

# **ANNUAL REPORTS FOR 2021**



**ST. JAMES' EPISCOPAL CHURCH**

**533 BINGHAM AVENUE**

**SAULT STE. MARIE, MICHIGAN**

**DIOCESE OF NORTHERN MICHIGAN**

**ANNUAL MEETING – MAY 22, 2022**

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**ANNUAL MEETING  
ST. JAMES' EPISCOPAL CHURCH  
May 22, 2022**

**AGENDA**

1. No Meeting / No Minutes in 2021 (Letters were sent)
2. 2021 Treasurer's Report / 2022 Budget
3. Vestry Election
4. Senior Warden's Report
5. Junior Warden's Report
6. Organizational Reports by Title and Questions If Necessary

**ST. JAMES' RENEWAL PRAYER**

Please pray daily.

We pray that God of our Lord Jesus Christ, the Father of glory, may give us a spirit of wisdom and revelation as we come to know Him, so that, with the eyes of our hearts enlightened, we may know what is the hope to which God has called us. Amen. Ephesians 1:17-18a

**PRESENT VESTRY**

<u>2022</u>	<u>2023</u>	<u>2024</u>
Linda Bourque Ruth Neveu	Sandy DePlonty Bruce Lynn	Johney Stephens Steve Stiling Cal Woodard

Treasurer — Sandra DePlonty, 2020 -2023

**REPORT OF SERVICES AND STATISTICS FROM THE PARISH REGISTER FOR 2021**

Due to Covid-19, weekly worship began on March 28, 2021, which was Palm Sunday . The church had been closed since November 21, 2020. These numbers are from nine months of in-person worship.

FROM THE PARISH REGISTER FOR 2021

<u>Day</u>	<u>Services Offered</u>	<u>Totals</u>
Sunday Services	Holy Eucharist (36)	36
	Daily Offices (0)	0
<u>Weekday Services</u>	Holy Eucharist (Includes Weddings & Funerals)	
	Weddings	0
	Baptisms	0
	Funerals	3
	Private	27
	Healing w/Eucharist	27
Total Sunday Attendance		911
Total Weekday Attendance		70
Total Eucharist / Home Communion Distributed		45

**2021 ANNUAL MEETING LETTERS**

**Due to Covid-19, reports were mailed out with the following letter and note.**

February 10, 2021

Dear St. James' Family,

Due to Covid-19, the annual meeting will not be held in its usual form. I have enclosed the annual report along with a self-addressed stamped postcard asking for three votes that are needed: approval of new Vestry members, approval of January 27, 2019 minutes, and approval of organizational reports. If there is not unanimous approval or other names are submitted for vestry, I will make personal phone calls to those who sent their votes back. I am also available via email at [stjames533@gmail.com](mailto:stjames533@gmail.com) or phone at (906) 635-0286 to answer any questions. Please remember to return your ballot by Monday, February 22, 2021.

I have also enclosed a letter from Bishop Ray that was emailed out February 9, 2021, with regards to reopening. At this point, St. James continues to be closed through February and will open when we get approval. As usual, I will continue to keep you updated.

For those of you who enjoy the Forward "Day By Day," I have the February through April edition and would be happy to mail a copy to you. Just let me know, otherwise I will have them at the back of the church when we reopen.

The next virtual coffee hour is planned for Tuesday, February 23 at 7:00p.m. There are two ways to join the coffee hour. To join by computer, go to <http://zoom.us/> and click on join a meeting. The Meeting ID: 906 439 5320 and the Passcode: Saints. You can also dial by phone using the number +1 646 876 9923. The Meeting ID: 906 439 5320 and the Passcode: 346963. If you need more help in connecting, please do not hesitate to call someone on the team or vestry.

The Diocese will continue to offer live services Sunday mornings at 9a.m. This can be viewed on their Facebook page: [www.facebook.com/EpiscopalDioceseofNorthernMichigan](http://www.facebook.com/EpiscopalDioceseofNorthernMichigan) The service is available for viewing any other time on their YouTube channel <https://www.youtube.com/channel/UCGV-u4HHBVutJkJU3BHvMFA> The diocese also offers Thursday meditations at Noon and 7p.m. EST on Zoom. The Meeting ID: 906-360-1901 and the Passcode: grace. The National Church also offers Sunday services at 11a.m. on their website [www.cathedral.org/worship/](http://www.cathedral.org/worship/)

It is important to remember, even though church services are canceled, pledges are still needed to keep the church operating. If you would like to stay up to date, you can mail checks to either the church or directly to my home address, 508 Sheridan Drive, Sault Ste. Marie, MI 49783. Please note, items mailed to the church take roughly ten more days to forward to my home address.

