



2020 ANNUAL REPORT

ST. JAMES'S EPISCOPAL CHURCH
1018 Farmington Avenue
West Hartford, Connecticut 06107

*The Annual Meeting of Saint James's Parish
will be held on Sunday, January 24, 2021
via Zoom at 11:00am*

Published January 2021

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Agenda

The Annual Parish Meeting (Virtual)
Saint James's Episcopal Church
West Hartford, Connecticut
January 24, 2021
11:00 a.m.

Welcome and Call to Order	The Rev. Robert C. Hooper III, Rector
Reading of the Warrant	Claire Burnett
Reading of the Minutes of the Last Meeting	
The Report of the Nominating Committee and the Election of Wardens, Clerk, Treasurer, Vestry members, and Diocesan Delegates	
The Senior Warden's Report	Claire Burnett
The Junior Warden's Report	David Dynowski
Report from Finance Committee	Harry Meyer and Mike Sherrill
Other Reports, as Distributed	
Old Business	
New Business	
Conversation with the Rector	
Others Matters Arising	
Adjournment	

The Annual Parish Meeting
Saint James's Episcopal Church
West Hartford, Connecticut
January 26, 2020
11:00 a.m.

Welcome and call to order by the Rev. Bob Hooper.

Borden Painter offered the opening prayer.

Warrant read by Claire Burnett.

Vestry nominations:

Sr. Warden: Claire Burnett

Jr. Warden: David Dynowski

Clerk: Kerri Raissian

Treasurer: Harry Meyer

Three-year term nominations: Jerrod Bowman, Ruth Mitman, Tyler Smith, and Loretta Waldman

Motion to accept the 2020 new Vestry members as presented: approved

Bob gave thanks to those rotating off Vestry (Bob Burnett, Rob Duncan, Matt Schott, Meredith Willson, and Kim Lytle) and offered thanks for those beginning their service.

Presentation of the 2019 minutes and motion to accept: approved

Claire Burnett presented the Senior Warden's Report. Claire reflected on her first year and gave thanks for the many people helping to make St. James's a successful ministry and vibrant parish. In particular, Bob and Priscilla who do so much behind the scenes. Greg Jacobs wants to systematically recognize people for their efforts too. Claire was proud to help carry on the many traditions of St. James's, like the Strawberry Festival and Annual Picnic. The youth had a successful and transformative mission trip to Ecuador, made possible by many gifts – from our parish and beyond. Finally, she thanked the congregation for their help with the Auction; the November 2019 event was more successful than any auction in St. James's history thanks to our entire community!

We also face challenges. We will begin to search for a replacement for Charlotte LaForest, our former Assistant Rector. We need to finish the capital campaign by collecting all remaining pledges. And St. James's needs a new boiler and wifi system.

Many of you have committed to the stewardship campaign for our 2020 budget. Our budget is fairly balanced but please make your pledge. Looking forward to a great next year together!

Bob Hooper offered the Junior Warden's Report in David Dynowski's absence. Bob reports that David does so much behind the scenes, and this allows us to keep our doors open. He mows, snow blows, and he's quick to be here on Sunday morning. Please thank him for his efforts when you see him.

Harry Meyer offered the Treasurer's Report. The report from the finance committee was not published in the annual report. A revised annual report was made physically available. Harry explained that the operations of the general funds and how these track the finances of the church. In particular, many funds are dedicated to special purposes. The General Fund is our operating fund.

Overall, we ended with a positive variance to the budget of \$430. This means we still ended the year with a deficit, but the deficit was \$430 smaller than the \$5,300 deficit we projected (which represents 0.6% of the total budget). In 2019, we had a negative variance to our income (less than projected), but on expense side we saved a considerable amount (a positive variance). The net is a positive amount to budget and our final deficit was reduced to \$4,870.

It was noted that the actual deficit would have only been \$870, but we transferred \$4,000 from the General fund to the Major Maintenance fund, as Major Maintenance was getting dangerously low.

