

## St. Paul's Episcopal Church

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# Annual Parish Meeting

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**Sunday, January 28, 2018**

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## Meeting Agenda



11:45AM Gather, get lunch and call meeting to order  
Recognition of Vestry members

### Introduction of Vestry candidates

- Joel Deaton
- Barbara Greenlee
- Kristin Madden
- Kristy Muday

### Introduction of Diocesan Convention candidates

- ❖ Barbara Greenlee
- ❖ David Reed
- ❖ Deborah Thorpe
- ❖ Joel Deaton
- ❖ Kristin Madden
- ❖ Kristy Muday
- ❖ Sheila Whitney
- ❖ Will Grua

### Introduction of 2018 Officers

- Senior Warden:** John Sheaffer
- Treasurer:** Sara Baese
- Clerk:** Sally Beagley

12:20PM Presentations  
Finances: 2017 Summary and 2018 Budget  
Update on St. Paul's Finances  
Update on St. Paul's Website  
Update on St. Paul's Houses

1:00 PM Thanksgivings and additional Questions from Congregation  
Closing Prayer and dismissal

**RECONSTRUCTED MINUTES OF: St. Paul's Annual Meeting on January 22, 2017**

**Kurt opened the meeting with a blessing.**

**ELECTIONS:**

Kurt introduced the 2017 Vestry Candidates:

Julie Best (continuing to fill a 1 year vacancy)

Kim Pilger (continuing to fill a 1 year vacancy)

Peter Christie

Ellen King

Christian Larson

Katherine Zavodni

The Vestry candidates were approved by acclimation.

Kurt then introduced the candidates for Diocesan Convention Delegates. They included Peter Christie, Joel Deaton, Diane Gooch, Will Grua, Kristin Madden, Kristy Muday, Russ Pack, Erin Saunders, John Sheaffer, Sheila Whitney, and Marshall Wright. Alternates are Joel Harris and Rhonda Dossett. The Diocesan Convention Delegates were approved by acclimation.

Kurt introduced the Officers for 2017:

Senior Warden Cindy Kurowski

Treasurer Sara Baese.

The Junior Warden is to be elected by Vestry at the Vestry Retreat.

The position of Clerk is yet to be determined.

**FINANCIALS:**

Treasurer Sara Baese presented an overview of the revenue and expenses of the 2016 and compared it to the previous year. Sara then presented the proposed 2017 Budget with the target goal of \$315,000 in pledges to achieve a zero deficit budget and budgeting funds to be reserved for future large maintenance projects such as the roof.

Due to the late stewardship campaign it unclear whether the pledge goal will be met and will be monitored and reviewed mid-year.

**STEWARDSHIP:**

As of January 17<sup>th</sup> a total of 71 pledges totaling \$188,216 have been received. This includes 12 new pledges and 59 returning pledges. This is an increase of \$5,129 for the same number of pledges previously. There will be follow up with those historical pledgers that have not yet responded.

**BANNER:**

Cindy Kurowski discussed the poor condition of the current St. Paul's Banner. In anticipation of the Presiding Bishop attending the Diocesan Convention in celebration of the 150<sup>th</sup> year Anniversary. Some examples of banners were shown and an invitation was made to the congregation to submit possible ideas and designs.

Kurt closed the meeting with a prayer and the meeting was concluded.

\*These minutes were reconstructed by Cindy Kurowski from the PowerPoint presentation and respectfully submitted.

**Annual 2017 Report to the Parish  
Knitting and Beyond – Knitting for others, with others**

Our group continues to meet on the first and third Monday evenings at 7:00 pm in the library at St. Paul's. We are a small but faithful community who knit and crochet for a wide range of local, national, and international charities. During the past year, we made Knitted Knockers for breast cancer survivors, dish cloths for the parish kitchen, warm hats for Adopt-a-Native-Elder Christmas stockings, winter scarves for the Red Scarf Project that are distributed to young adults on Valentine's Day who have aged out of the Foster Care program, baby blankets and prayer shawls given to our own parish family when life events warrant a little special attention, and hats and scarves shared with our Food Pantry clients during the cold weather months.

