

St. Paul's Episcopal Church

Annual Report for the Year 2021

Annual Meeting Agenda 2022 February 27, 2022

1. Opening Prayer
2. Quorum Declared from Those in Worship
3. Call to Order
4. Approval of 2021 Meeting Minutes Annual Meeting
5. Presentation of 2022 Budget - Vote to Accept
6. Election of Vestry Members - Joanna Moon and Tara Chambless
 - a. Commissioning Incoming Vestry members
7. Election of Diocesan Convention Delegates and Alternates
 - a. Commissioning Incoming Delegates and Alternates
8. Sign Ministry Invitation
9. Envisioning our Future
10. Closing Prayer and Adjournment

Minutes from the Annual Meeting 2021

Annual Meeting minutes
February 28, 2021, 10:53 am

1. Greeting from Bishop Rickel
2. Opening Prayer led by Amma Kathleen.
3. A quorum was declared.
4. We were called to order.
5. Approval of the 2020 Meeting minutes
 - a. Terri Anderson moved to accept the minutes.
 - b. Barb Anderson seconded the motion.
 - c. Motion passed.
6. Stewardship and Evangelism Report – Richard Horn
 - a. A big thank you to Kathleen and John Kingslight for all they do.
 - b. A big thank you to Jan Hobson for being our treasurer. Great Job!
 - c. Thank you to everybody for your generosity. People have come through for us.
 - d. Our total income is down, but so are our total expenses. We are still in a difficult situation. Our rector is still $\frac{3}{4}$ time.
 - e. We have challenges.
 - f. We need to focus on building membership and financial stability.
7. Presentation of 2021 Budget – Jan Hobson (full report is on website)
 - a. It was hard to get the information. There was a low number of returned pledges.
 - b. Income:

- i. \$120,000 pledges
 - ii. \$1,000 open plate
 - iii. \$1,000 non-pledge
 - iv. \$20,000 Ludwig gift (Diamond Parking Lot)
 - v. \$1,500 building use
 - vi. \$500 fundraising
 - vii. \$20,225 investments
 - c. Expenses = \$180,682
 - d. Income = \$164,223.5
 - e. Deficit = \$16,457
 - f. We were awarded another PPP loan for this year.
 - g. Last year we received pledges of \$126,000.
 - h. Interest from funds only in investments. The parking lot (Ludwig gift) is separate.
 - i. Expenses:
 - i. Staff \$122,655
 - ii. Ministries \$1,300
 - iii. Assessment \$24,207
 - iv. Office, taxes \$9,690
 - v. Building utilities \$22,860
 - j. Thank you, Jan, for putting together the budget
 - k. Move to accept budget.
 - i. Declan Jarry moved to accept the budget.
 - ii. Jackie King seconded the motion
 - iii. Motion passed.
- 8. Election of Vestry Members
 - a. Richard Kelso – “It’s my turn.” He’s deeply interested.
 - b. Jackie King – Amma Kathleen asked, and she is always interested in being involved in leadership. She loves the community in the church.
 - c. No one is going off this year, due to two members having to leave early. They were Joanna Baas and Myra Battin
 - d. There was acceptance by acclamation.
 - e. The incoming Vestry members were commissioned.
 - f. The Diocese is focusing on color/diversity this year. “One Service for Turtle Island”
- 9. Election of Convention Delegates and Alternates
 - a. Delegates:
 - i. Marty Stennett
 - ii. Joseph Hayworth
 - b. Alternates:
 - i. Richard Horn
 - ii. Jim Manlove

c. They were accepted by acclamation.

10. Questions/Suggestions

a. Roof:

- i. There is a bad leak in the sanctuary.
- ii. We can't fix the screws any more. The roof needs to be replaced.
- iii. The roof over the entryway is also leaking.
- iv. Integrity Roofing Company
 1. \$135,000 to replace with metal roofing.
 2. \$46,000 to replace with composite roofing.
 - a. Alaskan Malarky 3-tab shingle
 3. John Kingslight would prefer laminated shingles.
 4. Kathleen has not signed anything yet. She will talk with Integrity.
 5. Is the roof ventilated correctly? Integrity will take up plywood to check. If not, it will be another \$17,000 more to correct.
 6. Jackie King suggested getting a couple of references.

b. Other Questions?

- i. Molly Shannon shared her gratitude for the community in the last year.
- ii. Easter is coming.
 1. We could possibly do a drive-by communion.
- iii. Please let Amma Kathleen know when you get vaccinated.
- iv. Terri Anderson thanked Amma Kathleen for all she does.