Bob Hooper added that St. James's has financial decisions to make, but we are on a strong financial ground. He thanked the parish for its faithfulness and generosity.

Presentation of all reports and motion to accept: approved.

New Business.

1. New Business will be addressed with a Rector's Conversations. Bob opened the floor for additions. None were added.

2. Bob began with 2019 highlights.

- We have a reputation as a relevant church, which is made possible by everyone working together. He thanked the parish for allowing him to work in this place and for working with him.
- Recognition: We hope to begin a Spotlight in each newsletter, and we will take nominations for recognition. This is something everyone can help with!
- Our recent chili cook-off was a success, and Paul Duva was the victor. Chuck and Meredith came in 2nd. Bob came in 3rd. There were 26 pots of chili to enjoy.
- Our concert series has been magnificent. Thank you, Vaughn,
- Kim Lytle is coming off executive committee. Kerri Raissian is coming on as the Clerk.
- Claire mentioned stewardship; there is good news and bad news. We have a little cushion because there is currently no assistant, which means to salary expenses. However, the bad news is this is a small cushion. Bob expects to do a small quick annual appeal. The letter should go out this week, and we hope to receive about \$20,000-\$25,000 in additional pledges. The most important thing is that every household pledges. Full involvement is more important than the dollar amount of your financial gift.
- Bob updated us on the Assistant Rector search. He will travel to Virginia Seminary on 2/19 and interview eligible, graduating seniors. About 3 weeks ago, the Bishop suggested a candidate to Bob – as did another person. Bob talked to the candidate and he liked him very much. Bob expects a quick and successful resolution to the search. The anticipated start date for the new Assistant Rector is Easter.
- Bob expressed deep gratitude for the magnificent staff. Cheryl has worked here 16 years. Vaughn continues to bring splendid music to our service, but has expanded this gift to reach the wider community. This was a top priority of the 2020 campaign, and it is wonderful to see it realized so fully. Priscilla provides the parish with much support, love, and faithfulness. She is entrusted with the spiritual development of the parish's children, and she's wonderful at this ministry. Leon fulfills the role of Sexton with pride and care. Heidi, our financial secretary, is a

wonderful asset to the team. Thank you especially to the vestry – current and former, as well as the Executive Committee. Bob expressed that it's the work of these folks that makes this place relevant, fun, and faithful.

- Mike Sherril has stepped back in to help with Dick Wenner stepping out. Thank you to both of these men.
- Priest Associates are a blessing to Bob and to us. We thank each of them for their service and dedication.
- Please remember this time without an Assistant Rector is a transition. Please be patient, and your help is appreciated.

Old Business:

1. There was no Old Business from last the 2019 Annual Meeting.

Other Matters Arising: None

Bob opened the floor to the question, "What's next? Why are you here?"

- Liz Cloud mentioned that she'd like the bells to ring again. Bob expressed a mutual desire to see this done. It enhances our worship and lets the wider community know we are here. Current estimates to have the bells fixed are around \$80,000. Such an expense is not realistic at this time.
- Bob Bausmith talked about the value of the Saturday morning men's discussion group. It meets the 2nd and 4th Saturday at 8am. The group is always striving to make the experience more meaningful to participants.
- Kim XXX expressed concern over a wall leak. Plans to have the stairs reset, which should resolve the issue, are underway. It's a resetting of the stairs.

No further questions were asked by the parish.

Bob adjourned the meeting.

