



The Annual Meeting
Sunday, January 21, 2024

Saint Luke's Church (Episcopal)

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Saint Luke's Church

THE ANNUAL MEETING

Sunday, January 21, 2024

AGENDA

- I. Holy Eucharist is celebrated at 10:30am. The polls are declared open (by Canon Delaney at the beginning of the service.)
- II. Minutes of the previous Annual Meeting.
- III. Warden's Report
- IV. Roll of members Eligible to vote and Hold office
- V. 2024 Ministry Plan, Treasurer's Report - Liz Reynolds
- VI. Annual Reports - Suzanne Schick
- VII. Nomination & Election Committee - Anne H. Su, Paul Dinas, Chair
- VIII. Recognition & Blessing for Outgoing Vestry Members & Staff
- IX. Old Business
- X. New Business
- XI. Announcements
- XII. Adjournment & Closing Prayer

II. 2023 ANNUAL MEETING MINUTES

Annual Meeting Part 1 Summary

Sunday, January 22, 2023

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 & 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.

Annual Meeting Part 2 Minutes
Sunday, February 26th, 2023

The polls were declared open at the beginning of the 11am Holy Eucharist service. The meeting continued in the church hall after the service, with a potluck luncheon coordinated by the Vestry and the Hospitality Committee.

- I. Opening prayer and scripture reading (Galatians 5:22-26)
- II. Ministry Plan/Treasurer's Report. Presented by Elizabeth Reynolds (Treasurer). 2023 budget presented.
- III. Annual Reports. Presented by Jean Tessier (outgoing Warden).
 1. Vestry Standing Committees
 - i. Buildings and Grounds
 - ii. Finance
 - iii. Nominating
 - iv. Personnel
 - v. Safe Church
 - vi. Stewardship
 2. Parish Ministries
 - i. Altar Guild
 - ii. Choir
 - iii. Communications
 - iv. Education
 - v. Gingerbread Players
 - vi. Ministry Partners
 - vii. Outreach
 - viii. Rummage Sale
 3. Annual Meeting Part I
 4. 2022 Annual Meeting minutes
- IV. Nominations and Election Committee. Presented by Suzanne Schick (Warden). Following nominations were elected unopposed, the clerk cast one ballot for all positions.
 1. Anne Harte Su for a two-year term as Warden
 2. Louise Foisy for a second term (two years)
 3. Christopher Nyberg for a second term (three years)
 4. Paul Dinas for a first three-year term
 5. Jane Kettlewell for a first three-year term
- V. Recognition and Blessing for outgoing Vestry members, Jean Tessier, Ann Espenschied, Emily Taylor. Presented by Mother Cecily Broderick y Guerra (Interim Priest). Saint Luke's stamp awarded to Zee Dempster.
- VI. Closing prayer and adjournment.

III. WARDENS' REPORT

2023 was a year of great change for Saint Luke's Church. Change can be unsettling, but it is also a time of opportunity.

We started the year with the Annual Meeting split into two parts — a town hall style meeting to focus on what parishioners wanted and needed in the future, and a business meeting with Vestry elections.

Lent began energetically with Zee Dempster, Suzanne Schick, Anne Harte Su, and Jean Tessier accompanying the Interim Rector, Mother Cecily Broderick, to distribute ashes to commuters on Ash Wednesday.

Holy Week and Easter saw services with good attendance and beautiful music by our choir.

Mother Broderick left us at the end of May because she and her family were moving to the East End of Long Island, where Mother Broderick was to take charge of two parishes there.

In June, our beloved organist and choir director, William Stokes, retired.

Summer services were ably covered by Father Bob Griffith and Canon Michael Delaney, with Morning Prayer conducted by Deacon Joe Occhiuto. Nathalie Wang provided keyboard accompaniment. Melinda Faylor took over as organist and choir director for the fall, and we are currently searching for a permanent replacement.

Canon Delaney became our "super supply" priest in September and will be with us through January 2024. With Canon Delaney's help, the choir presented a wonderful Christmas program including a new version of singing carols in church before going out caroling for the community!

And we would be remiss if we did not mention Bishop Franklin who led the children's Christmas service, wherein both he and Canon Delaney took turns playing the organ. It was very special.

The most exciting news is that the Vestry was able to conduct an accelerated and successful search for a priest-in-charge, and Father Bo Reynolds will be joining us on February 1, 2024.

Our finances remain in decent shape. We were able to raise sufficient funds to repair the rectory. We had an unexpected expense in having to replace the boiler and repair a major steam leak. Water incursion into the lower Parish Hall remains a problem, and the solutions suggested by the engineering firm recommended by the Diocese are expensive.

Pledges remain steady but cover only about 30% of our operating costs. We hope to educate newer parishioners about the importance of pledging and to remind longer term parishioners of the same. We negotiated a new lease for Angels in the Gardens, a childcare program and ministry partner, with the help of Chancellor Jim Weller and the Diocesan Real Estate Office. Thinking Cap, the after-school program and other ministry partner, comes up for a lease renewal this year.

We look forward to Father Bo's first year with us, where he will help the people of Saint Luke's to construct a vision for the future.

Respectfully submitted,

Suzanne C. Schick
Anne Harte Su
Wardens

V. 2024 Ministry Plan/Treasurer's Report

I am very happy to report that St Luke's financial position is substantially improved from last year. This time last year we had projected a \$208,695 operating loss, largely due to our need to make substantial repairs to our church and Rectory. Thanks to our successful Repair the Rectory capital campaign, those expenses were very nearly met without impacting our operating budget. In addition because Mother Broderick was reassigned earlier than anticipated and we went without a full time Interim Priest in Charge, we saved a substantial amount from our payroll budget. There was also some savings due to our inability to heat the church in the beginning of the season. While running without heat or a priest are not sustainable modes of operation for any length of time, our very difficult year has nonetheless brought us a silver lining - our operating loss was reduced to \$4,239.93.

In addition to this, our investment fund has ridden out a very turbulent year, yielding \$66,503 in a combination of unrealized gains and interest and dividend income, detailed in the report of the financial committee. As a result, our actual financial position is \$62,263 ahead from last year.

For the 2024 year, we have included actual annual compensation numbers for our Priest In Charge, although we will only pay 11 months in 2024. Similarly we have included the full year's budget for an organist, although we will have a supply organist for the first couple of months. The bottom line is, we are projecting an operating loss of \$85,998 in 2024. This gives us over 5 years of runway before our savings is exhausted, assuming no changes. That represents double to the time we were looking at last year and brings us much closer to being in a position to call a Rector.