11. Closing Prayer led by Amma Kathleen at 12:00pm

Present: 2021 Annual Meeting attendance

The Rev. Kathleen Kingslight, John Kingslight, Joseph Hayworth, Jamie Hayworth, Carol Harrison, Margie Hall, Jan Hobson, Sue Ahrens, Georgann Falotico, Terri Anderson, Curtis Anderson, Barbara Anderson, Mike Adams, Katherine Adams, Denise Dinkins, Richard Horn, Jackie King, Philip Fryer, Harold Stennett, Marty Stennett, Paula Fitzsimmons, Don Moon, Declan Jarry III, Susan Calbom, Scott de Lessart, Richard Kelso, Mollyshannon Neel, Alice Gray, Jim Manlove, Karen Casey, Susan Brooks-Young

Submitted by Sue Ahrens, Vestry Clerk

Budget for 2022

INCOME:

PLEDGES:	\$99,820	
OPEN PLATE:	\$1,400	
NON PLEDGE:	\$5,500	
LUDWIG GIFT:	\$21,600	
BUILD USE:	\$12,500	
FUND RAISE:	\$800	
INVESTMENT:	\$25,600	
TOTAL:		\$167,220

EXPENSES:

CLERGY: \$48,636
HOUSING: \$30,000
PENSION: \$13,900
MEDICAL: \$12,480
PROF EXP: \$3,500

SUBTOTAL: \$108,516

STAFF:

OFFICE: \$9,984
MUSIC: \$1,000
SEXTON: \$5,100
TAXES: \$1,995

SUBTOTAL: \$18,079

MINISTRY EXP:

MUSIC, ALTAR,ED.: \$1,300 \$1,300

OFFICE EXP:

COPIER, SUPPLY: \$9,690 \$9,690

BUILDING:

REPAIR: \$1,000
INSURANCE: \$7,660
EQUIPMENT: \$1,000
SUPPLIES: \$800
UTILITIES: \$12,220
PROPERTY TAX: \$2,500

SUBTOTAL: \$25,180

ASSESSMENT: \$23,900 \$23,900

TOTAL EXPENSES: \$186,665

INCOME: \$167,220

EXPENSES: \$186,665

(\$19,445)

Submitted by Jan Hobson, Treasurer

Rector's Report 2021

2020 taught us much of what we needed to have in place to manage both our physically meeting community as well as our virtual community on line.

We reopened the church in the Spring of 2021 once we discovered that all of our people had been vaccinated. With the help of the Chancellor of the Diocese, a policy was legally approved before we reopened. It includes everything from how we manage cleaning the

church after use, having plenty of “Holy Hand Sanitizer” in the pews and at the entrance, all books being hidden away, to social distancing and increasing air circulation. That policy is available in the church office. With greater knowledge of COVID, some of the policy is no longer necessary.

About the time the church was ready to open, we contacted all of our groups and gave them copies of the same policy. Only groups who were willing to abide by the mandates so required were allowed to return, and we discovered that there were more groups than what we originally had who wanted to use our space. And one group, the Lord’s Neighborhood Diner, did not return.

Though vaccinations and boosters have helped keep the majority of the vaccinated safe from death, the issue of COVID and vaccinations has become a contested issue across political and ideological sides, from COVID’s onset in early 2020 through today. I have been gratified to see that this community has had the common sense to pay attention to the science by getting vaccinated and staying in their bubble of safety most of the time. Perhaps that’s part of the progressive nature of this parish.

Ministries have continued, and we’ve all learned to be flexible in our daily lives. UNTIL ... early November 2021 when a bomb cyclone hit the Bremerton area, dumping more water than our systems could handle. The lantern, that high part of the church where the light shines in, has what I would consider, an architectural flaw. That architectural design didn’t give the parish problems until 2010, as the weather patterns continued to change, and the lantern was showing wear after 25 years. At the base of the windows above there is an outside walkway, which had two small drainage holes. During the bomb cyclone those holes filled up with tree debris and thousands of gallons of water filled that walkway. There’s a trap door in that floor that sticks up and is for those who want to do maintenance up there when it’s dry. Once the water surpassed the trap door’s height, it’s door popped open and allowed all that water to pour into the church. (The contractors told us that, if that trap door hadn’t opened, there was a good chance that the entire lantern could have collapsed through the roof, leaving a big hole.) As it was, the lantern area had destruction, the altar area was inundated, and the pressed board used under the rug started to bubble and blister. The water then found ways into the parish hall where sheet rock, ceiling tiles, and floor tiles were all destroyed.

The next Sunday, November 7, 2021, we moved into the parish hall for Sunday church, while the insurance company hired contractors to help us with water mitigation, destruction of damaged materials, and reconstruction of the church. We paid our own contractors to fix many of the problems with the lantern, so that we shouldn’t have this problem again.

