



St. Paul's Southington

Living God's Word, making a difference

ANNUAL REPORT

CALENDAR YEAR

2022

145 Main Street
Southington, Connecticut

revised January 26, 2023

ANNUAL MEETING OF ST. PAUL'S EPISCOPAL CHURCH

Sunday, January 29, 2023

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From Priest-in-Charge, Rev. Helena Martin

Dear St. Paul's Family,

In one way, 2022 was a year of bittersweet endings. Some of our most prominent lay leaders have stepped back from long-held roles. Tim Bottone has concluded his term as our director of Adult Formation, and Nancy Sewell has passed the Acolyte Coordinator torch. We also lost three of our employees in quick succession: our sexton Jamie Chasse died in August, far too young, after a long illness; Jenn Handi ended her tenure as our Children's Formation director in September; and Olivia Zenobi, our Office Administrator, left for a full-time job in October.

Luckily, we Christians are an Easter people, a people who live in hope of resurrection after death. Jesus says, "Very truly, I tell you, unless a grain of wheat falls into the earth and dies, it remains just a single grain, but if it dies it bears much fruit" (John 12:24).

So, despite the losses and transitions, 2022 was also a year of budding fruit. We returned to the sanctuary for good, as well as to a more normal weekly cadence of worship and formation. We brought back Rite 13 presentations and the Rite 13 ceremony. We joined with First Congregational Church to distribute "Ashes to Go" on the Green for Ash Wednesday. And Parish Care has sprouted a new branch of their ministry: the Episco-pals, aka Parish Care, Jr. We also transitioned to new leadership in several committees, including Outreach and Parish Care. I encourage you to read the reports below to see how each of these ministries is growing and bearing new fruit.

Some additional highlights worth mentioning:

- Live singing in the sanctuary for the first time since COVID, with the adult choirs finally leading us in hymns and anthems again. The Children's Choir returned this fall, too
- Sponsored 3 adults for confirmation/reception at Easter Vigil at the Cathedral
- 5 youth and 3 chaperones went on pilgrimage with Wonder Voyage to San Diego, California—our second pilgrimage in as many years
- Two impromptu visits from our bishops: a gun violence service of lament in June with Bishop Suffragan Laura Ahrens, and a Sunday morning in December with our new Bishop Diocesan Jeffrey Mello
- Technology upgrades: new website, stpaulct.org; fiber optic internet connection; Voice Over IP phone service; and new parish directory at Breeze
- January 2023, started distributing communion wine again for the first time since I arrived at St. Paul's!

COVID-19 continues to be part of the reality that shapes our life together. Even as it increasingly takes a backseat in popular discourse, infection and death rates have continued to rise so far this winter. For now, we've decided to continue wearing masks during worship out of love for our most vulnerable members. And we continue to use HEPA filters and monitor the CO2 levels in the sanctuary to make sure we have safe airflow.

As a half-time Priest-in-Charge, I rely heavily on the lay leadership of St. Paul's to make our community happen. I'm so grateful for the people who seamlessly make things happen on a daily basis.

Deserving special recognition are our wardens, Jen Hinckley and Mary Palinkos; our treasurer Angelo Troiano; our clerk Neil Walker; and the members of the vestry, the Building and Grounds Committee; and the Parish Care Committee. I also want to thank the many people who make worship happen each week, whether for Holy Eucharist or Morning Prayer: Flower Committee, Altar Guild, bread bakers, lay worship leaders, lay preachers, readers, acolytes and Eucharistic Ministers, ushers, and Kurt Ryder, who opens the doors each Sunday morning without fail. And I'm especially grateful to the teachers, who've held themselves together this fall without a Director of Children's Formation!

Finally, thank you to the paid employees who hold down the fort week in and week out: Matt Colson, Amy Ashmore, and Jesse Nealon.

As we water and tend our mission and ministries, I pray that God will continue to give them growth so that we can live out God's dream for us in the world.

Yours in Christ,
Rev. Helena Martin+

ANNUAL MEETING AGENDA

January 23, 2022

- a) Invocation
- b) Presentation and adoption of roll of voting members, including Necrology
- c) Report of the Clergy
- d) Report of the Treasurer
- e) Standing Committee Reports and Other Reports
 - a. Reports of the Senior Warden and the Junior Warden
 - b. Other Committee Reports (excluding Nominating)
 - c. Report of the Nominating Committee
- f) Election of Vestry, Officers, and Delegates and Alternates to Diocesan Convention
- g) Appointment of Independent Auditor
- h) Appointment of Standing Committees
- i) Old Business (if any)
- j) New Business Proper to Come Before the Meeting
 - a. New Business as brought before the Chair and recognized
 - b. Commissioning of those elected and appointed
 - c. Voting on revised by-laws, proposed for 2023
- k) Benediction

ANNUAL MEETING
of
ST. PAUL'S EPISCOPAL CHURCH
Sunday, January 29, 2023

DEFINITION OF VOTING MEMBERS:

The bylaws of St. Paul's state the following with regards to voting eligibility at Annual Meeting:

5) Of the members of the Parish only those shall be entitled to vote at any Parish meeting who shall be adult communicants and who for at least six months prior to that meeting shall have been faithful attendants at the services of the Church in the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying, and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of the Canons of the Diocese of Connecticut.

Note that being a “faithful contributor to [the parish's] support” does not necessarily mean submitting a financial pledge; an ongoing commitment of time and talent can easily fulfill this requirement.

The voter rolls, as audited by the Clerk, Neil Walker, and Priest-in-Charge, Rev. Helena Martin, are as follows:

Amy Albanese & Jeff Gerent
Peter & Elizabeth Anderson
Christopher & Meredith Bandish
Connie Barnes
Ellen & Peter Bellinger
Jeanne & Richard Blake
Doreen & Timothy Bottone
Lynn Bourcier
David & Maureen Brennan
Gary & Maureen Brummett
Robert & Gloria Buntin
Mary Cahalane
Anthony & Nancy Cannatelli
Valerie Chabot
Christie & John Chipelo
John & Tara Cole
Lee Cole

Rev. Salin Low
Matthew & Sarah Maher
Christopher Marquis
David Marquis
Ashley & Laura Martella
Jeffrey & Jessica Martin
Rev. Helena Martin
Anthony & Candice Mazzearella
Lisa & Shaun McIntyre
Lisa Merola-Grimm
Cassandra & Scott Messina
Roger Modeen
Ann & David Morgan
Donald & Mary Muller
Carol Negrelli
Lori & Ronald Newman
Jean Nichols

Amy & Darrell Cook
Chandra & Michael Cooper
Susan Culotta
Cori Cyr
Lori Cyr
Elene & Walter Debboli
Douglas & Kelly Derosier
Terrance Dickey
Alicia Dodson
Karen Dodson
Karen & Kevin Donorfio
John & Sheila Dubinsky
Richard Dubitsky & Jillian Connelly
Joseph & Pamela Franco
Charles Gray
Delphine Gray
Joan Hajjar
Jennifer & Matthew Handi
Gloria & Kevin Harris
Chris & Leslie Hauge
Jamie & Rebecca Hays
Genifer & Geoffrey Herman
Charlotte & David Hinckley
Jennifer Hinckley
Christina Hitchcock
Loreli Jenkins
Quinton Johansen
Carol Kannenberg
Darryl & Deborah Kenney
Jodi & Kenneth Kirk
Diane Kischell
Frederick Klimowicz
Katherine & Roger Lafland
Joelle Lamontagne
Carol Langston
Allison & Justin Leighton
Patricia Leonard
William Lepper
Erin Lima & Robert Palko
Robert & Debbie Lincavicks
Robert Lofberg
Linda & Thomas Long

Joseph & Suzanne Nord
Dean & Kate Olsen
Hayden Olsen
Paula Oshana
Amber Page Gehr
Kathryn Palinkos
Mary Palinkos
Sue Palinkos
Karolin & Robert Palko
Lynn Patrick
David & Kathleen Pendell
William & Kristie Perry
Jason & Jonelle Plourde
Barbara & Wayne Pyle
Carol & Louis Rapuano
John & Kristy Ricciardone
Michael & Elaine Richardson
Bethany & Patrick Rosin
Vivian Rothwell
Judith Ryan
Christine & Kurt Ryder
Nancy Sewell
William & Kimberly Shea
Madeline & Michael Silano
Leigh Sillner
David & Melissa Simard
Amanda Sisson
MaryAnn Soboleski
Rachelle St. Pierre
John & Susan Stamp
Sean & Tracie Stanton
Judith Tartaglia
Allan & Jean Tomasco
George Touma Jr.
Angelo & Emily Troiano
William & Margaret Van Gorder
Cara & Salvatore Vernali
Neil & Suzanne Walker
Donna Wolicki
Bryan & Terry Wysong
Steve & Taryn Yopp
Charles Young

STANDING COMMITTEES

Budget/Finance Committee

Treasurer, Assistant Treasurer, Stewardship Chair and Assistant, and two (2) parishioners appointed by the Vestry.

Building and Grounds Committee

A Chairperson, at least one member of the Vestry and at least two members of the general congregation

Nominating Committee

Two (2) retiring Vestry and three (3) parishioners

Stewardship Committee

Chair appointed by the Sr. Warden in the absence of a rector, at least two (2) members of the Vestry, and parishioners (as many as deemed necessary and appropriate by the Chair).

MINISTRIES

Acolytes	Lay Preachers
Adult Choir	Lectors
Adult Formation	Memorial Garden
Altar Bread Bakers	Office Assistant
Altar Guild	Parish Care Committee
Bell Choir	Helping Hands (Outreach)
Scout Troop 45	Prayer Chain
Bread for Life	Rise Against Hunger
Buildings & Grounds	St. Paul's Scholarship
Children's Choir	Stewardship Committee
Christian Formation (Children & Youth)	Tech Team
Communications & Technology	Ushers
Counters	Welcome Committee
Eucharistic Ministers	Worship Leaders (Morning Prayer)
Flower Committee	Worship Committee
Food for Friends	Wheeler Village Board

NECROLOGY

Today we celebrate and remember the lives of all from our parish who have died, especially those who are buried in our Memorial Garden.

At this meeting, we remember the following people, who died during 2022:

Phyllis Arlene Fagan
Joan Frances Faust
Jamison Andrew Chasse
Anita M. Lord
Neil Myron Kucinkas
Dorish Janet Fash

*God, you are my help and comfort; you shelter and surround me in love so tender
that I may know your presence with me, now and always. Amen.*

MINUTES OF ANNUAL MEETING FOR 2021

St. Paul's Episcopal Church
145 Main Street
Southington, CT 06489
Annual Meeting for 2021
January 23, 2022

The meeting was called to order at 10:00 and held online via Zoom.

1. **Invocation** - Almighty and ever living God, source of all wisdom and understanding: be present with us who come together for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. Amen.
2. **Presentation and adoption of the Roll of Voting Members** - Refer to P. 2 of the Annual Report. "The entirety of the St. Paul's adult membership (16 years and older) is eligible to vote during the 2022 Annual Meeting." We will be using Zoom polling to vote during today's meeting.
3. **Necrology** - Today we remember the lives of all who are buried in our Memorial Garden and especially those that died during 2021:

Robert Lord
Pearl Mahoney Bennet
Gloria Kannenberg
Peter R Ranno Jr.
Diane C Adams

4. **Approval of the Minutes: motion to approve the 2020 minutes:**

Kurt Ryder noted that Robert Lord died in early 2021, not 2020

Leigh Sillner motioned to accept the 2020 minutes and Dave Marquis seconded. A Zoom poll was performed and the motion carried.

5. **Report of the Clergy** Rev. Helena Martin

See page 9 for the full text of the clergy report.

Rev. Helena reflected on the following notable events at St. Paul's in 2021:

- 2021 began with drive in Eucharist in the parking.
- Rev. Helena was ordained in February, with 10 people in the sanctuary.
- Ash Wednesday was on Zoom.
- In person but outside services on Palm Sunday.
- Easter Vigil inside, symbolizing resurrection

- The Confirmation class had to be very flexible as their confirmations occurred at various dates and locations:
 - May 23: Bishop Laura Ahrens digitally visiting St. Alban's Simsbury, confirmed 7 in person at St. Paul's
 - September 11: Bishop Jim Curry confirmed 1 in person at Trinity on the Green, New Haven
 - September 18: Bishop Drew Smith confirmed 5 in person at St. Andrew's, Rocky Hill
- St. Paul's visible welcoming and recognition of the Southington LGPGQ+ community
- 7 J2Aer's and 4 chaperons went on a pilgrimage in the Grand Tetons National Park, Wyoming
- Baptized 3 babies
- Rev. Helena presided over her first wedding
- Parish care meeting outside
- Women's retreat in October
- Pledge Drive – able to hold pledges steady for 2022 despite Covid
- Worshiped outside and inside depending on COVID numbers
- Transitioned to ½ clergy person with 2 Sundays per month morning prayer. Eucharist less often.
- St. Paul's more lay led than the past 30 years. Church would not run without all of the parishioners. Thank you to:
 - Jen Handi and Matt Colson who adapted to constant changes throughout the year
 - Sexton Jamie Chasse
 - Sue Palinkos – very reliable
 - Nancy Sewell – keeping us all informed with ebuletin and facebook. Helping Rev Helena
 - Committee chairs and worship leaders, acolytes
 - Worship leaders – Angelo, Jen, Meredith and Quinton
 - Lay preachers – Angelo Troiano, Trish Leonard, Meredith Bandish and Linda Long
 - Wardens – Jen Hinckley and Mary Palinkos. Amazing partners
 - Treasurer – Angelo Troiano and Shelia Dubinsky. Assistant Treasurer Don Muller
 - Clerk – Neil Walker
 - Vestry – Amy Cook, Mike Richardson, Dave Marquis, Amanda Barnes-Sisson

A special thank you for the contributions made by outgoing vestry members Dave Marquis and Lori Cyr:

Holy and life giving god guide the care and keeping. Thank you for the dedication of Dave Marquis and Lori Cyr to the St. Paul's community. Give them grace to live out their love for you.

6. **Report of the Senior Warden** presented by Jen Hinckley

See pages 10 for the full text of the Senior Warden's report.

Looking forward to 2022. The ordination of Rev. Helena was a highlight of 2021. Our whole parish is excited. People of St. Paul's embrace change.

Thank you to Dave Marquis and Lori Cyr. Steadfast and important voices.

Challenge for St. Paul's:

Take the first step in faith. You don't need to see the whole staircase, just take the first step.
-Martin Luther King

7. Report of the Junior Warden

See page 10-11 for the full text of the Junior Warden's report.

Pleasure to serve as your junior warden. St. Paul's experienced change in 2021. We have always managed to work together. Hopeful that 2022 will be more normal. St. Paul's has been creative in maintaining safety in the middle of the pandemic while we maintained our pledges and ministries.

We will acknowledge and remember Gloria Kannenburg in a special celebration during 2022 and bless the donations made in her name. Gloria was involved in social outreach and the altar guild. St. Paul's purchased altar linens, a new chasuble and putting up a bird house on the property. Hope to use new linens and chasuble on Easter.

Thank you to Dave Marquis and Lori Cyr.

8. **Report of the Treasurer** presented by Angelo Troiano

See pages 12-25 for the full text of the Treasurer's report. Angelo thanked everyone who helped out with the report.

Notes from 2021:

- End of year budget - \$10K less in pledges received than budgeted
- operating revenue was \$16K higher than budgeted
- net operating revenue was +\$40K
- Correction to the cash analysis in the annual report: J2A has \$23,740.75, not \$40,283.34

Kurt Ryder requested more information on the two parts of line item 4504 (Diocesan Grants):

- \$15,200.47 - covered the cost of Fr. Kevin's salary and a large percentage of the fire and smoke alarms replacement.
- \$2000 for 20s and 30s ministry network. This is an infrastructure initiated by Rev. Helena to minister to young adult parishioners within the diocese. St. Paul's will house the funds for this item. Some of Rev. Helena's hours will be dedicated to this new ministry.

Notes from 2022 Budget:

- Diversity Training - \$750 budgeted for 2022. Resolution 7 from 2020 Diocesan Convention of 2020 requires all church officers and clergy to receive anti-racism training. The training will be open to the whole parish and possibly partner with First Congregational
- \$140K budgeted for pledges, \$9K lowered than what has been pledged so far
- Rev Helena's salary increases are set by diocese
- Rest of salaries updates for cost of living increase
- Projected that net operating revenue will be -\$4K

As of the meeting, there wasn't a projected cost of 2022 capital improvements, including:

- Driveway improvements
- Church roof. Hoping to get a grant from the diocese to help offset the cost.

Note: Capital budget doesn't usually come out of operating budget.

Counters: 10 counters. Need more, especially backups.

Will continue implementing Breeze, new church management software:

- Replaces Power Church
- Will send brief 5 minute video on Breeze
- Integrates with Quickbooks
- Fluent administration

Massucci and Company has finished with the 3 year financial review and will send report to the diocese.

9. **Report of the Nominating Committee** – Lori Cyr

The Nominating committee thanked the outgoing Vestry members and placed the following names into nomination to serve:

Senior Warden – Jennifer Hinckley
 Junior Warden – Mary Palinkos
 Treasurer – Angelo Troiano
 Assistant Treasurer – Don Muller
 Clerk – Neil Walker
 Vestry – Chris Marquis, Geoff Herman, Cory Cyr
 3 Year Vestry – Mike Richardson, Amy Cook
 2 Year Vestry – Amanda Barnes-Sisson
 Delegates to the Convention – Jay Dubinsky, Lori Cyr and Kurt Ryder (alternate)

2 conventions this year – one for the new bishop (May) and the diocesan convention (October).