St. James' main concern continues to be that you all stay safe and healthy. Please remember to wash your hands, wear a mask, and socially distance.

To stay up to date on current happenings with St. James and the community, you can sign-up to receive our weekly eNewsletter at [www.stjames533.com](http://www.stjames533.com) . The newsletters can also be found on our website.

If you have questions or concerns or need pastoral care, please do not hesitate to contact the church, Vestry, or MST.

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February 10, 2021

A few explanations on the actual financial statement (pages 11 and 12 of the annual report) to help any questions someone may have.

Column B is the actual amount for 2020. I have put a number on the side of an amount with explanations on the back page and noticed a few line items that were over with no explanation.

Payroll (lines 22-26) was over as there was an extra pay period due to the January 1, 2021 holiday following on our Friday pay day and so pay day was changed to December 31, 2020.

Office Expense Supplies (line 30) was over due to the purchase of a new computer program; sanitation supplies to reopen the church, and a new zoom account.

Refuse (line39) the January 2021 Quarterly payment was made the end of December to have it paid at the proper time.

Supplies/Hardware (line 45) was for the new automatic hand sanitizer station and its supplies.

Feel free to contact me if you have any other questions by email at the church or my home phone (906) 635-0286.

Respectfully submitted,  
Pam Briglio  
Clerk of the Vestry

### **SENIOR WARDEN'S ANNUAL REPORT FOR 2021**

Thank you all for being here another year, 2021-22 was another challenging year. We were able to meet in person with precautions. Our church family was always here for us as some of us faced personal and health challenges.

Thank you to the members of the Vestry, Gin Mannisto our ministry developer, and Pam Briglio for keeping us all on the same page. Pam has always been wonderful at communicating to us weekly with church and community news. Also, keeping up with all of the bookkeeping and communications between St. James and the Diocese, etc.

Thanks to the Mutual Ministry Team leading our services year-round and keeping up with the education needed to inform and guide us in our daily lives. Every year has its challenges with finding volunteers, financial, etc. I am hopeful as we our lives get busier, we will include St. James in our thoughts, as we face the challenges ahead.

Respectfully Submitted,  
Ruth Neveu, Sr. Warden

## JUNIOR WARDEN'S ANNUAL REPORT FOR 2021

The following items have been handled during 2021 through May 2022:

1. Tuck and point work on the exterior of the church started during the fall of 2021 by McCord Masonry. The West side steps needed significant repair. Additionally, two buttresses on the SW side of the building were patched with dork done around the perimeter of the building. The vestry has approved \$4,000 of which \$2,000 has been expended. Remaining work will be done during the spring/summer of 2022.
2. RDA Construction replaced two storm windows on the NW side of the church. The broken windows were replaced with plexiglass windows on November 2021 at a cost of \$378.
3. One of the remote microphones for the PA system was replaced at a cost of \$197.95
4. Six emergency lights were replaced throughout the church. Ron Osborn installed the lights, contributing his time to do so (cost of lights \$188.95).
5. We have switched to the tag system instead of quarterly system for trash collection as a cost reduction.
6. Cloverland Electric has replaced the parking lot light fixture. Also the water meter has been changed out (Feb/Mar 2022).
7. During the summer of 2019, Kaysner Construction patched some roofing on the SW side of the main church roof. Some roofing blew off earlier that spring. There was no charge for the work. That aread of the church started leaking in March 2022 during heavy rain. On May 1, 2022, the vestry approved a proposal by Kaysner Construction to the following:
  - Replace missing shingles on the SW side of the church (\$500).
  - Inspect mortar joints at the bell tower and caulk suspected leaks (\$350).
  - Cover the entire wall area at the bell tower with seal as far as can be reached (\$350).
  - Inspect the wall area over the organ area, seal any suspected leaks (\$250).Total cost of work \$1,450. Additionally, Kaysner will:
  - Provide an estimate to replace shingles on the SW side of the main roof.
  - Inspect the wall area where the bell tower and main roof intersect.
  - Provide a report on the current condition of the roof and a budget price to replace the entire roof.
  - Consider the feasibility of utilizing metal roofing on the N side of the church, secondary roof and provide the price to do so.
8. Comparing weather related costs between CY 2021 and 2022 is of note.

