

# **ANNUAL REPORTS FOR 2022**



**ST. JAMES' EPISCOPAL CHURCH**

**533 BINGHAM AVENUE**

**SAULT STE. MARIE, MICHIGAN**

**DIOCESE OF NORTHERN MICHIGAN**

**ANNUAL MEETING – JANUARY 29, 2023**

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## AGENDA

1. May 22, 2022 Minutes
2. 2022 Treasurer's Report / 2023 Budget
3. Senior Warden's Report
4. Junior Warden's Report
5. Missioner's Report
6. Nomination and Voting of New Vestry Members
7. Organizational Reports by Title and Questions If Necessary

## ST. JAMES' RENEWAL PRAYER

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>2023</u>	<u>2024</u>	<u>2025</u>
Sandy DePlonty Bruce Lynn	Johney Stephens Steve Stiling Cal Woodard	Katie Chipman-Bergsma Nikki Clark

Treasurer — Sandra DePlonty, 2020 -2023

### REPORT OF SERVICES AND STATISTICS FROM THE PARISH REGISTER FOR 2022

#### FROM THE PARISH REGISTER FOR 2022

<u>Day</u>	<u>Liturgy Offered</u>	<u>Total Attendance</u>
<u>Sunday Services</u>	Holy Eucharist	42
	Daily Offices	0
<u>Weekday Services</u>	Holy Eucharist (Includes Weddings & Funerals)	
	Weddings	1
	Baptisms	1
	Funerals	5
	Private	15
	Healing w/Eucharist	33
Total Sunday Service Attendance		597
Total Weekday Service Attendance		33
Total Eucharist / Home Communion Distributed		1,083

### **St. James Episcopal Church Annual Meeting Minutes - May 22, 2022**

**Present:** Bruce Lynn, Cal Woodard, Ruth Neveu , Stephen Stiling; **Absent:** Johney Stephens, Linda Bourque, Sandy DePlonty

**Opening prayer:** led by Robert Aldrich

**Agenda:** Agenda approved

**Treasurer's Report:** The treasurer's report was presented by Ruth Neveu. There were no questions. Robert Aldrich indicated that the church organ is being tuned by Bill Swem at a very reduced cost as he normally charges 100.00/hour. Robert Aldrich indicated Mr. Schwinn likes us and he will be charging only 400.00 per year at this time.

**Vestry Election:** Dianne Horst nominated Nikki Clark and Katie Chipman-Bergsma seconded by Robert Aldrich. Robert Aldrich motioned for a unanimous ballot seconded by Bruce Lynn. Motion passed unanimously.

**Senior Warden's Report:** Ruth Neveu wanted to express her gratitude for everyone as we went through another challenging year. Pam Briglio, David Cook, the vestry, the mutual ministry team, Gin Mannisto and everyone that supports St. James. (see the annual report.)

**Junior Warden's Report:** Cal Woodard read his report (see the annual report.)

- Discussion regarding the circulation of the air in the main part of the church, which may help cut costs. Cal Woodard discussed the possibility a larger fan with a bigger sweep on it. Larry Rice questioned the noise that may be created by a larger fan system.
- Janine Parish asked about the sealing of the stained-glass windows and if that should be improved. Cal indicated he though the windows were sealed appropriately.
- Larry Rice had questions regarding the furnace and its maintenance. Cal Woodard indicated that Albert Heating and Cooling had taken appropriate measures to help its longevity. He also relayed information regarding the insurance policy and the need to keep the furnace maintained.

**Endowment report:** Sandy DePlonty's written report indicated \$40,216.26 had been received from the Killan Trust. The Endowment started 2021 at \$33,067.20 ending 2021 at 317,009.46. no questions forthcoming from the audience.

**Christian Education:** Susan Harries written report indicated that the 2021 activities including donations to the food pantries at JKL Bahweting, Sault Area Middle School, Washington school snacks and members were able to donate toys to the Salvation Army. (see Annual report for details).

**ECW Financial Report:** (see Annual report)

**New Business:** Robert Aldrich reported that the church will no longer need to pay the annual license fee for Song Select(a copyright entity) as he will be making all of his selections from the hymnals that we currently use.