10. **Election of Vestry and Officers**

Since there were no nominations from the floor, Rev. Helena made a motion that the clerk cast one ballot for the entire slate of nominees and Lori Cyr seconded; all agreed and the *motion carried*.

11. Election of Auditor

Angelo Trioano made a motion to re-hire Massucci and Company (CPA) from Southington as our audit reviewer to review the financial records, as required by the Diocese; Quinton Johansen seconded; all agreed, and the *motion carried*.

12. Committee Reports – See pages 27 – 46 for the full text of the Committee Reports

Kurt Ryder noted that the cereal donations were listed twice.

John Stamp made a motion to accept the amended committee reports, Mary Palinkos seconded. The *motion carried*.

13. Other Reports – None

The following reports will be added:

- Lay Worship leaders – Jen Hinckley
- Lay Preachers – Trish Leonard

Rev. Helena thanked Kurt Ryder for everything he does behind the scenes on Sunday mornings.

14. Old Business – None

15. New Business – None

Tim Bottone – Rise Against Hunger. Planning meeting. Meal packaging event. Need help. At 9:00am on Sunday morning. We have the money to cover this year. Want to have money for next year.

16. Commissioning new vestry members

Prior to the commissioning of the new vestry members, Rev. Helena gave thanks for the service of Dave Marquis (3 year) and Lori Cyr (1 year).

Rev Helena: Jen, Mary, Angelo, Don, Neil, Amy, Mike, Amanda, Jeff, Chris, Cory, and Jay, Lori, Kurt: Do you, in the presence of this congregation, commit yourself to this new trust and responsibility?

Confirmed Nominees: We do.

Rev. Helena: Will you who witness this new beginning, support and uphold these persons in this ministry?

Congregation: We will.

O Holy God, you raise up laborers for your harvest, sending them out as sowers of your Gospel and caretakers of new life: Bless these your servants in their work of tending your Church; equip them for service, enliven them with your joy, and help them remember and trust that it is you who will bring in the harvest; through Jesus Christ, our Savior. Amen.

17. **Benediction** - Closing prayer was read by all:

*God who has called us to be the church,
today we have worshiped.
We have prayed, we have listened.
In this place today we have met.
We have talked, we have shared,
we have made decisions.
Now our time together draws to a close
and we go back out into the world.
Over the year to come,
move within and among this community of faith,
As we go out, fill our hearts with hope.
As we live as followers of The Way,
embolden us to share our light with the world.
As we are parts of various communities,
challenge us to build community
wherever and however we can.
help us to live up to the goals
that have been set before us,
strengthen us in ways we hope for
and in ways we do not expect,
so that next year we will gather again
to share the good and the bad,
to look back on another year past,
and continue to hope for the years that are to come.
Through Jesus Christ our Lord. Amen.*

Amber Paige made a motion to adjourn at 10:43 AM and Quinton Johansen seconded; all agreed, and the motion carried.

Respectively submitted,
Neil Walker
Vestry Clerk
St. Paul's Episcopal Church

BY-LAWS

ST. PAUL'S BY-LAWS (REVISED)

**St. Paul's Episcopal Church
Southington, Connecticut
By-Laws of the Parish
Proposed January 20, 2023**

Herein are the By-Laws of the Parish of St. Paul's Episcopal Church in Southington, Connecticut. St. Paul's is also governed by the Canons and Constitution of the Episcopal Church USA, the canons of the Episcopal Church in Connecticut, and the laws of the state of Connecticut.

More information is available here: <https://www.stpaulct.org/governance>.

ARTICLE I: MEETINGS

Section 1: Annual and Special Parish Meetings

a. Scheduling and Notification of Meetings

1. There shall be an Annual Meeting of the members of this Parish, St. Paul's Episcopal Church, Southington, Connecticut, on a date after January 1st but prior to the end of June, such date to be appointed by vote of the Vestry at its November meeting, for the purpose of electing the Wardens, Clerk, Treasurer, Assistant Treasurer(s), Delegate(s), and Vestry members, and transacting such other business as may legally come before such a meeting.
2. Special Parish Meetings may be called by the Rector/Priest-in-Charge, by the Wardens, by vote of the Vestry, or by written request of 10% of the voting members of the Parish.
3. Warnings of the Annual or Special Parish Meetings shall be signed by the Clerk, or the Wardens, and shall be posted at the doors of the Church and Parish House two weeks prior to the meeting, or a letter of notification shall be sent by the Clerk to every member of the Parish, no later than one week before the scheduled time of the meeting.
4. Warnings of all Special Parish Meetings shall contain a "statement of purpose" for which the meeting is called.
5. Of the members of the Parish only those shall be entitled to vote at any Parish meeting who shall be adult communicants and who for at least six months prior to that meeting shall have been faithful attendants at the services of the Church in the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying, and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of the Canons of the Diocese of Connecticut.

b. Rules of Order

1. Parliamentary Procedures outlined in Robert's Rules of Order shall govern any question not covered herein.
2. Order of Business at the Annual Meeting:
 - i. Invocation
 - ii. Presentation/adoption of the roll of voting members
 - iii. Minutes of immediate past Annual Parish Meeting
 - iv. Report of the Rector/Priest-in-Charge
 - v. Report of the Wardens
 - vi. Report of the Treasurer
 - vii. Standing Committee Reports
 - viii. Other Committee Reports
 - ix. Election of Wardens, Clerk, Treasurer, Assistant Treasurer(s), and Vestry Members
 - x. Election of Delegate(s)/alternate to Diocesan Convention
 - xi. Election of St. Paul's Housing Corporation Member(s) (Wheeler Village)
 - xii. Appointment of independent Auditor
 - xiii. Appointments to Standing Committees
 - xiv. Old Business (if any)
 - xv. New Business Proper to Come Before the Meeting
 - xvi. Benediction
3. Order of Business at a Special Meeting of the Parish:
 - i. Invocation
 - ii. Minutes of Previous Special Meeting (if pertinent to the Warning)
 - iii. Items of Business Contained in the Warning
 - iv. Old Business (if pertinent to the Warning)
 - v. New Business proper to come before the meeting
 - vi. Benediction

Section 2: Vestry Meetings

- a. Meetings of the vestry shall be held monthly during the program year unless otherwise specified by the vestry. The date of the monthly Vestry meeting shall be announced in weekly communications to members of the parish. These meetings shall be open to all members of the parish and invited guests.
- b. A quorum of the vestry is constituted by 50% of the current officers and 50% of the rest of the vestry.
- c. The vestry has reached consensus when more than 50% of a gathered quorum of vestry members agrees.
- d. The order of business at Vestry meetings shall include, but need not be limited to, a Visitor's Forum, approval of previous meeting minutes, reports from the Rector/Priest-in-Charge, Wardens, and Treasurer, and any old or new business fit to bring before such meeting.

- e. In the event of an emergency requiring immediate action by the Vestry, the Rector/Priest-in-Charge or designee shall notify all members of the need for a Special Vestry Meeting. If a quorum of the Vestry cannot be achieved, the vote of those assembled shall be valid until the next regular Vestry meeting when the decision reached at the special meeting can be ratified or modified.
- f. The vestry may conduct an electronic vote in between meetings when necessary.

Section 3: Quorum and Ballot

- a. A quorum at any Annual or Special Parish Meeting shall be constituted by one third of voting members, or 25 voting members, whichever number is lower.
- b. A quorum for the transaction of business by the Vestry shall consist of six persons, at least two of whom are officers and three of whom are vestry members. For the purposes of this section, officers are defined to be the Rector/Priest-in-Charge, Senior Warden, Junior Warden, Treasurer, and Clerk. vestry members are those whose election is provided for in Article II, Section 5.
- c. Except as may otherwise be provided herein or by Canon, all questions shall be decided by a majority vote of those present. All voting must happen during the meeting, and no person may vote by proxy.
- d. Nominations from the floor require consent of the nominated. Voting on questions shall be by voice vote, or a show of hands at the discretion of the Chair, provided that upon the demand of five members, voting shall be by written ballot.
- e. Elections shall be by written ballot, provided that in the event there is one candidate or slate of candidates presented, the Clerk may be directed by unanimous vote to cast one ballot for such candidate or slate.
- f. If a member leaves one or more choices blank on a ballot containing more than one office to be filled, the blank spaces in no way affect the validity of the spaces filled, and each of these votes shall be certified for one legal vote. Totally blank votes are null and void.
- g. Candidates receiving a plurality on the first election shall be declared elected. In an election with two candidates, in the event of a tie in the first ballot, successive ballots shall be taken, until a plurality is achieved. In an election with three or more candidates, in the event of a tie between two or more persons for the greatest number of votes in the first ballot, successive ballots shall be taken, voting only for the persons who are tied, until a plurality is achieved.

ARTICLE II: ELECTIONS

Section 1: The Rector/Priest-in-Charge

- a. The Rector/Priest-in-Charge shall be elected and Called in accordance with the General and Diocesan Canons.

Section 2: Nominees

- a. In order to be eligible for nomination to any office, prospective nominees must have expressed a willingness to serve and must fulfill the obligation of faithful membership as outlined in I.a.5.

Section 3: Officers of the Vestry

- a. The officers of the vestry are constituted of: Senior and Junior Wardens, Clerk, and Treasurer.
- b. They shall be elected by separate ballot at the Annual Parish Meeting.
- c. The officers shall hold office for one year or until their successors are qualified and elected. The above officers shall not serve more than five consecutive terms in the same office, except during the vacancy of the Office of Rector/Priest-in-Charge. A Warden will be ineligible for the same office for one year after said term has expired.

Section 4: Assistant Treasurer(s)

- a. The Assistant Treasurer(s) shall be elected by separate ballot at the Annual Parish Meeting.
- b. They shall hold office for one year or until a successor is qualified and elected. The Assistant Treasurer(s) may be elected for succeeding terms without stated limitations.

Section 5: Vestry members

- a. Vestry members shall be elected by ballot at the Annual Parish Meeting to serve a three year term, two vestry members being elected each year.
- b. One Youth Vestry Member, nominated by the youth of the parish, may be elected by ballot at the Annual Meeting to serve for a one year term. The term for the Youth Vestry Member shall be August through July, beginning in the August following the Annual Meeting. The Youth Vestry Member must be between 16 and 19 years of age and may serve up to three consecutive one-year terms. A Youth Vestry Member who has served three consecutive one-year terms is ineligible for re-election for one year after said term has ended.

Section 6: Delegates and Alternates to the Diocesan Convention

- a. Two Delegates and a First and a Second Alternate shall be elected by ballot from the communicants of the Parish at its Annual Parish Meeting to serve for a one-year term. Delegates and Alternates may serve up to three consecutive one-year terms and are ineligible for the same office for one year after said term has expired. Delegates who have been elected to fill an unexpired term.

Section 7: Vacancies

- a. Any vacancy in any office during the course of the year, with the exception of the Wardens, may be filled by appointment of the Vestry until the next annual meeting.
- b. A vacancy in the position of either Warden shall be filled at the next Annual Meeting or a Special Parish Meeting called for that purpose.

ARTICLE III: DUTIES

Section 1: The Rector/Priest-in-Charge

- a. The control of worship and spiritual jurisdiction of the Parish are vested in the Office of the Rector/Priest-in-Charge, subject to the Rubrics of the Book of Common Prayer, the Canons of both the Church and the Diocese of Connecticut, and the godly counsel of the Bishop of Connecticut.
- b. The Rector/Priest-in-Charge shall cause to happen a Mutual Ministry Review to be held with the Vestry. This Mutual Ministry Review shall provide the Vestry and the Rector/Priest-in-Charge an opportunity to evaluate how the Parish is doing, to celebrate what has been done well and to understand what might be done better. The intent of this Mutual Ministry Review will be to nurture environments where responsibilities of all are discussed and reviewed on an annual basis.

Section 2: Wardens

- a. The Wardens shall see that the Services of the Church are maintained, and in the absence of the Rector/Priest-in-Charge, shall secure the services of supply clergy or duly licensed lay readers for this purpose. In the absence of the Rector/Priest-in-Charge, the Senior Warden or the Junior Warden shall preside at the Annual or Special Parish Meetings and meetings of the vestry, the Senior Warden having precedence.
- b. When the Rector/Priest-in-Charge's position becomes vacant, the Wardens shall notify the Bishop of Connecticut or the Ecclesiastical Authority of the Diocese of such vacancy. It shall be the duty of the Wardens to lead the congregation, ensuring that the worship, program and pastoral care needs are met; that the selection process of a new Rector/Priest-in-Charge is established; and that employee relations and communication with the Diocese are maintained.
- c. Together, the Senior and Junior Wardens shall:
 - i. Assist the Rector/Priest-in-Charge in providing leadership in the Vestry to identify the vision, mission, and goals of the Parish, establishing and implementing plans, assessing programs, and celebrating achievements;
 - ii. Provide leadership in the Parish by seeking to solve problems, recognizing accomplishments, giving thanks and furthering the mission of the Church;
 - iii. Establish and implement plans, assess programs, and celebrate achievements;
 - iv. And meet together regularly with the Rector/Priest-in-Charge.

Section 3: Clerk

- a. The Parish Clerk shall:
 - i. Be the Clerk of the Vestry;
 - ii. Make and preserve a full record of the proceedings of the Annual and Special Parish Meetings and Vestry meetings;
 - iii. Under the supervision of the Rector/Priest-in-Charge and the Vestry, keep an accurate roll of the membership of the Parish and of those entitled to vote;
 - iv. Present such roll of members-in-good-standing at every Annual or Special Parish meeting, and be custodian of files, records, and other archives of the Parish;
 - v. And prepare, sign, and maintain documents as required.

Section 4: Treasurer

- a. The Treasurer shall:
 - i. Oversee the collection, counting and deposit of all contributions to the Parish;
 - ii. Oversee all accounts maintained by any organization that is a part of this Parish, and ensure they follow established accounting procedures and appropriate safeguards;
 - iii. Ensure all bills are paid in a timely fashion;
 - iv. Ensure adequate insurance is maintained on all real and tangible property;
 - v. Determine books and accounts of the Parish are in accordance with standard accounting procedure and meet the requirements of the Canons;
 - vi. Ensure the Parish's financial operations are in accordance with National and Diocesan Canons, the By-Laws, and state and federal laws;
 - vii. Ensure that the deeds and other instruments of ownership are established and maintained in the manner prescribed by Canon and civil law;
 - viii. Meet regularly with the Rector/Priest-in-Charge and Wardens for planning and evaluation;
 - ix. Assist in the development of budgets;
 - x. And submit a financial report to the Vestry each month, September through June, and a yearly financial report to the Vestry, Parish, and Diocese.
- b. An audit shall be conducted by the selected CPA upon the election of a new Treasurer.

Section 5: Assistant Treasurer

- a. The Assistant Treasurer(s) shall:
 - i. Perform such duties as directed by the Treasurer;
 - ii. And not be entitled to vote at meetings of the Vestry.

Section 6: Delegates and Alternates

- a. Delegates shall:
 - i. Represent the Parish at meetings of the Diocesan Convention;
 - ii. Attend the Vestry meetings immediately prior to and following the Diocesan Convention to report on issues and results;
 - iii. And inform the parish regarding relevant resolutions at Diocesan Convention.
- b. The Alternate(s) shall be expected to serve as Delegate(s) if a Delegate is unable to fulfill the elected term.

Section 7: Vestry Members

- a. Vestry Members shall:
 - i. Attend and participate in Vestry meetings, representing the best interests of the Parish at large;
 - ii. And assist the Rector/Priest-in-Charge and Wardens to identify the vision, mission and goals of the Parish, establishing and implementing plans, assessing programs, and celebrating achievements.
- b. Except as provided by the laws of the State or of the Canons of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate

property and relations of the Parish to the Clergy and will determine the annual budget and the Rector/Priest-in-Charge's salary.

- c. The disposition of the real estate of the Parish and the borrowing or loaning of money shall not be within control of the Vestry unless by special vote of the Parish.
- d. The Vestry shall, from time to time and always preceding the Annual meeting, revise the roll of members of the Parish and those entitled to vote at its meetings, in accordance with the provisions of the Canons, and such a roll shall be presented by the Vestry at the Annual Meeting and when adopted at said Meeting shall be the roll of the Meeting.

ARTICLE IV: STANDING COMMITTEES

Section 1: Standing Committee Functioning

- a. All Standing Committees shall provide a written or oral report at the Annual Meeting.
- b. Committees may be formed or dissolved, as needed, to manage and implement the work of the Parish.
- c. The proper functioning of all Standing Committees shall be the responsibility of the Vestry.