We did pretty well downstairs as a worshipping community, until a more contagious mutation of the disease called Omicron hit, and our numbers decreased out of a desire for safety. We pray that we’ll be able to worship in our newly renovated sanctuary for Easter, but God only knows if it will be done by then.

As the Rector of this community all of us, including myself are struggling with the ongoing risks of life during Pandemic. There is an endemic sense of depression, fatigue, and a lessening of the joy that I've found in this parish since I came in 2010. We are tired, we are all tired of being flexible. But this is our life, our community and our walk with Christ! There's no stopping in the middle of this river.

Submitted by Mother Kathleen Kingslight+

Rector's Discretionary Fund report 2021

As you know, and as I say every year, this fund is for helping others. Through your generosity, I offer help to others in need to pay rent, utilities, offer food/gas vouchers, a stay in a motel, train/bus tickets, ferry costs or whatever is needed for the person. This fund is monitored by our treasurer and audited yearly. Those who receive these monies are kept confidential, because this fund helps those within the parish, as well as those in our community.

2021 has been an unusual year because of the continuation of the pandemic. You as a community have been exceptionally generous in giving to this fund. Disbursals have been difficult because of my not being there in the building every day. Once I could actually work in my office, it was torn up for the renovation. I suspect that this fund would be empty had I been in the office instead of working from home. Here is this year's report:

<u>Beginning Balance</u>	\$3993.56
Deposits in 2021	\$3830.40
Funds Used	\$3006.00
Ending Balance 12/2021	\$4817.96

Submitted by Mother Kathleen Kingslight+

Proposed New St. Paul's Sign Ministry February 2022

1. The St. Paul's sign on Callahan has been repaired and refurbished after a vandalism incident. Meanwhile, the sign ministry fell victim to COVID like a lot of things on the planet.
2. It's time to create a new ministry to spread St. Paul's vision, announcements, Christian inspiration and, at appropriate times, God's football preferences.
3. In the recent past, folks on the ministry came up with messages and changed the sign on a rotation schedule, roughly every two weeks. Mother Kathleen approves all messages.
4. I'm proposing a change that may help us get more involvement in this ministry.
5. Folks can sign up for one of two jobs:
 - a. Coming up with proposed messages.
 - b. Physically changing the sign.
6. Of course people can sign up for both jobs, but some people (like me) are not so good at coming up with short, original, clever messages. And some people are good at

messages but maybe don't want to go out in the weather and put the letters in place. (I can do that!)

7. Mother Kathleen will continue to approve messages proposed by whomever has the "message" assignment.
8. With approval, I'd like to pass around a sign-up sheet at the annual meeting and ask for a volunteer coordinator. If there's no coordinator, oversight passes to the Vestry.

Below is an instruction sheet I came up with. Proposed changes in bold.

Changing the church sign

Thank you for considering working on the St. Paul's Church Sign ministry.

Before accepting, I thought it would be helpful to lay out the procedure and some tips for how this works. Please suggest changes and improvements.

Preparation

1. The sign should be changed every two weeks. A schedule will be sent out every couple of months so we can all plan ahead and ask for changes if needed. One person signs up to propose a message to Mother Kathleen. Another person may actually change the sign.
2. Ask someone to show you the box of letters in the office, the bungee cords, and where to find the combination to the locks.
3. Messages should pertain to St. Paul's events open to the public, or memorable messages reflecting the church's vision and mission. Mother Kathleen must approve all messages. The idea is to use messages that will get people talking and even coming to the church. Clever is always good, but messages that hit the gut are good, too.
4. Because we schedule every two weeks, there may be situations in which you have to change the message and the sign twice during your appointed time.
 - a. For instance, say we put up a sign announcing Ash Wednesday services during the first week of your two-week assigned period. When Ash Wednesday ends, we need to put up a new sign for the remaining days before the sign is scheduled to be changed again.
 - b. Same thing happens if you put up, say, a Memorial Day message and then there's still a week after Memorial Day before the next person changes the sign.
5. Plan ahead! You've generally got 8-10 words maximum. That's about 29 characters, including spaces between words, in each of the two lines. The letter W takes more space, the letter I takes less. Nothing worse than getting all your letters out there and finding you don't have space. But editing on the fly is part of the fun.
6. Please put the removed letters back in their proper slots and put the box back on the shelf with the bungee cords on top of the box.

Precaution for those changing the sign

1. It's good to have help if you can! A second person can make it faster and easier.

2. The hinged sign covers are heavy and don't lock when up. We use bungee cords, as pictured, that work well to hold them up. Test the cords and the door stability before you start changing letters. **Don't try to change the sign on a windy or stormy day!!!**

Tips

1. The letters are designed to be placed with the notch at the bottom so you can slide the plastic up and pull it out. To place letters, slide the top of the letter in first.
2. Watch for backwards N's, S's, L's. They can fool you when you're looking close-up.
3. When done with each side, stand back a distance and proofread the message and check spacing. Maybe take a picture and send it to whoever came up with the message.