**Closing prayer**

**Adjournment:** Bruce Lynn motioned to adjourn seconded by Stephen Stiling motion carried.

Respectfully submitted by,



Ruth Neveu – Clerk of the Vestry

## **SENIOR WARDEN'S ANNUAL REPORT FOR 2022**

Let me first say that it has been a pleasure to serve as the Senior Warden for St. James' Episcopal Church this past year. With the increasingly busy nature of my work at the Shipwreck Museum, combined with Jill's deployment in Iraq this past summer/fall, my time and ability to participate

in meetings has been limited. With that being said, I've appreciated the help and advice of my fellow Vestry members throughout the year. Pam has kept us updated and the occasional use of technology has allowed many of us to participate in meetings while being at a remote location. Our meetings have been productive, and I've enjoyed the good-natured attitude that each Vestry member brings to the table- as well as Gin's participation and guidance throughout the year. I've enjoyed/benefitted from more informal discussions with the members of the Ministry Support Team, as well as members of the congregation.

Like any other year, we've still had our share of challenges. While the pandemic is still technically with us, the relaxation of certain Covid prevention measures has made certain aspects (such as coffee hour) of our Sundays a little more like old times. We've seen more groups request to use the church and overall, I think we've all felt more comfortable allowing such requests. And, like any group which maintains an historic structure, we've experienced our share of infrastructure issues and general maintenance concerns. Special thanks to Cal for working with the contractors, assessing further structural/grounds needs and working w/staff to keep our church in good condition! Special thanks too for Bob, Dawn and Margaret, whom collectively fill the church with music each Sunday morning.

With all of this being said, we *are* moving ahead and we are thankful for our staff and Ministry Support Team, and everybody else whom helps to make St. James such a special place.

Sandy and I will be rotating off of the Vestry this year, but we are fortunate in that we have Ruth and Linda to come (back) aboard.

Respectfully Submitted,  
Bruce E. Lynn

### **JUNIOR WARDEN'S ANNUAL REPORT FOR 2022**

The following items have been occurred or are approved to occur during current year, 2023:

1. Kaysner Construction repaired the leaky roof on the SW side of the main church roof. The mortar joints at the bell tower were inspected, caulked, and sealed. Additionally, the wall area over the organ was inspected, sealing suspected leaks (June 2022; \$1,450).
2. Installation of two single hung windows w/screen on the NW side of the church undercroft and pouring of a new concrete curb to prevent water from entering the undercroft. The work is to start spring of 2023 (RDA Construction, \$2,310).
3. McCord Masonry will finish tuck and point work approved in September 2021 (\$4,000). The remaining work is to be done during the spring/summer of 2023 (\$2,000).
4. Purchase of a new snowblower for the church through donations from the congregation (\$1,799).

5. Sidewalk snow removal services – The SSM Downtown Development Authority (DDA) has contracted Cardinal Construction to provide sidewalk snow removal services for the winter of 2022-2023. Our church’s Bingham Avenue sidewalk (200 ft.) is considered part of the downtown district. At a rate of \$1.70/linear foot times 200 feet, the cost of the snow removal is \$340 for St. James. The vestry has approved payment for the following reasons:
- The city is not obligated to provide public sidewalk snow removal services.
  - Our church does not have the manpower or equipment necessary to the work.
  - We need to provide members of our community safe passage.

Respectfully submitted,  
Cal Woodard, Jr. Warden

### **MISSIONER’S ANNUAL REPORT FOR 2022**

Another year has passed, I enjoy my time as missionary with St. James. As your missionary I work closely with the Ministry Support Team. We meet twice a month with the exception of the summer. This past summer we met once in June and once in August. During July I spent 10 days in Baltimore at the General Convention and had a 4 day trip to lower Michigan to gather with my family.

General Convention was interesting. It was the first time that I had gone, and I learned about the workings of the operation of The Episcopal Church.

I have also been able to attend many of the vestry meetings at St. James. It is helpful for me to understand all that takes place in the life of the congregation.