We welcome men, women and children of all skill levels. One of the many joys of our "trade" is sharing our abilities with others. We have yarn, hooks and needles, patterns, and great conversation to share! We often joke that the yarn projects are just the good excuse we need to get together and enjoy one another's company. If you have questions, or would like to be added to the email distribution list, please contact Judi Kallinger at [kallinbus@hotmail.com](mailto:kallinbus@hotmail.com) or 801-277-7353.

Respectfully Submitted,  
Judi Kallinger

**Annual 2017 Report to the Parish  
Nursery**

The most important thing I'd like you to know about the nursery is that we have fun! Our regular paid staff of two college women, Shae and Jodie, are supported by a group of parish volunteers to make sure your children have a safe, caring, engaging opportunity on Sunday mornings. We care for infants through children about 5 years old. We are open for business at 10:15 am through the completion of the Sunday morning service. Block towers are built in all shapes and sizes, sophisticated train layouts are constructed with stop lights and guard bears, feasts are cooked up in the play kitchen with ingredients one wouldn't normally expect to find together, and the puppets and the treehouse are great exercise for the imagination. Stories and stimulating conversations round out the morning.

We would love to meet you and your little ones. Parents are welcome to stay for as long as you'd like, and rest assured, the tears stop quickly after you leave! For more information, contact Judi Kallinger at [kallinbus@hotmail.com](mailto:kallinbus@hotmail.com) or 801-277-7353.

Respectfully Submitted,  
Judi Kallinger

## Annual 2017 Report to the Parish

### Food Pantry

St. Paul's Food Pantry has continued to grow in service to our low-income and homeless clients. Our pantry remains the only food pantry operating in Salt Lake City on Saturdays and was open from 9 a.m. to 1 p.m. each Saturday, closing only once. This year again, St. Paul's Pantry hosted the Christmas Outreach that provides food, hygiene items and toys for needy families.

The Pantry totals for 2017 are as follows:

Number of families served: 3,052 - an increase of 304 over 2016

Number of individuals served: 8,304 - an increase of 207 over 2016

Number of volunteer hours: 1,802.2 - an increase 189 over 2016

The pantry was supported by volunteers, who served the clients on Saturday, picked up and delivered the food from the Utah Food Bank, stocked and organized the pantry to prepare for the Saturday clients, picked up and delivered food which cannot be held over the weekend from Hildegard's Food Pantry, and kept records and submitted the required reports to the Utah Food Bank and the Vestry.

A core group of volunteers has supported the pantry through this year. The pantry team includes the following:

Joel Harris, Tim Beagley, Terri Drashner, Herman Beck, Mel Taylor, Kelly Smith  
Barbara Smith, Marilyn Hurlow, Lori Morris, Cindy Kurowski, Luli Josephson,  
Meg Brady, Lisa Shavers.

In addition to the pantry team there are a host of other dedicated individuals, who contribute to making this ministry run smoothly for the benefit of all our Saturday clients. As with many ministries at St. Paul's, Selma Afridi has been a great support to our pantry, even becoming a Saturday volunteer. Very special thanks to all of the pantry volunteers.

Thanks to all the parishioners who have donated their time, talent, money and canned goods to make the Pantry such an important—and successful—outreach ministry of our parish. The St. Paul's Food Pantry needs all of you and invites any interested parishioners to volunteer in this important ministry. You may contact any member of the pantry team to find out more information, or call Selma in the office, Lori Morris or Terri Drashner.

Respectfully Submitted,

Lori Morris

**Annual 2017 Report to the Parish  
Church School**

The Church School for program year 2017/18 used the "Holy Moly" curriculum. Participants and families gathered collectively in the Parish Hall for a presentation and discussion led by Rev. Kurt, followed by classroom activities by age group.