Submitted by Richard Horn, Vestry

2021 Annual Building Maintenance Report

As Project Manager I work with Mother Kathleen to maintain St. Paul's building. The pandemic has challenged our ability to gather as a group. During this time when the building has been empty we have corrected problems and made changes that have been long overdue. My ability to arrange for contactors and to follow through on their workmanship and safety has been my mission and gift to St. Paul's.

Mark L Potter Construction

- Repaired the leak in the Narthex by sealing the down sprout and the gutter area.
- Refinished the post by the name tag bulletin board.
- Repaired three areas in the Sanctuary ceiling texture and then painted.
- Also repaired the bird damage in the beam over the outside entrance.
- Helped the Project Manager pick out a safe ladder for the Lantern's upper walkway to use for reaching the upper outside Lantern walkway.

Integrity Roofing

- Replaced the metal roof over the Sanctuary and entrance with 40-year three tab shingles.

Budget Rooter

- Power cleaned all the down spout drains before the new gutters were installed.
- Called back to clean out the down spout drain that was overflowing into the Close.

Almost Free Gutters

- Replaced all the down spouts from three to four inches. Replaced the gutter on the south end of the Sanctuary roof and the gutter over the door from the Parish Hall to the Close.

Arbor Dynamics

- Removed the large tree next to the church entrance that was dying.

Hanson Sign

- Repaired the drive by bullet damage and updated our church sign on Callahan.

Sound Glass

- Replaced three windows in the Sanctuary that had broken seals.

Submitted by Karen Hobson, Project Manager

Lord's Neighborhood Diner

This year was a major shake up of a ministry that we have had in our parish for many, many years. In 2020 the Diner didn't meet at the church, and in 2021 it was decided that we'd reevaluate in December 2021. Because of our Pandemic policy of masking while in the building, and the clientele that we have generally served through this ministry, and not being willing to abide by the masking mandate, it was decided with their leadership that the LND wouldn't return in 2021 either. For the summer, the Kitsap Fairgrounds program was feeding three meals a day, as well as some housing. When the Rescue Mission closed, their clientele moved into a local motel. Now the Salvation Army is offering more meals and housing. These are more comprehensive options for meeting the needs of our low income, or marginally housed, folks.

So instead of duplicating services, and not as comprehensively as the Salvation Army, the Lord's Neighborhood Diner is no longer meeting at St. Paul's. We continue to help in serving folks through the Salvation Army.

All of the usable food, freezers, and refrigerators related to the diner have been donated or removed from the downstairs. The clothing bank is in the process of being emptied as well. Those clothes are being brought to the Women's Shelter, the Salvation Army, and Abraham's Place. That work should be finished by the end of March.

And because of the water damage to the parish hall, we are taking down those poorly constructed walls that had been erected around the Lord's Neighborhood Diner's things, so that the entire floor can be repaired at the same time. This work is being done as a service project by men from our N.A. Old School Nooners meeting.

This ministry may be reevaluated in the future, perhaps once we have moved further from the crisis of COVID as it stands in 2022.

Submitted by Mother Kathleen Kingslight+

2021 Treasury Report as of December 31, 2021

2021 ANNUAL TREASURY REPORT (AS OF DECEMBER 31, 2021)

General Operations Account	\$22,598.51
Capital Improvement	\$5,037.63
Rector's Discretionary	\$4,817.96
Columbarium	\$1,000.12
Sabbatical	\$80.00
Total Current Cash Assets	\$33,534.22

Diocesan Investment Funds (restricted use)

Ann Ducker Endowment	\$26,926.81
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Johnson Memorial Endowment	\$108,111.15
Hillyard/Murdach Endowment	\$1,024,159.22
Donna's Fund	\$35,801.76
Shannon Endowment	\$250,305.46
Total Market Value	\$1,445,304.40

Summary of 2021

Income from Pledges is \$98,768.25. This is a decrease of \$22,108 from 2020. We had a budget of \$120,000. The Ludwig Gift/Diamond Parking still has produced a steady income stream of \$23,150.07. Building use due to a partial opening was \$2,550. Investment income from our DIF accounts remained strong. For the second year, we applied for and were granted the Payroll Protection Program of \$17,252. This loan was forgiven and covered all payroll expenses. This money had covered our projected shortfall. We painted the inside of the church with proceeds from the property sale in the Narthex and Sanctuary. Funds were also used from the property sale for repair and replacement of the roof. The vestry approved expanding the Columbarium meant we spent down all but \$1,000. Total spent for the new Columbarium in 2020 was \$12,363.75.

Submitted by Jan Hobson, Treasurer