



# 2019 ANNUAL REPORT

## St. Stephen's Episcopal Church

### Annual Parish Meeting, January 26, 2020

Dear God,

I pray that your Holy Spirit will **TEACH ME,**

Your Wisdom will **GUIDE ME,**

And your Love will **MOVE ME.**

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**For Annual Parish Meeting, January 26, 2020**

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# **Annual Meeting Agenda**

**January 26, 2020**

1. Call to order and Prayer Rev. Sharon Voelker
2. Appointment of Clerk for Meeting Rev. Sharon Voelker
3. Approval of Minutes of the January 27, 2019 Annual Meeting Clerk
4. Senior Warden's Report Scott Armstrong, Senior Warden
5. Affirmations Rev. Sharon Voelker
6. Nominations and Elections Rev. Sharon Voelker
7. Youth Jackie Ingersoll
8. Outreach Joan Morgan
9. Ministry Planning Dave Stein
10. 2019 Finance Review Phil Pierce, Treasurer
11. Operating Budget Phil Pierce, Treasurer
12. Endowment Fund Don Ingersoll
13. Closing Prayer and Adjournment Rev. Sharon Voelker

# St. Stephen's Episcopal Church

Troy, Michigan

## Annual Parish Meeting Minutes Sunday, January 27, 2019

71 Members in attendance

**1. Call to order and Prayer-** Senior Warden, Scott Armstrong, called the meeting to order at 11:50 A.M. followed by a prayer.

**2. Appointment of Clerk** for the meeting-Jackie Ingersoll was appointed.

**3. Approval of Minutes of the January 28, 2018 Annual Meeting-**Scott made a motion to approve the Minutes and Roy seconded the motion. The motion passed.

**4. Senior Warden's Report-**Given by Scott Armstrong (see Annual Report 2018)

**5. Affirmations-**Scott Armstrong introduced and thanked the Vestry. He thanked Jim Trask for his service as Treasurer for the last several years and introduced the new Treasurer, Phil Pierce. He also thanked the following: Staff-Sue Gore, Choir Director; Jacki Mudrich, Parish Administrator; Pam Bonkowski, Assistant to the Treasurer; Rob Redmer, Witness Editor; Jim Carnegie and the Acolytes. Also noted for having exceptional years were the following: the Altar Guild, Buildings and Grounds Committee, Crafting Kindness, the Choir, Hospitality Committee, Liturgical Leaders, Outreach Committee, Pastoral Caregivers, Ushers, YACYM, and Supply Ministers.

Karol Sprague thanked Scott on behalf of the congregation and presented him with a gift.

### **6. Nominations and Elections-**

a) Delegates to Special Convention to Elect the new Bishop of Michigan: Joan Morgan moved that Don Ingersoll, Vickie Saylor and Amy Redmer be elected delegates to the Bishop's nominating Convention. Roy Waters seconded the motion. The motion passed.

b) Delegates to the Annual Diocesan Convention: Joe Hopper moved that Don Ingersoll, (D), Vickie Saylor, (D), Pat Wojas (D) and David Eldon (A) represent St. Stephen's at the Annual Diocesan Convention in October. Joan Morgan seconded the motion. The motion passed.

c) New Vestry Member Slate: Vickie Saylor moved that the Vestry slate of David Stein, Miranda Spates, Kathy DeCiantis, and Ken Fuhr be accepted. Joan Morgan seconded the motion. The motion passed.

**7. Buildings and Grounds Report-**Given by Justin Wojas (See Annual Report 2018). Justin thanked Pat Wojas and David Eldon for all their hard work during the year.

**8. Youth Program Report**-Given by Paul Hardy (See Annual Report 2018). Paul outlined the various events that the youth participated in during the year and the upcoming ones. He mentioned the all youth family Christmas Party was a success, and thanked Jackie Ingersoll for putting together the Christmas Pageant.

**9. 2018 Financial Report**-Given by Treasurer Jim Trask. (See Annual Report 2018) Jim reported that income was down from 2017 year but so were expenses. There is a small deficit of \$8,000. We have a total of \$348,000 in assets.

**10. Endowment Committee**-Given by Don Ingersoll. (See 2018 Annual Report for financial details). Don related the history and the importance of the Endowment Fund. Parishioners can support the fund and thereby future missions by being a donor. Some people provide for bequests to the Fund upon their death; some make donations while they are alive; and some make donations in memory or honor of someone else. In all cases, donations can be made at any time, and in any amount big or small. Checks, stocks, bonds and other forms of value can be given. Donors are asked to be clear that the gift is intended for the Endowment Fund so it gets into the correct account. Parishioners and committees are encouraged to apply for grants to support St. Stephen's missions and activities.

**11. 2019 Operating Budget**-Presented by Treasurer Jim Trask (See Annual Report 2018). Jim explained that it was difficult to estimate expenses as we are between priests. At this time, we cannot be sure what final costs for compensation and relocation of the new priest will be. Pledges were down 10 percent from 2017, but this is good considering we are in a transition period.

Rob Redmer moved that we accept the 2019 budget as presented. Linda Pierce seconded the motion. It passed.

**12. Closing Prayer and Adjournment**-Scott concluded the meeting by stating how as a family, St. Stephen's pulled together to keep the church going during the difficulties of 2018. He announced that the Bishop has a candidate for the Priest in Charge position. The interview committee, chaired by Ken Fuhr, is ready to meet with the candidate. Ken introduced the committee members which included Miranda Spates, Alan Giles, Steve Fragnoli, Alice Moss, and Claire Grutta.

Respectfully submitted:

Jackie Ingersoll – Annual Meeting Clerk

## St. Stephen's Church Mission and History 1956 to 2019

On Advent Sunday in 1956, a small group of people met at a home in Bloomfield Hills to discuss the establishment of an Episcopal mission. Most of the group were members of Christ Church, Cranbrook, and had become acquainted through neighborhood study groups. With the help and encouragement of Christ Church, the mission became a reality in the form of St. Stephen's. The first service was held in February 1957, in the "multi-purpose" room of Eastover School. At that time, Christ Church had three missions and employed a priest, the Rev. Barton Lloyd, to serve them all.

The years of meeting in the school were a triumph of ingenuity, fellowship, and growth in spirituality. It was a true community effort to make this mission succeed. Every Saturday the gym-like "multi-purpose" room was transformed into a church. All the equipment – altar, altar rails, communion vessels, lectern, prayer books, hymnals, and various draperies used to conceal basketball hoops – were kept in an ancient, green Chevrolet panel truck with a leaky gas tank. Sunday School was held in the halls of the school; the nursery was nearby home of one of the members.

This fledgling church immediately started looking for property and was able to make a purchase in Troy on Adams Road. A building and fund drive was held and ground was broken for the new church in the fall of 1960. In the middle of the construction work, the Rev. Lloyd accepted a teaching position at the Virginia Theological Seminary. The Rev. Carl Sayers was called and instituted on January 1, 1961.

On a glorious Palm Sunday morning in 1961, the congregation met at Eastover School. Then, led by a Salvation Army band, a crucifer, and clergy, the congregation marched the quarter-mile to the new church. The police stopped traffic on Adams Road for the palm waving parishioners.

St. Stephen's then experienced strong growth, resulting in the addition of a Sunday School wing. It became financially independent and was admitted to the Diocese as a parish in 1963. The mortgage on the church building was burned in 1978. The Rev. Carl Sayers retired in 1983 and the Rev. Nancy Sargent McGrath was called in 1984. In 1990, Rev. McGrath resigned to spend more time with her growing family. The Rev. Jonathan Sams was called in September, 1991 and installed on November 1, 1991. He would be our rector for 20 years.

In 1993-1994, plans to enhance the facility were formalized. A stewardship campaign entitled "Together We Build" raised funds for the ensuing addition and improvements to the buildings. Construction seemed to last forever! Finally, the new entrance, offices and narthex, a remodeled kitchen, restroom and expanded sanctuary were dedicated by Bishop Wood during a very special service in June 1997. At last, Phase I was finished.

Phase II was completed in 2000. The expansion of the Parish Hall and addition of a multi-purpose room are being greatly enjoyed by the current congregation. The mission created in 1957 by the founders of this church continues to be carried on by today's families of St. Stephen's: a vital, warm, giving and growing parish. ***Together They Did... Together We Will.***

In September 2005, the Reverend Manisha Dostert was called as our Associate Rector; she was ordained in the Evangelical Lutheran Church of America (ELCA) and was the first Lutheran minister to be an Associate in an Episcopal Church in the Diocese of Michigan. She left us on February 1, 2012, to become Priest-In-Charge of Advent Episcopal Church, West Bloomfield.

In 2007, St. Stephen's celebrated 50 years of worship together. An outdoor Prayer Circle was built in 2010 to honor parishioner Miranda Spates' years of ministry at St. Stephen's. On August 31, 2011, St. Stephen's said farewell to retiring rector, Fr. Jonathan Sams.