We have been able to navigate through the time of COVID and seem to be back to normal. The COVID pandemic has made us more aware of caring not only for ourselves but protecting others when the inevitable diseases begin to make their way through communities.

At my suggestion and with the agreement of the Ministry Support Team and the Vestry we have been experiencing morning prayer once a month. This has allowed others from the congregation to experience leading a worship service. We will have an opportunity for the congregation to come together and reflect on the Morning Prayer service.

Sometimes we forget that mutual ministry is not about a small team of people “doing” ministry but rather supporting the ministries of the congregation. Mutual ministry works best in a congregation when the Support Team does not become stagnant but continue to offer opportunities of expansion. Katie Chipman-Bergsma has been attending the support team

meetings. Katie offered new thoughts and ideas for our Advent and Christmas seasons and took on the responsibility of organizing activities.

It has been many years since St. James has had a discernment process. To continue with the opportunity of individual spiritual growth as well as our growth in community we will want begin the discernment process that is led by Commission on Ministry. This is an opportunity to once again discern the gifts that we see in one another and continue to expand our support team.

The support team is now engaged in the *Christian Formation for All* that is being offered by the diocese. This is an opportunity for anyone interested to learn and reflect on what it means to be a follower of Jesus. The studies are required for David Cook as he journeys toward the ministry of the diaconate and it is nice to have so many of the team members walk the journey with him. Christian Formation for All is open to anyone and is broken into units of three month periods. As we continue with this learning time the Team will be able to share more with the congregation.

I am looking forward to another year of worship and learning together.

Respectfully Submitted,

Gin Mannisto

Missioner for St. James, Sault Ste. Marie and All Saints, Newberry.

### ENDOWMENT COMMITTEE REPORT FOR 2022

Current Month/December 2022	Year to Date	Budget to Date	Variation from Budget	Annual Budget
<b>Revenue</b>				
\$2,951.93	\$34,179.82	\$35,788.50	\$1,608.68	\$35,788.50
<b>Expenses</b>				
\$5,994.86	\$90,627.03	\$95,906.52	\$5,279.49	\$95,906.52
<b>Profit/Loss</b>				
(\$3,042.93)	(\$56,447.21)	(\$60,118.02)	\$3,670.81	(\$60,118.02)
<b>Edward D Jones Report</b>	This Period	This Year		
Beginning Value	\$300,568.52	\$333,067.20		
Assets added to account	\$30,833.33	\$73,984.00		
Assets withdrawn from account	(\$10,476.85)	(\$67,817.63)		
Fees and charges	\$0.00	\$0.00		

Change in Value	(\$2,176.26)	(\$20,484.83)		
Ending Value	\$318,748.74	\$318,748.74		
<b>Account Value History</b>				
1 Month Ago	\$300,568.52			
1 Year Ago	\$333,067.20			
3 Years Ago	\$342,419.40			
5 Years Ago	\$414,882.48			

<b>Killan Account Recap 2021</b>	Date	Amount
<b>Interest disbursements</b>	03/01/22	\$20,351.41
	06/01/22	\$9,780.64
	09/01/22	\$13,018.62
	12/01/22	\$10,331.70
	12/15/2022	\$20,501.63
	Total 2021	\$73,984.00

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 FINANCIAL REPORT 2022**

**Reconciliation of Cash Donations not Deposited in Accounts**

**Receipts**

Donations	\$160.00	
	100.00	
Bottle Refund	<u>6.50</u>	\$266.50

**SAVINGS BALANCE DECEMBER 31, 2021**

**\$ 30.72**

Receipts

Interest	\$000.07	
Bottle Deposit	35.91	
Bottle Deposit	104.70	
Donation Gift Cards	<u>75.00</u>	\$215.68

Total Receipts Including Cash not Deposited

\$482.18

Disbursements (Food Purchase and Gift Cards)

\$472.08

**Balance December 31, 2022**

**\$ 40.82**

**CHECKING BALANCE DECEMBER 31, 2021**

**\$ 25.35**

Receipt

Interest	\$000.04	
Bottle Deposits	<u>227.20</u>	\$227.24

Total Receipts

\$227.24

Disbursements

\$217.22

**Balance December 31, 2022**

**\$ 35.37**

Prepared and Submitted by  
Susan Harries

**EPISCOPAL CHURCH WOMEN (ECW) ANNUAL REPORT FOR 2021**

Due to lack of members the ECW has not been active this year.