The third Sunday of each month, we held Family Chapel services; these services have been well-attended and include a participatory Eucharist. They also provide the families to have a day afterwards to spend time together. Rev. Kurt and Rev. Susan coordinate a homily that is timely and that encourages conversation during and after the services. The Gospel is lectionary based.

The teachers this year include: Carrie Christopherson, Shelley Hinderaker, Maggie Smith, and Kristy Muday (Grades Pre-K and K); Peggy McRae and Linda Roth (Grades 2 and 3); Phil Baese and Russ Pack (Grades 4 and 5); and Peter Christie and Zac Zavodni (Middle School).

A total of 38 children participated in the Christmas Pageant, which was held on Sunday, December 24. The newest additions to the stable animals included a raccoon and a vulture.

A very big thanks to the teachers, families, Vestry, and Clergy for their unwavering support of our Church School.

Respectfully Submitted,  
Russ Pack

## **Annual 2017 Report to the Parish Music**

Thank you, to all who have contributed their vocal, instrumental, and many other talents to the musical success of 2017 at St. Paul's. Musical highlights this year include Easter services, our annual requiem service and all the beautiful music on Christmas Eve.

St. Paul's Choir faithfully rehearses each Wednesday evening and Sunday morning and provides musical support to the Sunday 10:30 a.m. services. Throughout the year, we rehearse around 100 times and sing in about 40 normal services. We also sing in several special services including Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Easter Sunday, Feast of All Souls, Advent Lessons & Carols, Christmas Eve Caroling, Christmas Eve Midnight Mass and Christmas Lessons & Carols.

Charles Black serves as music director and organist. Heidi J. Alley serves as rehearsal assistant and organist. Emily J. Nelson teaches and directs St. Paul's Children's Choir.

Many thanks to everyone who has helped to make our music programs successful at St. Paul's this year and in the past! We are very grateful and look forward to serving St. Paul's in 2018. Thank you for your enthusiasm, energy, and support.

Music Director,  
Charles Black



## **Annual 2017 Report to the Parish Acolyte Report**

First and foremost I want to Say THANK YOU to all of our acolytes!!! We have a great bunch of youth who do a wonderful job helping with the worship service. You have all been particularly flexible and adaptable and I appreciate that. I want to extend a special Thank You to Arden and Mary Ann Tesch for their time and participation as acolytes. Thank you, Arden for helping to guide and train the younger acolytes. It is always a benefit to have more seasoned acolytes sharing their insights and guidance. As you may have noticed, some Sundays we have a full core of acolytes and other Sundays, not so much. We will be welcoming some new acolytes later in February and invite others who may be interested to join us.

In the past we have attempted to set a "Rising up" model for the acolytes. This model consists of new acolytes (regardless of age) serving in roles such as "Book Bearer", "Torch", "Boat"(for the Thurifer) and over time moved up to take on other roles such as "Crucifer" "Thurifer" "Bishop's Chaplain". The more seasoned acolytes also help with training and guiding the team throughout the service. Unfortunately, because we have had a limited amount of acolytes to fill these roles we have not been able to sustain this model very well. My hope is that we will be able to build the acolyte core and strengthen our ability to follow this model. I believe the model fosters wonderful learning experiences for participants and a means for building leadership skills. Again, thank you to all who participate and add to the beauty of our worship services.

Susan+

## **Annual 2017 Report to the Parish Lectors and Eucharistic Ministers**

St. Paul's Lectors is a lay ministry comprised of dedicated "readers", called Lectors and Youth Lectors who serve the Lord by proclaiming the lessons during the services. Every Saturday and Sunday, and at special services, such as the Easter Vigil, the Lectors are responsible for proclaiming the assigned Old and New Testament lessons, as well as leading the Prayers of the People.