Fr. Walter LaBatt served as our interim priest in 2012, leading our worship and pastoral care as the Wardens, Vestry and Search Committee did their work. On July 30, The Rev. Susan Anslow Williams in Jamestown, NY accepted our Vestry's call to become the next Rector of St. Stephen's. She and her family joined us in September and was formally instituted as our spiritual leader by Bishop Gibbs on October 11, 2012.

As we listened to the Holy Spirit's call to grow in faith, St Stephen's invited Ken Fuhr to increase his ministry from Youth Formation to overseeing all areas of Christian Formation, in 2013. New avenues of education and spirituality are taking shape, and we invite full and frequent participation.

In 2015, we enjoyed the ministry of Fr. Juan Perez, our curate for a year before he departed St. Stephen's to lead a new congregation called Santa Teresa & San Juan, in Detroit.

In 2016, we said thank you and farewell to the musical talents of John Pavik, Director of Music for two and a half years. With gratitude, we welcomed back Connie Jose, Interim Director of Music. In 2017, Suzanne (Sue) Gore joined Connie as one of our Music Directors. We also said thank you and farewell to Cathy Hoffman, Parish Administrator in 2017. We welcomed Pam Bonkowski as Bookkeeper and Jacki Mudrich as Parish Administrator.

In 2018 we said hello to our new Lay Youth Director Paul Hardy and welcomed Sue Gore as our Director of Music. In 2018 we said farewell to Rev. Susan Anslow Williams.

In 2019, we said hello to Rev. Sharon Voelker who will serve until we call our new priest. We welcomed Ami O'Neill as our new Parish Administrator. We said goodbye to Paul Hardy as Youth Director, and farewell and thank you to Jacki Mudrich as Parish Administrator.

**St. Stephen's Church: Gratitude to God**  
***Sing Out*** for joy, ***Find Out*** about a life of faith, ***Cry Out*** among friends,  
***Burst Out*** Laughing and ***Reach Out*** to those in need

# CHURCH OFFICIALS & STAFF

## END OF 2019 STAFF

**Priest** ..... **Sharon Voelker**  
*Parish Administrator* ..... Ami O'Neill  
*Parish Bookkeeper* ..... Pam Bonkowski  
*Lay Youth Director* ..... Jackie Ingersoll  
*Director of Music* ..... Sue Gore  
*Witness Editor* ..... Rob Redmer

*Nursery Attendant* ..... Quinn O'Neill  
*Acolyte Master* ..... Jim Carnagie  
*Eucharist Minister Leader* ..... Roy Waters  
*Usher/Counter Leaders* ..... Pat Wojas/Roy Waters

## 2019 VESTRY ROSTER (TERM ENDING)

**Senior Warden** ..... **Scott Armstrong** (2020)  
**Junior Warden** ..... **Dave Stein** (2021)  
*Clerk* ..... Jackie Ingersoll (2021)  
Alan Giles ..... (2020)  
Karol Sprague ..... (2020)  
Justin Wojas ..... (2020)  
Pat Wojas ..... (2020)  
David Eldon ..... (2021)  
Corinne Fragnoli ..... (2021)  
Mirandas Spates ..... (2022)  
Kathy DeCiantis ..... (2022)

## FINANCE

**Treasurer** ..... **Phil Pierce**  
*Finance Chair* ..... Dave Stein  
*Endowment Fund Chair* ..... Don Ingersoll  
*Auditors* ..... Sandy Jose, Jim Carnagie



## Facts and Figures 2019

	2013	2014	2015	2016	2017	2018	2019
Average Church Attendance							
4:30 p.m.	16	17	17	16	16	11	7
8:00 a.m.	18	18	18	15	11	11	9
10:00 a.m.	115	106	98	94	88	76	69
Average Weekend Attendance	154	148	130	127	115	98	85
Active Baptized Members	557	480	431	329	327	311	305
Baptisms	2	5	4	10	4	2	0
Confirmations	0	7	0	10	0	6	0
Marriages	0	0	0	2	0	0	0
Burials	3	7	4	3	5	2	10
Households	213	192	182	162	163	152	150
Transfers out	10	6	2	4	8	6	0
Sunday School							
Number of Teachers	16	16	14	13	10	6	6
Number of Registered Students	56	53	51	44	38	24	23
Average Weekly Attendance	43	36	32	28	21	14	16
New Members	5	6	11	8	12	0	2
Number of Adults engaged in religious education or spiritual formation			50	50	42	41	37

## 2019 Senior Warden's Report

Hello Family!

Welcome to 2020!! A New Year – New Decade –New Future filled with New possibilities, possibilities you as a family will determine. The Vestry and I worked hard in 2019 to lay the foundation for the future of St. Stephen's. Buildings and Grounds completed much needed improvements to our Parish Home from pews to sound, heating to cooling, improved contracts from lawn to snow, better cheaper insurance, and even a much-needed facelift to the Bishop Em room and YOU CAME AND SUPPORTED! Hospitality hosted some of the most AMAZING events we have seen in years and YOU CAME AND SUPPORTED!

We hired Ami O'Neill as our new church Administrator and Mother Sharon agreed to take the reins as Priest in Residence to provide us the spiritual guidance needed during our time of transition and YOU CAME AND SUPPORTED! Outreach – Crafting Kindness – SOS – we asked and YOU CAME AND SUPPORTED! Town Halls – Stewardship Dinner – Advent BY Candlelight – Twelfth Night – YOU CAME AND SUPPORTED! YACAM Youth Events – an amazing Music Program, Pastoral Care – YOU CAME AND SUPPORTED!! You supported with prayer, active involvement, ideas, and most important financially!

We strengthened our bond with the Diocese and provided much needed Diocesan training to our Lay Ministers, Pastoral Care team, Teachers, and staff. Our Interview Committee received candidates and although the interviewing continues we are blessed to have the opportunity. Be patient Family as God works in his time --- NOT ours! God has truly blessed our Parish Family as is so evident to me by all we accomplished in 2019 – coming together as a Family to build the future of our parish with love and understanding and YOU CAME AND SUPPORTED!!

The Annual Meeting will soon be upon us and a new Vestry will be elected. My time as Sr. Warden will come to an end and the Vestry will elect a new leader and together with our love, support, and input and by God's Grace, will begin to explore the future of new possibilities for St. Stephen's and set the path we will walk with God.

I have been truly blessed and surely humbled by the outpouring of Trust, Love, and Support you have shown me these past two years as Sr. Warden of this AMAZING Parish Family!! Thank you – Thank you for being there – YOU CAME!!!

Much Love,  
Scott, Sr. Warden

## Report from the “Rector” for 2019

This has been a most interesting year from my perspective as well as from that of the beginning of the year until June 1 when I was called to be the part-time “long term supply” priest and offered a two-year contract.

The last six months of 2019 was a time filled with discovery, making friendships, and learning about what makes St. Stephen’s “tick.” It was, and still is, a process that has yielded many thought-provoking ideas. The major objective of my ministry here has been to provide a calm, stable environment where congregants can feel they are a valuable part of St. Stephen’s. In addition, we have come together to begin healing and reflecting on the path God would like us to follow.

Although without a rector in place, St. Stephen’s continued its traditional social life with celebrations of The Twelfth Night, St. Patrick’s Day, the youth group fundraising auction, and Advent by Candlelight. Outreach activities never ceased as members continued giving their generous donations and speakers from charitable organizations occasionally told us of their programs in the community. And we continued our support of SOS as we provided support, transportation, meals and overnight shelter to our guests who had no homes.

Since requests had been made earlier in the year to return to the Book of Common Prayer for our regular worship, our Lenten study group worked its way through the history of the prayer book as well as learning what was contained in the book. It was enlightening! In the fall our Bible study focused on the Apocrypha and that study continued into the new year.

During the past six months, we have experienced some changes in our liturgy and I’m happy that the congregation is open-minded in their thoughts about how we worship. The goal is to provide worship services that speak to the soul of our congregants and provide encouragement for meeting the challenges that we all face once we leave the church building.

Communication among members has been a long-standing challenge and great strides have been made to keep everyone informed and up-to-date, but there is still more work to do. This is only a beginning. Open and honest communication is vital if St. Stephen’s is to become a healthy, growing congregation.

Congregational leadership performed superbly during this period without a permanent rector. St. Stephen’s is very fortunate to have such dedicated members in its midst and these are the people who have helped me as I ventured into my new role.

I feel truly blessed to serve the people of St. Stephen’s during this interim period. I’m sure that, with God’s guidance, St. Stephen’s will emerge stronger in foresight and energy and will utilize their gifts and talents to show God’s love to all.

In Christ’s love,

Sharon Voelker+

## **Candidate for Vestry: 3 Year Term Donald P. Ingersoll**

The Parish is in transition. I was privileged to have been a part of the Vestry during previous transitions, and have been working with you all via the Holy Conversations to find our path forward. All of this provides me a broad perspective on who we are as a parish and what it takes to lead the congregation -- both the spiritual and worldly business elements.