**EPISCOPAL CHURCH WOMEN FINANCIAL REPORT FOR 2022**

Savings Account Balance January 1, 2022			\$1,678.73
Receipts			
Funeral Receptions		\$0.00	
Crop & Least Coin (CWU)		\$0.00	\$0.00
Fundraising			
Wreath Sales		\$0.00	
Donation		\$0.00	
Kinife Sale		\$12.75	
Balsam Bag Sale		\$12.00	
Bake Sale		\$0.00	
Bake Sale Change		\$0.00	\$24.75
Interest		\$1.23	\$1.23
Total Receipts			\$25.98
Disbursements	Transfer to Checking	\$0.00	\$0.00
Savings Account Balance December 31, 2022			<u>\$1,704.71</u>
Checking Account Balance January 1, 2022			\$460.72
Receipts			
Transfer from Savings		\$0.00	\$0.00
Total Receipts			\$460.72
Disbursements:			
For St. James			
Christian Ed		\$0.00	
Kitchen		\$84.18	
Health Department (Food Service License)			
Little Lake Campships		\$0.00	
Christmas Gratuities		\$200.00	
Nursery		\$0.00	\$284.18
Fundraising			
Miscellaneous Expenses		\$0.00	
Purchase Wreaths for Fundraising		\$0.00	
Bake Sale Change		\$0.00	\$0.00
Outreach			
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
Total Disbursements			\$284.18
Checking Account Balance December 31, 2022			\$176.54

## 2022 FINANCIAL STATEMENT / 2023 BUDGET

	A	B	C	
	Proposed 2022	Actual 2022	Proposed 2023	
<b>INCOME:</b>				
Pledge Total	\$26,860.00		\$25,115.00	
97.5% of Pledge Total	26,188.50	26,050.00	24,487.13	[1a]
Plate Offerings	2,000.00	831.00	2,000.00	
Special Gifts	500.00	907.00	500.00	
Miscellaneous	0.00	100.00	0.00	
Carry Over Pledges	300.00	10.00	300.00	
Endowment Fund Earnings	6,800.00	6,281.82	6,800.00	
<b>Total Income [lines 7-12]</b>	<b>\$35,788.50</b>	<b>\$34,179.82</b>	<b>\$34,087.13</b>	
<b>EXPENSES:</b>				
Diocesan Assessment	\$7,973.00	\$7,308.62	\$9,203.95	[2]
UP Mission Fund Support (Missioner)	\$15,186.00	\$13,920.50	\$17,531.34	[3]
<b>Employee Expense</b>				
Salary-Music Dir.	9,537.79	9,537.58	9,728.55	[4]
Salary-Office Admin.	13,747.09	13,746.98	14,022.03	[4]
Salary-Sexton	7,698.60	4,846.12	7,878.00	[4a]
FICA/Medicare Taxes .	2,370.24	2,155.35	2,419.59	
W. Comp. Insurance	283.00	283.00	265.00	
<b>Subtotal</b>	<b>\$33,636.72</b>	<b>\$30,569.03</b>	<b>\$34,313.16</b>	
<b>Office Expense</b>				
Supplies	\$2,000.00	\$2,518.24	\$2,500.00	
Postage	400.00	212.00	400.00	
Telephone / Internet	2,300.00	2,375.40	2,500.00	
Website	228.00	15.00	228.00	
<b>Subtotal</b>	<b>\$4,928.00</b>	<b>\$5,120.64</b>	<b>\$5,628.00</b>	
<b>Facility Expense</b>				
Electricity	\$2,300.00	\$2,019.26	\$2,300.00	
Water	500.00	282.06	500.00	
Refuse	382.80	138.90	382.80	
Heat	12,000.00	17,996.32	16,000.00	
Insurance-Building	7,000.00	5,050.75	7,000.00	
Maintenance	2,000.00	430.00	2,000.00	[5]
Equipment	500.00	0.00	1,000.00	
Contractual Services	4,000.00	4,025.78	4,000.00	[6]
Supplies/Hardware	500.00	514.09	500.00	
<b>Subtotal</b>	<b>\$29,182.80</b>	<b>\$30,457.16</b>	<b>\$33,682.80</b>	
<b>Parish Expense</b>				
Christian Education	\$200.00	\$0.00	\$200.00	
Mutual Ministry	300.00	77.21	300.00	
Altar Supplies	500.00	636.67	500.00	
Altar Flowers	0.00	161.66	0.00	
Music Supplies & Maintenance	1,000.00	1,146.90	1,000.00	[7]
Bulletins	600.00	364.53	600.00	
Convention Expense	500.00	295.40	500.00	
Audit	100.00	0.00	100.00	
Pledge Drive	0.00	0.00	0.00	
Outreach	500.00	368.71	500.00	[8]
Local Youth Programs	300.00	0.00	300.00	
Miscellaneous	1,000.00	0.00	1,000.00	
<b>Subtotal</b>	<b>\$5,000.00</b>	<b>\$3,051.08</b>	<b>\$5,000.00</b>	
<b>Total Expenses</b>	<b>\$95,906.52</b>	<b>\$90,427.03</b>	<b>\$105,359.25</b>	