At the 5:00pm Saturday and the 8:00am Sunday services, they also lead the praying of the Psalms. At these same services, they may serve as acolyte by assisting the clergy in preparing the altar for the Eucharist. On occasion, Lectors may be asked to proclaim the lessons at funeral or memorial services.

Although no license is required to be a lector, both the youth and adult lectors need to be approved by The Rector. Youth lectors normally read the Old Testament lessons on the first and third Sundays of each month. Anyone wishing to be a youth lector should be at least 10 years of age and have the desire to read occasionally at the Sunday 10:30AM service, or other services, if desired.

Most of the adult lectors are licensed by the Diocese as Eucharistic Ministers (EMs) enabling them to assist the priest during the administering of the Eucharist at the services. Normally they serve by administering the chalice, but they may serve the Consecrated Host. EMs may be requested to serve at weddings, funerals and memorial services. Involvement in this lay ministry ensures that the parish at large is engaged as active participant's at all church services.

A training session of approximately one hour is given to the new Lectors and another hour of training to Eucharistic Ministers. Lectors receive the Lessons and Psalms a day or two before the service so they can become familiar with the material.

At the end of 2017, having added 8 lectors this year, there were 42 individuals serving as lectors and/or Eucharistic Ministers, with 38 being active: 37 lectors and 25 Eucharistic Ministers. Of all the adults, 24 serve as both as Eucharistic Ministers and are also lectors. There are 4 individuals on a Leave of absence, and one individual who resigned.

**THANK YOU** to ALL THE LECTORS and ALL THE EMs for their diligence and continued participation in this ministry.

For additional information on the Lectors or Lay Eucharistic Ministers, please contact the Rector, or John Rowe.

Respectfully Submitted,

John Rowe, Coordinator

## Annual 2017 Report to the Parish Altar Guild

The mission of St. Paul's Altar Guild is to serve God and the parish by preparing the chapel and church for all worship services and celebration of the Eucharist, as well as for baptisms, weddings, memorial services and funerals; we maintain all the vessels, linens and other items used in worship.

The Altar Guild, members known as sacristans, working quietly and unobtrusively, serves our Lord and our parish by preparing the various items needed for the services and setting them out in order to facilitate and enhance the congregation's worship experience. This includes the three regular week-end services in the chapel or church, as well as the Family service (3<sup>rd</sup> Sunday,) baptisms, confirmations, weddings, funerals.

We reverently care for the silver, linens, vestments and other items as we prepare for the services by insuring that all the items that make the service function so well are readily available for use by the clergy, acolytes, Lectors, Eucharistic ministers, and the Greeters. We treasure our place in the St. Paul's Parish family as we prepare for all worship services as we gather together to worship and praise our Lord.

In addition, the Altar Guild, plays a key role in "the greening" (decorating) of the church at Christmas (and later, the UN-greening or cleaning up.) During Holy Week, just prior to Easter, we create the Garden of Repose for the vigil, and prepare the church for the seven special services of Holy Week, beginning on Wednesday with Tenebrae and running each consecutive day and/or night through the last service on Easter Sunday.

During 2017 we added three new sacristans – Cynthia Brandt, Linda Menasco and Sheila Whitney. Unfortunately, we had two sacristans take a leave of absence, and one move out of state. Currently we have 12 active men and women serving on the Altar Guild and 9 on a leave of absence.

THANK YOU to *all* the Altar Guild members who freely gave numerous hours of their time and their talent to carry out our work with such diligence and dedication, and be flexible enough to meet any changing requirements of the clergy and the services.

The Altar Guild normally conducts 9 monthly meetings, usually the second Saturday of each month, at 9:00AM at St. Paul's. Membership is open to any communicant in good standing who is willing to be trained in the proper procedures and wishes to serve our Lord in a quiet but very meaningful and reverent way. For additional information, please contact our Rector, or John Rowe or any Altar Guild member.