Natural Gas	\$10,112	\$12,726
Snowplowing	\$ 625	\$ 1,350

Respectfully submitted,  
Cal Woodard, Jr. Warden

**ENDOWMENT COMMITTEE REPORT FOR 2021**

<b>Current Month/March 2022</b>	<b>Year to Date</b>	<b>Budget to Date</b>	<b>Variation from Budget</b>	<b>Annual Budget</b>
<b>Revenue</b>				
\$3,160.11	\$7,844.57	\$8,947.13	\$1,102.56	\$35,788.50
<b>Expenses</b>				
\$20,767.85	\$28,287.17	\$23,976.63	(\$4,310.54)	\$95,906.52
<b>Profit/Loss</b>				
(\$17,607.74)	(\$20,442.60)	(\$15,029.50)	(\$5,413.10)	(\$60,118.02)
<b>Edward D Jones Report</b>	This Period	This Year		
Beginning Value	\$307,637.46	\$333,067.20		
Assets added to account	\$20,351.41	\$20,351.41		
Assets withdrawn from account	(\$19,163.09)	(\$24,163.09)		
Fees and charges	\$0.00	\$0.00		
Change in Value	\$8,183.68	(\$12,246.06)		
Ending Value	\$317,009.46	\$317,009.46		
<b>Account Value History</b>				
1 Month Ago	\$307,637.46			
1 Year Ago	\$301,897.19			
3 Years Ago	\$344,690.59			
5 Years Ago	\$419,148.71			

**Killan Account Recap  
2021**

	Date	Amount
<b>Interest disbursements</b>	03/01/21	\$11,456.42
	06/01/21	\$7,716.02
	09/01/21	\$12,160.32
	12/01/21	\$8,883.50
	<b>Total 2021</b>	<b><u>\$40,216.26</u></b>

Respectfully submitted,  
Sandra DePlonty, Treasurer



## **CEMETERY LOTS OWNED BY ST. JAMES EPISCOPAL CHURCH**

### Riverside Cemetery

Graves #5-6-7-8-9-10 in Lot 6 of Block 21

Graves #5-6-7 in Lot 6 of Block 21 — Left to the church by Mrs. Arthur (Conley) Navin in October of 1965

Graves 8-9-10 are used by Rev. James C. Wardlow; wife, Sadie Wardlow and daughter Shannon if needed.

Grave #1 in Lot 58 of Block 10 — Left to the church by Marilyn F. Raffaele (original owner: Mrs. Clarence Menerey) in January of 2006. This lot is used by Tom Miller.

### Pine Grove Cemetery (6 Mile and Mackinac Trail)

Plots #2-6, Lot 23 Block M — Transferred from Walter and Freda Koehler in March of 1973

## **ST JAMES YOUTH ACTIVITIES REPORT FOR 2021**

In early November of 2021, a letter was received from The Salvation Army concerning their annual Christmas Giving Program. Due to continued concerns about the Covid 19 virus, I contacted members of the Youth Program Committee by email as to how we might respond to the letter from the Salvation Army. The committee decided to invite parish members to purchase new toys and leave them at St. James' and those donations would be delivered to The Salvation Army by December 13, 2021.

In addition, the committee decided to use the majority of the money raised from returnable bottles and cans to support area schools' food pantries as we were able. Due to the fact that some cash donations were received after I had already purchased gift cards to deliver to JKL Bahweting School and Sault Area Middle Schools for their food pantries/student needs funds, subsequent donations in the form of cash and snack items donated from the Cub Scouts who meet at St. James" were given to Washington School for pantry/student needs fund. Thanks to all who contributed cans/bottles, food, and cash. With your generosity we were able to donate:

- \$125.00 to JKL Bahweting School
- \$125.00 to Sault Area Middle School
- \$50.00 plus snacks to Washington School.
- Toys to the Salvation Army