Respectfully submitted by,
Kerri Raissian, Clerk

A Letter from the Rector **The Rev. Robert C. Hooper, III**

January 24, 2021
Annual Parish Meeting

Dear Parishioners and Friends of St. James's,

A FEW days ago, a friend of mine said they felt like they were experiencing PTSD while writing their annual report for their parish annual meeting. For me, it is not the reliving or remembering of events of 2020 that I am finding difficult, it is putting them into words. Typically, my letter to the annual meeting is a short chronicle of the highlights and events of the preceding year. This year, that does not feel like the right approach. That said, there are a few things I would like to mention. We welcomed the Rev. Tim O'Leary as the most recent assistant rector in a long line of exceptional clergy. I can only imagine how difficult it would be to begin your ordained life amid a pandemic when so much of the job typically entails making and expanding on connections with others. I was also able to squeeze in a couple of outdoor weddings, one with only five people present, but also had many postponed until a safer time. St. James's being St. James's, we could not let the year pass without a few baptisms, which were done with family only in the Memorial Garden.

For me, 2020 is about images and actions. I can best sum up my experience of our congregation during these most difficult times with a few simple words: loss, resilience, flexibility, and faithfulness. We lost a number of beloved long-term parishioners and were unable to grieve communally, making the losses that much more difficult. We lost our ability to gather and do some of our favorite things: eat, celebrate, support, and worship. The beautiful voices of our choirs were silenced, for now, but replaced with the joyful sound of bells. We have spent nearly the entire time since the introduction of Covid-19 in our communities, trying new and creative ways to be Church. We have done Zoom Morning Prayer, recorded services, outdoor worship, and live-streamed liturgies. For all of this, I would like to thank my staff and colleagues for their creativity, patience, technical acumen, and most of all, faithfulness. I would like to thank you, the good people of St. James's for your faithfulness and generosity, your generosity of spirit and your financial resources.

Because of your generosity, 2020 did not bring a halt to our outreach and mission activities. Yes, it changed them, but we continued and continue to work to be true to our call to love and support our neighbors in need. Not only did we follow through with all our past and traditional outreach and mission activities, finding new and creative ways to do them, we even expanded our feeding programs, donating more food than ever to food banks and providing hot meals to so many who struggle. Last year, we cooked dozens of casseroles for soup kitchens and continued the long tradition of making thousands of sandwiches for the clients at Loaves and Fishes. We also, in the last four months of the year, cooked over 2,100 dinners for individuals, primarily children, in struggling households in the North end of Hartford. It is only because of you that this was possible.

There are far too many people to thank individually or as groups, but I would be remiss if I did not, once again, thank everyone who works at St. James's and supports me and my ministry. With the exception of the new addition of Tim, we are a team that has been together for a long time and gets it done. Also, to the countless number of volunteers (you know who you are) that allowed and allow this historic parish to continue to be a place of faith, care, and compassion, thank you, thank you, thank you.

No one knows what 2021 will bring (so far not so good). I know that we will move forward in faith, fellowship and compassion knowing that with all of you and through God all things are possible.

With my deepest gratitude,



The Rev'd Robert C. Hooper, III
Rector

Report from the Senior Warden

In my first year as Senior Warden, Bob left on sabbatical; in the second year, COVID 19 arrived. I just cannot wait to see what 2021 brings!

2020 is now history, thanks be to God! While perhaps the most challenging year ever for this parish, it has also provided many of us more time with our families and time to reflect on what our parish truly means to each of us, and to never ever take that for granted. As we've often come to know, adverse times bring out a spirit of goodness, and so many of our members have shared that spirit both within and outside of this parish throughout this difficult year.

Here are a few highlights...

- We joyfully welcomed a new Assistant Rector, Father Tim O'Leary.
- Though we couldn't meet in person, we were still able to meet the spiritual needs of the parish through services on Zoom, outdoor services during the summer and early fall and more recently through live streaming.
- Our clergy and staff used innovative ways to
 - o continue ministering to the sick and needy.
 - o provide excellent virtual KFC, summer programs, and a Nativity Pageant for our children.
 - o provide uplifting music for our services while keeping our choir members involved through the formation of our new hand bell choirs.
- Our sandwich and casserole ministries continued to provide food for so many in our community who needed it more than ever this year.
- A new food ministry, St. James's Cares, was developed by Father Bob and supported both financially and with homemade baked goods by members of the parish.
- Our Mission/Outreach programs provided community outreach through the Stocking Stuffer event, the Angel Tree Mission and the Fall Fest to Go.
- Our Moving Forward Task Force made a plan for dealing with the COVID crisis including
 - o new signage
 - o acquisition of PPE
 - o a plan to stay in touch with children and at-risk-parishioners
 - o regular communications with our parishioners.
- The Christmas Tree Sale went off as scheduled and was successful despite two very rainy Saturdays.