Account Balances

	Opening	Closing	Difference
TD Bank	\$ 25,554.85	\$ 65,903.39	\$ (40,348.54)
Investment Ameritrade / Schwab	\$ 423,571.38	\$ 417,853.07	\$ 5,718.31
	\$ 449,126.23	\$ 483,756.46	\$ (34,630.23)

Profit/Loss

	Actual	Budget	Difference
Income	\$ 350,657.58	\$ 276,330.00	\$ 74,327.58
Expense	\$ 354,897.51	\$ 485,025.00	\$ (130,127.49)
	\$ (4,239.93)	\$ (208,695.00)	\$ 204,455.07
Investment gains	66503.14	\$ 0.00	
	\$ 62,263.21	\$ (208,695.00)	\$ 270,958.21

St. Luke's Episcopal
Statement of Activities

Date Range: Jan 1st 2023 - Dec 31st 2023

Accounts	Actual Jan 01, 2023 - Dec 31, 2023	Budget Jan 01, 2023 - Dec 31, 2023	Budget Remaining Jan 01, 2023 - Dec 31, 2023
Revenues			
042010 Memorial Fund	20,730.00	0.00	(20,730.00)
420102 Festival Flowers	1,005.00	1,210.00	205.00
420107 Altar general gifts	305.00	0.00	(305.00)
420108 Special Offerings	3,123.54	2,200.00	(923.54)
420201 Outreach hospitality receipts	1,742.20	0.00	(1,742.20)
420202 Outreach receipts bake sale	780.00	0.00	(780.00)
420203 Outreach receipts QHC pantry	433.00	0.00	(433.00)
450100 Insurance payment received	8,467.03	0.00	(8,467.03)
450200 Grant money received	5,000.00	5,000.00	0.00
845010 Restr. & Preserv. Fund Receipt	31,556.00	0.00	(31,556.00)
Income			
410400 Envelopes Initial Offering	13.00	0.00	(13.00)
Pledge Giving			
410100 Pledges - Current Year	177,957.80	180,000.00	2,042.20
410300 Pledge - Late Forprior Year	13,252.49	0.00	(13,252.49)
Total Pledge Giving	191,210.29	180,000.00	(11,210.29)
Other Giving			
420050 Open Plate	3,772.00	5,000.00	1,228.00
420080 Rakuten Bonus	66.61	0.00	(66.61)
420100 Gifts to offset processing costs	802.31	0.00	(802.31)
420101 Music Gift	275.00	0.00	(275.00)
420106 Altar Society guild dues	0.00	720.00	720.00
420400 Friends Of Gingerbread	2,047.00	500.00	(1,547.00)
Altar & Flower Offerings			
420103 Festival Music	1,825.00	2,000.00	175.00
420104 Weekly Flower gifts	1,660.00	2,860.00	1,200.00
420105 Sanctuary Lamp gifts	120.00	520.00	400.00
422200 Festival Flower/music Receipt	25.00	0.00	(25.00)
Total Altar & Flower Offerings	3,630.00	5,380.00	1,750.00
Total Other Giving	10,592.92	11,600.00	1,007.08
SPECIAL EVENTS & USERS			
Rummage Sale			
430131 Rummage sale receipts	12,607.71	13,000.00	392.29
Total Rummage Sale	12,607.71	13,000.00	392.29
Gingerbread			
430401 Gingerbread Concessions	950.00	0.00	(950.00)
430402 Gingerbread Tickets	7,236.00	0.00	(7,236.00)
Total Gingerbread	8,186.00	0.00	(8,186.00)
Imaginauction			
431551 Imaginauc Angel	2,385.00	0.00	(2,385.00)
Total Imaginauction	2,385.00	0.00	(2,385.00)
User Groups - Current			
430400 Little Light Of Mine Afterschool	20,535.20	35,700.00	15,164.80
440100 Angels in the Gardens	31,985.69	28,620.00	(3,365.69)

Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Dec 31, 2023	Jan 01, 2023 - Dec 31, 2023	Remaining Jan 01, 2023 - Dec 31, 2023
Total User Groups - Current	52,520.89	64,320.00	11,799.11
Total SPECIAL EVENTS & USERS	75,699.60	77,320.00	1,620.40
Total Income	277,515.81	268,920.00	(8,595.81)
Other Income			
800000 Unrealized Invest Inc/exp	64,658.99	0.00	(64,658.99)
OTHER INCOME			
710010 Directed Gifts	1,844.15	0.00	(1,844.15)
Total OTHER INCOME	1,844.15	0.00	(1,844.15)
Total Other Income	66,503.14	0.00	(66,503.14)
Total Revenues	\$ 417,160.72	\$ 277,330.00	(\$ 139,830.72)
Expenses			
510115 Clergy Pension	4,292.77	0.00	(4,292.77)
510900 Payroll tax and insurance	11,168.70	1,700.00	(9,468.70)
520120 Altar flowers general	1,950.00	2,860.00	910.00
520125 weekly sanctuary candles	301.80	520.00	218.20
520290 hosting clergy associations	0.00	250.00	250.00
530231 Building Repairs and unscheduled maintenance	12,861.25	30,000.00	17,138.75
530232 office furniture and equipment	4,436.47	0.00	(4,436.47)
540300 Rummage expenses	640.00	1,000.00	360.00
PERSONNEL			
Ministry			
510110 Rectors Stipend	0.00	172,250.00	172,250.00
510111 Interim Rectors Stipend	13,987.71	0.00	(13,987.71)
510130 Health - Rector	5,348.00	0.00	(5,348.00)
510140 Fica Reimbursement	3,740.30	0.00	(3,740.30)
510150 Housing Equity Allowance	34,906.60	0.00	(34,906.60)
510170 Clergy Assistant & Supply	4,550.00	2,500.00	(2,050.00)
510180 Deacon's Stipend	1,200.00	1,200.00	0.00
510190 Clergy Hiring Incidentals	405.00	2,000.00	1,595.00
Total Ministry	64,137.61	177,950.00	113,812.39
Office			
510320 Parish Administrator Salary	39,492.88	39,676.00	183.12
510321 Parish Admin Retirement contribution	2,574.90	3,588.00	1,013.10
Total Office	42,067.78	43,264.00	1,196.22
Music			
510410 Organist salary & 1099	21,829.96	28,000.00	6,170.04
510415 Organist Continuing Education	0.00	800.00	800.00
510420 Substitute Organist	3,500.00	2,000.00	(1,500.00)
510430 Choir Soloists	7,182.50	8,840.00	1,657.50
Total Music	32,512.46	39,640.00	7,127.54
Support			
510510 Sexton Salary	2,785.00	4,680.00	1,895.00
520271 cleaning service	8,100.00	18,600.00	10,500.00
520272 Nursery Care	1,525.00	1,500.00	(25.00)
Total Support	12,410.00	24,780.00	12,370.00
Payroll Taxes and Insurance			
510390 Bookkeeping & Payroll Service	1,141.84	1,430.00	288.16
519100 Workers Comp Insurance	1,527.58	0.00	(1,527.58)
Total Payroll Taxes and Insurance	2,669.42	1,430.00	(1,239.42)
Total PERSONNEL	153,797.27	287,064.00	133,266.73

Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Dec 31, 2023	Jan 01, 2023 - Dec 31, 2023	Remaining Jan 01, 2023 - Dec 31, 2023
PROGRAM SUPPORT			
520280 Church school & youth programs	43.27	0.00	(43.27)
529900 Miscellaneous Expense	380.00	0.00	(380.00)
Worship			
520100 General Altar - Wine Etc.	635.63	600.00	(35.63)
520130 Festival Flower	1,015.00	1,210.00	195.00
Total Worship	1,650.63	1,810.00	159.37
Music			
510440 Festival Soloists	170.00	2,000.00	1,830.00
520160 Music Materials	423.35	100.00	(323.35)
530250 Organ & Piano Mainten...	630.00	2,700.00	2,070.00
Total Music	1,223.35	4,800.00	3,576.65
Office			
520190 Subscriptions	149.95	0.00	(149.95)
520200 Postage & Mailing	605.65	600.00	(5.65)
520220 Copier Lease	4,456.76	4,740.00	283.24
520221 additional copy costs	114.36	300.00	185.64
520230 Telephone/Internet Church	3,059.28	2,340.00	(719.28)
520231 domain and web	67.99	65.00	(2.99)
520232 cloud file hosting	0.00	500.00	500.00
520233 Realms monthly fees	1,440.00	1,404.00	(36.00)
520260 Bank Charges	325.00	0.00	(325.00)
520261 bank processing fees (credit/ach)	1,421.92	120.00	(1,301.92)
520270 Advertising	0.00	1,500.00	1,500.00
520273 Background checks	505.98	300.00	(205.98)
520274 FHG parking sticker fees	0.00	530.00	530.00
Supplies			
520140 Office Supplies	3,241.22	2,800.00	(441.22)
520150 General Supplies	3,747.32	2,000.00	(1,747.32)
Total Supplies	6,988.54	4,800.00	(2,188.54)
Total Office	19,135.43	17,199.00	(1,936.43)
Parish Outreach			
540200 Rector's Discretionary Fund	0.00	1,000.00	1,000.00
541000 Diocesan Pledge	24,000.00	24,000.00	0.00
Total Parish Outreach	24,000.00	25,000.00	1,000.00
Total PROGRAM SUPPORT	46,432.68	48,809.00	2,376.32
Gingerbread			
540400 Gingerbread expenses	4,360.11	3,500.00	(860.11)
Total Gingerbread	4,360.11	3,500.00	(860.11)
Outreach			
540101 Outreach disbursements - QHC Pantry	286.00	0.00	(286.00)
540102 Outreach disbursements annual grant	1,361.00	0.00	(1,361.00)
Total Outreach	1,647.00	0.00	(1,647.00)
BUILDING			
730000 Capital Improvements	43,300.00	40,000.00	(3,300.00)
Property & Insurance			
Utilities Expense			
530500 Utilities	0.00	19,200.00	19,200.00
530520 Utilities - Con Ed Church	1,855.04	0.00	(1,855.04)
530521 Utilities - Con Ed - Parish Hall	767.69	0.00	(767.69)
530522 Utilities - Con Ed Basement	1,641.07	0.00	(1,641.07)

Accounts	Actual	Budget	Budget
	Jan 01, 2023 - Dec 31, 2023	Jan 01, 2023 - Dec 31, 2023	Remaining Jan 01, 2023 - Dec 31, 2023
530540 Utilities - Con Ed Rectory	1,303.70	0.00	(1,303.70)
535100 Utilities - Gas Church	9,624.18	0.00	(9,624.18)
535300 Utilities - Gas Rectory	2,359.60	0.00	(2,359.60)
Total Utilities Expense	17,551.28	19,200.00	1,648.72
Total Property & Insurance	17,551.28	19,200.00	1,648.72
MAINTENANCE/REPAIRS/INSURANCE			
530210 General Insurance	30,695.00	30,630.00	(65.00)
530220 Fhg Property Charges	7,060.75	6,692.00	(368.75)
530230 Building Maintenance scheduled	10,064.80	9,800.00	(264.80)
530240 Grounds Maintenance	3,500.00	3,000.00	(500.00)
Total MAINTENANCE/REPAIRS/INSURANCE	51,320.55	50,122.00	(1,198.55)
Total BUILDING	112,171.83	109,322.00	(2,849.83)
Inactive expenses			
669000 Reconciliation Discrepancies	3.04	0.00	(3.04)
Total Inactive expenses	3.04	0.00	(3.04)
PERSONNEL-ALL			
516000 Personnel-misc	834.59	0.00	(834.59)
Total PERSONNEL-ALL	834.59	0.00	(834.59)
Total Expenses	\$ 354,897.51	\$ 485,025.00	\$ 130,127.49
Net Total	\$ 62,263.21	(\$ 207,695.00)	(\$ 269,958.21)

St Lukes 2024 Detail

Item	weekly	biweekly	Monthly	quarterly	Annually	Subtotals	Annual Budget	Notes
INCOME								
Revenues						0		
Pledges					200000	200000	200000	
Pledges - Current Year						0	0	
Pledges - Early						0	0	
Pledges - Late						0	0	
Envelopes initial						0	0	
						200000		
Other Giving						0	0	
Open Plate					5000	5000	5000	copied from 2022 budget, reality is \$3500 YTD
gifts to offset processing costs						0		Unbudgeted, remains a line item for tracking
Music fund						0	0	
Festival Flowers					1210	1210	1210	YTD 1180
Festival Music					2000	2000	2000	YTD 1050
Weekly Flowers	55					2860	2860	YTD 1880
Weekly Sanctuary Lamp	10					520	520	YTD 120
Altar Society (guild dues)					720	720	720	
Building Fund						0	0	
Special offerings/feasts					3000	3000	3000	YTD 2573
						15310		
Outreach receipts						0	0	
outreach receipts hospitality						0	0	
outreach receipts bake sale						0	0	
outreach receipts QCH pantry						0	0	
Friends of Rummage						0	0	
Friends of Gingerbread					500	500	500	
						500		
Rummage							0	
Rummage receipts					12500	12500	12500	
Gingerbread					15500	15500	15500	per notes from GB committee - \$500 in 'friends of GB' is counted under gifts
Gingerbread concessions						0	0	
Gingerbread tickets						0	0	
Gingerbread Ads						0	0	
Imaginauction					5000	5000	0	Carrying forward from 2022 estimate