	Proposed 2022	Actual 2022	Proposed 2023
<b>Income only:</b>	<b>\$35,788.50</b>	<b>\$34,179.82</b>	<b>\$34,087.13</b>
<b>Endowment Withdrawals</b>	<b>\$0.00</b>	<b>\$61,297.59</b> [9]	<b>\$0.00</b>
<b>Total Expenses</b>	<b>95,906.52</b>	<b>90,427.03</b>	<b>105,359.25</b>
<b>Income - Expenses:</b>	<b>-\$60,118.02</b>	<b>\$5,050.38</b>	<b>-\$71,272.13</b>
<b>Actual Cash on hand, January 1</b>	\$2,111.99 [122]	\$2,111.99 [122]	\$8,666.24 [123]
<b>Estimated Funds at End of Year</b>	<b>-\$58,006.03</b>	<b>\$7,162.37</b>	<b>-\$62,605.89</b>

1. Actual pledges received for year 2023 as of 12/31/22
- 1a. .975 of \$26,860.00 estimated pledges for 2023 as of 11/30/22
2. 21% of NDI \$43,828.35 (Plate & Pledge for 2021 \$27,175.00 plus 5% of \$333,066.92 Unrestricted Funds is \$16,653.35) = \$9,203.98/12 pmts of \$767.00
3. 40% of NDI \$43,828.35 (Plate & Pledge for 2021 \$27,175.00 plus 5% of \$333,066.92 Unrestricted Funds is \$16,653.35) = \$17,531.34/12 pmts of \$1,460.95.
4. 2% raise on 2022 proposed for 2023 retroactive as of 1/1/2023
- 4a. Michigan minimum wage raised to \$10.10 an hour as of January 1, 2023.
5. \$430 Albert Heating-Annual Boiler Clean & Check
6. \$1,330 Dennis Vierra-Snowplow; \$525.78 Thyseenkrupp-Bi-Annual Stairclimber Check; \$75 Local Fire Protection - Annual Fire Extinguisher Check; \$240 Alert Electronics Annual Fire Alarm Monitoring; \$405 Health Department Food License; Kaysner Roof Repair \$1,450
- 7 \$202 OneLicense Copyright; \$119 RiteSong-Annual Copyright; \$720 Swem - Organ Tuning; \$48 Musicians Handbook; \$56.90 Two Anglican Hymnals
8. \$55 Illuminations; \$15 Forward "Day By Day" One Quarter; \$45 Diocesan Kalendars; \$200 2-Night Motel Room for Person in Need; \$53.71 Beach Service Food for St. James Parishioners
9. Endowment Funds withdrawn to cover Diocesan and UP Mission Apportionments and Operating Funds. \$73,984.00 was received from PNC.

Finance Committee: Sr. Warden (B. Lynn); Jr. Warden (C. Woodard); Treasurer (S. DePlonty)