God doesn't seem to like His people to become complacent, and we, like all houses of worship, face challenges as we try to grow in faith, community and service. We have ideas for moving forward, but they need to be explored and implemented. It won't be easy, and the Vestry will play a key role in ensuring that we have a clear vision and a coordinated approach for moving ahead as God wishes us to do both individually and collectively. I feel called to serve and offer what I hope will be useful experiences and capabilities.

My wife Jackie and I have been members of St. Stephen's since 1997. I have served on or worked with almost every committee, including two Vestry terms during which I was either the Clerk [Parish Secretary], Junior or Senior Warden. I've also represented St. Stephen's numerous times as a delegate to Diocesan Conventions. In the spirit of full disclosure, through the wisdom of God I realize I should not sing out loud as it would not be a joyful noise. Thankfully we have a great corps of musically gifted parishioners and a great Music Director to cover for me. I probably should also admit that I was a Methodist until I met a cute Episcopalian at Michigan Tech 53 years ago.

Educationally, I earned a BS from Michigan Tech, an MBA from Wayne State; and became a Certified Government Financial Manager. Professionally, I served as a naval officer on a minesweeper in Vietnam; was a senior manager with the Government Accountability Office (GAO), the U.S. Congressional Watchdog Agency (25 years); and served as VP and secretary/treasurer of a company formed by the 13 largest automakers to develop common standards and specifications for integrating electronics into vehicles. I was also Executive Director of the Midwestern Intergovernmental Audit Forum, and Senior VP of the Association of Government Accountants, and a member of its National Executive Committee and Board of Directors.

Community service has included serving as Avondale School Board treasurer (8 years), Avondale Education Foundation president (6 years) and board member (20 years), and VP and coach of the Avondale/Rochester Little League (6 years).

Jackie and I have been married 52 years. We have 2 children, Kim and Brian and 4 grandchildren (Peter, Greyson, David and Chloe) who are active at St. Stephen's (Sunday school, acolytes, readers and Christmas pageant stars).

**Candidate for Vestry: 3 Year Term  
Joan Morgan**

I am running for Vestry for the fourth time at St. Stephens. I have worked at our church as a lay reader, Sunday School teacher, and on the Outreach Committee. It is Outreach that has kept me at this church for many years. I hope to offer my skills to the Vestry, to keep our church open and alive. St. Stephens has been my church home for 25 years. I was raised in the Episcopal church, at St. Johns in Royal Oak, and previously attended the Cathedral, where my kids were baptized (and where my son will get married next year). Being Episcopalian is central to who I am. I hope I can serve our church well.

**Candidate for Vestry: 1 Year Term  
Gretchen Waters**

We joined St. Stephen's in the early 80's at the invitation of Cynthia Tischer, a friend from the neighborhood. It was a good join: the kids were happy, Roy immediately got involved and I started teaching Sunday School. Thank God for Jeralyn Burrell (now she was a master teacher !!) who exposed me to leading classes of 5-year-olds.

After a few years of teaching, I became director of the Sunday School, a Stephen Minister, member of the bell choir, office volunteer, office assistant, office administrator, co-director of the Outreach Committee . . . . and here I am today still working with Outreach and back to teaching 5-year-olds – this time including my own grandkids.

I believe I can contribute some history, new ideas and common sense to the 2020 Vestry. I'm looking forward to the challenge and the adventure.

**Candidate for Vestry: 3 Year Term**  
**Amy Redmer**

My name is Amy Redmer. Rob and I have been members of St. Stephens for 27 years. Our daughters Kendra and Courtney and I were baptized here in 1993 and we were confirmed here too. Rob and I renewed our wedding vows for our 10<sup>th</sup> anniversary here. Kendra was married here, and both of our grandchildren Alexia and Blake were baptized here. I have been in the choir and bell choir almost the entire time we've been members; I truly believe God played a part in that as I was considering not being a part of St. Stephens at all. I'll never forget the day Connie asked for two bell ringers to join the choir. I couldn't wait for church to be over so I could volunteer – I was worried someone would get to her before I could!

I joined the Outreach Committee a few years later and ended up serving on the Vestry and leading that committee. While I led Outreach, we got involved with Habitat for Humanity and joined the South Oakland group. We volunteered for several years helping to build houses in Detroit and then Pontiac. Some members of St. Stephen's are still involved with Habitat. We also volunteered for Troy People Concerned and raked leaves for families who weren't able to do that themselves.

In 2006 I went from working part-time as a Radiologic Technologist in an orthopedic office to training to become an MRI Technologist and working full time. With this change in life, my involvement at St. Stephen's changed and being in the choir became my priority. After working full-time for 10 years, I moved to a new company and am working part-time again. Yay!! Along with that, life has changed, my grandchildren are getting older, and live with us, so I have more time to give. It's been 20 years since I last served on the vestry and I'm ready to serve again.

## **Acolytes 2019 Annual Report**

Acolytes serve St Stephens every Sunday at the 10 AM service and the main service on holy days. The acolytes participate as a service group of great importance to the worship life of the church. Nothing happens in the service until the organ begins and acolytes move. Occasionally, due to the late hour of Christmas and Easter services and family in-town and out-of-town schedules during the holidays, an adult has joined our acolyte team. A couple of years now, Ms Karol Sprague joined us on the altar.

The team had no graduations in June of 2019. We lost one acolyte over the Summer, but welcomed three new acolytes this Fall. You and I are blessed with a mature team of acolytes that makes me proud every time they appear at the back of the church. They mentor each other. They display great responsibility and caring.

It is my pleasure to introduce the acolytes of St. Stephen's.

**Jacob Blomquist** (New this year, an acolyte with energy hard to disguise. His first assignment was on his 9<sup>th</sup> birthday.)

**Samantha Blomquist** (5<sup>th</sup> grade, receiving her 1 year acolyte cross)

**David Burean** (a 10<sup>th</sup> grader who will be an astronaut)

**Peter Burean** ( 12<sup>th</sup> grade, has been a faithful acolyte since before me.)

I am sad that this is his last year but so glad to have him.)

**Amy Church** (our longest serving and most loyal acolyte)

**Madeleine Duggan** (New this year: Maddy approached me on Welcome Sunday and asked to be an acolyte. I loved it.)

**Alexia Frydrich** (4<sup>th</sup> grade, receiving her 1 year acolyte cross)

**Gillian Grubb** (11<sup>th</sup> grade, a skilled mentor to our new acolytes.)

**Molly Grubb** (7<sup>th</sup> grade, is close behind her sister in leadership ability)

**Chloe Ingersoll** ( 8<sup>th</sup> grade, and I must say it again, a jewel in the necklace that is the Ingersoll family of St Stephen's)

**Kassidy O'Neill** (9<sup>th</sup> grade, has never been seen in public without a smile.)

And has gotten so tall since becoming an acolyte that I am surprised anew each time I see her.)

**Lachlan O'Neill** (10<sup>th</sup> grade, has started a Japanese club in her school and by school rules is too young to be an officer in her own club.)

**Evan Vida** (6<sup>th</sup> grade, a black belt in martial arts, is as good as he looks)

**Megan Vida** (Our 3<sup>rd</sup> new acolyte. A valuable addition and a perfect match with her brother Evan.)

If you see an acolyte, thank them. If you have an acolyte in your family, thank you.

Respectfully yours,

James H. Carnegie, Acolyte Master

## Adult Faith Committee Annual Report

**Meetings:** Quarterly

**Mission:** *The Adult Faith Committee plans activities designed to help adult members to grow in their Christian discipleship, to deepen their personal spirituality and address current issues of faith and conduct.*

**Accomplishments for 2019:** Current programs include Bible Study on Wednesday mornings at 10:00am, the Men's Breakfast Bible Study on Friday mornings at 9:00am, and Sunday Faith Formation series at 9:00am. In addition, Mo. Sharon shared the history of our Episcopal Church roots in a Lenten evening series.

**Goals for 2020:** Adult faith formation programs are currently not well attended and the parish survey does not indicate that this is an area of significant interest for improvement. The goal for 2020 is to identify how our programs can best support our parish mission of *"Find out, about our faith,"* so we can grow in our personal Christian discipleship and be better equipped to *"Reach out, in service to others"*. The Bible Studies and Sunday morning gatherings have been very effective and well received by those who attend. We are seeking ways to increase the participation in these and other programs by adjusting content, scheduling, accessibility, and the design of the topics offered to help identify what will be most effective in broadening their impact. We welcome your suggestions.

**Committee Members** Ken Fuhr (Vestry Liaison & Chair), Kris Fuhr, Alan Giles, Helen Giles, Paula Somerville, Barb Whitaker



## ALTAR GUILD REPORT ON 2019

We recognize and thank all the people that help with Altar Guild. A dedicated group of volunteers that set and clean up 3 weekly worship services, as well as weddings, funerals and any special services. We thank Kathryn Hassel for faithfully ordering flowers. Her attention to every liturgical detail and needs for special occasions keeps our church beautiful. And though officially retired, thanks to Helen Slater & Alice Brandon who continue to help with Linens & Thank yous. These past few years we have lost most of our group. Once numbering about 20 we had 4 people per week and 2 on the 5<sup>th</sup> Sundays. Now we are down to about 7 ½ people. Some weeks with only 1 person and NO REGULAR coverage on the 5<sup>th</sup> Sundays.