Section 2: Required Standing Committees

- a. The **Nominating Committee** shall:
 - i. Be constituted each year at the vestry meeting two months prior to the Annual Meeting;
 - ii. Consist of the two outgoing Vestry members and three parishioners at large.
 - iii. And prominently post nominations for all positions up for election in the given year, to include candidate name and all other information as deemed appropriate by the Vestry, at least two weeks prior to the Annual Meeting, or Special Parish Meeting wherein elections will be held.
- b. The **Budget and Finance Committee** shall:
 - i. Consist of the Treasurer, Assistant Treasurer, Chairperson of the Stewardship Committee, the Assistant Chairperson of the Stewardship Committee (if any), at least one Delegate, and at least two members of the Parish appointed by the Vestry;
 - ii. Create a tentative budget for submission to the Vestry and will consider any financial problems as may be properly brought to it for solution;
 - iii. Review all clergy compensation arrangements (including salary, allowances, and any other compensation), and the clergy compensation recommendations approved by the Diocese at the Annual Diocesan Convention;
 - iv. Supervise Parish investments and report to the Vestry;
 - v. And select a CPA to conduct an annual financial review. The approval of the CPA shall be by majority vote at the Annual Meeting. The review shall be conducted and a copy sent to the Diocese prior to September 1st each year. The review shall be presented to the Parish at the next Annual Meeting by the Chairperson of the Budget and Finance Committee.

ARTICLE V: AMENDMENTS TO THE BY-LAWS

- a. The By-Laws may be amended by a majority vote of the members present at an Annual or Special Meeting of this Parish, provided that such amendment or amendments be presented to the Clerk in Writing, and posted in the Warning for such meeting.

ST. PAUL'S BY-LAWS (CURRENT)

**St. Paul's Episcopal Church
Southington, Connecticut
By-Laws of the Parish
As revised and accepted February 3, 2013**

ARTICLE I: MEETINGS

Section 1: Annual and Special Parish Meetings

a) Scheduling and Notification of Meetings

- 1) There shall be an Annual Meeting of the members of this Parish, St. Paul's Episcopal Church, Southington, Connecticut, on a date after January 1st but prior to the end of June, such date to be appointed by vote of the Vestry at its November meeting, for the purpose of electing the Wardens, Clerk, Treasurer, Assistant Treasurer(s), Delegate(s), and Vestry members, and transacting such other business as may legally come before such a meeting.
- 2) Special Parish Meetings may be called by the Rector, by the Wardens, by vote of the Vestry, or by written request of 10% of the voting members of the Parish.
- 3) Warnings of the Annual or Special Parish Meetings shall be signed by the Clerk, or the Wardens, and shall be posted at the doors of the Church and Parish House two weeks prior to the meeting, or a letter of notification shall be sent by the Clerk to every member of the Parish, no later than one week before the scheduled time of the meeting.
- 4) Warnings of all Special Parish Meetings shall contain a "statement of purpose" for which the meeting is called.
- 5) Of the members of the Parish only those shall be entitled to vote at any Parish meeting who shall be adult communicants and who for at least six months prior to that meeting shall have been faithful attendants at the services of the Church in the Parish, unless for good cause prevented, faithful contributors to its support, and faithful in working, praying, and giving for the spread of the Kingdom of God; these facts to be determined in each case by the Vestry in accordance with the provisions of the Canons of the Diocese of Connecticut.

b) Rules of Order

- 1) Parliamentary Procedures outlined in Robert's Rules of Order shall govern any question not covered herein.
- 2) Order of Business at the Annual Meeting:
Invocation
Presentation/adoption of the roll of voting members
Minutes of immediate past Annual Parish Meeting
Report of the Rector
Report of the Treasurer

Standing Committee Reports
Other Committee Reports
Election of Wardens, Clerk, Treasurer, Assistant Treasurer(s), and Vestry Members
Election of Delegate(s)/alternate to the Central Deanery and Diocesan Convention
Election of St. Paul's Housing Corporation Member(s) (Wheeler Village)
Appointment of independent Auditor
Appointments to Standing Committees
Old Business (if any)
New Business Proper to Come Before the Meeting
Benediction

- 3) Order of Business at a Special Meeting of the Parish:
- Invocation
 - Minutes of Previous Special Meeting (if pertinent to the Warning)
 - Items of Business Contained in the Warning
 - Old Business (if pertinent to the Warning)
 - New Business proper to come before the meeting
 - Benediction

Section 2: Vestry Meetings

- a) Meetings of the vestry shall be held monthly. The date of the monthly Vestry meeting shall be announced in weekly bulletins and the monthly newsletter. These meetings shall be open to all members of the parish and invited guests.
- b) The order of business at Vestry meetings shall include, but need not be limited to, a Visitor's Forum, approval of previous meeting minutes, reports from the Rector, Wardens, and Treasurer, and any old or new business fit to bring before such meeting.
- c) In the event of an emergency requiring immediate action by the Vestry, the Rector or designee shall notify all members of the need for a Special Vestry Meeting. If a quorum of the Vestry cannot be achieved, the vote of those assembled shall be valid until the next regular Vestry meeting when the decision reached at the special meeting can be ratified or modified.

Section 3: Quorum and Ballot

- a) Twenty-five persons shall constitute a quorum at any Annual or Special Parish Meeting.
- b) A quorum for the transaction of business by the Vestry shall consist of six persons, at least two of whom are officer and three of whom are Vestrypersons. For the purposes of this section, officers are defined to be the Rector, Senior Warden, Junior Warden, Treasurer and Clerk. Vestrypersons are those whose election is provided for in Article II, Section 5.
- c) Except as may otherwise be provided herein or by Canon, all questions shall be decided by a majority vote of those present. No person may vote by proxy. Nominations from the floor require consent of the nominated prior to the vote at an Annual or Special Parish Meeting. Voting on questions shall be by voice vote, or a show of hands at the discretion of the Chair, provided that upon the demand of five members, voting shall be by written ballot.

- d) Elections shall be by written ballot, provided that in the event there is one candidate or slate of candidates presented, the Clerk may be directed by unanimous vote to cast one ballot for such candidate or slate.
- e) If a member leaves one or more choices blank on a ballot containing more than one office to be filled, the blank spaces in no way affect the validity of the spaces filled, and each of these votes shall be certified for one legal vote. Totally blank votes are null and void.
- f) Candidates receiving a plurality on the first election shall be declared elected. In an election with two candidates, in the event of a tie in the first ballot, successive ballots shall be taken, until a plurality is achieved. In an election with three or more candidates, in the event of a tie between two or more persons for the greatest number of votes in the first ballot, successive ballots shall be taken, voting only for the persons who are tied, until a plurality is achieved.

ARTICLE II: ELECTIONS

Section 1: The Rector

The Rector shall be elected and Called in accordance with the General and Diocesan Canons.

Section 2: Nominees

In order to be eligible for nomination to any office, prospective nominees must have expressed a willingness to serve and must fulfill the obligation of faithful membership.

Section 3: Officers of the Vestry

The Senior and Junior Wardens, Clerk and Treasurer shall be elected by separate ballot at the Annual Parish Meeting, and shall hold office for one year or until their successors are qualified and elected. The above officers shall not serve more than five consecutive terms in the same office, except during the vacancy of the Office of Rector. A Warden will be ineligible for the same office for one year after said term has expired.

Section 4: Assistant Treasurer(s)

The Assistant Treasurer(s) shall be elected by separate ballot at the Annual Parish Meeting and shall hold office for one year or until a successor is qualified and elected. The Assistant Treasurer(s) may be elected for succeeding terms without stated limitations.

Section 5: Vestry members

Vestry members shall be elected by ballot at the Annual Parish Meeting to serve a three year term, two vestry members being elected each year. One Youth Vestry Member, nominated by the youth of the parish, will be elected by ballot at the Annual Meeting to serve for a one year term. The Youth Vestry Member must be between 16 and 19 years of age and may serve up to three consecutive one-year terms. A Youth Vestry Member who has served three consecutive one-year terms is ineligible for re-election for one year after said term has ended.

Section 6: Delegates and Alternates to the Diocesan Convention and Central Deaner

Two Delegates (providing the number of communicants-in-good-standing be 200 or more) and a First and a Second Alternate shall be elected by ballot from the communicants of the Parish at its Annual Parish Meeting to serve a single term of three years. Delegates and Alternates will be ineligible for the same office for one year after said term has expired. Delegates who have been elected to fill an unexpired term may be re-elected if their term has been two years or less.

Section 7: Vacancies

Any vacancy in any office during the course of the year, with the exception of the Wardens, may be filled by appointment of the Vestry until the next annual meeting. A vacancy in the position of either Warden shall be filled at the next Annual Meeting or a Special Parish Meeting called for that purpose.

ARTICLE III: DUTIES

Section 1: The Rector

The control of worship and spiritual jurisdiction of the Parish are vested in the Office of the Rector, subject to the Rubrics of the Book of Common Prayer, the Canons of both the Church and the Diocese of Connecticut, and the godly counsel of the Bishop of Connecticut.

For the purpose of this office and for the full and free discharge of all functions and duties pertaining thereto, the Rector shall at times be entitled to the use and control of the church and parish buildings, with the appurtenances and furniture thereof.

The Rector shall be the Chair of all committees, or at the discretion of the Rector, a Chair may be appointed. The Rector shall preside at the Annual Meeting, Special Parish Meetings, and meetings of the Vestry when present.

It shall be the duty of the Rector to appoint for use in the congregation hymns and anthems from those authorized by the Rubric, or by the General Convention of the Church, with such assistance as the Rector may see fit to employ from such persons skilled in music, to give order concerning the tunes to be sung.

The Rector shall keep a register containing information regarding baptisms, marriages, funerals, confirmations and a list of communicants. These records are to be made available to the Bishop for inspection upon the Bishop's visitation to the Parish.

The Rector shall cause to happen a Mutual Ministry Review to be held with the Vestry prior to the Parish's Annual Meeting. This Mutual Ministry Review shall provide the Vestry and the Rector an opportunity to evaluate how the Parish is doing, to celebrate what has been done well and to understand what might be done better. The intent of this Mutual Ministry Review will be to nurture environments where responsibilities of all are discussed and reviewed on an annual basis.

Section 2: Wardens

The Wardens shall see that the Services of the Church are maintained, and in the absence of the Rector, shall secure the services of supply clergy or duly licensed lay readers for this purpose. In the absence of the Rector, the Senior Warden or the Junior Warden shall preside at the Annual or Special Parish Meetings and meetings of the vestry, the Senior Warden having precedence.

When the Rector's position becomes vacant, the Wardens shall notify the Bishop of Connecticut or the Ecclesiastical Authority of the Diocese of such vacancy. It shall be the duty of the Wardens to lead the congregation, ensuring that the worship, program and pastoral care needs are met; that the selection process of a new Rector is established; and that employee relations and communication with the Diocese are maintained.

- a) Senior Warden: shall assist the Rector in providing leadership in the Vestry to identify the vision, mission and goals of the Praish, establishing and implementing plans, assessing programs, and celebrating achievements; Provide leadership in the Parish by seeking to solve problems, recognizing accomplishments, giving thanks and furthering the mission of the Church; Meet regularly with the Rector and Junior Warden.
- b) Junior Warden: shall assist the Rector and Senior Warden in providing leadership in the Vestry to identify the vision, mission and goals of the Parish, establishing and implementing plans, assessing programs, and celebrating achievements.jj

Section 3: Clerk

The Parish Clerk shall be the Clerk of the Vestry. The Clerk shall make and preserve a full record of the proceedings of the Annual and Special Parish Meetings and Vestry meetings. The Clerk, under the supervision of the Rector and the Vestry, shall keep an accurate roll of the membership of the Praish and of those entitled to vote. The Clerk shall present such roll of members-in-good-standing at every Annual or Special Parish meeting, and shall be custodian of files, records and other archives of the Parish. The Clerk shall prepare, sign and maintain documents as required.

Section 4: Treasurer

The Treasurer shall oversee the collection, counting and deposit of all contributions to the Parish; Oversee all accounts maintained by any organization that is a part of this Parish, and ensure they follow established accounting procedures and appropriate safeguards; Ensure all bills are paid in a timely fashion; Ensure adequate insurance is maintained on all real and tangible property; Determine books and accounts of the Parish are in accordance with standard accounting procedure and meet the requirements of the Canons; Ensure the Parish's financial operations are in accordance with National and Diocesan Canons, the By-Laws, and state and federal laws; Ensure that the deeds and other instruments of ownership are established and maintained in the manner prescribed by Canon and civil law; meet regularly with the Rector and Wardens for planning and evaluation; Assist in the development of budgets; Submit a yearly financial report to the Vestry, Parish and Diocese.

Section 5: Assistant Treasurer

The Assistant Treasurer(s) shall perform such duties as directed by the Treasurer. The Assistant Treasurer(s) shall not be entitled to vote at meetings of the Vestry.

Section 6: Delegates and Alternates

Delegates shall represent the Praish at meetings of the Central Deanery and Diocesan Convention. The Alternate(s) shall be expected to serve as Delegate(s) if a Delegate is unable to fulfill the elected term. The Delegates shall attend the Vestry meetings immediately prior to and following the Diocesan Convention to report on issues and results.

Section 7: Vestry Members

Vestry Members shall attend and participate in Vestry meetings, representing the best interests of the Praish at large; shall assist the Rector and Wardens to identify the vision, mission and goals of the Parish, establishing and implementing plans, assessing programs, and celebrating achievements.

Except as provided by the laws of the State or of the Canons of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and relations of the Parish to the Clergy and will determine the annual budget and the Rector's salary.

The election or resignation of the Rector shall not be within the control of the Vestry unless by special vote of the Parish.

The disposition of the real estate of the Parish and the borrowing or loaning of money shall not be within control of the Vestry unless by special vote of the Parish.

The Vestry shall, from time to time and always preceding the Annual meeting, revise the roll of members of the Parish and those entitled to vote at its meetings, in accordance with the provisions of the Canons, and such a roll shall be presented by the Vestry at the Annual Meeting and when adopted at said Meeting shall be the roll of the Meeting.

ARTICLE IV: STANDING COMMITTEES

Section 1: Standing Committees shall provide an oral report at the Annual Meeting. Their proper functioning shall be the responsibility of the Vestry.

Section 2: Roster of Standing Committees

- a) **Nominating Committee:** Shall consist of the three outgoing Vestry members and three parishioners at large.
The Nominating Committee shall prominently post nominations for all positions up for election in the given year, to include candidate name and all other information as deemed appropriate by the Vestry, at least two weeks prior to the Annual Meeting, or Special Parish Meeting wherein elections will be held.
- b) **Budget and Finance Committee:** Shall consist of the Treasurer, Assistant Treasurer, Chairperson of the Stewardship Committee, the Assistant Chairperson of the Stewardship Committee and at least two members of the Parish appointed by the Vestry.
The Budget and Finance Committee shall create a tentative budget for submission to the Vestry and will consider any financial problems as may be properly brought to it for solution. The Committee shall supervise Parish investments and report to the Vestry.
The Budget and Finance shall select a CPA to conduct an annual financial review. The approval of the CPA shall be by majority vote at the Annual Meeting. The review shall be conducted and a copy sent to the Diocese prior to September 1st each year. The review shall be presented to the Parish at the next Annual Meeting by the Chairperson of the Budget and Finance Committee.
An audit shall be conducted by the selected CPA upon the election of a new Treasurer.
- c) **Stewardship Committee:** Shall consist of a Chairperson, appointed by the Rector, at least two members of the Vestry, and at least two members of the Parish.
The Stewardship Committee shall provide a system of financing the operations of the Parish in conjunction with the Budget and Finance (sic) Committee and shall encourage and enhance stewardship awareness and practice within the Parish.
- d) **Buildings and Grounds Committee:** Shall consist of a Chairperson, at least one member of the Vestry and at least two members of the general congregation.
The Building and Grounds Committee shall be responsible for the physical properties of the

building and grounds of the Parish, including recommendations to the Vestry for the proper control and care of them.

- e) **Clergy Compensation Committee:** Shall consist of the Wardens, the Treasurer, a Vestry Member, the Chairperson of the Stewardship Committee and at least two members of the Parish. This committee shall review all clergy compensation arrangements (including salary, allowances, and any other compensation), and the clergy compensation recommendations approved by the Diocese at the Annual Diocesan Convention. After such review, the committee shall submit a financial recommendation to the Budget and Finance Committee and final approval by the Vestry.

ARTICLE V: AMENDMENTS TO THE BY-LAWS

The By-Laws may be amended by a majority vote of the members present at an Annual or Special Meeting of this Parish, provided that such amendment or amendments be presented to the Clerk in Writing, and posted in the Warning for such meeting.

FINANCIALS

Treasurer's Report, Angelo Troiano

I would first like to thank two groups of people, our weekly pledge counters and our budget committee members, both of these are very important ministries to Saint Paul's. Our counters are Amanda Sisson, Amy Cook, Chris Marquis, Chris Ryder, Dave Marquis, Mary Muller, Emily Troiano, Geoff Herman, Leigh Sillner, Mary Palinkos, Mike Richardson, and Neil Walker. Thank you for your dedication to helping Saint Paul's and working together to fill in and handle this much needed task. Our budget committee consists of Darryl Kenney, Don Muller, Geoff Herman, Kathy Lafland, Mary Palinkos, and Robert Lofberg. With their help we have put together this years budget, which was approved at December's vestry meeting. Thank you all for your ongoing commitment to Saint Paul's.

