

Both user agreements are due for a renegotiation this year, but at the current rates (in January and February), we project a revenue of \$48,920. In the meantime, we will continue to support our ministry partners by addressing concerns with their spaces. Additionally, increased synergy with both groups is a goal. New committee members, especially those with experience in childcare and/or real estate would be warmly welcomed.

### **OUTREACH COMMITTEE**

**Mission:** 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. To that end, we hold fundraisers that support our annual Outreach Grant and Episcopal Relief and Development's disaster relief agency.

In 2022, the grant went to Holy Apostles Soup Kitchen, with additional funds raised. The year's fundraisers were spring and fall bake sales and our annual Thanksgiving pie sale. Thanks to the energy and generosity of our parish, we raised over \$3400 for Holy Apostles and over \$600 for ERD.

In addition, we continued 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, we returned to shopping and wrapping fun gifts for over 100 children. We also collect food donations regularly to stock an emergency food pantry, and we hope to return soon to recruiting volunteers for this ministry. Under the leadership of Deacon Joe, our parish provided Thanksgiving turkeys and Christmas hams for families.

In 2023, we plan to continue all the above projects and add a few more. The Outreach Grant will go to LIFE camp, a non-profit gun violence prevention program based in Jamaica, Queens. LIFE Camp provides youth and families impacted by violence with valuable tools they need to stay in school and out of the criminal justice system, through a holistic approach that reinforces self-esteem and respect for life. We are also hoping to initiate a new volunteer project in a soup kitchen, and for this we need the whole parish's support.

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 mostly 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.

## **RUMMAGE SALE**

**MISSION:** The mission of the Rummage Committee is to assist in the recycling and repurposing of a variety of quality goods, while providing the community at large a low cost way to obtain needed items. It opens St. Luke's doors to the greater community while fostering a spirit of participation within the parish.

**Members:** Jennifer Hudson Phillips (co-chair), Louise Guinther (co-chair), Department Heads Jean Tessier, Emily Taylor, Bob Lin, Joanna Friedman, Georgina Smith, Jane Thornton, Marianne Percival, Louise Foisy, Giselle Bates. **Volunteers:** the Parish family.

The 2022 Rummage Sale brought in a total of **\$13,038.50**. Once again, the event was a wonderful community builder. Not only can this Ministry serve a need to those on a tight budget and fun to the discerning bargain-hunter, it also gives an opportunity to become better acquainted with fellow parishioners and raise funds for our beloved St. Luke's. The challenges that were encountered may be met with better forward planning, greater participation from parishioners and more delegation of tasks.

For 2023, the Rummage Sale hopes to implement the following: Better "internal marketing" to begin the gathering of treasures and identifying department heads as well as set-up and clean-up crews; Allowing the department heads to assume management of their respective departments including the scheduling of volunteers to sort and price merchandise; Better communication and coordination with our ministry partners; and a stronger focus on external marketing.

# ANNUAL MEETING, PART 1

## CHALLENGES & PLANS

### Challenges:

- Rectory repairs between \$140,000 and \$40,000.
- Bylaws revisions (last update on file is from 1987).
- Stewardship Campaign needed to foster giving of time, talent and not just treasurers.
- Renew/update church's mission and ministries post COVID using discernment to become a church that services God's people in the surrounding community.
- Savings will be exhausted before 2026 so the income needs to increase. Member giving and fund raising do not cover expenses.
- Discern strengths, weaknesses and aspirations of members (new and current).
- Need for ministries to welcome, facilitate discernment and incorporate new members.
- Safe church policies and practices taught/employed church wide to ensure care and safety of members, staff, and guests.
- Vestry's lack of organization and failure to align work with Vestry duties required by The Episcopal Church and NYS Laws of Religious Incorporation.
- Communication with members and surrounding community needs to be more effective.
- Members are: set in their ways; lack empathy for those not in their click;
- Improve indoor and outdoor lighting.

### Plans:

- Define roles for Wardens, Vestry, Clerk, Treasurer and Committee Chairs.
- Define responsibilities for Vestry Standing Committees: Buildings and Grounds; Finance; Personnel; Safe Church and Stewardship.
- Ongoing training and accountability for Vestry and Wardens. Use the Nominating Committee and Standing Committees to introduce and teach Vestry duties.
- Align Vestry practices with standards of The Episcopal Church and business practices. Reach out to other churches and vestries for copies of bylaws, personnel manuals, Vestry Standing Committee policies.
- Vestry members will no longer serve as liaisons/leaders of Parish Ministries. Vestry will invite representative and/or leaders of these ministries to attend Vestry meetings to report and seek support.
- The Vestry will host summits for Parish Ministries to coordinate event schedule and align ministries with St. Luke's mission.
- Ministries to welcome, facilitate discernment and incorporate new members.
- Utilize Personnel Committee to recruit and onboard a sexton and the next organist/choir director.
- Make relationships with and ministry opportunities accessible to neurodivergent children and adults (in church and surrounding community).
- Revision and resource child and youth ministries.
- Utilize Realm to improve communications.