Serving at the Altar is a meaningful way to support St. Stephens and each other. We would love to have help on any level. It is much more fun to work together.

### ALTAR GUILD FINANCES

We have 2 accounts the first is the Operating Account. Used for supplies, wine, wafers & such. This account receives monies from the church budget. The second is our Restricted Account (AKA: The Flower Fund) This receives money from donations.

Operating Account:	Income from budget.....	\$750.00
	Expenses (as of Oct.) .....	<u>\$602.99</u>
	Surplus of	+ 147.01
Restricted Account:	Income from donations.....	\$2450.00
	Expenses (plus 700.00 est. for fall & Christmas) .....	<u>\$3030.90</u>
	Deficit of	- 580.90

We have Savings in our Restricted Account as of Oct. of \$7,537.81

## Building & Grounds 2019 Year End Report

Chair: Justin Wojas

Vestry Liaison: Dave Eldon

Members: Pat Wojas, Roy Waters, Alan Giles, and Miranda Spates

The Buildings & Grounds committee was AGAIN busy this year. Our mantra is, if you don't notice it, then we did our job! In that spirit we thought it important to communicate all the work we did for 2019. So below is a list of the major (and minor) accomplishments completed by the committee. Special thanks goes to Dave Eldon and Pat Wojas; who facilitated (or completed) much of this work during various weeks of the year.

### Major Projects Completed

- Roof leaks fixed (Capital Fund supported)
- Sound system updates including "stage monitors" and new wireless microphones (Capital Fund Supported)
- New locks on all exterior doors with lock boxes and a reduced key list
- New furnace for the older part of the parish hall, as well as hot water heater relocation within Memorial Garden closet to meet code (Capital Fund Supported)
- Parking Lot Resealed and Restriped (Capital Fund Supported)

### Additional Maintenance

- Heat Vent added to Narthex (near Gathering Area)
- Vent Deflectors Installed in Parish Hall
- Sprinkler System Controls replaced (2 of 3)
- Moved Thermostat from Treasurers Office to Hallway to get better heat control
- Secure Mailbox installed
- Road Sign repainted
- Episcopal Shield repainted
- Emergency Lights and Smoke Detectors replaced as needed
- Exterior Lights replaced as needed
- Exterior Doors cleaned and adjusted
- Roof Drains and Gutters cleaned
- Shed Roof Repaired
- Windows washed
- Dishwasher Serviced
- Cold Storage leaks fixed
- Men's Bathroom Ceiling Fixed
- Furnace Filters replaced twice a year
- Dead Tree removed from front of Church School Wing

### Tidy-Up Projects

- Fall and Spring Clean-Up (with help from many parishioners!)

### Contracts Reviewed

- Snow Plow Contract
- Grass Mowing Contract
- Cleaning Service
- Preventative Maintenance on HVAC (Furnace/AC units)
- Church Insurance (with help of the Treasurer), significant savings made

If you are so inclined to join us in the new year we typically meet monthly in the Bishop Emrich lounge on the 3<sup>rd</sup> Sunday during Coffee Hour, or send an e-mail to me at [jpwojas@gmail.com](mailto:jpwojas@gmail.com).

## COMMUNICATIONS COMMITTEE

### Committee Members:

Karol Sprague and Alan Giles, Vestry Co-Liaisons

### Meetings:

Meetings are scheduled as required

### Mission: (Taken from the 2016 Annual Report)

To help individuals and ministries increase the involvement and spirituality of current and potential members through personal contacts through written, electronic, web-based and social media. Also, to help facilitate St. Stephen's communications regarding its operation and ministries.

### Accomplishments:

In April Ken Fuhr graciously met with Karol and Alan to lend his knowledge of the recent history of his efforts in Communications which was one of his many duties when he was a Church employee.

With guidance from Mother Sharon, a plan was decided on to talk to everyone in the Parish Directory. In the Fall, all of you should have received a call from either Diane Kenefic, Karol or Alan asking how each member preferred to receive their Witness and emergency communications. Parishioners were given the option of receiving the Witness by email or regular mail. Emergency Communications, i.e., notifications that the Saturday or Sunday services are cancelled due to a snow emergency, were to be communicated either by email or via a phone chain. We decided in the spirit of "meeting people where they are", we had to provide those who do not use a computer a means of communication. It was a long process, taking longer than we had anticipated. While we talked to a majority of parishioners; unfortunately, we did not talk to everybody. We left at least two messages for each family to call us back with their preferences.

Thankfully, Rob Redmer continues to enhance our communication with each other through his providing the Witness to all of us.

### Future Projects:

Formalize a Committee beyond just Vestry participation. Phone chains need to be set up. We have attempted unsuccessfully to hire someone to manage our website along with necessary upgrades and social media, so that challenge continues.

Continue to encourage parishioners to utilize the Website Calendar for events they are involved in.

### Volunteers Needed:

Please consider helping with Communications. It is a critical ministry as it is one of the few overarching committees since how we communicate with the Parish touches everything we do.

## HOSPITALITY COMMITTEE ANNUAL REPORT 2019

**Meeting Times:** Meetings vary as needed based on upcoming events. We can accomplish a lot over a cup of coffee!

**Mission:** The Hospitality Committee is committed to creating a warm, welcoming, and loving atmosphere for our parishioners and visitors who come through our doors. As a committee, we offer many opportunities for fellowship, entertainment, and good food. We welcome new ideas and want to accommodate your suggestions on ways to encourage fellowship and broaden our community. We are always looking for fresh faces and any reason to celebrate with our beloved parish family.

**Accomplishments:** In 2019 we continued our transition journey as a parish and have come to realize the importance we place on our traditions of fellowship and treasure the events we share together where food and fun come together. We wish to extend a great big **Thank You** for making every event memorable this past year.

Our major events include:

Twelfth Night	Annual Parish Picnic
Annual Meeting Luncheon	Welcome Back Brunch
Irish Night Pot Luck Dinner	Welcome Brunch for Rev. Sharon Voelker

In addition to major gatherings, Hospitality also assisted with the Stewardship Pot-Luck Dinner. As a parish community, we enjoy connection with each other at Fellowship Hour each Sunday after service. We always encourage individuals, couples, families, and committees to host coffee hour. Often there are items in the freezer available to offer and instructions for coffee are clearly posted. Feel free to ask a committee member for assistance. We are happy to help!

**Thank you:** None of these events would be possible without each and every one of you. So please, let's continue to support each other by attending events, offering to bring in baked goods for coffee hour, hosting a coffee hour, and helping out with an event's set-up and clean up. We would like to thank everyone who served as host for coffee hour or who has been able to jump in and help out with an event wherever they saw the need.

As we look to the future for 2020, we will continue to plan creative ways to bring our parish together. Our committee strives to find ways to form new friendships and build upon lasting relationships. If you have an idea or suggestion, please contact a committee member.

Remember... St. Stephen's is our collective home and we want the message to be clear...

**YOU ARE WELCOME HERE! and...WE LOVE TO PARTY WITH YOU!**

**Chairpersons:** Corinne Fragnoli & Kathy DeCiantis

**Co-Chairpersons for Funeral Receptions:** Diane Kenefic & Cathy O'Brien

**Hospitality Helpers:** Steve Fragnoli, Brent Fragnoli, Alice Moss, Ami O'Neill (and her amazing family), Cathy O'Brien, Scott Armstrong, Miranda Spates, Diane Kenefic, Karol Sprague, Elaine Church, Inge Wojas, Justin Wojas, Susan Russell, and Kathryn Hassel

## **St. Stephen's Music Program 2019**

The music program at St. Stephen's has again had a very successful year. Sue Gore is music director as well as Connie Jose is director of the bells. Chris Herfurth faithfully plays for the Saturday night services. Phil Pierce has been a sub for services along with instrumentalists at times.

We have a very dedicated adult choir that numbers around 16 members. We've had a variety of instrumentalists add to our service throughout the year. Also, we have a children's choir made up of children from St. Stephen's. The adult choir meets on Wednesday evenings from 7:30-9:00 p.m. September through May. The children's choir meets during the 10:00 a.m. service as part of the Sunday school time. Throughout the summer months we had solos and ensembles every Sunday at the 10:00 a.m. service.

We have many talented and hard-working members in this music community at St. Stephen's.

Yours in God's Music

Sue Gore

## **Pastoral Care Report**

This past year saw the Caring Connection Committee function in an ad hoc way. So in December a joint meeting was held to start the training for EV (Eucharistic Visitor) and form a Pastoral Care committee to have a better understanding of who needed to be served by our parish community.