Included with this report are the following 2023 Financial Reports:

- 2021/2022 Budget vs. Actual Prior Year Comparison
- 2022 Statement of Financial Position
- 2022 End of Year Cash Analysis
- 2021/2022 Comparative Statement of Activity Operating and Non-Operating
- 2023 Approved Budget

2022:

- Main note, the Ernest E. Brooks Perpetual Trust fund 4th quarter numbers have not been released yet. Everything in these financial statements are up to date with the exception of that one line item.
- \$140k was budgeted for 2022 pledges, almost \$142k came in. Also, plate offerings were a little more than \$4.5k more than budgeted.
- Near the end of the year we received a large donation totaling \$88,670.67. The individual has asked to remain anonymous, but we have spoken with them to verify that this is an unrestricted gift meaning Saint Paul's may use it as they see fit. Rev. Helena and Vestry will begin to discern on how to allocate these funds once the new slate of vestry members are installed.
- Overall our Operating Revenue for 2022 was \$290,878.72 Actual / \$189,410.00 Budgeted, with a difference of \$101,468.72.
- Our expenses for 2022 were pretty much on par with what was budgeted with the exception of a few areas:
 - Our Alter Supply expenses were a little higher than budgeted, \$738.93 Actual / \$300 Budgeted, in putting together our 2022 budget we still were not sure where we would be in regards to Covid and in-person worship. Thankfully we are able to have in-person worship so those costs were a little higher.
 - Mission & Outreach also had a higher actual vs. budget again to the point that while budgeting for 2022 we still were not sure what effect Covid would have on us.
 - Our Building & Property Expenses also had a higher actual vs. budgeted, \$50,200.76 Actual / \$36,194.00 Budgeted, this was due to unforeseen maintenance costs that came up and higher utility costs.
- 2022 we had a larger than normal loss to our investment accounts, \$167,813.25.
- We completed 2022 with a positive Net Operating Revenue of \$98,613.78, a negative Net Non-Operating Revenue of \$175,969.13, for an overall negative Net Revenue of \$77,355.35.
- Year ending account balances were \$248,260.19 in our checking account, and \$3,062.16 in the Rector's Discretionary account. (Note, normally \$1000 per year is allocated from our

operating account to the Rector's Discretionary account in quarterly disbursements. For 2022 Rev. Helena decided to put that on hold as the Rector's Discretionary account had a lot in it. We will be starting the disbursements back up for 2023.)

- For 2022 we ended the year with \$248,260.19 in our checking account. We hold funds in there allocated for certain ministries:
 - Memorial Fund \$3894.86
 - Women's Retreat \$7.00
 - J2A \$23,766.72
 - Youth Education \$163.50
 - Rise Against Hunger \$3,072.53
 - 20s & 30s Ministry \$262.27
 - New Trees \$1048.00
 - Memorial Scholarship Fund (\$893.00)
 - Memorial Garden Fund \$387.13
 - This leaves a Net Unrestricted Cash balance of \$216,551.18
- The negative \$893.00 balance for the Memorial Scholarship Fund will be offset by an allocation of funds from the D&B Memorial Scholarship Fund Account.

2023:

- The 2023 budget was approved with a \$138,000 pledge amount, this is lower than the actual pledge amount, but when looking at prior years this is a safe number we came up with that we feel we will certainly reach.
- The Cost of Living Increase for Rev. Helena's pay this year is 7.1%, it is recommended though not required that all church employees receive this, we have budgeted a 7.1% increase on all the employees pay.
- Rev. Helena's budgeted salary amount is actually higher than what the actual will be. While she is on maternity leave Saint Paul's is only responsible for 30% of her salary.
- We budgeted \$3k for supply clergy to allow us the same Eucharistic schedule we would normally have, while Rev. Helena is on maternity leave.
- You will notice that there is no salary present for the Christian Education Director. Rev. Helena will touch on this more, but basically we are merging some of the responsibilities of the Christian Education Director and the Office Assistant into a 20 hour per week position. This is why the Office Assistant is a higher budgeted amount than previous years.
- The budgeted amount for Rev. Helena's health insurance is at the highest end. This may be lower once she decides which level to sign up for. Rev. Helena is still under her Yale Insurance through the end of July. We cover the premium for her insurance per her PIC Contract. In May it will increase slightly going from an Insured+1 to a Family plan. Then in August Rev. Helena will be going on the Dioceses' plan.
- The additional CT Paid Leave Payment line is to cover the amount of CT Paid Leave that covers Rev. Helena's Housing Allowance. Unfortunately, Quickbooks cannot include that portion, they just cover her main salary amount. So we need to make that payment to the CT Paid Leave on our own.
- One of the things we discussed at the Budget & Finance Committee meeting and in Vestry is definitions for the following:
 - 5301 Children's Ed – This will be to include anything for Christian Formation. Curriculum, Supplies, etc.
 - 5311 Youth Ministry – This will be to include anything outside of Christian Formation. Such as family fun days, the Youth Mission Trip, etc.

- 5331 J2A Pilgrimage is a \$1000 yearly amount from our operating budget given to the J2A Pilgrimage account in quarterly payments.
- The following pertains to 5400 Outreach Line Items:
 - 5401 Diocese Pledge is 10% of our 2021 Net Operating Revenue
 - 5411 Mission & Outreach includes the Outreach Committee & Woman's Group
 - 5412 Parish Care includes Parish Care & Episco-pals
 - 5413 Welcome Committee includes Welcome Committee and Coffee Hour Supplies
 - 5421 Rector's Discretionary is a \$1000 yearly amount from our operating budget given to the Rector's Discretionary account in quarterly payments. This was stopped in 2022 per Rev. Helena and will be restarted in 2023.
- We have decided to continue with Massucci & Associates for our Required Annual Review. Line 5571 CPA Review covers the cost of the review plus an extra \$300 for any Accounting Assistant we may need over the year.
- Some of our Building & Property Expenses have gone up this year. Utilities have had a steep increase this year, so we budgeted high to cover that. Our snow removal contract this year is higher than last year.
- As it stands our approved budget sits at a negative Net Revenue of \$21,901.00. This will potentially be lower due to us only covering 30% of Rev. Helena's pay during leave, and Building & Grounds are looking into a grant from the Diocese to offset some of their expenses.

Respectfully Submitted,
 Angelo Troiano
 Treasurer- Saint Paul's

2021/2022 Budget vs. Actual Prior Year Comparison

	2021				2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4100 Pledges	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
4101 C/Y Pledge Receipts	\$141,867.00	\$150,900.00	(\$9,033.00)	94.01%	\$141,994.26	\$140,000.00	\$1,994.26	101.42%
4102 Prior Year Pledge Receipts	\$1,630.00	\$0.00	\$1,630.00		\$300.00	\$0.00	\$300.00	
4103 Subsequent Year Pledge Receipts	(\$176.75)	\$0.00	(\$176.75)		\$1,710.00	\$0.00	\$1,710.00	
4104 Non Reimbursed Processing Fees	\$143,320.25	\$150,900.00	(\$7,579.75)	94.98%	(\$238.93)	(\$200.00)	(\$38.93)	119.47%
Total 4100 Pledges	\$11,612.00	\$4,300.00	\$7,312.00	270.05%	\$143,765.33	\$139,800.00	\$3,965.33	102.84%
4200 Plate Offering	\$0.00	\$0.00	\$0.00		\$12,653.10	\$8,000.00	\$4,653.10	158.16%
4300 Donations in Lieu of Rent	\$2,495.00	\$1,500.00	\$995.00	166.33%	\$100.00	\$0.00	\$100.00	
4301 AA/NA etc.	\$2,495.00	\$1,500.00	\$995.00	166.33%	\$1,465.00	\$2,000.00	(\$535.00)	73.25%
4302 Other	\$0.00	\$0.00	\$0.00		\$0.00	\$500.00	(\$500.00)	0.00%
Total 4300 Donations in Lieu of Rent	\$510.00	\$1,300.00	(\$790.00)	39.23%	\$1,565.00	\$2,500.00	(\$935.00)	62.60%
4400 Seasonal Offerings	\$610.00	\$700.00	(\$90.00)	87.14%	\$0.00	\$0.00	\$0.00	
4401 Advent/Christmas	\$1,120.00	\$2,000.00	(\$880.00)	56.00%	\$601.80	\$1,300.00	(\$698.20)	46.29%
4402 Lent/Easter	\$0.00	\$0.00	\$0.00		\$460.00	\$700.00	(\$240.00)	65.71%
Total 4400 Seasonal Offerings	\$1,045.00	\$600.00	\$445.00	174.17%	\$1,061.80	\$2,000.00	(\$938.20)	53.09%
4500 Special Receipts/Other	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
4501 Altar Flowers	\$57.79	\$100.00	(\$42.21)	57.79%	\$1,166.28	\$750.00	\$416.28	155.50%
4502 Fundraising	\$57.79	\$100.00	(\$42.21)	57.79%	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
4502-c Amazon Smile	\$15,200.47	\$12,697.00	\$2,503.47	119.72%	\$81.96	\$60.00	\$21.96	136.60%
Total 4502 Fundraising	\$2,000.00	\$0.00	\$2,000.00		\$81.96	\$2,060.00	(\$1,978.04)	3.98%
4505 Unrestricted Gifts	\$17,200.47	\$12,697.00	\$4,503.47	135.47%	\$88,670.67	\$0.00	\$88,670.67	
4506 Restricted Gifts for Processing Fees	\$496.76	\$0.00	\$496.76		\$451.95	\$0.00	\$451.95	
4506-a Processing Fees Deducted	(\$496.76)	\$0.00	(\$496.76)		(\$453.26)	\$0.00	(\$453.26)	
Total 4506 Restricted Gifts for Processing Fees	\$0.00	\$0.00	\$0.00		(\$1.31)	\$0.00	(\$1.31)	
Total 4500 Special Receipts/Other	\$18,303.26	\$13,397.00	\$4,906.26	136.62%	\$89,917.60	\$2,810.00	\$87,107.60	3199.91%
4600 Investment Income	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
4601 D&B General Funds #4587/4626	\$4,774.10	\$4,500.00	\$274.10	106.09%	\$7,752.95	\$4,500.00	\$3,252.95	172.29%
4602 D&B Housing Fund #4584	\$5,661.89	\$5,800.00	(\$138.11)	97.62%	\$7,313.44	\$5,800.00	\$1,513.44	126.09%
4603 Income Distr-E Brooks Fund	\$35,270.50	\$23,825.00	\$11,445.50	148.04%	\$26,849.50	\$24,000.00	\$2,849.50	111.87%
Total 4600 Investment Income	\$45,706.49	\$34,125.00	\$11,581.49	133.94%	\$41,915.89	\$34,300.00	\$7,615.89	122.20%
Uncategorized Income								
Total Revenue	\$222,557.00	\$206,222.00	\$16,335.00	107.92%	\$290,878.72	\$189,410.00	\$101,468.72	153.57%
Gross Profit	\$222,557.00	\$206,222.00	\$16,335.00	107.92%	\$290,878.72	\$189,410.00	\$101,468.72	153.57%

Expenditures									
5100 Salary/Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5101 Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5102 Rector's Salary	\$18,886.87	\$18,841.00	\$45.87	100.24%	\$26,432.19	\$24,594.00	\$1,838.19	107.47%	
5102A Missional Curate	\$13,086.36	\$13,096.00	\$0.36	100.00%					
5103 Supply Clergy					\$500.00	\$0.00	\$500.00		
5104 Christian Ed Director Wages	\$3,877.48	\$6,365.00	(\$2,487.52)	60.92%	\$198.32	\$4,500.00	(\$4,301.68)	4.41%	
5105 Organist Salary	\$13,100.88	\$13,101.00	(\$0.12)	100.00%	\$13,100.88	\$13,580.00	(\$479.12)	96.47%	
5107 Office Assistant	\$9,130.76	\$11,934.00	(\$2,803.24)	76.51%	\$8,247.69	\$10,732.80	(\$2,485.11)	76.85%	
5109 Nursery Care	\$0.00	\$1,300.00	(\$1,300.00)	0.00%					
5110 Sexton Wages	\$2,125.18	\$3,580.00	(\$1,454.82)	59.36%	\$2,818.35	\$5,000.00	(\$2,181.65)	56.37%	
5111 Non Ordained Preachers	\$100.00	\$0.00	\$100.00						
Total 5101 Salaries	\$60,317.53	\$68,217.00	(\$7,899.47)	88.42%	\$51,297.43	\$58,406.80	(\$7,109.37)	87.83%	
5121 Pension	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5122 Rector Pension	\$5,694.05	\$5,124.00	\$570.05	111.13%	\$7,689.30	\$10,900.00	(\$3,210.70)	70.54%	
5124 Pension-Curate	\$5,196.72	\$5,150.00	\$46.72	100.91%					
Total 5121 Pension	\$10,890.77	\$10,274.00	\$616.77	106.00%	\$7,689.30	\$10,900.00	(\$3,210.70)	70.54%	
5131 Health & Life Insurance	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5132 Rector Health/Life Insurance	\$4,853.00	\$1,732.00	\$3,121.00	280.20%	\$18,892.75	\$16,980.75	\$1,912.00	111.26%	
5134 Missional Curate-Health/Life Insurance	\$3,649.07	\$3,220.00	\$429.07	113.33%					
Total 5131 Health & Life Insurance	\$8,502.07	\$4,952.00	\$3,550.07	171.69%	\$18,892.75	\$16,980.75	\$1,912.00	111.26%	
5140 Housing Allowance	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5141 Rector's Housing Allowance	\$4,767.11	\$4,767.00	\$0.11	100.00%	\$14,381.77	\$15,000.00	(\$618.23)	95.88%	
5142 Missional Curate-Housing Allowance	\$10,191.80	\$10,192.00	(\$0.20)	100.00%					
Total 5140 Housing Allowance	\$14,958.91	\$14,959.00	(\$0.09)	100.00%	\$14,381.77	\$15,000.00	(\$618.23)	95.88%	
5151 Social Security/Medicare	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5152 Rector's Soc Sec Allowance	\$2,818.54	\$2,560.00	\$258.54	110.10%	\$4,316.41	\$6,821.70	(\$2,505.29)	63.27%	
5152A Missional Curate-Soc Sec Allowance	\$2,699.09	\$2,680.00	\$19.09	100.71%					
5153 Employer Contribution	\$2,152.65	\$2,775.00	(\$622.35)	77.57%	\$1,865.36	\$2,818.00	(\$952.64)	66.19%	
Total 5151 Social Security/Medicare	\$7,670.28	\$8,015.00	(\$344.72)	95.70%	\$6,181.77	\$9,639.70	(\$3,457.93)	64.13%	
5160 Study Expenses	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5161 Rector Study Expense	\$866.18	\$1,080.00	(\$213.82)	80.20%	\$1,180.08	\$1,850.00	(\$669.92)	63.79%	
5162 Missional Curate-Study Expense	\$956.04	\$956.00	\$0.04	100.00%					
Total 5160 Study Expenses	\$1,822.22	\$2,036.00	(\$213.78)	89.50%	\$1,180.08	\$1,850.00	(\$669.92)	63.79%	
5170 Professional Expenses	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00		
5171 Rector Professional Expenses	\$1,324.31	\$800.00	\$524.31	165.54%	\$1,394.25	\$1,500.00	(\$105.75)	92.95%	
5172 Missional Curate Professional Expense	\$510.24	\$1,485.00	(\$974.76)	34.36%					