Respectfully Submitted,  
John Rowe, Director

## **Annual 2017 Report to the Parish Welcoming Committee**

The Welcoming Committee of St. Paul's held three events in which the newcomers were specifically welcomed during 2017. The first event was held on April 27th, and was oriented directly to welcome newcomers. We hosted a party with Hors d'oeuvres and beverages in the atrium. Members of the congregation were encouraged to attend; invitations went out to self-identified newcomers, and food was provided by volunteers. The party was a big success, well attended, full of conversation and participation by adults and children. A factor of success was the warm advertisement of the event by the rector during announcements at church services.

In July the welcoming committee joined with an existing tradition of having a barbecue in the courtyard. We sent letters to newcomers to come out with the rest of the parish, and enjoy hamburgers, salad, chips and beverages in the mild evening sun. Food was provided by volunteers, cooked outdoors, included watermelon, and was generally delicious. Participation was average; hindered by some lack of advance planning on the welcoming committee's part.

In Advent we decided to join the new dinner tradition of having a potluck. 2016's potluck was a great success with children's events, and followed the Lessons and Carols Service in the Sanctuary. In 2017 the Lessons and Carols event was cancelled, and there were no special activities planned for children. Nevertheless, the smaller crowd enjoyed delicious food and a joyful ambiance created by gracious staging using many rooms; and the rector's choice of musical background to conversation and dining. Not least in a good event is the unsung volunteer service of kitchen duty, both before and after the party.

Recommendations are offered that the events be put on the calendar as soon as possible for this year; that someone be designated to keep in communication specifically with newcomers; that events be publicized at least three weeks in advance, both in the newsletter and during announcements at church services. St. Paul's has no shortage of willing volunteers, on whom the welcoming committee can successfully call with enough advance planning.

Respectfully Submitted,  
Sarabeth Clevenger

## **Annual 2017 Report to the Parish Senior Warden**

I have deeply appreciated my time serving as Senior Warden. I look forward to being able to shift my energies in other directions, but I will miss working with Kurt and everyone on the Vestry this past year. In addition to myself; Herman Beck, Julie Best, Sarabeth Clevenger, and Kim Pilger are completing their terms on the vestry. Please give them your thanks for their work representing each of you.

This past year we said goodbye to Jim Gilliam, the groundskeeper, due to his retirement. Jim's duties have been taken over by Lunarscapes, a ground keeping company that covers mowing, leaves, and snow removal, and Cliff Taylor who works part time as a handyman.

With Jim's retirement a vacancy was created in the house he used at 261 East 900 South and Ballet West notified us that they were leaving the bungalow house at 251 East 900 South as well. This provided us the opportunity to assess what repairs were needed in both homes and to consider future uses of the houses. There will be more information presented at the Annual Meeting about what has occurred so far and the coming process evaluating the future of the houses.

The Vestry has continued working on rebuilding ministries that have struggled due to lack of volunteers. The Pantry has welcomed and trained more parishioners under the leadership of Lorie Morris and Teri Drashner. The Welcoming Ministry is being led by Kim Pilger. The Youth Group is slowly reforming. Hospitality is a ministry that desperately needs leadership. The Vestry has served to recruit for events such as Shrove Tuesday Pancakes, Pie and Beer Day, and the Advent Dinner among others. There are many other ministries that always need and welcome new volunteers that I am not mentioning. I am highlighting areas of real need.

It has been gratifying how generous the parishioners are in the financial support of St. Paul's. When the need for additional contributions in the fall was made known, many of you gave a bit more. Thank you so much. Even with the strong financial support there is still a deficit at St. Paul's. That deficit is "time contribution". I am speaking about lay volunteers. If you are already volunteering please accept my deepest thanks and stop here. If you join us and enjoy the spiritual renewal, the celebration of God's love, and the community relationship; I ask you to consider how you might find a way to contribute your time and talent. You may question what talent you may have that is "good enough". You may ask if you are able to do something "as perfectly" as you see around you. Those doubts hold so many of us back and it is so unfortunate. Volunteering rewards us so much. Working with others gives opportunities to know other parishioners in a deeper way and the broader community of St. Paul's.