While we mourn the loss of several parishioners this year, we also celebrate the resilience of our church family and look forward with fervor to the time when we can once again worship and socialize together.

Thanks be to God!

Claire Burnett, *Senior Warden*

Report from the Junior Warden

2020 was a year like no other for all of us here at St. James's. While March marked the end of indoor gatherings due to COVID-19, the facilities and grounds still required the routine maintenance. The shift from in person worship to virtual/online worship required investment in our wifi equipment along with video and audio equipment added to the sanctuary to be able to live stream services on the internet. The Reverend Bob Hooper and Vaughn Mauren have worked tirelessly to get the right equipment in place and structure online services for us to be able to provide safe and fulfilling worship for all.

Much work was done with the **St. James's Moving Forward Task Force** to plan for the eventual resumption of in person worship. Hand sanitizer stations and social distancing signage have been installed throughout the facility, and cleaning protocols per CDC guidelines have been implemented. When we do eventually gather in person again, the facilities and staff are prepared to safely welcome the community back.

While the spring clean-up was accomplished over a longer period of time, and with fewer hands due to the pandemic raging unabated in March and April, the fall clean-up was well attended and a tremendous success. Thank you to everyone who helped! It takes a lot of work to keep the plantings around the church looking beautiful. Thank you to everyone who helped pull weeds this year. Our Senior Warden, Claire Burnett, designed and installed new plantings for the Walden Street entrance. This space also serves as our outdoor service location and is now a more beautiful space.

Many thanks are owed to Dave Thomas for his continued counsel and help as the Volunteer Building Manager, and our Sexton Leon Fraser for all the great work he does every day to maintain our church.

In general, our facilities are in great condition, however the aging HVAC (heating/ventilation/air conditioning) systems will continue to need more maintenance and we will need to invest in additional fire code upgrades. Much of this work had to be put on hold in 2020 due to the uncertain budget outlook.

Working together, we make this place a thriving center for community outreach and spiritual sanctuary. Our efforts today provide those who will follow us with a solid foundation to build upon. Take time to thank the good Lord for our blessings and share your gifts with the world!

David Dynowski, *Junior Warden*

Report from the Assistant Rector

Dear all,

It has been a challenging year for all of us. I feel grateful to you for welcoming me to your community in difficult times. I have cherished the conversations I've had with many of you on the phone, on Zoom, or by the Christmas Trees! I am hopeful that the next year will bring something different to the St. James's community.

I started as the Assistant Rector on May 1, 2020. Since then, I have learned so much about this wonderful community God has called us to preserve and care for.

Bob, Priscilla, Vaughn, Cheryl and I have spent much of our time trying to form a worship experience that provides some spiritual sustenance for the whole community. We are aware that virtual worship is not desirable, but it is necessary. I have been preparing and writing sermons and working with Cheryl, Vaughn, and Bob on the mechanics of YouTube live-streamed worship. I think we are getting the hang of it!

In addition to Sunday worship, I have also enjoyed my time with the Confirmation Class. We have had some fun and deep conversations about God, Jesus, school, Covid, family, life. I continue to be impressed by their questions and reflections. We have met seven times so far and we plan to have 6 more sessions in the new year before we conclude. We are not sure what the actual Confirmation service will look like, but we will keep you informed.

In order to ensure that I am pastorally available to people I have been making phone calls to senior members of the parish, especially those who live alone. This has been a very isolating time and I have heard how lonely it can feel. If any of you ever want to talk with me, you are always welcome to call me.