Total 5170 Professional Expenses	\$1,834.55	\$2,285.00	(\$450.45)	80.29%	\$1,394.25	\$1,500.00	(\$105.75)	92.95%
5181 Payroll Expenses	\$1,466.52	\$1,500.00	(\$33.48)	97.77%	\$1,342.29	\$1,500.00	(\$157.71)	89.49%
Total 5100 Salary/Compensation	\$107,462.85	\$112,238.00	(\$4,775.15)	95.75%	\$102,359.64	\$115,777.25	(\$13,417.61)	88.41%
5154 Additional CT Paid Leave Payment					\$124.23	\$0.00	\$124.23	
5200 Worship	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
5201 Altar Flower Expense	\$646.24	\$600.00	\$46.24	107.71%	\$278.44	\$700.00	(\$421.56)	39.78%
5211 Altar Supplies	\$0.00	\$0.00	\$0.00		\$10.50	\$0.00	\$10.50	
5212 Altar Bread/Wine	\$0.00	\$100.00	(\$100.00)	0.00%	\$141.30	\$100.00	\$41.30	141.30%
5213 Candles	\$236.05	\$200.00	\$36.05	118.03%	\$406.20	\$100.00	\$306.20	406.20%
5215 Other	\$161.95	\$150.00	\$11.95	107.97%	\$180.92	\$100.00	\$80.92	180.92%
Total 5211 Altar Supplies	\$398.00	\$450.00	(\$52.00)	88.44%	\$738.92	\$300.00	\$438.92	246.31%
5221 Music Expense	\$750.00	\$1,300.00	(\$550.00)	57.69%	\$1,615.00	\$2,500.00	(\$885.00)	64.60%
5222 Bell Choir	\$26.34	\$100.00	(\$73.66)	26.34%	\$76.56	\$200.00	(\$123.44)	38.28%
Total 5221 Music Expense	\$776.34	\$1,400.00	(\$623.66)	55.45%	\$1,691.56	\$2,700.00	(\$1,008.44)	62.65%
5231 Worship Technology	\$1,466.98	\$0.00	\$1,466.98		\$447.53	\$0.00	\$447.53	
5251 Publications/Books					\$45.95	\$0.00	\$45.95	
Total 5200 Worship	\$3,287.56	\$2,450.00	\$837.56	134.19%	\$3,202.40	\$3,700.00	(\$497.60)	86.55%
5300 Christian Ed	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
5301 Children's Ed	\$436.90	\$1,205.00	(\$768.10)	36.26%	\$539.80	\$1,435.00	(\$895.20)	37.62%
5311 Youth Ministry	\$376.54	\$1,445.00	(\$1,068.46)	26.06%	\$352.62	\$1,479.00	(\$1,126.38)	23.84%
5321 Adult Ed					\$0.00	\$200.00	(\$200.00)	0.00%
5331 J2A -Pilgrimage	\$1,000.00	\$1,000.00	\$0.00	100.00%	\$1,000.00	\$1,153.92	(\$153.92)	86.66%
Total 5300 Christian Ed	\$1,813.44	\$3,650.00	(\$1,836.56)	49.68%	\$1,892.42	\$4,267.92	(\$2,375.50)	44.34%
5400 Outreach	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
5401 Diocese Pledge	\$19,008.00	\$19,008.00	\$0.00	100.00%	\$17,792.04	\$17,792.00	\$0.04	100.00%
5411 Mission & Outreach	\$0.00	\$1,500.00	(\$1,500.00)	0.00%	\$906.00	\$250.00	\$656.00	362.40%
5412 Parish Care	\$0.00	\$200.00	(\$200.00)	0.00%	\$90.25	\$200.00	(\$109.75)	45.13%
5413 Welcome Committee	\$0.00	\$100.00	(\$100.00)	0.00%	\$0.00	\$150.00	(\$150.00)	0.00%
5421 Rector's Discretionary	\$0.00	\$1,000.00	(\$1,000.00)	0.00%				
Total 5400 Outreach	\$19,008.00	\$21,808.00	(\$2,800.00)	87.16%	\$18,788.29	\$18,392.00	\$396.29	102.15%
5500 Office Expenses	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
5501 Postage	\$376.60	\$300.00	\$76.60	125.53%	\$245.50	\$300.00	(\$54.50)	81.83%
5511 Governance	\$221.45	\$500.00	(\$278.55)	44.29%	\$184.50	\$750.00	(\$565.50)	24.60%
5513 Telephone	\$3,806.30	\$3,820.00	(\$13.70)	99.64%	\$5,127.38	\$4,250.00	\$877.38	120.64%
5521 Software	\$2,680.78	\$1,600.00	\$1,080.78	167.55%	\$2,452.54	\$2,000.00	\$452.54	122.63%
5531 Communications	\$327.42	\$415.00	(\$87.58)	78.90%	\$220.00	\$200.00	\$20.00	110.00%
5541 Printing					\$337.72	\$0.00	\$337.72	
5551 Copier	\$2,328.69	\$2,200.00	\$128.69	105.85%	\$2,810.05	\$2,600.00	\$210.05	108.08%

6421 Memorial Fund	\$1,991.26	\$0.00	\$1,991.26		\$250.00	\$0.00	\$250.00
6422 Transfer to/from RDF	\$4,052.15	\$0.00	\$4,052.15				
6441 Memorial Scholarship Fund	\$300.00	\$0.00	\$300.00		\$2,607.00	\$0.00	\$2,607.00
6446 Other Miscellaneous Revenue					\$100.00	\$0.00	\$100.00
6451 Misc. Designated Gifts	\$5,665.75	\$0.00	\$5,665.75		\$1,916.00	\$0.00	\$1,916.00
6461 Outreach	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
6462 Rise Against Hunger	\$946.00	\$0.00	\$946.00		\$692.00	\$0.00	\$692.00
6464 Jerusalem Offering	\$75.00	\$0.00	\$75.00				
6465 Famine Weekend	\$115.00	\$0.00	\$115.00				
Total 6461 Outreach	\$1,136.00	\$0.00	\$1,136.00		\$692.00	\$0.00	\$692.00
Total 6400 Designated Gifts Receipts	\$13,145.16	\$0.00	\$13,145.16		\$5,865.00	\$0.00	\$5,865.00
6500 Other - Insurance	(\$4,100.00)	\$0.00	(\$4,100.00)		\$8,520.97	\$0.00	\$8,520.97
6600 Increase in Value of Invested Funds	\$98,973.85	\$0.00	\$98,973.85		(\$167,813.25)	\$0.00	(\$167,813.25)
6650 Change in FMV of Trust Assets	\$63,372.17	\$0.00	\$63,372.17				
6700 Gain on Sale of Property	\$800.00	\$0.00	\$800.00				
Total Other Revenue	\$185,585.18	\$0.00	\$185,585.18		(\$134,486.18)	\$0.00	(\$134,486.18)
Other Expenditures							
7200 Special Event Expense	\$0.00	\$0.00	\$0.00				
7201 Womens Retreat	\$1,644.00	\$0.00	\$1,644.00				
7206- 20's & 30's Ministry					\$1,737.73	\$0.00	\$1,737.73
Total 7200 Special Event Expense	\$1,644.00	\$0.00	\$1,644.00		\$1,737.73	\$0.00	\$1,737.73
7300 J2A/Rite13 Expenses	\$0.00	\$0.00	\$0.00		\$713.63	\$0.00	\$713.63
7301 J2A_ Travel Expenses	\$18,404.70	\$0.00	\$18,404.70		\$18,201.50	\$0.00	\$18,201.50
Total 7300 J2A/Rite13 Expenses	\$18,404.70	\$0.00	\$18,404.70		\$18,915.13	\$0.00	\$18,915.13
7400 Designated Gift Expense	\$0.00	\$0.00	\$0.00		\$100.00	\$0.00	\$100.00
7421 Memorial Fund Expense					\$1,970.46	\$0.00	\$1,970.46
7422 RDF funds used for designated purposes	\$675.00	\$0.00	\$675.00		\$3,160.62	\$0.00	\$3,160.62
7431 Memorial Garden Expense	\$106.00	\$0.00	\$106.00		\$410.46	\$0.00	\$410.46
7441 Memorial Scholarship Fund Exp.	\$500.00	\$0.00	\$500.00		\$3,500.00	\$0.00	\$3,500.00
7451 Misc. Designated Gifts	\$8,665.75	\$0.00	\$8,665.75		\$100.00	\$0.00	\$100.00
7461 Outreach Special Offering Disb.	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
7462 Rise Against Hunger	\$3,500.00	\$0.00	\$3,500.00		\$1,675.00	\$0.00	\$1,675.00
7465 Famine Weekend Disbursements					\$135.55	\$0.00	\$135.55
Total 7461 Outreach Special Offering Disb.	\$3,500.00	\$0.00	\$3,500.00		\$1,810.55	\$0.00	\$1,810.55
Total 7400 Designated Gift Expense	\$13,446.75	\$0.00	\$13,446.75		\$11,052.09	\$0.00	\$11,052.09
7800 Depreciation Expense	\$9,528.00	\$0.00	\$9,528.00		\$9,778.00	\$0.00	\$9,778.00
8000 Extraordinary Expenses	\$0.00	\$0.00	\$0.00				
8001 Compensation Settlement	\$26,651.00	\$26,651.00	\$0.00	100.00%			
Total 8000 Extraordinary Expenses	\$26,651.00	\$26,651.00	\$0.00	100.00%			
Total Other Expenditures	\$69,674.45	\$26,651.00	\$43,023.45	261.43%	\$41,482.95	\$0.00	\$41,482.95
Net Other Revenue	\$115,910.73	(\$26,651.00)	\$142,561.73	-434.92%	(\$175,969.13)	\$0.00	(\$175,969.13)
Net Revenue	\$155,422.98	(\$8,830.00)	\$164,252.98	-1760.17%	(\$77,355.35)	(\$4,471.17)	(\$72,884.18)
							1511.40%

2022 Statement of Financial Position

	Total	
	As of Dec 31, 2022	As of Dec 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1100 Cash in Bank	\$0.00	\$0.00
1101 Main Checking Acct TDB	\$248,260.19	\$135,803.92
1102 Rector's Discret Fund Acct	\$3,062.16	\$5,378.08
1103 Paypal Account	\$0.00	\$0.00
Total 1100 Cash in Bank	\$251,322.35	\$141,182.00
1160 Intercompany Cash Accounts		
1161 Due to Operating Cash from RDF	\$0.00	(\$544.70)
1162 Due to RDF from Operating Cash	\$0.00	\$544.70
Total 1160 Intercompany Cash Accounts	\$0.00	\$0.00
1200 Invested Funds		
1201 D&B Mem Scholarship Fund-4701	\$16,925.72	\$20,738.32
1202 D&B Housing Fund-4584	\$352,052.99	\$418,036.29
1203 D&B General Fund 4587	\$229,863.51	\$271,494.30
1204 D&B Edick ChEdFund-4597	\$141,331.83	\$163,746.69
1205 D&B Helen Edick 4626	\$70,932.93	\$83,797.76
1206 D&B Memorial Garden-4671	\$84,672.41	\$116,044.83
Total 1200 Invested Funds	\$895,779.39	\$1,073,858.19
Total Bank Accounts	\$1,147,101.74	\$1,215,040.19
Other Current Assets		
1170 Due to Cash from Investments		
1171 Due to Cash from Mem Scholarship Fund (4701)	\$500.00	\$500.00
1172 Due to Cash from Clergy Housing Fund (4584)	(\$4,239.75)	(\$4,239.75)
1173 Due to Cash from General Fund (4587)	\$0.00	\$0.00
1175 Due to Cash from Helen Edict Fund (4626)	(\$63.45)	(\$63.45)
1176 Due to Cash from Mem Garden Fund (4671)	\$7,152.41	\$7,152.41
Total 1170 Due to Cash from Investments	\$3,349.21	\$3,349.21

1270 Due to Investment Funds from Cash		
1271 Due to Memorial Scholarship Fund from Cash	(\$500.00)	(\$500.00)
1272 Due to Clergy Housing Fund from Cash	\$4,239.75	\$4,239.75
1273 Due to General Fund from Cash	\$0.00	\$0.00
1275 Due to Helen Edict Fund from Cash	\$63.45	\$63.45
1276 Due to Memorial Garden Fund from Cash	(\$7,152.41)	(\$7,152.41)
Total 1270 Due to Investment Funds from Cash	(\$3,349.21)	(\$3,349.21)
1301 Advance to Payroll Co	\$0.00	\$0.00
1302 Prepaid Expense	\$0.00	\$0.00
1303 Insurance Receivable	\$0.00	\$0.00
1304 Miscellaneous Receivables	(\$66.00)	\$0.00
Total Other Current Assets	(\$66.00)	\$0.00
Total Current Assets	\$1,147,035.74	\$1,215,040.19
Fixed Assets		
1400 Fixed Asset Cost		
1401 Building	\$387,800.00	\$387,800.00
1402 Building Improvements	\$473,926.66	\$473,441.39
1403 Furniture & Fixtures	\$52,549.87	\$52,549.87
1404 Land Impr-Common Good Garden	\$0.00	\$0.00
1405 Land Impr - Memorial Garden	\$13,723.00	\$13,723.00
Total 1400 Fixed Asset Cost	\$927,999.53	\$927,514.26
1410 Accumulated Depreciation		
1411 Building Depreciation	(\$387,800.00)	(\$387,800.00)
1412 Depreciation-Bldg Improv	(\$391,746.00)	(\$391,746.00)
1413 Depreciation-Furniture & Fixtur	(\$51,908.91)	(\$51,908.91)
1414 Depreciation - Land Impr	\$0.00	\$0.00
1415 A/D - Land Impr Memorial Garden	(\$1,559.00)	(\$1,559.00)
Total 1410 Accumulated Depreciation	(\$833,013.91)	(\$833,013.91)
1450 Land	\$333,800.00	\$333,800.00
Total Fixed Assets	\$428,785.62	\$428,300.35

Other Assets		
1500 Construction in Progress		
1501 Stained Glass Window Restoration	\$0.00	\$0.00
1502 Repairs -Lengthen Life of Church	\$0.00	\$0.00
Total 1500 Construction in Progress	\$0.00	\$0.00
1600 Ernest E Brook Perpetual Trust	\$858,525.39	\$858,525.39
Total Other Assets	\$858,525.39	\$858,525.39
TOTAL ASSETS	\$2,434,346.75	\$2,501,865.93
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2000 Payroll Liabilities	\$0.00	\$0.00
403B Clergy-2	\$0.00	\$0.00
CPFML on HSG Allowance	\$64.52	\$64.52
CT Income Tax	\$174.33	\$140.55
CT Paid Family and Medical Leave	\$44.46	\$36.63
CT Paid Leave	\$275.88	\$105.48
Federal Taxes (941/944)	\$332.96	\$486.80
Total 2000 Payroll Liabilities	\$892.15	\$833.98
2110 Receipt for Subsequent Year Pledge	\$0.00	\$0.00
2200 Funds Held For Others		
2206 Funds due to BSOA	\$0.00	\$0.00
Total 2200 Funds Held For Others	\$0.00	\$0.00
Direct Deposit Payable	\$0.00	\$0.00
Total Other Current Liabilities	\$892.15	\$833.98
Total Current Liabilities	\$892.15	\$833.98
Total Liabilities	\$892.15	\$833.98
Equity		
3100 Opening Bal Equity	\$392,187.00	\$392,187.00
3200 Retained Earnings	\$2,108,844.95	\$1,953,421.97
Net Revenue	(\$67,577.35)	\$155,422.98
Total Equity	\$2,433,454.60	\$2,501,031.95
TOTAL LIABILITIES AND EQUITY	\$2,434,346.75	\$2,501,865.93

2022 End of Year Cash Analysis

		12/31/22
Total Cash in Checking Account		\$248,260.19
Memorial Fund	\$3,894.86	
Womens Retreat	\$7.00	
J2A	\$23,766.72	
Youth Education	\$163.50	
BSOA	\$0.00	
Rise Against Hunger	\$3,072.53	
20's and 30's Ministry	\$262.27	
Trees	\$1,048.00	
Bishop's Fund	\$0.00	
Jerusalem Offering	\$0.00	
Memorial Scholarship Fund	(\$893.00)	
Memorial Garden Fund	\$387.13	
Total Restricted Cash		\$31,709.01
Net Unrestricted Cash		\$216,551.18

2021/2022 Comparative Statement of Activity Operating

	Total	
	Jan - Dec 2022	Jan - Dec 2021 (PY)
Revenue		
4100 Pledges		
4101 C/Y Pledge Receipts	\$141,994.26	\$141,867.00
4102 Prior Year Pledge Receipts	\$300.00	\$1,630.00
4103 Subsequent Year Pledge Receipts	\$1,710.00	
4104 Non Reimbursed Processing Fees	(\$238.93)	(\$176.75)
Total 4100 Pledges	\$143,765.33	\$143,320.25
4200 Plate Offering	\$12,653.10	\$11,612.00
4300 Donations in Lieu of Rent	\$100.00	
4301 AA/NA etc.	\$1,465.00	\$2,495.00
Total 4300 Donations in Lieu of Rent	\$1,565.00	\$2,495.00
4400 Seasonal Offerings		
4401 Advent/Christmas	\$601.80	\$510.00
4402 Lent/Easter	\$460.00	\$610.00
Total 4400 Seasonal Offerings	\$1,061.80	\$1,120.00
4500 Special Receipts/Other		
4501 Altar Flowers	\$1,166.28	\$1,045.00
4502 Fundraising		
4502-c Amazon Smile	\$81.96	\$57.79
Total 4502 Fundraising	\$81.96	\$57.79
4504 Diocesan Grants		\$15,200.47
4504-a 20's & 30's Ministry Network		\$2,000.00
Total 4504 Diocesan Grants	\$0.00	\$17,200.47
4505 Unrestricted Gifts	\$88,670.67	
4506 Restricted Gifts for Processing Fees	\$451.95	\$496.76
4506-a Processing Fees Deducted	(\$453.26)	(\$496.76)
Total 4506 Restricted Gifts for Processing Fees	(\$1.31)	\$0.00
Total 4500 Special Receipts/Other	\$89,917.60	\$18,303.26
4600 Investment Income		
4601 D&B General Funds #4587/4626	\$7,752.95	\$4,774.10
4602 D&B Housing Fund #4584	\$7,313.44	\$5,661.89
4603 Income Distr-E Brooks Fund	\$26,849.50	\$35,270.50
Total 4600 Investment Income	\$41,915.89	\$45,706.49
Uncategorized Income	\$0.00	
Total Revenue	\$290,878.72	\$222,557.00
Gross Profit	\$290,878.72	\$222,557.00
Expenditures		
5100 Salary/Compensation		
5101 Salaries		
5102 Rector's Salary	\$26,432.19	\$18,886.87
5102A Missional Curate		\$13,096.36
5103 Supply Clergy	\$500.00	
5104 Christian Ed Director Wages	\$198.32	\$3,877.48
5105 Organist Salary	\$13,100.88	\$13,100.88
5107 Office Assistant	\$8,247.69	\$9,130.76
5110 Sexton Wages	\$2,818.35	\$2,125.18
5111 Non Ordained Preachers		\$100.00
Total 5101 Salaries	\$51,297.43	\$60,317.53
5121 Pension		
5122 Rector Pension	\$7,689.30	\$5,694.05
5124 Pension-Curate		\$5,196.72
Total 5121 Pension	\$7,689.30	\$10,890.77
5131 Health & Life Insurance		
5132 Rector Health/Life Insurance	\$18,892.75	\$4,853.00
5134 Missional Curate-Health/Life Insurance		\$3,649.07
Total 5131 Health & Life Insurance	\$18,892.75	\$8,502.07
5140 Housing Allowance		
5141 Rector's Housing Allowance	\$14,381.77	\$4,767.11
5142 Missional Curate-Housing Allowance		\$10,191.80
Total 5140 Housing Allowance	\$14,381.77	\$14,958.91