	Special Events - Other					0	0	
	Bonuses - ie Rakuten, Smiles				50	50	0	
	Angels in the Gardens		3000			36000	36000	
	AITG utilities					0	0	
	AITG other					0	0	
	Little Light of Mine				20200	20200	20200	\$2525/month for 8 months
	Insurance payment received					0	0	
	Grant money received					0		
						89250		
	Total Income:						305060	
EXPENSES								
Personnel								
Ministry								
	Rector's Stipend (Priest In Charge)				73000	73000	73000	
	Pension - Rector				20078	20078	20078	
	Pension - Deacon		18			216	216	
	Health - Rector				27756	27756	27756	
	FICA Reimbursement				2792.5	2792.5	2792.5	
	Housing Equity Allowance					0	0	
	Car Allowance					0	0	we are required to reimburse as needed, but don't yet know likely amount
	Rector continuing education				2000	2000	2000	
	Clergy Assistant & Supply				2500	2500	2500	10 weeks at \$250/week. 4 vacation, 2 supply, 4 in case of illness
	Deacon's honorarium		100			1200	1200	\$100/month mandatory honorarium
	clergy hiring incidentals				2000	2000	2000	
Office							0	
	Parish Amin Salary		1571.78				40866.28	Includes 3% raise recommended by diocese
	Parish admin employer retirement contribution		141.4602				3677.9652	mandatory 4% base contribution plus 5% match
Music							0	
	Organist salary & 1099				22,620		22620	placeholder for now, new organist to be hired
	Organist continuing ed				800		800	
	substitute organist				2000		2000	10 weeks at \$200/week
	choir soloists		340				8840	

	festival music soloists				2000		2000	
Child care								
	nursury care		25				1300	weekly plus time this year to complete safe church training
Building								
	sexton salary		275				7150	
						220796.74		
Misc Personnell expenses								
	PAYROLL Tax and Insurance		270		1700		8720	
	payroll service		55				1430	approximate average biweekly fee - varies with complication
	background checks				300		300	most of this done last year but new keyholders etc will need checking
	FHG sticker fees				530		530	2023, probably going up
total personnell						10980		272994
PROGRAM SUPPORT							0	
	General Altar - wine etc				600		600	wine, candles, wafers
	Altar Flowers general		55				2860	We only pay this if we receive sufficient donations, some Sundays may have n
	sanctuary candle general		10				520	
	Festival Flower				1210		1210	flowers - festival soloists has another category
	Festival Music						0	festival soloists are budgeted with personell. anything else should be here?
	Office Supplies				2800		2800	general and office supplies approximate actual spend 2022 plus 800 for check
	General supplies				2000		2000	cleaning, dams, etc.
	Music materials				100		100	license fee?
	subscriptions						0	
	postage and mailing				650		650	based on 2023 actual
	Copier lease		395				4740	395 monthly lease, add extra for copy overages
	Additional copy costs		25				300	
	Telephone/Internet		275				3300	comcast
	domain and web				66		66	
	cloud file hosting						0	
	Realms fees		117				1404	
	Bank charges and transfer fees			15			60	
	bank processing fees (credit/ach)		85				1020	approximate monthly not offset by extra giving
	Advertising				1500		1500	we have been carrying this forward without using it much - maybe we can use
	Church school & youth programs						0	
						23130		

Building & Grounds						
Property tax & Insurance						0
General Insurance			8725			34900 church insurance and workmans comp
FHG property charges				6692		6692 2023 fees paid in December 2022, actuals for 2024 will be slightly higher
Building Maintenance scheduled			1400	4200		9800 various scheduled inspections
Building Repairs and maintenance				30000		30000 Structural work to be proposed by B&G
Office furniture and equipment						
capital maintenance						Rectory
Grounds maintenance				2000		2000 Snow removal
Organ & Piano maintenance				2700		2700 need numbers from Bill what should be here
cleaning service				2700		Three deep cleanings annually @ 900
Utilities		1800				21600 Hard to estimate from year to date, using 2022 actual rounded up a bit, and o
Gas Church						0
Electricity Church						0
Electricity Parish Hall						0
Electricity Parish Basement						0
Gas Rectory						0
Electricity Rectory						0
Phone/Internet Rectory						0
Utilities - other						0
					107692	
Program and Event Expenses						
outreach expenses						0
Outreach disbursements						0 disbursements will equal revenues minus any expenses, so budget for zero
Outreach disbursements QHC pantry						0
Outreach disbursements annual grant						0
outreach grant prior year						0
Rummage expenses				1000		1000 \$720 startup cash plus misc supplies
Gingerbread expenses				1500		1500
Rector's Discretionary Fund				1000		1000
Diocesan Pledge			6240			24960 3% increase over 2023 (24,000) rounded up a bit
					28460	
						\$ 305,060.00 Total budget income
						\$ 391,058.75 total budget expense
						\$ (85,998.75) Loss to be made up from savings

VI. 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 led 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

Members: Robert Lin (Chair), Stephen Banci, Paul Dinas, Curtis William Frank, R. McCabe, P.T. Ragland

I. The Church and Parish Hall

1. In our efforts to effect more permanent solutions to rid our long term, ongoing water infiltration problems, we had contracted with a Diocesan recommended engineering firm, FPM Engineering and Geology, P.C., for a water infiltration and mitigation study. This study has been completed, and a summary of its conclusion is as follows:

"The water infiltration into the Building's Basement is the result of the existing underground drainage system not functioning and grade not sufficiently sloped away from the Building's perimeter. To maintain the Building's overall integrity and to prevent water-infiltration into the Basement, the Recommended Scope of Work Repair items should be implemented."

The recommended Scope of Work and each item's estimated cost from the study are as follows:

- a. Remove existing planters and overgrown vegetation.....\$5,000
- b. Provide foundation liquid waterproofing.....\$20,000
- c. Provide drains, drainage pipe, and drainage pools.....\$150,000
- d. Regrade site.....\$25,000
- e. Replace concrete walks.....\$20,000
- f. Provide new planters and plantings.....\$25,000
- g. Clean gutters and leaders.....\$5,000

We'll need to decide how best to implement the recommended Scope of Work to maximize the mitigation effect of each item commensurate with our available budget over the next several budget cycles. A copy of the complete study is available via email by requesting it at office@stlukesforesthills.org.