During Advent, we started two Zoom opportunities: 1) Morning Prayer every Wednesday morning at 8am on Zoom, 2) an Advent Bible study series on the Advent readings. The Advent series met 3 times for 60 minutes during the first 3 weeks of Advent. I was deeply grateful to those who came and shared their reflections on Scripture and how it speaks to their own spiritual lives in Christ. Wednesday Morning Prayer on Zoom has a solid following (many of the Wednesday morning Eucharist crowd attends). This is a great group, and we hope to expand it! Any and all are welcome to join Zoom Morning Prayer. The page with the link can be found under the "Discipleship" heading on the website.

I look forward to more conversations – virtual or in-person – with all of you!

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit. (Romans 15:13)

The Rev. Tim R. O'Leary, *Assistant Rector*

Report from the Director of Youth and Family Ministries

TO say that this year has forced us to be creative in the way that we reach families at St. James's would be an understatement. As many of you have had to rethink and redesign your way of working, so have I as the Director of Family Ministries. In mid-March when we were faced with the shutdown of live church, my husband and the rector of this parish never stopped thinking about how we could do our jobs here at St. James's and keep the parish safe. His efforts were truly herculean, and it has been a truly amazing feat to behold. I could never have done my job well without his support and help with all things technical. So, thank you, Bob, for all you have done and continue to do.

Back in March, we decided to do Sunday school on the Zoom platform calling it, "KFC-to-Go." KFC, in case you don't know, stands for Kids for Christ. Honestly, when we started doing Sunday school on Zoom, I could never have imagined that we would still be doing it that way in December, but as we now know, 2020 was a year were planning was not ever easy. I would have to say, that there have been many bright moments while doing KFC on Zoom. For one, we get a consistently good turn-out of young parishioners. Some whom didn't have great attendance before this. Many parents have found it easier to just click on a link and have your kids attend Sunday school than it is to get dressed and head out to church on Sunday morning. Although I can't wait until we can meet in person, I think it is a healthy exercise to find the bright spots in all of this, and that is surely one!

In addition to KFC-to-Go, Bob and I started recording my read-alouds on May 17. As of the end of 2020, we have 32 different books. This has been a super fun project, and I have been amazed by how many parishioners tune in each week. As a side note, many of my teacher friends at Morley have also used the read-alouds in class because with social distancing, it is hard to see the pictures and these recordings can be played on the Smartboard—another bright spot!

Another new offering this year was this summer's at home, Camp Compassion. Over 35 children and 20 families participated in a Zoom-based Vacation Bible School. Bob and I delivered all the supplies to each household in July, which gave us an opportunity to see the kids in person, which was wonderful. Thanks to all who participated.

For Advent this year, we did something similar to Camp Compassion. I created a family Advent resource; 18 families participated in this program, which I was very pleased to see.

I would be remiss if I did not mention the Virtual Pageant as the icing on the cake of 2020. Many thanks to Christine Waterman and Nora Willson who redesigned, produced, and edited this year's pageant. If they had not agreed to help, we probably would not have been able to pull this off. Thank you, Nora and Christine, your talents run deep! Thank you also to the parents who picked up costumes, sent in recordings and pictures of the young actors. It truly took a village to pull off the pageant this year.

Whew, that was a lot! As I have said so many times before, it is truly a pleasure to work with the children of this parish. This year, the pandemic made it challenging, but as always, so rewarding. It is hard to believe that I have been at this for 18 years, but it is true. Thank you all for sharing your wonderful children with me. They are truly a blessing.

Priscilla Hooper, *Director of Youth and Family Ministries*

Report from the Organist & Choirmaster

THIS past year was extraordinary in so many ways. The choir began 2020 in a strong position and worked toward a concert titled "The English Anthem." As the March 14 performance date approached, I was put in the very difficult position of having to cancel the concert one day prior to the dress rehearsal. The Town of West Hartford was rapidly limiting the size of gatherings and it seemed irresponsible to continue with the performance. I was also worried that we would lose our audience.