We identified about 15 parishioners who are not able to attend services on a regular basis. The intent is to communicate by email when folks have been contacted so as to make sure we let people know they are still a part of our community. Members of the committee chose folks that they would contact at least twice a month by card or phone. They also would identify those wishing home communion and pass that information forward. Another way of communicating will be by sending a weekly leaflet to them.

The parish at large is always the front line of letting the office know of someone going in the hospital or who cannot get out on a regular basis to attend church functions or services.

Submitted by Miranda Spates

## Stewardship Committee Report

*Mission: To lead the parish in developing our sense of Stewardship toward our chosen Faith Community; St. Stephen's. This will be demonstrated through our membership's giving of their Time, Talents and Treasures.*

While we acknowledge that true stewardship is accomplished through the daily commitment of each of us, the focus of this committee is the annual assessment of the membership's **time** and **talents** as well as conducting the annual pledge drive – the commitment of our **treasures**.

The theme for this year's pledge drive was to Celebrate St. Stephen's. We didn't try to approach every member individually to share all the information about our progress this year and the proposed direction for the future. Instead, we decided to bring everyone together for another famous St. Stephen's Potluck Dinner. This enabled us to celebrate our continued faithful stewardship, to share important information regarding our plans for the future, and to encourage members to continue their commitment to the stewardship of St. Stephen's into the future.

Several steps were taken to accomplish a successful Stewardship Campaign. These included:

- Developing a Pledge Card that enabled parishioners to share information about their talents as well as their financial support.
- Developing a presentation to the parish explaining our plan for the revitalization and growth of St. Stephen's.
- Mailing invitation letters to the Potluck Dinner Celebration.
- Organizing and hosting the Potluck Dinner Celebration.
- Following up to insure every parishioner had access to the presentation and an opportunity express their commitment.
- Sharing parishioners' talents with the appropriate committees.

Turnout for the Potluck Dinner was excellent and the feedback positive. Several pledges were received that evening. Many others followed and were still coming in at the time this report is being written. Please refer to the St. Stephen's Pledge Status and E-Giving Summary elsewhere in this Annual Report regarding the specifics of the Pledge Drive.

Committee Members:

Pat Wojas, Vestry Liaison

Don Ingersoll, Finance Committee Chairperson

Dave Stein, Junior Warden



**2019 Annual Report- Outreach Committee,  
St. Stephen's Episcopal Church, Troy, Michigan**

Members: Kathy Deciantis (Vestry liason), Judy Lazzaro, Joan Morgan (chair), Cathy O'Brien, Susan Russell, Gretchen Waters, Justin Wojas. Meetings held quarterly.

Honorary Members (people who volunteer at Baldwin Soup Kitchen and/or St. John's Open Hands Food Pantry): Claire Grutta, Gwen Kirby, Joan Knapp, Jim and Ruth Luzod, Judy McClendon, Paul McClendon, Gordie McMullen, Jerry and Lani Nolan, Cathy O'Brien, Jean Otoo, Paula Sommerville, Sathi Satyanathan, Jill Stein, Michael and Martha Szott, Roy Waters, Ann Williams, Bob Wolf, Pat and Inge Wojas.

Budget: Our budget this year was \$8500 – the same amount we have had for the past several years. We spent it as follows: CCRT, St. John's Open Hands Food Pantry, Lighthouse, Baldwin center, Common Ground, Judson center and Samaritas, \$1000 each. Michigan Humane Society, Penrickton Center for Blind Children, and Troy Nature Center, \$500 each.

Activities: St. Stephen's members donated almost 500 hours in 2019, as follows: Beverly Hills Fun Run, St. John's Open Hands Food Pantry (300 hours), Baldwin Center (120 hours), Sleep in Heavenly Peace (10 hours). Our Baby Shower was held on July 14<sup>th</sup>, and the Giving Tree collected board games for Bound Together and Meijer gift cards for the Christmas Giving Tree, food for Thanksgiving food bags, and blood through the Red Cross blood drive. St. Stephen's has two other programs which provide Outreach: South Oakland Shelter and Crafting Kindness.

South Oakland Shelter (SOS). Our church has provided shelter and food for approximately 30 guests for one week each year. This is the project that involves more parishioners than any other, with a total of about 1000 volunteer hours during the week. We cook, host, drive, listen to, and enjoy our guests.

Crafting Kindness. Crafting Kindness is a very unique group of crafters, helpers, and donors. In addition to our St. Stephens family, two additional groups craft with us and another local charity delivers items going to Haiti. It is a great blessing for us to have donated 652 items during 2019.

- Individuals have received prayer shawls, walker totes, fidget quilts, and baby hats;
- Breast Cancer patients at St. Joseph/Alice Gustafson Cancer Center have received pillows to alleviate pain when using a seat belt;
- Troy Beaumont has received preemie hats, preemie blankets, receiving blankets, baby hats, and Christmas Socks;
- Our SOS guests received pillowcases and lunch bags;
- Pillowcase dresses, backpacks, sleeping mats, and toys were delivered to a hospital in Haiti by RHEMA, International who ship our donations at no charge and 1 very large bag of plastic grocery bags went a group in Rochester who crochet mats for children also in Haiti;
- Military Boxes containing a microwave hot pad and bowl, a mug rug and lots of goodies were sent to our 9 soldiers on the Military Prayer List;
- Christmas Socks containing a toothbrush, toothpaste, floss, a pencil and note pad to "The Specials", a group of special needs folks;
- Fidget aprons and walker totes to The Villa – a nursing home in Lake Orion;

- Christmas Socks, hats, mittens, and scarves to St. Matthew & St. Joseph Church in Detroit;
- St. Stephen's Family including the J2A Auction basket, July Baby Shower, new busy bags for our young people, Christmas Socks for our older members, and mug rugs for our visitor bags and staff.
- We are always looking for new crafters, new projects, and new places to donate our crafts. Please consider dropping by one of our Saturday Craft Days or a Thursday meeting.

Guest Speakers: We had guest speakers from CCRT, MAP, Penrickton Center and Angels Place. Each group received the cash plate income from the service at which they spoke.

In Kind Donations: Parishioners at St. Stephen's are consistently generous when it comes to giving. This year, we gave 100 bags of food for Thanksgiving to Lighthouse and CCRT, in addition to the same amount of food, cleaning and hygiene products throughout the year. At the Baby Shower, we donated close to 2000 diapers and the same number of wipes. We gave 25 bottles of laundry detergent to Penrickton Center. We hosted 30 guests for a week through SOS, feeding and housing them. We gave about 80 pair of men's underwear and socks to CCRT. We donated 21 pints of blood through our annual Blood Drive. We gave 3 large bags of towels, blankets and rugs for animal rescue efforts. We gave 25 single bed sets so foster kids could sleep in comfort. We gave 25 board games to Bound Together and \$450.00 in Meijer gift cards to CCRT. We gave five Halloween costumes to foster kids., and four large bags of men's clothing to Mariners Inn.

Summary: We are always looking for volunteers and suggestions for ways to reach out. Call Joan Morgan at 248-877-4207 or email [joanmorgan127@gmail.com](mailto:joanmorgan127@gmail.com) with your ideas. Thank you for supporting us and our neighbors. All of us are God's children.

# YACYM(Adult, Children, and Youth) Committee Report 2019

**Regular Meetings:** Monthly Sunday mornings

**Mission:** We are called to God to

- Create an environment that will motivate, enhance, engage, involve, and excite the children, youth and young adults of our community
- Teach and exemplify Christian faith and values in a playful and caring manner
- Advocate for and with children, youth & young adults within a multigenerational community

**Staff:** Paul Hardy, the interim youth director, finished his year out in July. A search for a new youth director was begun in August with so far negative results. Therefore, the YACYM committee has taken on the responsibility of the duties of the youth director for the 2019-20 year.

**Changes:** The YACYM committee decided to have Sunday school classes every other week beginning the fall of 2019. This accommodates kids from divorce families and busy teens. The PK-2<sup>nd</sup> grade class meet every week.

## **Accomplishments for 2019:**

*Nursery (0-3 years):* Our Nursery Attendant, Quinn O'Neill, continued to provide loving and experienced care for our youngest parishioners and visitors.

*Elementary Sunday School:* This includes two classes, PK-2<sup>nd</sup> grade, taught by Jackie Ingersoll and Gretchen Waters and the second class taught by Rob Redmer, has children in 3<sup>rd</sup>-5<sup>th</sup> grade. The children's choir, directed by Sue Gore, involves children from these two classes. They rehearse during class/sermon time and perform for parishioners periodically. The Christmas pageant was once again incorporated into the 5 o'clock Christmas Eve service.

*J2A Class(Grades 6-9):* This group also includes Rite 13 age children. Alan and Helen Giles are the leaders of this group. Throughout the year they enjoyed a couple of outings. The J2A kids also helped with church dinners, SOS, the pancake brunch and the auction. This fall they participated in an outing to Diehl's Cider Mill which included a corn maze challenge, a hay ride and lots of cider and donuts. This group are forming close bonds with one another.