2. Under the supervision of Paul Dinas, the overgrown trees on our neighbor's property were trimmed back to prevent possible damage to the stained-glass windows above the altar as well as to minimize the possibility of fallen leaves clogging our gutters and leaders. During the height of the lanternfly season, Paul also oversaw the removal of several trees at the west rear side of the parish hall. These trees had grown so that 80%+ of their foliage was over our neighbor's property.

3. Curtis Frank started a successful vegetable garden at the rear of the Church on the Harrow Street side. We enjoyed the bounty from the garden during the year, and we look forward to it in the coming year.

4. Due to a steam leak under the floor of the Church, the floor at the entrance to the sanctuary was significantly damaged, this damage was repaired after the end of the heating season. At that time, we could not positively determine the source of the leak.

Unfortunately, when our plumber Doug Wellbrock tried to fire up the boiler to pinpoint the leak, our 22+ year old boiler failed, and we had to replace it with a new boiler at \$42,000. The replacement was accomplished almost a month after the start of the NYC heating season requirements. Thus, we had to provide heat to all areas as soon as the new boiler was installed, prior to positively locating the source of the steam leak. To minimize any possible damage to the repaired floors, we did minimize the steam feed to the sanctuary only to those hours when it was in use. The source of the leak was located at a steam feed pipe locate in the crawl space above the offices in the basement of the Church and has been repaired. The approximate 15 hours total of steam feed to the sanctuary prior to locating and repairing the steam leak did cause additional damage to the sanctuary floor. This damage was repaired prior to our Christmas Eve service.

5. A first test of the live streaming system at the Christmas Eve service was partially successful. Unfortunately, the temporary Ethernet cable that was serving the system was damaged about halfway through the service when the door to the church office was inadvertently closed on the cable and the transmission was interrupted. Additional cable and equipment installation shall continue.

6. We are reusing the refrigerator and dish washer, that were replaced at the Rectory, in the Church.

7. A mesh wi-fi network was installed to serve the main level of the Church and the Parish Hall.

II. The Rectory

1. After more than 20 years of a lack of professional routine maintenance and upkeep, the repairs and refresh of the Rectory by Maestro Construction Corporation has been completed at a cost of approximately \$26,000. The furnishing of all new appliances (refrigerator, range, dish washer, range hood, microwave oven, cloth washer, dryer, and two window air conditioners for the two smaller bedrooms) is complete. Except for the two window air conditioners, all new appliances have been installed. The cost of the new appliances is approximately \$5,400. None of these costs were subsidized by the Diocese.

The Rectory is ready to accommodate our Priest-in-Charge, Fr. Beau Reynolds.

2. Many thanks to the Lawn Brigade for maintaining the laws and gardens of both the Church and the Rectory.

III. Looking Ahead

1. To satisfy Safe Church requirement we need to replace the doors to the Rector's and Music Director's offices with windowed doors. We shall be submitting recommendations for such doors to the Vestry for approval.

2. We need to install an additional Ethernet switch and Cat 5 cables to accommodate both the additional wi-fi mesh node for the basement area as well as to provide wired Ethernet to both the Rector's office and the live streaming service.

3. Complete installation of the live streaming system and training of several interested church members in its use.

4. In addition to the underground water infiltration, near year end, there is evidence of water infiltration on the interior wall area of the stairwell between the entrance area of the church and the balcony of the church. This likely could be due to a loss of efficiency of the exterior water proofing that was applied many years ago to the exterior walls of the bell tower of the church. We need to determine if we need to refresh this treatment for the exterior walls. We shall investigate and determine the best approach to eliminate these leaks.

5. We still must plan for a scheduled renovation of certain of our stained-glass windows. This has been delayed for several years due to budget constraints as well as the pandemic.

6. Assist the Finance Committee to establish annual operating and capital budgets.

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 (co-chair), Jean Tessier, Robert Lin, Jonathan Wallin

Comments on the investment portfolio as of 31 December 2023:

The portfolio balance as of 12/31/2023 was \$417,853.07 compared to \$423,571.38 as of 12/31/2022. The \$5,718.31 reduction in the portfolio balance reflects:

- \$70,377.30 of wire transfers made from Schwab brokerage account to the TD checking account to cover operating costs.
- \$64,658.99 of interest income received and the positive change in the market values that occurred during the year.

Taking these transfers into account, the portfolio return was positive, approximately +15.37% in 2023 reflecting general market conditions.

For comparison, the benchmark returns in 2023 were:

SPY – S&P 500 index fund		+26.19%
VBINX – Vanguard Balanced Index fund (60% equity/40% bonds)		+17.44%
AGG-Aggregated Bond ETF		+5.65%
Current 2-year CD		+4.55%

As of 12/31/2023 the asset allocation was:

Cash & Insured Dep Acct (IDA)	\$108,219.44	25.90%
Laddered CDs	\$0.00	0.00%
Bond funds/ bond ETFs	\$108,657.52	26.00%
Equity: Exchange Traded Funds	\$200,976.11	48.10%
Total	<u><u>\$417,853.07</u></u>	100.00%

The Finance Committee is looking to rebalance the portfolio in 2024 by reducing the equity portion and investing cash balance in short term CDs.

NOMINATING COMMITTEE

Each year before the annual meeting, the nominating committee evaluates the current roster of the vestry. Each vestry position carries a term of three years. However, as the term of current members expire or members need to leave before their term has expired, the nominating committee is responsible for assembling a list of possible candidates to fill these positions. Once approved by the Wardens, the committee then approaches candidates see if they are interested in serving. Once they agree, the committee officially nominates them for approval by the parish at the annual meeting.

Currently the committee consists of three parishioners including the chair but relies on help from other vestry members to make suggestions for possible candidates as well.

The nominees for this year's election are:

Diane Santana for a two-year term as Warden
Jyri Laatikainen for a first three-year term
Robert Lin for a first three-year term
Jeanine McPartlin for a first three-year term
Isabelle Smith for a first three-year term
Jonathan Wallin for a second three-year term

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.

COMMITTEE CHAIR: Jean Tessier

The personnel committee is underway in 2024 by working with new staff and a forthcoming employee handbook. If anyone has any professional insight or would like to be involved, please reach out to Jean Tessier at hr@stlukesforesthills.org.

SAFE CHURCH COMMITTEE

MISSION STATEMENT: The Vestry, in keeping with the LI Diocese and Episcopal Church Canons and policies, charges the Safe Church Committee with ensuring staff volunteers, keyholders and tenants complete background checks, receive copies of the Diocese Safe Church policies and meet training requirements. The committee reports to the Vestry the compliance of staff, volunteers, keyholders & Ministry Partners of the Diocesan Safe Church Policies while helping parish ministries serving children and youth develop safe church guidelines. Established in late 2022, we received updated guidelines from the Gingerbread Players and new guidelines from the Education Committee.