The day after the concert was cancelled, school was cancelled for two weeks. The day after that, church. Little did we know that the entire year and beyond would be disrupted by a very serious and deadly virus. Throughout those springtime quarantine months, the choir kept in touch via Zoom each Wednesday night. The treble choristers and I played virtual games, and the adults met for virtual happy hour.

As we approached Easter and learned more about how Covid-19 spreads and doesn't spread, we produced a short Easter video with hymns and sermon and posted it to YouTube. This format proved valuable for the season of Easter and early summer. In August, case numbers decreased to the point where we were able to safely meet outdoors each Sunday afternoon. We are fortunate to have a small portable organ, and I used it to offer preludes and postludes throughout the period of outdoor services. Following guidance from public health officials, we did not sing hymns.

The choir experienced the biggest shift in the history of our parish. We split the children and adults into separate handbell choirs and we have truly had a blast. Of course we all miss choral singing, but the handbells have given us an opportunity to gather and make music together each Wednesday evening. It has truly been a blessing.

Perhaps most significantly, St James's is now permanently set up to broadcast our Sunday services over the internet. This was a fun challenge for us and so worthwhile.

On a final note, many thanks to all of you for your words of support throughout the year. I am so blessed to be a member of this community.

Vaughn Mauren, *Organist & Choirmaster*

Report from the Casseroles Helping Expanding Families (CHEF) Committee

CASSEROLES Helping Expanding Families (CHEF) is dedicated to providing meals to St. James's families whenever they experience an expansion or change. In 2020, we supported four St. James's families with a meal or casserole. Our team is strong with 13 volunteers (or volunteer teams –as some couples cook together). We strive to provide a minimum of 2 meals to families that have added a family member, and we also welcome opportunities to simply support St. James's families that might need a meal due to other events, such as moving into a new home, sending a child to college, etc. Please contact Kerri Raissian (kerriraissian@gmail.com) if we can be of help!

Kerri Raissian, *Coordinator*

Report from Education for Ministry

ST. JAMES'S has hosted an EfM group for over 25 years. EfM is a four-year theological education and reflection program utilizing course materials from The University of the South School of Theology. Each group has a minimum of 6 and maximum of 12 students with one or two mentors.

Current members from St. James's are: Tom Rouse, Sue Powers in Year Two, Jonathan Lewis, Matt Schott in Year Three. Matt graduated in May 2020 but wanted to come back and take Year Three again. The group has other members from parishes in Newington and Wethersfield. Over the years St. James's graduates include: Elizabeth Gallegos, Mike Shuey, Audrey Lamy, Tony and Kerri Raissian, Matt Schott, Hugh Whelan, the late Marge Cunningham, Cheri Evans, Elizabeth Gallegos, Bill Harris, the late Margaret Mair, Deborah and Eric Ross, Barbara Schiller, Syd Tansi, David Thomas, Trudy Thompson, John Wadsworth, Elizabeth Waterman, and Ron Ward, among others. For more information contact: Ron Ward, EfM mentor, 860-463 8057, or rtwtmr@comcast.net.

Ron Ward, *Mentor and Administrator*

Report from the Endowment Committee

THE St. James's Endowment Fund is comprised of all bequests to the Church and any gifts that are specified for the Fund. These gifts are meaningful and fulfilling because they continue to work year after year, generating income and capital appreciation that can be applied to our annual budget and work of the Church. Significantly, this support will grow and continue in the years to come. Thus, gifts to the Fund are truly a form of "perpetual stewardship."

Each year, per church bylaws, a certain portion of the Fund's income is transferred to the church's Operating Fund to assist with on-going parish expenses. In the last few years, the transfer amount has gradually increased. In 2020, the transfer was \$131,200, the same as in 2019. Also, in 2017, the Fund provided a \$600,000 loan to the church to help cover some of the costs for projects related to the St. James's 2020 Envision Our Future capital improvement campaign.