As you heard during the fall financial stewardship campaign there will be a spring time and talent stewardship campaign. I invite you to begin considering where your interests

and abilities might fit in with the Parish's needs. I have found that I receive much more than I give and I know other's will also.

All that we have accomplished this past year has been due to the contributions of so many people in large and small ways. Whether you have helped with a coffee hour or donated food for the Pantry, sung in the Choir, or served on the Vestry you are one of the many threads woven into the tapestry that makes St. Paul's. The work is never completed. May we continue to work to show God's love through our work.

Blessings,

Cindy Kurowski

## **Annual 2017 Report to the Parish St Paul's Treasurer's Report for 2017 financial results and 2018 Budget**

To summarize the 2017 year: the parish really stepped it up to help make the year fiscally successful; the expenses were down, overall, and we were able to absorb some lumps.

There was uncertainty in the pledge income at the beginning of 2017 because of a later pledge drive. When we did our mid-year check, it appeared that overall pledges would come in lower than needed. Additionally, we lost some income from the houses as tenants moved out mid-year. However, the parish was generous and pledge, plate and giver of record givers increased giving from the prior year. Pledge income in 2017 was \$25,200 higher than in 2016 and other income, which includes givers of record, was up \$5,800 from 2016. Overall, operating income increased year-over-year.

Expenses were lower in 2017 than 2016 by approximately \$42,000. There are mixed reasons why the expenses were overall lower, but some changes to note in overall operations:

- We changed from payroll paid individuals performing cleaning services to a service provider. In February, our long time cleaners resigned. We did a cost comparison and though the service providers were slightly more expensive (approximately \$1,000/year), the risk for employees and flexibility for service availability were worth the added expense.
- Other payroll costs are down because Jim's retirement and cleaners. His former assistant, Cliff, has taken over many of his tasks and pulling double duty on Saturday mornings during the pantry time, and has been our go-to fix-it guy. We hired a lawn care/grounds service provider and the cost is less with this service.
- There was one larger unexpected maintenance expense of \$8,700. We did not complete any other major projects related to maintenance or capital improvements on the planned schedule. This led to lower expenses.

The overall market upturn had a positive impact on St Paul's investment accounts. The St. Paul's Trust had an ending balance of \$155,800 at December 31, 2017, up from 2016's \$139,900.

There were no withdrawals from this fund. The Endowment account is \$1,714,000 at December 31, 2017, up from 2016's \$1,564,400 and includes the 2016 withdrawal taken in 2017. This is prior to a planned distribution of \$44,500 approved by the Vestry as part of the 2017 budget, which will occur in the next month. Final note related to investments: the Endowment and Trust trustees elected to change investment advisors from DA Davidson to Blue Edge Capital. The transaction was completed around the New Year 2017/2018.

### 2018 Budget

The budget for 2017 includes more certainty related to pledges and shifted costs related to payroll to expense categories in other operations. Because of the earlier pledge drive, we estimate that the overall pledge income for the year will approach \$300,000. We also budgeted \$60,000 for other income based on trends for the past 3 years. Changes in expense items include:

- Decrease in payroll as services shift to outside providers
- Increase in music budget to include Requiem
- Communication budget for website maintenance. The website is back under construction and planned use for better information to the community and parish.
- Larger exterior maintenance with planned exterior painting, according to the maintenance schedule.
- Planned endowment withdrawal of \$49,000.