MEMBERS: Anne Harte Su (chair), Noralyn Lenick, Ashley Curran & Chris Nyberg.

We will continue to work on the safe church audit for Vestry review. We could not have done this without the help of Interim Safe Church Coordinator Lauren Butler on the administration end, and Ann Espenschied with the key system. The team will continue to work on keeping our church environment a safe space for everyone.

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.

COMMITTEE CHAIR: Jonathan Wallin

We are very encouraged by the financial support shown in 2023 through pledge, regular giving as well as our Restore the Rectory campaign. The pledge and regular giving totaled about \$192k while other giving totaled about \$89k. [Please note that figures differ from the Treasurer's financial report due to the timing between receipt and deposit at the end of the year.] In a year where significant resources had to be dedicated to catching up on the maintenance of our buildings, this support has been very important.

We are also very encouraged by the response so far to our 2024 pledge campaign. We have already received as of 1/15/2024 pledges for more than 60% of our target of \$200,000. Please consider it a priority over the next month for those of you who have not had the opportunity yet to submit a new or renewed pledge. The pledge is an important planning tool for the Treasurer and Vestry.

The 2024 budget shows that there is need for more, but making our target will provide a substantial base for the support of our ministry in 2024.

A major change that exists, but has not yet been widely discussed, 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. We had intended to make a parish-wide introduction to Realm last year. However, this will now be a goal for 2024.

VESTRY DOCUMENTS & BYLAWS COMMITTEE

MISSION STATEMENT: This is a new Standing Committee, tasked with organizing the parish documents, and reviewing the parish bylaws in conjunction with the certificate of incorporation as filed with New York in 1922.

MEMBERS: Louise Foisy (vestry clerk), Ann Espenschied, Jennifer Hudson-Phillips, Jeanine McPartlin, Chris Nyberg, Michael Papamihalis, Jean Tessier & Jonathan Wallin.

The bylaws subcommittee (Jennifer Hudson-Phillips, Christopher Nyberg, and Jonathan Wallin) are reviewing the most recent set of bylaws (1987) and expect to submit recommendations for changes/updates. We will also determine what provisions of the certification of incorporation needs to be amended to conform with the bylaws' changes.

We are also setting up a system whereby the members of the staff and vestry may view documents online, such as meeting agendas and minutes. We have consulted the diocese regarding document retention so that we may discard files no longer necessary to keep. By doing so we will free up valuable storage space and be able to access remaining documents more easily.

Our work has just begun, and we expect to present a full and thorough report by the end of 2024.

BY-LAWS SUBCOMMITTEE

The work of this committee is continuing.

The Vestry became aware that there are provisions in our by-laws which need to be updated and that practices have arisen in the Parish over many years that are not consistent with the various governing laws. The committee has taken into account relevant provisions of the Religious Corporations Law and practices that have developed over the year and re-drafted our by-laws accordingly. The committee will share these amended by-laws with the Chancellor of the Diocese, who is our legal advisor, before circulating them to the Vestry and members of the Parish for ratification. We also look forward to having the guidance and input of our incoming Priest in Charge.

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.

MEMBERS: Ann Espenschied (chair), Zee Dempster, Paul Dinas, Louise Foisy, Michele Kasper, Michael Papamihalis, Sherri Papamihalis, Diane Santana & Jean Tessier.

We hold two meeting each year to discuss decorating the church for the holidays, and to go over 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 and 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 2024, 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, the difficult decision we made last year that if no request for flowers has been made, flowers will not be ordered.

CHOIR/MUSIC

2023 was a year of change for the Saint Luke's Choir. Our beloved Organist and Choir Director, William Stokes, announced that he would be retiring in June.

In January, Olivia Grugan, our mezzo soprano soloist, went on maternity leave. Mithuna Sivaraman, soprano, ably substituted for Ms. Grugan, who returned to the choir after Easter.

Plans for our usual Evensong (the Sunday before the start of Lent) had to be scrapped because William Stokes became ill. Indeed, we had no organist for several weeks, and Ms. Sivaraman and Gerard J. Gallagher Jr, our tenor soloist, led the choir in singing acapella versions of the hymns until a substitute could be found. Mr. Stokes returned to us in time to enhance Holy Week and Easter liturgies with beautiful and uplifting music.

After Mr. Stokes retired in June, we were fortunate to have as our summer substitute Nathalie Wang, who entertained us with original compositions during the preludes and postludes.

Melinda Faylor came to us in August. Canon Michael Delaney, Olivia Grugan, and Dr. Todd Wachsman, our former baritone soloist, helped with preparations for the Christmas liturgies. In addition to the two services on Christmas Eve, there was a Children's Service at 4 pm. We were honored to have both Canon Delaney and Bishop William Franklin playing the organ for the service.

We also had a Service of Lessons and Carols on December 17, followed by carol singing in the community.

Philip Lo Pinto, a musician known to Canon Delaney, will be the substitute organist during January 2024. Canon Delaney will continue to have input into choir rehearsals and music choices. Canon Delaney and Suzanne Schick will create a preliminary draft of Holy Week and Easter for our incoming Priest in Charge, Father Bo Reynolds, to edit as he sees fit. Decisions about a permanent Choir Director and Organist will occur after Father Reynolds arrives on February 1, 2024.

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 (chair), Jane Kettlewell, Jennifer Hudson-Phillips, Jane Thornton

The Communications Committee has largely been in abeyance this past year and looks forward to getting things back up and running in consultation with the new priest-in-charge and parish admin Lauren Butler. Updating the St. Luke's website will be a high priority, together with the parish Facebook page. Familiarizing ourselves and developing relationships with all local media and community outlets, digital and print, will also be part of our mission for 2024.

Thanks to all of you who helped spread the word about the 2023 rummage sale! Despite torrential rain on the opening day, attendance was high, including many new faces. We look forward to expanding on that in 2024.

Opportunities to improve internal communications include highlighting activities and events throughout the year, including bible study groups/a book club, church music and the choir, and numerous opportunities to volunteer. Distribution of the ashes, the Blessing of the Animals, the annual rummage sale and our Halloween festivities are all first-rate opportunities to move beyond the parish and engage with the local community -- as are performances by the Gingerbread Players!

In the short term, the committee looks forward to working with Father Bo on drawing up a short press announcement confirming his appointment as St. Luke's new priest-in-charge, to be sent to local newspapers and community magazines (print and digital). The announcement will also reference expanded scheduling for services plus a link to the sung service on Sunday.