*YAC Class(Grades 10-12):* This class is led by Scott Armstrong. They also help out at the several dinners, brunches, SOS and the auction. In this past year, this group took a trip to Cleveland for their annual weekend retreat. Shopping for food at the farmer's market and then cooking dinner was a highlight as well as the Rock and Roll Hall of Fame. In June several of them travelled to Kentucky and Tennessee for the Pilgrimage/Mission Trip. They visited several churches and the Nashville Cathedral and heard how these churches help the homeless. Highlights were doing public service promos at a Christian radio station and white water rafting. This fall they took a fun trip to an Escape Room. Working together to solve clues, they made it out with just 1 minute to spare. These kids have been together for many years and enjoy coming together in class and at the various activities. There is great trust between them and they are very supportive of each other through the highs and lows of being teenagers.

**Youth Auction:** The auction made over \$6,000 this year. Jackie Ingersoll was the overall chairperson, Corinne Fragnoli, assistant chairperson, Ken Fuhr, auctioneer, Ami O'Neill organized the dinner, Kim and Tony Burean, power point slides, program, and money takers.

**Goals for 2019-20**

- Hire a youth leader for 2020-21
- Encourage parishioners to volunteer to teach or assist teachers
- Plan lots of fun activities

## Strategic Ministry Planning Report

*Mission: To develop and articulate a long term roadmap and action plans to guide the parish in expressing and carrying out our mission as Disciples of Jesus Christ.*

The Strategic Mission Planning grew out of the results of the Holy Conversations held earlier in the year. Throughout the Holy Conversations we learned that you care about St. Stephen's, you liked getting to know others better, you trust one another, there are many areas of broad agreement while differing on some details. There were specific areas you felt we could improve or leverage; Worship, caring for each other, our ministries and our day-to-day operations.

We also looked what other churches are doing to remain vibrant and attract younger generations.

A brief listing of our strengths, challenges, opportunities and key risks was first developed in order to understand where strategic initiatives should be targeted.

### Strengths:

- Strong and proud history with broad member involvement
- Facilities can support a "program" sized church
- Members committed to renewal/revitalization
- Long tradition of progressive leadership
- Excellent central location in greater Troy/Birmingham/Bloomfield/Rochester area

### Challenges:

- Declining/aging membership
- Physical infrastructure needs updating/modernizing
- Attracting youth and young families
- Poor social media exposure
- Staying connected with aging, homebound members
- Ministry in transition

### Opportunities:

- Willingness to re-invent worship/ministries
- Local communities very strong and diverse
- Large. Visible local footprint in the community

### Key Risks:

- Membership Fatigue
- Prolonged ministry transition
- Re-growth too slow
- Core members becoming hesitant to embrace change/revitalization
- Younger generations don't find offerings appealing/convenient
- Younger families more attracted to vibrant, "mega" churches
- Financial instability/insecurity

From the above analysis, six Strategic Objectives were then developed:

1. Worship Alive with God's Spirit, in ways that strengthen our relationship with Christ and send us out ready to do his work in the world
2. Improve & Expand Communications, both existing and new methods including social media channels

3. Strengthen connections within Parish including expanding Pastoral Care, “listening” ministries and adding transportation for those who need it
4. Grow New Membership, especially young adults and families by better managing their needs
5. Walk with God to Find Our New Rector, seeking His guidance in filling this critical leadership role
6. Find Means to Sustain Parish during Re-Growth by exploring options to raise necessary capital

The Vestry has reviewed and approved these six objectives and the starting point for the further development of our Strategic Mission Plan. The next steps will begin with the new Vestry in January 2020. This Vestry must also “buy-in” to these objectives and then begin the work of creating Action Plans necessary to begin implementing them. We must keep asking ourselves “What makes us excited to do GOD’s work? What is it we feel PASSIONATE about?”

Next Steps – answer the “HOW” question:

The Strategic Mission Plan is a living document. It will necessarily change as our parish identifies new or more urgent objectives, as the new Vestry brings new passions and ideas with them. But most of all, it must change as it must reflect what YOU are willing and ready to commit to as Disciples of Christ as expressed by your engagement in our faith community – St. Stephens.

ALL OF US working as a faith community bringing this work to life, and  
ALL OF US praying for God’s presence in this work.

Committee members:

Dave Stein, Junior Warden

Phil Pierce, Treasurer

Don Ingersoll, Chair of the Holy Conversations Committee

## St. Stephen's Endowment Fund

### 2019 Annual Report

St. Stephen's Endowment Fund enables us to continue our love and service beyond our earthly lives. The fund:

- *Enhances the programs, ministries and missionary work of St Stephen's*
- *Provides supplemental funds for repairs, maintenance and capital improvements to the buildings and grounds of St. Stephen's*
- *Enhances the long-term financial stability of the Parish*

The committee meets quarterly to:

- Prayerfully consider Endowment Grant applications
- Plan and implement ways to promote giving to and use of the Endowment Fund to further St. Stephen's service to God and each other.
- Oversee and direct our investments

Gifts can be made at any time for any reasons; now [via check to St. Stephen's with memo to "Endowment Fund"] or via a provision in your will. Donations can be from you or in honor/memory of someone. Donors and those who have made a bequest to the Endowment Fund become members of the Fred Bryson Legacy Society. Fred was the driving force in creating the Fund.

**In 2019, the committee approved a \$7,100 grant** to support efforts to enhance our use of social media to attract younger generations. These ongoing efforts include engaging a specialist to guide us. This grant will be paid out during 2020.

In 2019, the Endowment Fund received \$2,399 in donations and had income and earnings growth of \$31,698, leaving a combined yearend balance of \$169,690.55.

**The Goals for 2020** are to complete our restructuring of the management of our funds to lower our costs, enhance our control and better ensure investments are socially and environmentally responsible in keeping with Episcopalian guidelines.

**2019 Endowment Committee Members were:** Joan Knapp, Inge Wojas, Jan Hopper [Secretary] Gordon McMullen [vice Chair], and Don Ingersoll [Chair]. Rick Spina, will replace term-limited Don Ingersoll in 2020.

**Treasurer's Report for 2019**  
**Phil Pierce, Treasurer**

**2019 Financial Overview – Income & Expense Statements**

<b>Income</b>	2018	2019	Variance
Parish Giving	\$ 280,119	\$ 292,346	\$ 12,227 <sup>1</sup>
Plate & Other	15,606	15,710	104
<b>TOTAL INCOME</b>	<b>\$ 295,725</b>	<b>\$ 308,056</b>	<b>\$ 12,331</b>
<b>Expenses</b>			
Staff Compensation	\$ 168,879	\$ 108,042	\$(60,837) <sup>2</sup>
Mission/Worship	42,058	42,625	567
Programs	5,111	3,362	(1,749)
Facilities & Admin.	87,858	86,787	(1,071) <sup>3</sup>
<b>TOTAL EXPENSES</b>	<b>\$ 303,906</b>	<b>\$ 240,816</b>	<b>\$(63,090)</b>
<b>Contribution to Mission Development</b>	<b>\$ (8,181)</b>	<b>\$ 67,240<sup>4</sup></b>	<b>\$ 0</b>

**NOTES:**

<sup>1</sup>Total Income up \$12,441 (+4.2%) in 2019 due to larger parishioner giving.

<sup>2</sup>Staff Compensation reduction, of \$62,837, reflects part-time Rector/no Youth Director.

<sup>3</sup>Facilities & Admin. savings include reduced insurance, utilities and office savings.

<sup>4</sup>2019 Contribution to Mission Development moves 2019 surplus to new Restricted Fund which will be used to help fund new Mission growth programs and staffing, as determined by 2020 Vestry.



**Treasurer's Report for 2019**  
**Phil Pierce, Treasurer**

**2019 Financial Overview -- Balance Sheet**

<b>Assets</b>	<b>2018</b>	<b>2019</b>	<b>Change</b>
Cash Operating	\$ 79,256	\$ 148,312	\$ 69,056 <sup>1</sup>
Cash Designated	\$ 129,700	\$ 117,104	\$ (12,596) <sup>2</sup>
Endowment Investments	\$ 134,276	\$ 165,974	\$ 31,698 <sup>3</sup>
Interfaith Investment Fund	\$ 5,000	\$ 5,000	\$ 0 <sup>4</sup>
<b>TOTAL ASSETS</b>	<b>\$ 348,232</b>	<b>\$ 436,390</b>	<b>\$ 88,156</b>

**Liabilities and Fund Balances**

Mission Development	\$ 87,437	\$ 81,072	\$ (6,365) <sup>5</sup>
Current Year Operations	\$ (8,181)	\$ 67,239	\$ 75,420
Total Temporary Restricted	\$ 129,700	\$ 117,104	\$ (12,596) <sup>2</sup>
Total Permanently Restricted	\$ 139,276	\$ 170,974	\$ 31,698 <sup>3</sup>
<b>TOTAL LIABILITIES &amp; FUNDS</b>	<b>\$ 348,233</b>	<b>\$ 436,390</b>	<b>\$ 88,516</b>

**NOTES:**

<sup>1</sup>Includes \$67,239 Operating Surplus plus audit adjustment from 12/31/2018.