Respectfully Submitted,

Susan Harries, Youth Program Coordinator

Sandy DePlonty, Ruth Neveu, Youth Committee Members

Katie Chipman-Bergsma, Cub Scout Pack Leader



**EPISCOPAL CHURCH WOMEN FINANCIAL REPORT FOR 2021**

Savings Account Balance January 1, 2021				\$1,677.76
<b>Receipts</b>				
	Funeral Receptions		\$0.00	
	Crop & Least Coin (CWU)		\$0.00	\$0.00
<b>Fundraising</b>				
	Wreath Sales		\$0.00	
	Donation		\$0.00	
	Kinife Sale		\$0.00	
	Bake Sale		\$0.00	
	Bake Sale Change		\$0.00	\$0.00
	Interest		\$0.97	\$0.97
<b>Total Receipts</b>				\$0.97
<b>Disbursements</b>				
	Transfer to Checking		\$0.00	\$0.00
Savings Account Balance December 31, 2021				<u>\$1,678.73</u>
<b>Checking Account Balance January 1, 2021</b>				\$660.72
<b>Receipts</b>				
	Transfer from Savings		\$0.00	\$0.00
<b>Total Receipts</b>				\$660.72
<b>Disbursements:</b>				
For St. James				
	Christian Ed		\$0.00	
	Kitchen		\$0.00	
	Health Department (Food Service License)		\$0.00	
	Little Lake Campships		\$0.00	
	Christmas Gratuities		\$200.00	
	Nursery		\$0.00	\$200.00
<b>Fundraising</b>				
	Miscellaneous Expenses		\$0.00	
	Purchase Wreaths for Fundraising		\$0.00	
	Bake Sale Change		\$0.00	\$0.00
<b>Outreach</b>				
	United Thank Offering		\$0.00	
	SAHS Graduation Party		\$0.00	
	United Way		\$0.00	
	Northstar Habitat for Humanity		\$0.00	
	Hospice of Chippewa County		\$0.00	
	Superior Health Support (Memory Care Unit)		\$0.00	
	Special Concerns		\$0.00	\$0.00
<b>Total Disbursements</b>				\$200.00
Checking Account Balance December 31, 2021				<u>\$460.72</u>

## 2021 FINANCIAL STATEMENT / 2022 BUDGET

		A	B	C	
		Proposed 2021	Actual 2021	Proposed 2022	
<b>INCOME:</b>					
	Pledge Total	\$24,710.00		\$26,860.00	
	97.5% of Pledge Total	24,092.25	26,606.00	26,188.50	[1a]
	Plate Offerings	2,000.00	569.00	2,000.00	
	Special Gifts	500.00	3,319.00	500.00	
	Miscellaneous	0.00	43.16	0.00	
	Carry Over Pledges	300.00	100.00	300.00	
	Endowment Fund Earnings	13,195.74	6,855.88	6,800.00	
	<b>Total Income [lines 7-12]</b>	<b>\$40,087.99</b>	<b>\$37,493.04</b>	<b>\$35,788.50</b>	
<b>EXPENSES:</b>					
	Diocesan Assessment	\$13,944.62	\$13,944.12	\$7,973.00	[2]
	Huron District Support	\$26,560.24	\$26,560.20	\$15,186.00	[3]
	Employee Expense				
	Salary-Music Dir.	9,350.77	9,350.78	9,537.79	[4]
	Salary-Office Admin.	13,477.54	13,477.60	13,747.09	[4]
	Salary-Sexton	7,602.27	7,602.30	7,698.60	[4a]
	FICA/Medicare Taxes .	2,327.94	2,328.22	2,370.24	
	W. Comp. Insurance	273.00	283.00	283.00	
	<b>Subtotal</b>	<b>\$33,031.52</b>	<b>\$33,041.90</b>	<b>\$33,636.71</b>	
	Office Expense				
	Supplies	\$2,000.00	\$2,587.23	\$2,000.00	
	Postage	400.00	333.15	400.00	
	Telephone / Internet	2,000.00	2,111.51	2,300.00	
	Website	228.00	424.43	228.00	
	<b>Subtotal</b>	<b>\$4,628.00</b>	<b>\$5,456.32</b>	<b>\$4,928.00</b>	
	Facility Expense				
	Electricity	\$2,300.00	\$1,823.26	\$2,300.00	
	Water	500.00	142.21	500.00	
	Refuse	382.80	287.10	382.80	
	Heat	12,000.00	10,112.58	12,000.00	
	Insurance-Building	6,500.00	6,715.50	7,000.00	
	Maintenance	2,000.00	394.50	2,000.00	[5]
	Equipment	500.00	197.95	500.00	[6]
	Contractual Services	2,000.00	3,968.52	4,000.00	[7]
	Supplies/Hardware	500.00	370.23	500.00	
	<b>Subtotal</b>	<b>\$26,682.80</b>	<b>\$24,011.85</b>	<b>\$29,182.80</b>	
	Parish Expense				
	Christian Education	\$200.00	\$75.00	\$200.00	
	Mutual Ministry	300.00	76.93	300.00	
	Altar Supplies	500.00	446.54	500.00	
	Altar Flowers	0.00	139.78	0.00	
	Music Supplies & Maintenance	1,000.00	486.00	1,000.00	[8]
	Bulletins	300.00	303.63	600.00	
	Convention Expense	500.00	0.00	500.00	
	Audit	100.00	0.00	100.00	
	Pledge Drive	0.00	0.00	0.00	
	Outreach	500.00	489.17	500.00	[9]
	Local Youth Programs	300.00	0.00	300.00	
	Miscellaneous	1,000.00	0.00	1,000.00	
	<b>Subtotal</b>	<b>\$4,700.00</b>	<b>\$2,017.05</b>	<b>\$5,000.00</b>	
	<b>Total Expenses</b>	<b>\$109,547.18</b>	<b>\$105,031.44</b>	<b>\$95,906.51</b>	