If you have any suggestions to make on neighborhood outreach, improvements to our website (yes, it's terribly out of date – we know 😊) or you would like to be part of the communications committee, please let me know. All input is welcome! Meetings are quarterly, so the commitment is not too onerous.

EDUCATION COMMITTEE

MISSION STATEMENT: The Education Committee oversees education and youth-related activities at St. Luke's Church, and organizes the Church School, which currently offers classes twice a month September-June during the 10:30 service. Our mission is to foster Christian faith formation and fellowship among the children of the parish.

MEMBERS: Chris Nyberg (co-chair), Paula Santaro (co-chair), Ashley Curran, Frank Fallon, Janelle Gleich, Laura Grow-Nyberg, Daniella Rizza & Emily Taylor.

Classes are taught by Emily Taylor with classroom volunteers Ashley Curran, Francis Fallon, Janelle Gleich, Laura Grow-Nyberg, Christopher Nyberg, Daniella Rizza, and Paula Santaro assisting regularly, and with special guest appearances from Deacon Joe Occhiuto. In June of 2023, we wrapped up our first post-pandemic Church School year with a total of 11 students, and an average attendance of 4 students per class. In the first half of the 2023-2024 school year, 12 young people attend regularly, and average class attendance is 5. This year, our Church School students participated in service opportunities, filling Easter baskets, and decorating Jesse Tree gift tags for children served by Queens Community House.

Other children's activities at St. Luke's this past year included an Easter Egg hunt, and a very successful Halloween party organized by Frank Fallon which welcomed approximately 50 children, many visiting St. Luke's for the first time, to our Parish Hall. In addition, thanks to Canon Delaney and Bishop Franklin, we wrapped up 2023 with a beautiful Christmas Eve service for children, which we hope will be a continuing tradition. In the coming year, we plan to continue with our current activities and explore the possibility of starting a youth choir.

Anyone who would like to join the Education Committee, become a Church School volunteer (which requires mandatory Safe Church training), or simply learn more about what we do, please contact Chris Nyberg (c.nyberg@fuchsberg.com) and Paula Santaro (heypaulas@aol.com), and Church School teacher Emily Taylor (erwtaylor@gmail.com).

GINGERBREAD PLAYERS

MISSION STATEMENT: The Gingerbread Players is an outreach ministry of St. Luke's church, providing a safe and welcoming refuge for actors "eight to eighty-eight" to perform and grow, as well as an affordable entertainment source for the local community.

COMMITTEE CO-CHAIRS: Andrew Dinan, Jean Tessier.

In 2023, the Gingerbread Players delayed their usual spring show to focus on producing a standardized code of conduct document which provides guidelines for all future productions and ensures that GP remains a safe and supporting environment for all. A team comprising Committee Members (Andrew Dinan, Jean Tessier) former directors (Johnny Culver) and Parents (Farah Diaz Tello and Kellie Arnaud) worked together to create a protocol which was approved by the diocese as a workable standard of excellence.

Once this was approved, GP moved forward with a spring production of "Meet Me In St. Louis" that was critically acclaimed and thoroughly enjoyed by audiences. Parishioner Janelle Gleich stepped up to create a professional playbill type program and Liz Reynolds provided a memorable set experience.

Because of the late start of the season, a decision was made to forgo a summer production and immediate focus was put on the fall show, "Candida", directed by Bill Logan. The show had four highly successful performances.

The Gingerbread Players are moving in to 2024 with an April production of The Wizard of Oz and has proposals in the works for both a summer and fall show. Jeanine McPartlin has joined the committee. Additionally, we are seeking someone who might be willing to work with the committee to resurrect the Wings of Song Series. In fact, anyone wishing to serve on the Gingerbread Players committee are welcome to speak with co-chairs Andrew Dinan and Jean Tessier for more information.

HOSPITALITY COMMITTEE

MISSION STATEMENT: Our committee hosts the weekly Fellowship or Coffee Hour after the Sunday 10:30 am service. Every week, a member of the committee agrees to bring light snacks for approximately 35 people to munch on and juice. In the winter months, they make coffee and bring milk. In the summer months, they can make iced tea, punch, or another cold beverage. The hosting member will set up the tables in the parish hall and clean up afterward. Our committee also helps with some special events throughout the year.

COMMITTEE CHAIR: Paul Dinas.

Paul Dinas will send out a schedule for dates twice a year to the parish by email. Interested parishioners can then sign up for a date or dates that they would like to host. New members are needed and welcome.

LAWN BRIGADE COMMITTEE

MISSION STATEMENT: Our committee takes care of the church grounds by mowing lawn, trimming hedges and raking from April through December each year.

COMMITTEE CHAIR: Paul Dinas.

Two volunteers are needed each Saturday. It usually takes about 1.5 hours to complete the work. There are two electric lawn mowers in the shed in the back of the church. The combination of its lock will be shared by all volunteers. In the smaller shed in back, there are other tools – rakes, hedge trimmers, and paper lawn bags. After the work is completed, the volunteers wind up the electrical cord and stow the mowers back in the shed, then lock it.

Paul Dinas sends out a schedule in March for the upcoming season. Volunteers can sign up for any date or dates work for them. However, for those people with flexible schedules, the work could be done any time from Monday through Saturday. New members are needed and welcome.

OUTREACH COMMITTEE

MISSION STATEMENT: 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 recipient, and for the Episcopal Relief and Development's disaster relief agency.

MEMBERS: Louise Foisy (chair), Gary Carldon, Curtis Frank, Sherri Papamihalis, Elizabeth Reynolds, Isabelle Smith, Emily Taylor & Jean Tessier.

Following the devastating earthquake in Turkey & Syria in February, we solicited donations to the ERD for their disaster relief agency.

We continue to collect donations of food for the Queens Community House branch located near the Pomonok Housing in Flushing. We partnered with them, under the leadership of Deacon Joe Occhiuto, on programs during holiday seasons when food insecurity is sharply felt. At Easter we assembled dozens of Easter baskets full of treats and raised many hundreds of dollars to purchase turkeys for Thanksgiving and hams for Christmas. With the support of the parish, we have helped many families during 2023, and look forward to continuing our relationship with this community.

The parish provided presents for 101 children during our Advent Jesse Tree project. As in the past, we partner with the main office of QCH on this project. Special thanks to Emily Taylor and the church school students and families who created the gift tag ornaments for the tree, and to Jennifer Hudson-Phillips who purchased additional gifts and handled the inventory of packages to make sure no child was omitted.