5151 Social Security/Medicare		
5152 Rector's Soc Sec Allowance	\$4,316.41	\$2,818.54
5152A Missional Curate-Soc Sec Allowance		\$2,699.09
5153 Employer Contribution	\$1,865.36	\$2,152.65
Total 5151 Social Security/Medicare	\$6,181.77	\$7,670.28
5160 Study Expenses		
5161 Rector Study Expense	\$1,180.08	\$866.18
5162 Missional Curate-Study Expense		\$956.04
Total 5160 Study Expenses	\$1,180.08	\$1,822.22
5170 Professional Expenses		
5171 Rector Professional Expenses	\$1,394.25	\$1,324.31
5172 Missional Curate Professional Expense		\$510.24
Total 5170 Professional Expenses	\$1,394.25	\$1,834.55
5181 Payroll Expenses	\$1,342.29	\$1,466.52
Total 5100 Salary/Compensation	\$102,359.64	\$107,462.85
5154 Additional CT Paid Leave Payment	\$124.23	
5200 Worship		
5201 Altar Flower Expense	\$278.44	\$646.24
5211 Altar Supplies	\$10.50	
5212 Altar Bread/Wine	\$141.30	
5213 Candles	\$406.20	\$236.05
5215 Other	\$180.92	\$161.95
Total 5211 Altar Supplies	\$738.92	\$398.00
5221 Music Expense	\$1,615.00	\$750.00
5222 Bell Choir	\$76.56	\$26.34
Total 5221 Music Expense	\$1,691.56	\$776.34
5231 Worship Technology	\$447.53	\$1,466.98
5251 Publications/Books	\$45.95	
Total 5200 Worship	\$3,202.40	\$3,287.56
5300 Christian Ed		
5301 Children's Ed	\$539.80	\$436.90
5311 Youth Ministry	\$352.62	\$376.54
5331 J2A -Pilgrimage	\$1,000.00	\$1,000.00
Total 5300 Christian Ed	\$1,892.42	\$1,813.44
5400 Outreach		
5401 Diocese Pledge	\$17,792.04	\$19,008.00
5411 Mission & Outreach	\$906.00	
5412 Parish Care	\$90.25	
Total 5400 Outreach	\$18,788.29	\$19,008.00
5500 Office Expenses		
5501 Postage	\$245.50	\$376.60
5511 Governance	\$184.50	\$221.45
5513 Telephone	\$5,127.38	\$3,806.30
5521 Software	\$2,452.54	\$2,680.78
5531 Communications	\$220.00	\$327.42
5541 Printing	\$337.72	
5551 Copier	\$2,810.05	\$2,328.69
5561 Supplies		
5563 Supplies-Other	\$517.23	\$412.77
Total 5561 Supplies	\$517.23	\$412.77
5571 CPA Review	\$3,500.00	
5581 Stewardship	\$115.92	
Total 5500 Office Expenses	\$15,510.84	\$10,154.01

5600 Buildings & Property Expenses		
5601 Property Insurance	\$9,152.30	\$7,090.32
5611 Maintenance & Repairs	\$14,174.02	\$7,100.95
5621 Utilities		
5622 Electricity	\$4,372.12	\$4,795.60
5623 Gas	\$10,055.46	\$8,935.72
5624 Water/Sewer	\$1,280.85	\$1,094.11
Total 5621 Utilities	\$15,708.43	\$14,825.43
5631 Contract Services		
5632 Fire Protection System Service	\$2,393.00	\$1,168.00
5633 Pest Control	\$428.00	\$928.00
5634 Floor Maintenance Service		\$530.00
5635 Heating System	\$1,547.00	\$3,085.36
5636 Snow Removal Service	\$5,777.05	\$4,474.00
5637 Trash Removal	\$762.90	\$1,987.97
Total 5631 Contract Services	\$10,907.95	\$12,173.33
5641 Sexton's Supplies	\$258.06	\$128.86
Total 5600 Buildings & Property Expenses	\$50,200.76	\$41,318.89
Payroll Expenses		
Wages	\$186.36	\$0.00
Total Payroll Expenses	\$186.36	\$0.00
Total Expenditures	\$192,264.94	\$183,044.75
Net Operating Revenue	\$98,613.78	\$39,512.25

2021/2022 Comparative Statement of Activity Non-Operating

	Total	
	Jan - Dec 2022	Jan - Dec 2021
Other Revenue		
6200 Special Event Income		
6201 Womens Retreat		\$1,646.00
Total 6200 Special Event Income	\$0.00	\$1,646.00
6300 J2A/Rite 13 Income		
6301 J2A_Income	\$18,941.10	\$11,748.00
Total 6300 J2A/Rite 13 Income	\$18,941.10	\$11,748.00
6400 Designated Gifts Receipts		
6411 Funds to Transfer	\$300.00	
6421 Memorial Fund	\$250.00	\$1,991.26
6422 Transfer to/from RDF		\$4,052.15
6441 Memorial Scholarship Fund	\$2,607.00	\$300.00
6446 Other Miscellaneous Revenue	\$100.00	
6451 Misc. Designated Gifts	\$1,916.00	\$5,665.75
6461 Outreach		
6462 Rise Against Hunger	\$692.00	\$946.00
6464 Jerusalem Offering		\$75.00
6465 Famine Weekend		\$115.00
Total 6461 Outreach	\$692.00	\$1,136.00
Total 6400 Designated Gifts Receipts	\$5,865.00	\$13,145.16
6500 Other - Insurance	\$8,520.97	(\$4,100.00)
6600 Increase in Value of Invested	(\$167,813.25)	\$98,973.85
6650 Change in FMV of Trust Assets		\$63,372.17
6700 Gain on Sale of Property		\$800.00
Total Other Revenue	(\$134,486.18)	\$185,585.18
Other Expenditures		
7200 Special Event Expense		
7201 Womens Retreat		\$1,644.00
Total 7200 Special Event Expense	\$0.00	\$1,644.00
7206- 20's & 30's Ministry	\$1,737.73	
7300 J2A/Rite13 Expenses	\$713.63	
7301 J2A_Travel Expenses	\$18,201.50	\$18,404.70
Total 7300 J2A/Rite13 Expenses	\$18,915.13	\$18,404.70
7400 Designated Gift Expense	\$100.00	
7421 Memorial Fund Expense	\$1,970.46	
7422 RDF funds used for designated	\$3,160.62	\$675.00
7431 Memorial Garden Expense	\$410.46	\$106.00
7441 Memorial Scholarship Fund Exp.	\$3,500.00	\$500.00
7451 Misc. Designated Gifts	\$100.00	\$8,665.75
7461 Outreach Special Offering Disb.		
7462 Rise Against Hunger	\$1,675.00	\$3,500.00
7465 Famine Weekend	\$135.55	
Total 7461 Outreach Special Offering	\$1,810.55	\$3,500.00
Total 7400 Designated Gift Expense	\$11,052.09	\$13,446.75
7800 Depreciation Expense		\$9,528.00
8000 Extraordinary Expenses		
8001 Compensation Settlement		\$26,651.00
Total 8000 Extraordinary Expenses	\$0.00	\$26,651.00
Total Other Expenditures	\$31,704.95	\$69,674.45
Net Other Revenue	(\$166,191.13)	\$115,910.73
Net Revenue	(\$67,577.35)	\$155,422.98

2023 Approved Budget

	Approved 2022 Budget Total	Approved 2023 Budget Total
Revenue		
4100 Pledges		
4101 C/Y Pledge Receipts	\$140,000.00	\$138,000.00
4102 Prior Year Pledge Receipts	\$0.00	
4104 Non Reimbursed Processing Fees	(\$200.00)	\$(200.00)
Total 4100 Pledges	\$139,800.00	\$137,800.00
4200 Plate Offering	\$8,000.00	\$10,000.00
4300 Donations in Lieu of Rent		
4301 AA/NA etc.	\$2,000.00	\$1,500.00
4302 Other	\$500.00	
Total 4300 Donations in Lieu of Rent	\$2,500.00	\$1,500.00
4400 Seasonal Offerings		
4401 Advent/Christmas	\$1,300.00	\$500.00
4402 Lent/Easter	\$700.00	\$500.00
Total 4400 Seasonal Offerings	\$2,000.00	\$1,000.00
4500 Special Receipts/Other		
4501 Altar Flowers	\$750.00	\$800.00
4502 Fundraising	\$2,000.00	
4502-c Amazon Smile	\$60.00	\$75.00
Total 4502 Fundraising	\$2,060.00	\$75.00
Total 4500 Special Receipts/Other	\$2,810.00	\$875.00
4600 Investment Income		
4601 D&B General Funds #4587/4626	\$4,500.00	\$7,500.00
4602 D&B Housing Fund #4584	\$5,800.00	\$7,000.00
4603 Income Distr-E Brooks Fund	\$24,000.00	\$25,000.00
Total 4600 Investment Income	\$34,300.00	\$39,500.00
Total Revenue	\$189,410.00	\$190,675.00
Gross Profit	\$189,410.00	\$190,675.00

Expenditures

5100 Salary/Compensation		
5101 Salaries		
5102 Rector's Salary	\$24,594.00	\$26,789.50
5103 Supply Clergy	\$0.00	\$3,000.00
		6 sundays of coverage during 12 weeks of leave
5104 Christian Ed Director Wages	\$4,500.00	
5105 Organist Salary	\$13,580.00	\$14,544.18
5107 Office Assistant	\$10,732.80	\$17,680.00
		Plan to evolve into a 20 hour position

5110 Sexton Wages	\$5,000.00	\$4,500.00	
Total 5101 Salaries	\$58,406.80	\$66,513.68	
5121 Pension			
5122 Rector Pension	\$10,900.00	\$11,992.90	
Total 5121 Pension	\$10,900.00	\$11,992.90	
5131 Health & Lite Insurance			
5132 Rector Health/Life Insurance	\$16,980.75	\$18,720.19	Budgeted using the top level insurance (will decide in July)
Total 5131 Health & Lite Insurance	\$16,980.75	\$18,720.19	
5140 Housing Allowance			
5141 Rector's Housing Allowance	\$15,000.00	\$15,000.00	
Total 5140 Housing Allowance	\$15,000.00	\$15,000.00	
5151 Social Security/Medicare			
5152 Rector's Soc Sec Allowance	\$6,821.70	\$6,117.53	
5153 Employer Contribution	\$2,818.00	\$2,550.00	
5154 Addtl CT Paid Leave Payment		\$75.00	.5% PIC housing allowance
Total 5151 Social Security/Medicare	\$9,639.70	\$8,667.53	
5160 Study Expenses			
5161 Rector Study Expense	\$1,850.00	\$1,850.00	
Total 5160 Study Expenses	\$1,850.00	\$1,850.00	
5170 Professional Expenses			
5171 Rector Professional Expenses	\$1,500.00	\$1,500.00	
Total 5170 Professional Expenses	\$1,500.00	\$1,500.00	
5181 Payroll Expenses	\$1,500.00	\$1,500.00	
Total 5100 Salary/Compensation	\$115,777.25	\$125,744.30	
5200 Worship			
5201 Altar Flower Expense	\$700.00	\$500.00	
5211 Altar Supplies	\$0.00	\$250.00	
5212 Altar Bread/Wine	\$100.00	\$200.00	
5213 Candles	\$100.00	\$100.00	
5215 Other	\$100.00	\$100.00	
Total 5211 Altar Supplies	\$300.00	\$650.00	
5221 Music Expense	\$2,500.00	\$2,600.00	
5222 Bell Choir	\$200.00	\$1,500.00	
Total 5221 Music Expense	\$2,700.00	\$4,100.00	
5231 Worship Technology	\$0.00	\$250.00	
Total 5200 Worship	\$3,700.00	\$5,500.00	
5300 Christian Ed			
5301 Children's Ed	\$1,435.00	\$1,000.00	
5311 Youth Ministry	\$1,479.00	\$1,500.00	
5321 Adult Ed	\$200.00	\$200.00	

5331 J2A -Pilgrimage	\$1,153.92	\$1,000.00	\$250 quarterly from operating budget
Total 5300 Christian Ed	\$4,267.92	\$3,700.00	
5400 Outreach			
5401 Diocese Pledge	\$17,792.00	\$18,931.70	10% of 2021 net operating revenue
5411 Mission & Outreach	\$250.00	\$550.00	Outreach Committee & Women's Group
5412 Parish Care	\$200.00	\$300.00	Parish Care & Episco-pals
5413 Welcome Committee	\$150.00	\$400.00	Welcome Committee & Coffee Hour supplies
5421 Rector's Discretionary		\$1,000.00	\$250 quarterly from operating budget
Total 5400 Outreach	\$18,392.00	\$21,181.70	
5500 Office Expenses			
5501 Postage	\$300.00	\$300.00	
5511 Governance	\$750.00	\$250.00	Active Screening Faith
5513 Telephone	\$4,250.00	\$2,500.00	Netspeed \$150/month; Phone \$532.70/year
5521 Software	\$2,000.00	\$1,250.00	Breeze \$67/month; DropBox \$127.49/year; Wix \$280.76/year
5531 Communications	\$200.00	\$250.00	Constant Contact \$20/month
5541 Printing	\$0.00	\$500.00	Bulletin Printing \$121.62/quarter
5551 Copier	\$2,600.00	\$2,600.00	
5561 Supplies			
5563 Supplies-Other	\$600.00	\$500.00	
Total 5561 Supplies	\$600.00	\$500.00	
5571 CPA Review	\$4,850.00	\$1,800.00	\$1500 for review; \$300 for Treasurer Assistance
Total 5500 Office Expenses	\$15,550.00	\$9,950.00	
5600 Buildings & Property Expenses			
5601 Property Insurance	\$7,400.00	\$9,750.00	Liability \$749.12/month; Workers Comp \$53.07 per month
5611 Maintenance & Repairs	\$3,000.00	\$4,400.00	See 2023 Budget Request sheet for additional info
5621 Utilities			
5622 Electricity	\$5,000.00	\$7,250.00	
5623 Gas	\$8,500.00	\$11,250.00	
5624 Water/Sewer	\$2,000.00	\$1,500.00	
Total 5621 Utilities	\$15,500.00	\$20,000.00	
5631 Contract Services			
5632 Fire Protection System Service	\$1,200.00	\$1,200.00	
5633 Pest Control	\$1,000.00	\$500.00	

5634 Floor Maintenance Service	\$600.00	\$1,350.00	Clean & Wax tile floors \$1350
5635 Heating System	\$650.00	\$1,000.00	
5636 Snow Removal Service	\$5,374.00	\$7,000.00	Winterberry Contract
5637 Trash Removal	\$720.00	\$800.00	AJ Waste \$65.80/month
Total 5631 Contract Services	\$9,544.00	\$11,850.00	
5641 Sexton's Supplies	\$750.00	\$500.00	
Total 5600 Buildings & Property Expenses	\$36,194.00	\$46,500.00	
Total Expenditures	\$193,881.17	\$212,576.00	
Net Operating Revenue	(\$4,471.17)	\$(21,901.00)	
Net Revenue	(\$4,471.17)	\$(21,901.00)	

MINISTRY REPORTS

From Senior Warden, Jen Hinckley

It has been my pleasure to serve as the Senior Warden for the past year. 2022 has been another remarkable year. The people of St. Paul's continue to embrace change with passion and flexibility. There are more new ideas with each obstacle we come across.

One major highlight of 2022 was the consecration of our new Bishop Diocesan, The Rt. Rev. Jeffrey W. Mello. I had the pleasure of attending his consecration and it was a beautiful service. There were so many different participants in the service. The procession alone was a celebration that brought together leaders from across the diocese. The Rev. Meghan Brower preached the sermon. "Your new bishop will be excellent because he knows joy, and he will point you to Jesus, he will point you to joy. He will remind you of the fact that God loves you abundantly and unconditionally and part of that love includes living a life of joy." Bishop Mello remarked, "Wherever you come from today, consider yourself home. Whatever church you come from, today this is your church. If it's been a long time since you've been in a church, or the first time you've been in a church that's in a convention hall above a tattoo convention...this is your church. Wherever you come from, wherever you are in your journey with or towards God, know today you are welcome, and you are invited here." (<https://www.episcopalnewsservice.org>). I was very moved by his words and felt loved by him right from that moment. I am very much looking forward to having Bishop Mello as our leader in Connecticut and am excited to see what comes next for us.

I'd like to thank the off-going vestry members, Leigh and Amanda, for their service to St. Paul's. Their 3 year terms have included many challenges and many successes. I appreciate your time, effort and dedication to our parish.

As we move into another year of uncertainty and fear, let us move forward knowing that we have wonderful leadership in Rev. Helena. Bishop Mello was interviewed for an article for his Alma Mater, Simmons University, when asked what it was like being consecrated as bishop, he answered, "It is surreal and overwhelming, yet also feels completely right and that I am in my own skin, I often think that I can't believe that this is my job. No matter how hard the work is at the end of the day I am grateful for the privilege." (<https://www.simmons.edu/news>) Simply put, this is exactly how I feel serving as the senior warden of St. Paul's, I am grateful for the privilege.