# 2022 ANNUAL MEETING MINUTES

Sunday, January 23<sup>rd</sup>, 2022

- I. The Annual Meeting began as the polls were declared open at the 11:00 am Holy Eucharist service, with the meeting to continue on Zoom Platform at 1:30 pm.
- II. The Warden's Report was presented by Warden Suzanne Schick. 2022 will be another year of continuing transition as we contend with the changing impact of the COVID19 pandemic and the search for our new Rector. Our finances are doing relatively well in the face of the challenges posed by the pandemic. Our Parish partners are back in operation, returning those lost revenue streams. Ms. Schick indicated that the deadline for donations to the B&G Fund. Due to the current short supply of available Rectors the process of replacing ours will be highly competitive. In order to attract a candidate, the Parish needs to be attractive in both our financial health and as a vibrant, united community.
- III. The Minutes of the 2021 Annual Meeting were reviewed and approved with one correction.
- IV. Warden Jean Tessier reported that as a result of a Vestry resolution, the number of Vestry positions was reduced to 9 from 12 seats. The decision was made to bring the size of the Vestry to a more appropriate level for a Parish of our current size. 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 Espenschied, & Ms. Anne Harte Su) presented the slate of new candidates:
  1. Ms. Jean Tessier – Church Warden - 2-year term
  2. Vestry Members- 3-year term:
    - i. Mr. Francis Fallon – first 3-year term
    - ii. Ms. Zee Dempster – next 3-year term
    - iii. Ms. Jennifer Hudson-Phillips - next 3-year term
    - iv. Ms. Elizabeth Reynolds - next 3-year term
    - v. Mr. Jonathan Wallin - next 3-year term

With no additional nominations presented, I cast one vote for each nominee, electing the slate to stated positions by acclamation.

VI. Financial Report

1. Treasurer's Report: 2021 Year-End report was presented as well as the adopted Budget for 2022. Copies of the Year-to-Year comparison and 2021 Budget were distributed. The motion to receive the report was seconded and passed.
2. Ms. Diane Santana reported that a total of approximately \$171K has been pledged have to date. This represents an increase from the prior year. She thanked the parish for their stewardship.
3. Mr. Jonathan Wallin presented the Finance Committee report. The Endowment account balance went down to \$589,570 from \$627,660 due to market losses. Special Event income was down for the year due to pandemic restrictions. The year-end deficit, including unrealized gains was \$55K.

VII. Mr. Wallin reported for The Stewardship Committee thanking Ms. Karen Van Westering for her significant contribution. \$155K has been received so far. He urged those who have not pledged to consider participating. With additional pledges, the \$175K target could be reached.

VIII. Deacon Joe Occhiuto wanted to emphasize his availability to parishioners for any concerns they may have. He urged us not to fear change.

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

1. WORSHIP: Ms. Debbie Smith pointed out that in addition to growth of the Parish, we needed to focus on getting current members who did participate in virtual services back in-person. She also felt that it would be helpful to stream the 11am Service in addition to the early Service. Mr. William Stokes expressed his gratitude to the choir; he announced the 2/27 Evensong performance. Ms. Ann Espenschied invited interested parties to speak to her regarding serving on the Altar Guild.
2. OUTREACH: Ms. Louise Foisy announced our new Grant Recipient will be *The Holy Apostles Soup Kitchen*.
3. COMMUNICATION: Ms. Jennifer Hudson-Phillips emphasized that the Committee still needed tech savvy volunteers, well-versed in social media.
4. PARISH CARE: Ms. Jane Thornton expressed a strong need for additional participation. Membership has been reduced to half its size this year.
5. EDUCATION: Mr. Chris Nyberg thanked Ms. Emily Taylor for her long-standing work. He is committed to getting our Church School Program active again as soon as Diocesan guidance permits.

6. BUILDINGS & GROUNDS: Mr. Bob Lin indicated that the report submitted covers work on the that has been previously identified: the masonry work has been completed; proceeding with the stained-glass window restoration requires additional funding. Additional issues not covered include replacing the roof gables, the active leaking in the basement (identify the source, corrective action, then replace the flooring from the hall to the restrooms). Our internet service upgrade was also not covered. We moved from Verizon to Spectrum, significantly increasing our WiFi coverage; this is required for the operations of our partners and enables us to live stream. Ms. Thornton mentioned that through working with the Diocese on the Rector Search, she has learned about their B&G group which can be a resource St. Luke's can draw upon for support.
  7. SPECIAL EVENTS: Ms. Hudson-Phillips expressed that she was hoping for a reduction in pandemic restrictions that would allow for the Rummage Sale to proceed this year. Warden Tessier reported that there was a dire need for two Chairs to enable the ImaginAuction to be planned and scheduled. Ms. Louise Guinther reported that the Gingerbread Players enjoyed a huge cast participation this year. She urged parishioners to help promote the upcoming production; it will be the first one back in person, performed in the parish hall. Warden Tessier offered thanks to Ms. Foisy for implementing the return to the groups' operations in the building.
- X. New Business
1. The Wardens have selected our Interim Rector, the Reverend Dr. Cecily Broderick y Guerra. They will be meeting with her for a tour of the Parish and orientation.
  2. The first step in the Rector Search process is to submit a Parish Survey. *Parish Care* will draft and conduct the survey. Mother Broderick worked with St. Stephen's through their Rector Search; she is excited to bring that experience to assist in ours.
- XI. Announcements
1. The Saint Luke's Shield is being given to Ms. Diane Santana for 2022.
  2. The newly elected Vestry members will be installed at next Sunday's service, January 30<sup>th</sup>, 2022.
  3. Warden Tessier announced that after the January 30<sup>th</sup> Service we have scheduled Mr. Greg Matalon to discuss Living Wills and other end-of-life legal matters. (Replaces the *Wings of Song* performance.)
  4. The 2023 Annual meeting will take place on Sunday, the 22<sup>nd</sup> day of January.
- XII. The Meeting was adjourned at 2:35 pm.
- XIII. Closing Prayer

Respectfully submitted,

Michael Papamihalis, Vestry Clerk