In 2023, our annual grant went to LIFE Camp, Inc., a non-profit violence prevention program based in Jamaica Queens. We collected donations during Hospitality Hour and held successful spring and fall bake sales. Thanks to the parish support we raised \$2501.00 for this organization. LIFE Camp representatives came to speak with us during a 10:30am service and expressed their gratitude for our support. We were very pleased that two LIFE Camp representatives volunteered at the rummage-sale cleanup and helped us tremendously. It was a wonderful example of community-building that we hope will continue.

This year, under the leadership of Curtis Frank and Mother Broderick, we planted a community garden in our backyard. It was a great success, with lots of vegetables and flowers blooming. It was a project established to explore the possibility of gardening at the Pomonok Housing location.

We are inspired by the generosity and spirit of the parish. Financial contributions, baking and buying at the bake sales, helping with delivering food, decorating the Jesse Tree, tending the garden – everything we have asked has been fulfilled.

We are selecting our 2024 Grant Recipient and plan to announce it at the Annual Meeting. We will endeavor to have a representative visit the parish earlier this year.

We continue to look for hands-on opportunities for the parish, including the food pantry at the main office of QCH on 62nd Drive near 108th Street. If you are interested in joining the committee or volunteering, please contact Louise Foisy at lmf325@aol.com, or speak with her during Hospitality Hour.

RUMMAGE SALE

MISSION STATEMENT: 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.

COMMITTEE CO-CHAIRS: Jane Kettlewell & Emily Taylor.

2023 Rummage Sale co-chairs Jane Kettlewell and Emily Taylor wish to thank all the parishioners and friends of St. Luke's who made this year's sale a great success! We couldn't have done it without the help of all the volunteers. We're particularly grateful to our department heads, Ron Holzmann, John Yates, Marianne Percival, Ann Farina, Jane Thornton, Georgina Smith, Bob Lin, Jean Tessier, Jennifer Hudson-Phillips, Daniella Rizza, Giselle Bates, Janice Payne, and Paul Dinas, and the behind-the-scenes support of our Wardens Anne Su and Suzanne Schick. We're also grateful for the significant turnout of many of our teenage and young adult parishioners who volunteered their time, and for the help of two representatives from LIFE Camp Inc, our 2023 outreach grant recipient. We came together as a parish, opened our doors to the wider community, provided neighbors who may be struggling to make ends meet with a chance to buy affordable needed items (including free children's clothing!), and not least, raised \$12,000 for St. Luke's Church.

Looking ahead to the 2024 Rummage Sale, a new co-chair will be needed to fill Emily Taylor's slot. Also, we recommend that a new date be chosen, as this year Yom Kippur coincides with the Saturday of the Columbus Day weekend, so many of our neighbors will not be shopping with us that day, and at least one of our department heads will not be available. Whatever date is chosen, we look forward to continuing this wonderful St. Luke's tradition with even more helpers bolstering our ranks.

2023 DIOCESAN CONVENTION

(a report by Isabelle Smith, 2023 delegate)

The 157th convention of the Episcopal Diocese of Long Island was held on Friday, November 10th and Saturday November 11th, 2023. There were approximately 300 people attending that included Bishop Provenzano and Diocesan staff, clergy, and lay delegates from most of the parishes in our diocese.

We at St. Luke's Forest Hills submit parochial reports and audit reports each year. This information is also shared with the national church and is included in determining the size of the Episcopal Church in the US as well as the size of our diocese on Long Island. You can find much information about Convention on the diocesan website (www.dioceseli.org) so I will not try to summarize it in this report.

There are three items from the Bishop's address that I will highlight:

1. We celebrate the 50th anniversary of the ordination of women in the Episcopal Church. I hope you have met and had good experiences with some of the women clergy here on LI and in your travels to other churches.
2. In this 157th Convention the Bishop also spoke about our inter-relationships describing a focus of our prayerful attention on bridges: building bridges, crossing over them, and maintaining them.

In this diocese, we have created meaningful structures to address the material needs of our parishes through the ministry of Episcopal Real Estate of Long Island and its engagement with more than half of our congregations in this past year. Episcopal Ministries of Long Island continue to provide grants and build partnerships in an ever-growing effort to bridge the work of the church to the needs of the neighborhoods and communities we serve. The 2024 ministry plan includes over three million dollars in direct support for partnerships and missioners, providing clergy and lay ministries in over 36 of our congregations and all diocesan-wide initiatives.

3. Paraphrasing Bishop Provenzano, we are not running out of people, so we need new ways of creating communities of learning and formation – and it will not be Sunday School in the manner we have once imagined.

Faith formation should not and must not look like the classrooms the children occupy all week long. That is not church. Children and parents should not be separated during Sunday liturgy. Parents should be encouraged once again to be the first teachers of the faith.

We need to build a bridge to reach the countless families in our communities and offer them a sane, responsible, flexible, and continuous opportunity to engage the sacramental and formational life of our church without gate-keeping access. All should be welcomed. All should be sought after.

The bridge may not be on Sunday morning. It may take various forms and create more work for our clergy and lay leaders, but it is a bridge that will be essential for the ongoing life of our diocese. I am convinced that children's ministry will become the decisive indicator of our ability to engage the next generation of Christians.

Children's ministry must become the focus of our parochial life and the expenditures in our parish budgets and not an afterthought to the interests of the adults in the congregation. To support this bridge building, I am announcing that a new canon for youth and young adult ministries will be appointed. Chelsy DeHart was appointed as the new Director of Youth and Young Adult Ministries.





Saint Luke's Church (Episcopal)

85 Greenway South, Forest Hills, NY 11375

(718) 268-6021; office@stlukesforesthills.org

www.stlukesforesthills.org

The Reverend Joseph J. Occhiuto, FCC, Deacon
Lauren Butler, Parish Administrator
Joe Dinas, Sexton

The Wardens and Vestry of Saint Luke's

Suzanne Schick, *Warden (2023)*

Anne Harte Su, *Warden (2025)*

wardens@stlukesforesthills.org

2023

Jennifer Hudson-Phillips

Liz Reynolds

Jonathan Wallin

(vacancy)

2024

Louise Foisy

(vacancy)

2025

Paul Dinas

Jane Kettlewell

Christopher Nyberg

Parish Office Hours:

Monday – Friday 9am – 2pm

718-268-6021 office@stlukesforesthills.org

Sunday Worship Hours:

10:30am [church/Zoom]

Meeting ID: 897 4444 1960 Passcode: STLWORSHIP

Church school: 10:15am on 2nd/3rd Sundays, Sept-June

Nursery care is available for children under 4

In Case of Pastoral Emergency:

Deacon Joe Occhiuto 718-290-6568

Suzanne Schick 917-769-4761

Anne Harte Su 516-581-2268