Faithfully submitted,
Jen Hinckley
Senior Warden

From Junior Warden, Mary Palinkos

2022 continued to be a challenging year for most of us. The Covid pandemic continued to alter life for most of us, especially at the onset of 2022 with the Omicron variant that was so contagious. We continued to offer regular worship services, initially online and then moving back to inside our sanctuary with the necessary precautions and with a continued virtual presence for those parishioners not able or ready to worship in person. Our technology team worked very hard to

improve our streaming ability and I thank them for their persistence to make this work. I am also thankful for everyone that makes worship happen: lay leaders that provide Morning Prayer services, lay preachers, Eucharistic Ministers, Acolytes, Altar Guild members, lay readers, flower committee members, bread bakers, choir members, and ushers that helped to maintain Covid guidelines.

In person Christian Formation classes resumed in September for both youth and adults thanks to Jenn Handi and Tim Bottone. Our J2A class and chaperones made their Pilgrimage to San Diego in July after many months of fundraising and preparation. A Confirmation class also started in September with Rev. Helena and Jenn Handi with plans of being confirmed in the Spring of 2023. With sadness, we accepted Jenn's resignation as Director of Youth Christian Formation in October. I am so thankful for all she has done for the youth program at St. Paul's over the past four years and I wish her only the best in the future. I also want to recognize the Christian Formation teachers who have stepped up to work with our youth on Sunday mornings. It has been an unusual time for us all but we remain dedicated to our purpose and have creatively worked with our obstacles to meet our goals. The multigenerational Advent workshop is a perfect example of what we can accomplish with teamwork and planning.

Our Parish Care committee actively met this year over Zoom with Rev. Helena and this dedicated group of parishioners continued to meet the needs of our homebound parishioners. Eucharistic Visitors started to offer the Eucharist in the form of blessed hosts this year. A flower delivery service was also initiated so members could deliver altar flowers to our parishioners. Many members of this group have also "adopted" our young adults who are in college, sending messages and treats from their St. Paul's family. A youth Parish Care group was also started this year and became known as The EpiscoPals, this group of elementary and middle school girls have provided gifts and visits to our elderly as well as a food drive in November. Parish Care committee members also supported Rev. Helena on Ash Wednesday as she distributed ashes on the downtown green with clergy from First Congregational Church. They also distributed Anglican prayer beads that were made by committee members to people in our community that came for ashes. Outreach activities continued to be an important part of our mission in 2022. St. Paul's Helping Hands became our new Mission and Outreach committee under Kate Palinkos and Kim Shea's leadership. The Little Free Pantry had a successful year and has consistently been stocked with food and toiletry items for our community. Rise Against Hunger, Back to School Supplies Drive, Thanksgiving Food Drive, Christmas Adoptee Program and Regifting with Southington Community Services, and Lisa Inc. Christmas Gift cards are some of the outreach activities that occurred this past year because of our caring and generous parishioners.

Many individuals work behind the scenes to keep St. Paul's running smoothly. I'd like to recognize our Buildings and Grounds Committee members who maintain just about everything at St. Paul's, Olivia Zenobi our office administrator who left us in October for a full time position, Matt Colson, our Music Director, for providing the gift of music to our services with the Adult and Children's choir and Nancy Sewell for keeping everyone updated with the EBulletin and being a resource for most of us when questions come up. On another sad note, Jamison Chasse, our Sextant, died in August from complications from a chronic illness. We will always be thankful for the time he spent keeping our building clean. I miss his straightforwardness and the way he could make me smile and laugh. Amy Ashmore, our substitute Sextant, filled the role of Sextant and I'm thankful for her consistent hard work. I am also thankful for Rev. Helena, Jen Hinckley, our Senior Warden and our Vestry, a committed group of men and women who always have St. Paul's in their hearts. I'd like to

recognize the offgoing Vestry members, Amanda Sisson and Leigh Sillner, it has been a pleasure working with you both.

I believe 2023 has many promising opportunities for all of us. Some exciting opportunities include: a new website and Breeze, a safer and user-friendly church database which each of us can access. ECCT elected and ordained a new Bishop this year, Bishop Jeffrey Mello, who we had the pleasure of meeting and worshipping with in December. We look forward to his leadership as we move on to the future. The parishioners of St. Paul's are the best asset we have. They are always flexible and willing to accept any challenge that comes up. We are a small but powerful group and we continue to shine the light of Christ in our community.

Respectfully submitted,
Mary Palinkos, Junior Warden

2023 Nominating Committee

The Nominating Committee placed the following names into nomination to serve:

Sr. Warden: Jen Hinckley
Jr. Warden: Mary Palinkos
Treasurer: Angelo Troiano
Assistant Treasurer: Don Muller
Clerk: Neil Walker
3 year Vestry: Joe Franco, Carol Langston

ECCT convention delegates: Mary Muller, Quinton Johansen, Mary Cahalane (alternate)

Submitted by Leigh Sillner and Amanda Barnes

Acolytes

I am excited to be taking over the role of Acolyte director. I am looking forward to learning more about what each role does and can't wait to share with all our young people and getting them excited to learn about helping during service. We hope to keep growing throughout the next year.

Submitted by Emily Troiano

Adult Choir

After two years of recording for online worship, the Adult Choir began to sing in person for the second half of 2022. Adult Choir rehearsals take place Thursday evenings at 7:15pm, alternating with the Bell Choir. We also had several Pick-Up Choir anthems - the Pick-Up Choir is open to all ages and meet/rehearse/sing all in the same day! I would like to thank Carol L., Carol N., Charlotte, Doreen, Leigh, Linda, Mary, Pam, Peter, Rebecca, Rick, Robert, and Trish for sharing your voices!

If you have any interest in singing in the Adult or Pick-Up Choir or lending instrumental talents to worship, please reach out. There are no auditions, and all voices are welcome! When you sing, you pray twice.

Respectfully submitted,
Matthew Colson

Adult Formation

Christian Formation is the lifelong process of growing in our relationship with God, self, others, and all creation. Every experience in our lives can provide us with the opportunity to express our faith; the challenge we face is recognizing these opportunities and learning ways to live in a secular world.

Adult Formation is led by a dedicated and passionate team of individuals united in the common purpose of faith formation. We try to develop new learning opportunities, respond to the needs and interests of our community, listen to one another, share the stories of our spiritual journeys, and gather to hear God's word in Scripture.

Adult formation was still limited by Covid. We met on Sundays from 9:10 to 10:00 for 12 weeks during the year. We covered the following topics:

<i>Witness at the Cross: A Guide to Holy Friday</i> – Amy Jill Levine	<i>Signs & Wonders: The Miracles of Jesus</i> – Amy Jill Levine
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Submitted by Tim Bottone

Altar Bread

2021 was full of changes and we adapted as best as we could. The guidance from the diocese allowed us to serve bread at the Eucharist. We are now proceeding with about two Eucharists a month and a mid-week service.

Thank you to our dedicated bakers, Mary Palinkos, Lisa Olsen, Chandra Cooper and Chris Ryder.

With 2021 behind us we look ahead to a healthy 2022.

Respectfully submitted
Charlotte Hinckley, Altar Bread Chair

Altar Guild

The Altar Guild prepares and cares for the most sacred items used during all worship services at St. Paul's. This dedicated group of parishioners prepares the altar for Sunday worship at both services, in addition to special services such as baptisms, weddings and funerals. This ministry is made up of the following members: Maureen Brennan, Mary Palinkos, Christine Ryder and Suzanne Walker. Lori Cyr has stepped down from this ministry this year and I thank her for her service. Suzanne Walker continues to maintain the altar linens and supplies and I thank her for her dedicated service.

For the Eucharist we continue to use bread baked by our bread baking committee throughout the year with the exception of Lent when we use hosts. We also provide gluten free hosts for those parishioners with dietary restrictions. We use a red SanGria wine, however this past year the wine was not consumed due to Covid restrictions. We plan to introduce the wine into the Eucharist in 2023 using individual serving cups.

The Altar Guild purchased new "white" altar linens and a Priest's Chasuble and stole with the donations received in memory of Gloria Kannenberg. These items were blessed and dedicated to Gloria's service to the Altar Guild in the Spring. I personally feel her presence whenever we use them on the altar.

An ongoing goal for the Altar Guild is to recruit additional members, especially for the 10:15 am service. If anyone has an interest in joining this ministry please contact Mary Palinkos @ marypalinkos@gmail.com or (860) 302-1505.

Respectfully Submitted,
Mary Palinkos
Altar Guild Coordinator

Bell Choir

We continued to gather with masks and safety protocol to practice in the church. Our pieces were recorded at the beginning of the year while services were held outdoors. We were allowed to play live when services were moved indoors. We all feel that being together for conversation, laughs and making music lifted our spirits and the congregations. We lost two ringers, but gained one. We welcome Pam Franco as our newest member. Thank you all; Linda Long, Jen Hinckley, Katie Bennett, Pam Franco, Trish Leonard, Peter Bellinger, Neil and Susanne Walker and Chris Marquis for giving your time and effort in making beautiful music for our services.

Respectfully submitted,
Charlotte Hinckley

Scout Troop 45

Troop 45 is a chartered entity of St. Paul's Church and Christopher Bandish is still serving as our Chartered Org Representative. We have 30 registered scouts and 25 adult leaders and committee members. Our mission remains: "To prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law."

I took over as Scoutmaster in January of 2022 and Bob Lincavicks moved to the role of Advancement Chair and has continued to teach Merit Badges. Kelly LaCluyze has stepped into the role of Committee Chair, taking over for Heather Farr who previously served in that role. Sabina Vance is our Program Coordinator and Matt Adams is our Outdoor Activities Coordinator.

St Paul's Church also sponsors Troop 145, a Scouts BSA Girl Troop. Christine Clough is the Scoutmaster of Troop 145. These are separate Troops, but both connected to St Paul's Church. Troop 145 is our linked Troop and we do many activities together.

2022 highlights include:

- Successfully hosted a Fall Camporee at Camp Sequassen in New Hartford, CT where over 200 Scouts and leaders around the state attended and participated in the event.
- Attended our traditional week-long Summer Camp at Camp Sequassen in New Hartford, CT and received Honor Patrol and Honor Troop awards at Summer Camp
- Sent three Scouts to attend Youth Leadership Training (NYLT)
- Held Introduction to Leadership Skills for Troops (ILST) training at Hoyt Scout Reservation in West Redding, CT
- Participated in a variety of community service projects including Scouting for Food, Southington Land Trust trail cleaning, and Zion Lutheran's Apple Harvest Fritter prep and booth stocking team.
- Two adult leaders and one former member attended Wood Badge leadership training and five leaders served on staff for last year's course, 11-72-22.
- Built and dedicated a lean-to at Trail Campsite at Camp Sequassen for former leader Michael Krar

- One Scout earned the rank of Eagle Scout
- Achieved Silver-level unit status for quality program, opportunity, and advancement.

We welcome any visitors to our Troop to see these youth in action – every first, third, fourth (and fifth) Tuesdays at 7:00pm at the Parish Hall. We are extremely fortunate to have such dedicated and passionate volunteers, without whom our unit could not be as successful as it has been over the last year. Troop 45 thanks you, the Parish, for all you have given us, and your continued commitment and support to our youth and the Scouting program.

Windham Vance
Scoutmaster Troop 45

Building and Grounds Committee

The Building and Grounds Committee meets on the first Tuesday of every month typically in the church library at 7:30 pm. We currently have about 9 members. All are welcome to join or attend any meetings.

Once again, I would like to thank all of our members for their work and the time they have spent helping with this important church ministry. The combined experience and talent of these folks is a blessing for the church. Members include: Charlotte Hinckley, Dave Hinckley, Jen Hinckley, Mike Richardson, Kurt Ryder, Bob Gordon, Angelo Troiano, Joe Franco, George Touma Jr. Vestry Liason is Mike Richardson.

We had a few projects this year, more than 2021, for sure.

The following is a list compiled of notable jobs performed during this past year:

- All of the involved cove base in the downstairs halls and classrooms were replaced since its removal to inspect the walls after flood damage in 2021. Insurance paid.
- Five classrooms had the floors stripped and waxed as did the hallways and bathrooms downstairs. Thanks to John Stamp and Dean Olson for the help with moving.
- A fine crafted oak door handle was made to replace the broken handle, exterior hallway entrance door, Memorial Garden. Nice work Dave H.
- The ladies room toilet (closer to the sinks) was replaced after the waste pipe replacement in the concrete floor, in 2021.
- A new flag pole light was installed, thanks to the generosity of Scout leaders Jeff Guzauckas and Bob Lincavicks.
- An energy audit was done by Eversource at the request of Mike Richardson. All interior and exterior light bulbs were replaced with LEDs. A no interest loan has been rolled into our monthly bills for this.
- The hot water expansion tank in the furnace room was replaced.
- Another plumbing job was to remove the dishwasher and access a leaking drain pipe inside the wall. It had been leaking down into the Christian Formation Office. Repair completed, wall painted.

- The parking lot was repaired. The cracks were cleaned out and patched with hot sealant. The lot was sealcoated and new lines were painted. A grant application has been filed with the hopes of possibly deferring the cost of this project.
- The St. Paul's wooden sign has been re-painted and cleaned up. Thank you Robert & Gloria Buntin.
- Microphone audio upgrades have been done for our Church worship area.
- A St. Paul's summer weeding day was set up after the Sunday service. Thanks to all who helped. We are in need of folks to help with weeding and trimming the shrubs throughout the year.
- Our phone land line will be switched to a Starlink Fire Alarm Communicator (red box with 2 antennas).
- Looking into roof shingle repair or replacement cost in 2023. Joe Franco formulated a proposal to send out to various roofing contractors.
- The iron railings on the steps that lead into the Memorial Garden were refurbished. The heavy rust was removed using needle scalers and wire wheels. The rust was treated with a neutralizer, primed, and then painted. The Main entrance railing bases were also done, as was the Chapel entrance railings. Thanks goes to Kurt, Darryl, Dean Olson, and Bob Gordon. Job well done.
- Removed tree stump from Brides Gdn. and planted a Pink Dogwood in its location. Clean weeds from the Chapel garden area and install a plastic membrane.
- Upstairs bathroom door lock replaced by Mike R. Part was replaced under warranty.
- Front entrance steps were shored up to allow for usage again. Thanks Mike.
- The steel handicap entrance plate at the back door has been reconditioned. Descaled rust, neutralized, and painted.
- The inside wall timer for the exterior lights was replaced, South side.
- Looking to replace all of the slate sidewalks and blacktop on the West and South side with Stamped Concrete to match the main entrance area that was done. Also a curtain drain is needed at the South Narthex door. \$25-30,000.
- We managed to have great success with the Spring and Fall clean up of our grounds, thanks to all who came out.

Not included in this report are all of the small repairs performed throughout the year by our St. Paul's repair team. These repairs are many. Thank you all for your time and talent.

In 2022, we mourned the loss of a wonderful guy, Jamison Chasse. He did good for us throughout the years with his help painting, cleaning, and other various tasks that needed to be done. He was always there for me if I needed anything or help with something at the Church. He served us well as St. Paul's Sexton. We all thank him, and we thank his friend Amy for taking the reins after Jamie left us.

Respectfully submitted,
George Touma Jr., Chair.

Children's Choir

We're back! After two and a half years of no Children's Choir, we came back to make a joyful noise in the fall of 2022. The Children's Choir sang offertory music for Family Sundays, as well as special music for lighting the Advent Wreath. Rehearsals take place at 9:00am on Sundays as a part of the youth Christian Formation. I would like to thank Linda Long who's energy and voice assisted during the fall of 2022. Thank you to all the St. Paul's youth for filling the world with your wonderful sound!

Respectfully submitted,
Matthew Colson

Children and Youth Formation

In 2022, especially for the 2022-2023 program year, we have increasingly returned to regular formation for children and youth.

This fall, we have 44 registered for Children and Youth Formation: 12 children (3rd grade and under), 16 youth (4th to 8th grade), 11 in the Journey to Adulthood (J2A) program, and 5 in a confirmation class for high school seniors. Leading these classes are 13 adult teachers and 3 teen helpers.

We sent our J2A class, 5 students and 3 chaperones, on pilgrimage to San Diego in California. They shared photos and stories on a Sunday morning in September in place of a Morning Prayer sermon. We're thankful to the parents and parish for helping support this group on their pilgrimage journey.

That J2A class has moved on to youth confirmation class, led by Rev. Helena and Jenn Handi. Hopefully they will be confirmed this spring before graduating from high school.

The new J2A class, led by Meredith Bandish, Kate Palinkos, and Sean Stanton, is planning a 5-day mission trip for the summer. Since the trip organizers allow participants ages 13+, they have invited some of the youth to join them for the trip. This will be the first mission trip since summer 2019 and is a return to a much-cherished tradition at St. Paul's.

We were again unable to hold the traditional Famine Weekend in 2022 due to spiking COVID numbers. Instead, we held a food drive and delivered lunch and toiletries to the congregation of Church by the Pond in Hartford. Children and youth also participated in a small Rise Against Hunger event that weekend.

The J2A class planned the Good Friday service, which was held in the sanctuary for the first time since 2019. This was coordinated by the J2A leaders and then led by the J2A students.

Instead of a usual Christmas pageant, we “tried on” a congregational pageant on the Fourth Sunday of Advent, during which Rev. Helena acted as the narrator while the congregation of all ages, divided by birthday, “played the part” of four characters: Mary, Jesus, the shepherds, and the angels.