<sup>2</sup>Reflects fewer pre-paid pledges in 2020.

<sup>3</sup>Reflects 23.6% investment performance for 2019 Endowment Fund.

<sup>4</sup>Formerly call "McGhee Fund", this is a 5-year note for inner-city micro financing; earns 6% per annum.

<sup>5</sup>Reflects prior year deficit of \$(8,181) plus mid-year audit adjustment of \$1,816.

## St. Stephen's Pledge & Giving Analysis for 2019 and 2020 (includes E-giving)

Status	Count	2019 Planned	2019 Actual	Over/ (Under)	Average Giving	2020 Planned	Over/ (Under)
Continuing Pledgers	57	\$ 178,122	\$ 192,679	\$ 14,557	\$ 3,322	\$ 210,664	\$ 17,985
New Pledgers 2020	9	\$ 0	\$ 0	\$ 0	\$ 1,057	\$ 11,510	11,510
<b>TOTAL 2020 Pledges</b>	<b>66</b>	<b>\$ 178,122</b>	<b>\$ 192,679</b>	<b>\$ 14,557</b>	<b>n/a</b>	<b>\$ 222,174</b>	<b>\$ 29,495</b>
Drop Pledgers 2019	10	\$ 29,480	\$ 31,100	\$ 1,620	\$ 3,110	\$ 0	\$ (31,100)
Non-Pledgers 2019	42	\$ 76,398	\$ 57,945	\$(18,453)	\$ 1,181	n/a	n/a
Non-Pledgers 2010 (est.)	38	n/a	n/a	n/a	n/a	\$ 37,826	\$ (20,119)
Misc. (Trusts, Foundations)		Included	\$ 12,841	\$ 12,841		\$ 10,000	\$ (2,841)
Other Income (rent, plate)		\$ 16,000	\$ 13,491	\$ (2,509)		\$ 15,000	\$ 1,509
<b>TOTAL INCOME</b>		<b>\$ 300,000</b>	<b>\$ 308,056</b>	<b>\$ 8,056</b>		<b>\$ 285,000</b>	<b>\$ (23,056)</b>

**1) Continuing Pledgers** – these 57 families (family = pledging/giving unit) have pledged in BOTH 2019 and 2020, with 25 families exceeding their 2019 Pledged by a combined \$14,577, only 6 families fell short of the pledge by a combined total of less than \$1,000. Average giving among continuing pledgers was \$3,322 per family, among the highest in St. Stephen's history.

For 2020, 25 of these continuing families have increased their pledges by a combined \$34,542, only 7 2019 pledgers have decreased their continuing pledge by a combined total of \$1,400. Average pledge is \$3,632 per family, another high level for St. Stephen's.

**2) New Pledgers 2020** – includes 9 families who have been giving without pledges (\$9,515) plus 2 new families who have previously not donated to the parish, for a combined total of \$11,510.

**3) TOTAL 2020 PLEDGES** – include sum of Continuing Pledgers plus New Pledgers for 2020.

**4) Dropped Pledges 2020** – includes 10 families who pledged and gave in 2019, but who have not continued to pledge in 2020. It is possible, and hopeful, that some of these families will give in 2020, without pledging, however at least 2 families have moved out of Michigan.

**5) Non-Pledgers 2019/2020** – includes those families who continuously give (3+ years), even though they do not pledge. 9 of these families have decided to pledge in 2020 and at least 2 families have moved out of Michigan, thus the projected income has been reduced from \$57,945 in 2019 to \$37,826 in 2020.

**6) Misc.** - this is a relatively new category and includes gifts made on behalf of parishioners, but are received from trusts, foundation, charitable funds, 401(K)s, estate proceeds. Many of these do not have parishioner designation and will not release this information for privacy reasons. It is reasonable to assume that some level of Misc. income will continue in 2020, but this category is the most difficult to accurately project.

**7) Other (plate/rental/interest)** – these categories are relatively steady year-to-year, although we are slightly reducing plate income since an increasing number of plate offerings are being set aside for Outreach projects.

**Treasurer's Report for 2019**  
**Phil Pierce, Treasurer**

**2019 Financial Overview – Temporary Restricted Funds Detail**

<b><u>Restricted (temp) Funds</u></b>	<b><u>12/31/18</u></b>	<b><u>12/31/19</u></b>
Worship-related	\$ 19,581	\$ 21,298
Education-related	14,435	15,235
Mission-related	2,519	3,446
Membership/Hospitality	8,512	8,406
Building & Grounds	28,918	18,634
Memorial* Funds	13,698	19,108
Financial/Transactional	41,392	30,377
Other/Misc.	601	500
<b>Total Restricted Funds</b>	<b>\$ 129,700</b>	<b>\$ 117,104</b>

\* Memorial includes Endowment Holding Account

## St. Stephen's Expense Analysis for 2019 and 2020

<b>EXPENSE CATEGORY</b>	<b>2019 BUDGET</b>	<b>2019 ACTUAL</b>	<b>2020 BUDGET</b>	<b>Change</b>
Clergy <sup>1</sup>	\$ 127,445	\$ 61,451	\$ 53,244	\$ (8,207)
Worship <sup>2</sup>	19,488	18,383	25,438	7,055
Education <sup>3</sup>	15,962	7,024	2,000	(5,024)
Outreach/Diocese <sup>4</sup>	38,500	39,224	43,000	3,766
Mission Development <sup>5</sup>	0	67,240	38,347	(28,893)
Membership	4,420	1,755	3,500	1,745
Building & Grounds <sup>6</sup>	71,000	67,401	64,000	(3,401)
Capital Reserve <sup>7</sup>	0	0	6,000	6,000
General Admin	48,312	45,579	49,471	3,892
<b>Total</b>	<b>\$ 325,127</b>	<b>\$ 240,816</b>	<b>\$ 285,000</b>	<b>\$ (23,056)</b>

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### NOTES:

<sup>1</sup>Reflects continued reduced costs of part-time Rector/Priest through 12/31/2020 (Half salary, no retiree accruals, no health premiums). Full-time replacement would cost \$128,000+.

<sup>2</sup>Reflects adjusted budget for Altar Guild, \$5,200, to cover regular expenses of flowers, supplies, etc. Also includes adjusted music budget to cover regular expenses for piano/organ maintenance, tunings.

<sup>3</sup>Reflects no Youth Director in 2020. Any hiring to be funded with accumulated Restricted Funds.

<sup>4</sup>Reflects return to paying formula "Ask" as Diocese apportionment, which is based on 10% of average prior 3 years total income. Parish had been paying straight 10% tithe on current income.

<sup>5</sup>Reflects surplus funds which are placed into Mission Development at end of fiscal year.

<sup>6</sup>Reduction from 2019 Budget, of \$7,000, due to savings from insurance rebidding.