	Proposed 2021	Actual 2021	Proposed 2022
<b>Income only:</b>	<b>\$40,087.99</b>	<b>\$37,493.04</b>	<b>\$35,788.50</b>
<b>Endowment Withdrawals</b>	<b>\$0.00</b>	<b>\$65,777.63</b> [10]	<b>\$0.00</b>
<b>Total Expenses</b>	<b>109,547.18</b>	<b>105,031.44</b>	<b>95,906.51</b>
<b>Income - Expenses:</b>	<b>-\$69,459.19</b>	<b>-\$1,760.77</b>	<b>-\$60,118.01</b>
<b>Actual Cash on hand, January 1</b>	\$3,330.26 [11]	\$3,330.26 [11]	\$2,111.99 [12]
<b>Estimated Funds at End of Year</b>	<b>-\$66,128.93</b>	<b>\$1,569.49</b>	<b>-\$58,006.02</b>
<p>1. Actual pledges received for year 2021 as of 12/31/21</p> <p>1a. .975 of \$26,860.00 estimated pledges for 2022 as of 12/31/21</p> <p>2. 21% of NDI \$37,966 (Plate &amp; Pledge for 2020 \$23,248 plus 5% Unrestricted Funds \$14,718) = \$7,973/12 pmts of \$664.42</p> <p>3. 40% of NDI \$37,966(Plate &amp; Pledge for 2020 \$23,248 plus 5% Unrestricted Funds \$14,718) = \$15,186/12 pmts of \$1,265.50.</p> <p>4. 2% raise on 2022 proposed for 2022 retroactive as of 1/1/2022</p> <p>4a. Michigan minimum wage raised to \$9.87 an hour as of January 1, 2022.</p> <p>5. \$16.50 Reimburse C.Woodard for Fluorescent Light Disposal; \$378 RDA Construction Basement Window Repair.</p> <p>6. \$197.95 Custom Technology Fix Microphone</p> <p>7. \$625 Dennis Vierra-Snowplow; \$264 Albert Heating-Annual Boiler Clean &amp; Check; \$254.52 Thyseenkrupp-Bi-Annual Stairclimber Check; \$60 Local Fire Protection - Annual Fire Extinguisher Check; \$240 Alert Electronics Annual Fire Alarm Monitoring; \$2,000 McCord Masonry Tuckpointing &amp; Brick Repair; \$120 State of MI Boiler Licensing; \$405 Health Department Food License</p> <p>8. \$247 Song Select License; \$119 RiteSong-Annual Copyright; \$120 VanEffen Piano - Tuning</p> <p>9. \$55 Sault News Ads (2019 Holiday Worship Page); \$60 Forward Day By Day Annual Subscription; \$45 Diocesan Kalendars; \$239.40 12-Book of Common Prayer Baptism Gifts; \$89.77 St. Francis Supplies</p> <p>10. Endowment Funds withdrawn to cover Diocesan and Huron Assessments and Operating Funds. \$40,216.26 from PNC.</p>			
Finance Committee: Sr. Warden (R. Neveu); Jr. Warden (C.Woodard); Treasurer (S.DePlonty)			