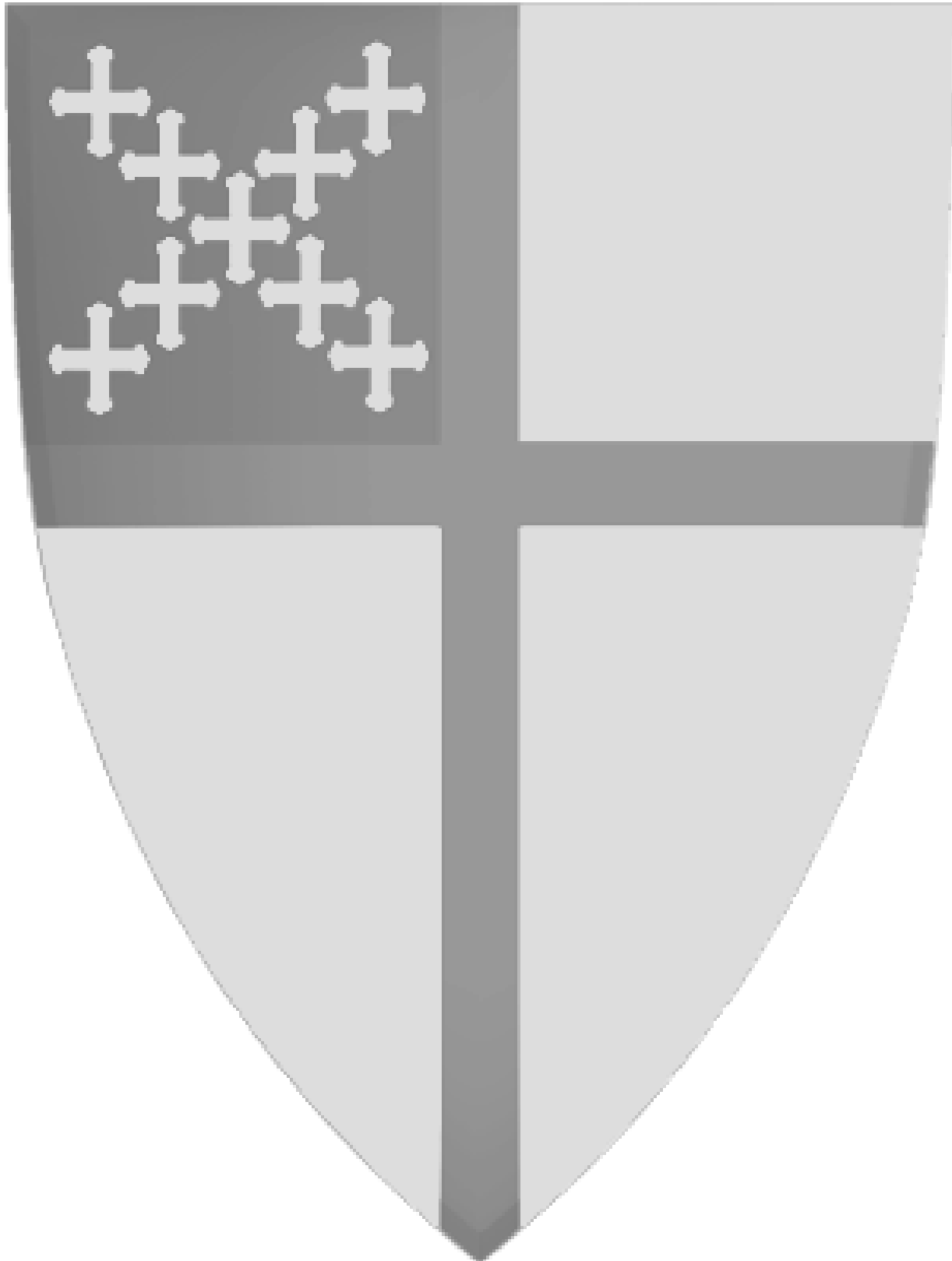
Because of the above items, we anticipate an operations shortfall of \$32,000 for the calendar year. See the included budget for more detail and feel free to talk to any Vestry member about the 2018 budget. We would be happy to discuss it with any parishioner further.

Respectfully Submitted,

Sara Baese

St. Paul's Treasurer





ST. PAUL'S EPISCOPAL CHURCH WELCOMES YOU <sub>6</sub>