<sup>7</sup>Reflects return to funding capital reserve from Operating budget

St. Stephen's Episcopal Church		2019		2020		Change			
2020 Operating Revenues & Expenses		Budget	% of Total	Actual	Surplus/ (Deficit)	PLAN	% of Total	v. Budget	Change v. Actual
<b>Revenues</b>									
4000	Parish Giving	\$ 284,000	94.7%	\$ 292,346	\$ 8,346	\$ 270,604	90.2%	\$ (13,396)	\$ (21,742)
4002	Plate Income	\$ 3,500	1.2%	\$ 2,219	\$ (1,281)	\$ 2,000	0.7%	\$ (1,500)	\$ (219)
4003	Church School Income	\$ 20	0.0%	\$ 11	\$ (9)	\$ -	0.0%	\$ (20)	\$ (11)
4004	Rent - AA	\$ 620	0.2%	\$ 480	\$ (140)	\$ 500	0.2%	\$ (120)	\$ 20
4015	Interest/Dividends	\$ 220	0.1%	\$ 231	\$ 11	\$ 250	0.1%	\$ 30	\$ 19
4017	Rent - Parish Hall	\$ 11,640	3.9%	\$ 12,769	\$ 1,129	\$ 11,646	3.9%	\$ 6	\$ (1,123)
<b>TOTAL REVENUES</b>		<b>\$ 300,000</b>	<b>100.0%</b>	<b>\$ 308,056</b>	<b>\$ 8,056</b>	<b>\$ 285,000</b>	<b>95.0%</b>	<b>\$ (15,000)</b>	<b>\$ (23,056)</b>
<b>Expenses</b>									
<b>Clergy Compensation</b>									
5010	Interim Rector's Salary	\$ -		\$ 15,750	\$ 15,750	\$ 27,000	9.0%	\$ 27,000	\$ 11,250
5011	Interim Rector's Housing Allowance	\$ -		\$ 10,208	\$ 10,208	\$ 17,500	5.8%	\$ 17,500	\$ 7,292
5019	Rector Search, Recruitment, Relocation	\$ 5,000		\$ -	\$ (5,000)	\$ -		\$ (5,000)	\$ -
5020	Rector's Salary (10 months)	\$ 53,825		\$ -	\$ (53,825)	\$ -		\$ (53,825)	\$ -
5021	Rector's Housing (10 months)	incl		\$ -	incl	\$ -		\$ -	\$ -
5023	Rector's Professional Reimbursement	\$ 3,333		\$ 551	\$ (2,782)	\$ 4,744	1.6%	\$ 1,411	\$ 4,193
5025	Rector's Health Benefits	\$ 24,956		\$ -	\$ (24,956)	\$ -		\$ (24,956)	\$ -
5026	Rector's Pension Benefits	\$ 9,689		\$ -	\$ (9,689)	\$ -		\$ (9,689)	\$ -
5027	Supply Clergy	\$ 4,000		\$ 8,640	\$ 4,640	\$ 4,000	1.3%	\$ -	\$ (4,640)
5029	Severance Pay (Prior Rector)	\$ 26,642		\$ 26,302	\$ (340)	\$ -		\$ (26,642)	\$ (26,302)
<b>Subtotal Clergy Compensation</b>		<b>\$ 127,445</b>	<b>39.2%</b>	<b>\$ 61,451</b>	<b>\$ (65,994)</b>	<b>\$ 53,244</b>	<b>18.7%</b>	<b>\$ (74,201)</b>	<b>\$ (8,207)</b>
<b>Worship Programs</b>									
5030	Choir Director Salary	\$ 16,738		\$ 14,980	\$ (1,758)	\$ 16,738	5.6%	\$ -	\$ 1,758
5033	Music	\$ 1,000		\$ 1,192	\$ 192	\$ 2,500	0.8%	\$ 1,500	\$ 1,308
5034	Altar Guild	\$ 750		\$ 849	\$ 99	\$ 5,200	1.7%	\$ 4,450	\$ 4,351
5035	Religious Supplies (Lectionary)	\$ 1,000		\$ 1,361	\$ 361	\$ 1,000	0.3%	\$ -	\$ (361)
<b>Subtotal Worship Programs</b>		<b>\$ 19,488</b>	<b>6.0%</b>	<b>\$ 18,383</b>	<b>\$ (1,105)</b>	<b>\$ 25,438</b>	<b>8.9%</b>	<b>\$ 5,950</b>	<b>\$ 7,055</b>
<b>Education Programs</b>									
5039	Youth Director	\$ 10,000		\$ 5,417	\$ (4,583)	\$ -		\$ (10,000)	\$ (5,417)
5045	Adult Education	\$ 500		\$ 600	\$ 100	\$ 500	0.2%	\$ -	\$ (100)
5046	Youth Education (YACYM/JZA)	\$ 4,000		\$ 1,007	\$ (2,993)	\$ 1,500	0.5%	\$ (2,500)	\$ 493
<b>Subtotal Education Programs</b>		<b>\$ 14,500</b>	<b>4.5%</b>	<b>\$ 7,024</b>	<b>\$ (7,476)</b>	<b>\$ 2,000</b>	<b>0.7%</b>	<b>\$ (12,500)</b>	<b>\$ (5,024)</b>

St. Stephen's Episcopal Church		2019	% of	2019	Surplus/	2020	% of	Change
2020 Operating Revenues & Expenses		Budget	Total	Actual	(Deficit)	PLAN	Total	v. Budget v. Actual
<b>Mission Programs</b>								
5050	Diocese Ask Apportionment	\$ 30,000		\$ 30,724	\$ 724	\$ 34,500	11.5%	\$ 4,500 \$ 3,776
5053	Mission Development 2020	\$ -		\$ -	\$ (1,500)	\$ 38,347	12.8%	\$ 38,347 \$ 38,347
5055	Outreach	\$ 8,500		\$ 8,500	\$ (1,577)	\$ 8,500	2.8%	\$ - \$ -
	<b>Subtotal Mission Programs</b>	<b>\$ 38,500</b>	<b>11.8%</b>	<b>\$ 39,224</b>	<b>\$ 724</b>	<b>\$ 81,347</b>	<b>28.5%</b>	<b>\$ 42,847 \$ 42,123</b>
<b>Membership Programs</b>								
5065	Membership	\$ 420		\$ 832	\$ 412	\$ 500	0.2%	\$ 80 \$ (332)
5066	Communication	\$ 1,500		\$ -	\$ (1,500)	\$ 500	0.2%	\$ (1,000) \$ 500
5063	Hospitality	\$ 2,500		\$ 923	\$ (1,577)	\$ 2,500	0.8%	\$ - \$ 1,577
	<b>Subtotal Membership Programs</b>	<b>\$ 4,420</b>	<b>1.4%</b>	<b>\$ 1,755</b>	<b>\$ (2,665)</b>	<b>\$ 3,500</b>	<b>1.2%</b>	<b>\$ (920) \$ 1,745</b>
<b>Building &amp; Grounds</b>								
5067	Custodial Services	\$ 11,000		\$ 8,870	\$ (2,130)	\$ 11,000	3.7%	\$ - \$ 2,130
5071	Maintenance	\$ 21,000		\$ 24,142	\$ 3,142	\$ 21,000	7.0%	\$ - \$ (3,142)
5072	Insurance	\$ 18,000		\$ 15,579	\$ (2,421)	\$ 11,000	3.7%	\$ (7,000) \$ (4,579)
5073	Utilities (Gas, Water, Electrical)	\$ 21,000		\$ 18,810	\$ (2,190)	\$ 21,000	7.0%	\$ - \$ 2,190
5074	Additional to Capital Reserves	\$ -		\$ -	\$ -	\$ 6,000	2.0%	\$ 6,000 \$ 6,000
	<b>Subtotal Building &amp; Grounds</b>	<b>\$ 71,000</b>	<b>21.8%</b>	<b>\$ 67,401</b>	<b>\$ (3,599)</b>	<b>\$ 70,000</b>	<b>24.6%</b>	<b>\$ (1,000) \$ 2,599</b>
<b>General Administration</b>								
5047	E-giving Fees	\$ 1,462		\$ 1,093	\$ (369)	\$ 1,460	0.5%	\$ (2) \$ 367
5060	Staffing Background Checks	\$ 101		\$ 344	\$ 243	\$ 100	0.0%	\$ (1) \$ (244)
5091	Administrator/Accountant Salary	\$ 25,853		\$ 24,415	\$ (1,438)	\$ 25,853	8.6%	\$ - \$ 1,438
5092	Administrator/Accountant Pension	\$ 1,483		\$ 1,440	\$ (43)	\$ 1,483	0.5%	\$ - \$ 43
5095	Lay Personnel Life Insurance	\$ 500		\$ 339	\$ (161)	\$ 500	0.2%	\$ - \$ 161
5096	Telephone, Internet	\$ 3,500		\$ 2,963	\$ (537)	\$ 3,200	1.1%	\$ (300) \$ 237
5097	Workers Compensation	\$ 450		\$ 293	\$ (157)	\$ 450	0.2%	\$ - \$ 157
5098	Office Supplies	\$ 1,000		\$ 1,337	\$ 337	\$ 1,000	0.3%	\$ - \$ (337)
5099	Postage	\$ 1,500		\$ 1,265	\$ (235)	\$ 1,500	0.5%	\$ - \$ 235
5100	Copier Lease	\$ 5,600		\$ 4,895	\$ (705)	\$ 5,600	1.9%	\$ - \$ 705
5101	Payroll Tax Expense	\$ 4,023		\$ 3,483	\$ (540)	\$ 4,023	1.3%	\$ - \$ 540
5102	Payroll Preparation Fee	\$ 432		\$ 384	\$ (48)	\$ 432	0.1%	\$ - \$ 48
5103	Vestry/Convention Expenses	\$ 600		\$ 367	\$ (233)	\$ 600	0.2%	\$ - \$ 233
5104	State License	\$ 20		\$ 20	\$ -	\$ 20	0.0%	\$ - \$ -
5105	Bank Service Charges	\$ 50		\$ -	\$ (50)	\$ 50	0.0%	\$ - \$ 50
5106	Maint Fee ACS, Dropbox, Website	\$ 3,200		\$ 2,943	\$ (257)	\$ 3,200	1.1%	\$ - \$ 257
	<b>Subtotal General Administration</b>	<b>\$ 49,774</b>	<b>15.3%</b>	<b>\$ 45,579</b>	<b>\$ (4,195)</b>	<b>\$ 49,471</b>	<b>17.4%</b>	<b>\$ (303) \$ 3,892</b>
	Contribution to Mission Development			\$ 67,240				
<b>TOTAL EXPENSES</b>		<b>\$ 325,127</b>	<b>100.0%</b>	<b>\$ 308,056</b>	<b>\$ (84,311)</b>	<b>\$ 285,000</b>	<b>100.0%</b>	<b>\$ (82,671) \$ 44,184</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$ (25,127)</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>