For 2023, we look forward to continuing to grow this program. In October 2022, we said goodbye to Jenn Handi, who had been leading this ministry for several years. As the role of church in people’s lives continues to change, we need to continue finding ways to continue to serve the young people in our midst: helping them to know and love God, and to know that church will always offer a home for them.

Thank you for dedicating your money and time, which make this program possible. And a special you to our teachers, music directors, and youth leaders for their never-ending support.

Respectfully submitted,
Rev. Helena Martin

Eucharistic Ministers

St. Paul’s has a dedicated number of parishioners who serve as Eucharistic Ministers at both services. The role of the EM includes reading the Prayers of the People and assisting during the Eucharist by offering wine to the parishioners. This role was modified this past year due to Covid precautions and presently EMs assist to provide social distancing during the Eucharist by offering bread at the back of the church. The goal for EMs in 2023 is to resume offering wine during the Eucharist.

This ministry is made up of Meredith Bandish, Quinton Johansen, Darryl Kenney, Kathy Lafland, Patricia Leonard, Chris Marquis, Dave Marquis, Mary Palinkos and John Stamp. Lori Cyr stepped down as an EM this year. I am very thankful for this group that assists with worship each week. If anyone has an interest in joining the EM ministry please contact Mary Palinkos at marypalinkos@gmail.com or (860) 302-1505.

Respectfully submitted,
Mary Palinkos
Eucharistic Minister Coordinator

Flower Committee

The Flower Committee is responsible for preparing flowers in the sanctuary for worship services. Each Sunday the altar is decorated with floral arrangements that are appropriate for the season. For example, greens are displayed during the season of Advent, in keeping with longstanding

tradition at St. Paul's. During Lent, the solemnity of this time is reinforced by the empty space at the altar where no floral arrangements are presented throughout the season.

Flowers may be requested through Genifer Herman (herman04@att.net) or Chandra Cooper (ckcooper@cox.net). Include the desired date, your name, and if the bouquet is in memory of a loved one or in thanksgiving for a person or event. A suggested flower donation is \$25. (Flower preference may also be requested but may require a larger donation.)

We would like to thank the members of the Flower Committee: Amy and Alaina Cook, Alicia Dodson, Charlotte Hinckley, and Debbie Kenney. Their commitment of time and talent continues to add beauty to our worship services. If you are interested in joining this ministry, we welcome new members at any time and training is available.

Respectfully submitted,
Chandra Cooper
Genifer Herman

Lay Preachers

In 2022, we continued a ministry that was new in 2021: lay preaching at Morning Prayer. On Sundays when I'm not present to lead worship, a sermon is usually offered by one of our five lay preachers: Meredith Bandish, Trish Leonard, Robert Lofberg, Linda Long, and Angelo Troiano. They have been improving their preaching skills this year, and I continue to work with them individually in advance of each sermon.

I'm grateful for them sharing their insights with the St. Paul's congregation, connecting their own personal faith journeys with the appointed biblical text for that week. It is a real gift!

Submitted by Rev. Helena Martin

Lectors

This year we added two lectors to our team of lectors, one for the 8:00 service and one for the 10:15 service. They attended a training session in June and started to read during the summer. We now have six lectors proclaiming the Word at 8:00 and nine lectors for the 10:15 service.

Submitted by,
Doreen Bottone

Memorial Garden

The Memorial Garden Committee has successfully completed the Drip System that keeps our garden lush and green even in the hottest summer! There is always a need for people to lend a hand weeding. Most Saturday mornings, early to avoid the heat, you will find a member of the Hinckley family in the garden to point out a weed from a flower !!! And there are volunteers needed to trim shrubs as well. We are also investigating the problem of repairing the round rows of steps on the upper level inside the garden.

Please consider spending some time this coming year in our beautiful memorial garden!

Respectfully submitted,
Linda Long

Office Administrator

Olivia Zenobi joined us as Office Administrator in early 2022. She brought her warmth and technical skills, especially helping St. Paul's transition away from a costly internet and phone contract with Cox. Olivia project managed our transition to a much faster, much less expensive fiber internet connection, as well as a Voice Over IP phone solution that cut our phone bill by 90%! She also helped us implement the new livestreaming setup that allows us to stream worship live to Facebook each Sunday morning. In October, she left to take a full-time job in ministry. We thank Olivia for her time and care in this position.

Nancy Sewell has continued to collect, format, and send the e-bulletin to the parish on a volunteer basis. Her intimate knowledge of the parish and the diocese help her send us the most important information we need, and I can't begin to express how grateful I am for her tireless and faithful work on that ministry of community.

I am also eternally grateful to the three women who have been volunteering in the office the past few months while we've been without an administrator: Charlotte Hinckley, Mary Muller, and Mary Palinkos. Your folding, message-taking, organizing, and calm presence have been invaluable during this transition time.

In the first quarter of 2023, I hope to fill the Office Administrator position in an expanded form, with more hours and adding volunteer coordination to the person's portfolio.

Submitted by Rev. Helena Martin

Helping Hands (Outreach Committee)

Kate Palinkos and Kim Shea took over as chairs of the Outreach Committee towards the end of 2022 and renamed the committee St. Paul's Helping Hands. Outreach activities are approved by the vestry and chaired by members of the parish. Children and youth sponsor their own outreach, which will appear under their report.

We sent a survey to the parish in the early fall to obtain information regarding the congregation's interest in community service. Survey result available upon request.

- LISA Inc.: Maureen Brennan

Gift cards from 5 different stores were collected for LISA (an alternative living space for 6 girls from the ages of 14-23). In addition to the cards, each girl received heavy socks, cosmetics, and toiletries. A gift card to Big Y was also donated for the staff to buy food for the house.

- Southington Community Services Adoptee Program: Mary Palinkos

50 individuals (children, teens, and adults) were provided Holiday gifts through Southington Community Services.

- Cereal/Beans/Chef Boyardee Shelf: Amy Cook

Parishioners donated boxes of cereal, beans, and Chef Boyardee weekly to Southington Community Services.

- Back to School Collection: Kate Palinkos

St. Paul's donates much needed items focused on high school students in need. Generous supplies of calculators, notebooks, paper etc. were delivered in August.

- Little Free Pantry: Kate Palinkos

A Little Free Pantry is in the driveway of St. Paul's for those in need of food when other resources are closed. Parishioners can make donations at any time.

- Holiday Regift Program: Mary Muller

Parishioners donated new (regifted) items for the Southington Community Services "Shopping Spree" - a party where children could choose, at no cost, Christmas gifts for their family members.

- Rise Against Hunger: Tim Bottone

Rise Against Hunger is an international hunger relief organization that distributes food and life-changing aid to the world's most vulnerable lives, responding to emergencies, and empowering communities. They work with churches and community organizations to raise money to buy the ingredients for meals that are

shipped to the US and around the world depending on need. Rise Against Hunger meals are provided in schools to encourage increased enrollment and attendance. The meals include enriched rice, soy protein, dried vegetables, and nutrients. After not being able to hold a meal packaging event in 2021 due to the Coronavirus, St. Paul's was thrilled to be able to have the event again on March 5, 2022. We packaged over 11,000 meals and donated over \$4,000 with the help of volunteers and donations from St. Paul's and the Gishrei Shalom Jewish Congregation.

- Rails to Trails Cleanup: Mary and Don Muller

Volunteers from the parish signed to walk our assigned section on the linear trail in town to remove trash.

Submitted by Kate Palinkos and Kim Shea

Parish Care Committee

Parish Care in 2022 was alive and well with activity, visits, deliveries, and phone calls. It is a very busy committee. We meet by zoom every other month. At each meeting, Rev. Helena takes a few minutes for discussion and instruction around this ministry.

Committees within Parish Care

- Food for Friends: Sue Culotta

The Food for friends Ministry provided over 30 meals in 2022 to 4 members/families of our church community. This Ministry has grown to 22 members who generously give their time preparing meals for those in need. I welcome anyone who wishes to participate in this Heartwarming group of caring people to please contact me. Please do not hesitate to reach out if meals are needed: sue.culotta@gmail.com. I am so thankful for the support given to this ministry.

- Prayer Chain: Trish Leonard

From January 1, 2022 to December 31, 2022, the prayer chain has received 114 requests for intercession and thanksgiving, which reflects a more than 50% increase over the prior 12 months. Membership currently stands at 38 very dedicated, active and vital ministers of prayer. These prayer warriors share their gift to the community of St. Paul's and beyond.

Prayers are requested and raised, for and by members of the St. Paul's community, for their families, friends and neighbors, and sometimes even those they meet in passing. Prayers for healing, safe travel, thanksgiving and prayer updates are passed along, with the collective call and response being an act of love, sent straight from the heart.

Thank you to each and every person that serves selflessly, gives freely, and commits their life to this ministry from hour to hour and day to day. This has been a particularly challenging year, with so many people receiving ongoing support due to serious illness. At times, it can feel overwhelming and I would like to offer additional recognition and heartfelt gratitude for the depth of your faithfulness and dedication.

I would also like to continue to honor Lilah Meynell's memory by recognizing the ideal example of a prayerful life she provided to each and every one of us who seek to follow the prayer path. May her wisdom, grace, and prayers without ceasing shine in each of our hearts this day and always.

Humbly submitted in God's Love and Service,
Trish Leonard

- Shawl Ministry: Trish Leonard

From January 1, 2022 to December 31, 2022, there were a total of 5 prayer shawls or lap blankets distributed on the first anniversary of the passing of a parent or spouse. One shawl was given in April, one in May, two in June, and one in November. We also passed along 3 additional prayer shawls for comfort and support to seriously ill members of our parish community this past year.

Thank you to each member of the knitting group that gives of their time and talent in support of parish care's mission to remember the first anniversary of the death of a mother, father, spouse, or child. Paula Oshana, Diane Kischell, Mary Muller, Barbara Pyle, and myself have all contributed to this ministry. The prayer shawls may also be given in recognition of any special event or to honor someone who is moving and has contributed greatly to parish life.

This year we began the practice of having each handmade item displayed during a worship service as they are received. A blessing prayer was offered by Rev. Helena and added to the prayers that are tenderly and lovingly woven into the yarn as the shawls or lap blankets are created. We have also begun the practice of passing along prayer shawls and lap blankets to Deacon Doreen Bottone in her role as Midstate Medical Center Chaplain. She distributes them to patients and caregivers at her discretion where there is a need and we are especially grateful for her service in sharing this ministry.

I would also like to honor Gloria Kannenberg's memory and her selfless efforts in continuing the knitting group, distributing the prayer shawls or lap blankets and providing comfort to those who have experienced a loss; all in support of one of parish care's ministry in the St. Paul's community.

Humbly submitted in God's Love and Service,
Trish Leonard

- College Ministry: Debbie Lincavicks

The goal of the college ministry is to make sure that all of our college students know we are thinking and praying for them in their new adventure. College students receive cards, snacks, gift cards, and messages over the semester. The College Ministry started in 2019 with 4 college students. We are now up to 17 college students and 19 volunteers. College students receive cards, snacks, gift cards, and messages over the semester. Our volunteers can be as creative as they want.

We are in need of volunteers for the class of 2023 graduates. Our volunteers commit for 4 years.

We also need \$5/10 gift cards to distribute. Most popular places are Dunkin, Starbucks, Target, Amazon, and CVS.

If you have any questions about volunteering or gift cards, please reach out to me, Debbie Lincavicks, dlincavicks@hotmail.com.

- Episco-pals: Olivia Bandish

We are The Episco-Pals, and there are 9 girls in our group. The adult chaperones in the group who help out very much are Mrs. Leonard and Mrs. Bandish. The activities we did in 2022 were really fun and the girls loved doing them together. The first meeting we had, we made Easter baskets and we painted crosses to go with the baskets. We each picked a grand-friend to become a pen-pal with. These were delivered to St. Pauls' members who aren't able to come to church. In October, we tie-dyed shirts with our groups logo on them. After tie-dying, Reverend Helena talked to the group about when one of our grand-friends dies. In November, we made hand turkey cards for the people who can't come to church. We also packed up Thanksgiving food for community services. During Christmas time, we made a lot of things. We made Christmas cookies, we made snowglobes with little Christmas charms in them, and we made Christmas cards for the people who can't come to church. In between all of the activities, we had not one, not three, but two pizza parties. I'm looking forward to our meetings in 2023 and I hope that we all stay in touch with St. Pauls' members who aren't able to come into church.

We have 17 members, five are trained Eucharistic visitors who can deliver communion to the homebound. Everyone is Safe Church certified.

We have 8 homebound parishioners that we visit regularly. In addition, we try to follow up with those with chronic illness, surgeries, etc.

In 2022, Parish Care members began delivering beautiful altar flowers each week to the homebound and the sick. This has been very well received. Led by Mary Palinkos and Mary Muller with the help of the committee and entire parish hosted a very large Memorial Service reception in 2022. Birthday cards are mailed to parishioners if we have dates on file. We also started a group called Episco-pals for children who make cards and crafts on a regular basis for the homebound.

A special thank you to all members of this committee! I'm pleased to announce that Mary Muller will now be taking over the leadership working with Rev. Helena for this committee. If you have an interest in this ministry, please contact her muller4550@comcast.net or if you know of someone that hasn't been in church or you are concerned about, please let her know.

Submitted by Nancy Sewell and Mary Muller

Stewardship

This year's Stewardship committee was made up of Mary Palinkos, Kathy Lafland, Darryl Kenney and Rev. Helena Martin. Our pledge campaign this year was based on Jesus' feeding of the 5,000 and was titled "More Than Enough". Many parishioners wrote personal testimonials as to why they continue to pledge to St. Paul's and these were emailed to parishioners throughout November and early December. Currently 66 pledges have been received for a total of \$143,521. It is never too late to make a pledge, please consider completing a pledge card located in the back of the church if you have not yet pledged and return it to the office.

Respectfully Submitted,
Mary Palinkos

Scholarship Committee

The 2022 scholarship committee met in May to review all scholarship candidates applications and their essays. The scholarship committee consulted the predetermined tiered criteria when giving out the awards to each candidate and was happy that St. Paul's has so many active parishioners furthering their education.

I would like to thank the committee members for their time and thoughtful considerations during this process: Dave Marquis, Maureen Brennan, Debbie Kennedy and Chris Ryder.

Sincerely,
Sarah Maher

Tech Team

The Tech Team has continued to work hard over the last year to help make sure everyone that wants to participate in our worship can even if they couldn't attend in person. We have mounted

the cameras in the sanctuary and are improving our streaming skills as we get more and more experience. We stream the 10:15 service weekly over Facebook.

We are always looking for new members or any suggestions to improve the virtual experience. A huge THANK YOU to the members of the Tech Team

Submitted by Jen Hinckley

Welcome Committee

The Welcome Committee has not met formally during the past year. We hope to re-organize and become more effective in the coming year as we continue to rebuild from the pandemic. Individual members have worked to maintain a welcoming presence in person and electronically. We continue to encourage all parishioners to remember that this important ministry is the responsibility of us all.

We greet visitors on Sunday morning and try to answer their questions if they are interested in learning more about the parish. We send a follow-up postcard to visitors who have given us their contact information and make sure they know how to connect to the e-bulletin. We work valiantly (against all odds...) to encourage the name tag habit at St. Paul's. Convenience and ease of access to the name tags continue to be road-blocks since people enter the building from several different doors. Anyone with a creative solution to this problem is encouraged to contact the committee.

The Welcome Committee participated in the Ministry Fair in March and sent personal invitations to new or recent parishioners encouraging them to attend and learn more about St. Paul's.

Realizing that hospitality, and providing a time and space when people can gather, is a very important part of welcoming, we began in the fall to experiment with some different ways to bring back the coffee hour on Sundays. We are hoping a less formal structure, and timing which coincides with other programs will encourage people to participate.

Mary Muller

Worship Leaders (Morning Prayer)

The worship leaders lead Morning Prayer about twice per month. The worship leaders have received training from the diocese. Morning Prayer has become an important part of our worship routine over the past few years. Thank you to all the current worship leaders for your service and loving ministry. Ask any of the worship leaders (Meredith Bandish, Quinton Johansen, Trish Leonard, Robert Lofberg, Angelo Troiano, and me) if you are interested in joining this important ministry.

Submitted by Jen Hinckley

Wheeler Village Apartments

Wheeler Village started the year with no vacancies. During 2022 ten units were turned over and four evictions were executed.

General maintenance performed,

1. Flooring completed in 6 units and 1 unit just refinished.
2. Converted 1 Senior unit to ADA Accessible
3. Exhaust pipes for boilers on exterior of the building. Painted to match the building to blend in.
4. A handful of appliances were replaced as need be.

Big Projects for 2022

1. Kitchen overhauled with cabinets and countertops in one townhouse unit.
2. Underground heat pipe had a hole in it requiring to be excavated and replaced in the third Senior Section.
3. Hot water heater replaced for the Senior Section mentioned above.
4. Three boilers were replaced through a new HVAC company.

Projects for 2023

1. Plans to make Wheeler Village a smoke free community for July 1, 2023
2. Units that have residents that smoke damages have extreme damages from the smoke affecting the walls, carpets creating additional costs when turning a unit over. Also second hand smoke is more problematic with common heating style apartments
3. Outside work of power washing buildings and additional grounds beautification throughout the property

Respectfully submitted by,

Dave Marquis