The Endowment Committee, which oversees the Fund, meets quarterly to discuss the overall investment environment, compare the Fund's return to the market's performance and assess the adequacy of the Fund's debt and equity portfolio allocation. Members of the Committee are Peter Krzyzek, Mike Sherrill, Dick Wenner, Alex Smith, Harry Meyer, and me. Each member brings his own research, insights and/or experience to the table to help direct the Committee's work, but we do not pick or trade specific stocks or other securities for the Fund.

Investment decisions are instead handled by New England Guild Wealth Advisors, the Fund's investment manager, who began managing the Fund on November 30, 2012. Since that date through September 30, 2020 (our most recent reporting period), the Fund's annualized return has been 7.0%. For the one-year period ending September 30, the Fund experienced a return of 8.4%. Importantly, the Fund is diversified across various equity and fixed income categories. This helps mitigate the impact that market volatility has on the Fund.

Please direct any questions you may have about the Fund or the Committee's work to me or any member of the Committee.

Ted Newton, *Chairman*

Report from the Memorial Garden Committee

WHILE far from a normal year in so many respects, gardening was one of the few things we could enjoy safely. Once again, an amazing team of volunteers accepted the call to weed and prune the Memorial Garden. As it always has been a beautiful space of remembrance, solace, and comfort in addition this year it was the scene of new birth with the hosting of a few christenings. Perennial divisions from the Memorial Garden were planted in the new Chapel entrance garden along with new native trees and shrubs.

Work begins each year in April and ends in November with garden cleanup. In between there is weeding, pruning, and planting of summer annuals. This year our team of talented gardeners consisted of Janice Bonner, Chuck Kinney, Donna Mattison, Harry Meyer, Priscilla Thomas, Lesley Toutain, Cheryl Wadsworth, Loretta Waldman, and Dick Wenner with some additional assistance from my fellow vegetable gardeners, Judy Nellen and Ann Painter.

Our committee will always welcome additional volunteers both for the opening and closing of the garden as well as to maintain it throughout the growing season. I am happy to talk with you about the garden and will provide training on pruning and identification of weeds and invasives. If you are interested in helping kindly email me at claireburnett@comcast.net.

Claire Burnett, *Coordinator*

Report from the Outreach Committee

THE activities of the stand-alone committee formerly known as “Outreach,” are now included as part of the new “Mission Committee.” Monthly projects and results are reported in the newsletter and the Sunday bulletin under the “Mission” heading.

In 2020, the ongoing Outreach projects listed below experienced relatively few changes. Emphasis was directed toward maintaining commitments to agencies that provide critical services such as food and housing, and that have long-standing connections to St. James’s parish.

During this past year, we were able to continue our previous level of support for the feeding programs that depend upon St. James’s for assistance. This was possible through outreach funds as well as generous donations from parishioners who stepped forward to help fill in the gaps. In order to maintain our pantry at the present level, we need individuals who are willing to commit themselves to either purchasing nonperishable food items or providing funds on a one-time or monthly basis. Each option affords another opportunity to offer time or give funds to purchase food to feed our hungry neighbors.

This year we began a new mission program entitled “**St. James’s Cares.**” For years St. James’s has been one of the main sources of nonperishable foods for The Hartford Catholic Worker’s food pantry. In August, because of COVID-19, The HCW had to close its doors to the many folks who rely on them as a source for food. Because they nor we could turn our backs on the needs of families in their neighborhood, The HCW asked if we would be willing to provide meals they could deliver on a weekly basis. Through the overwhelming support of so many members of St. James’s, we are now providing meals to 28 households for 4 people every Monday (more accurately it is 24 households but 4 receive double due to family size). Here is the math: we prepared our first meal on August 31, 2020 and as of January 4, 2021 we have made 562 meals for 4 totaling 2,248 individual meals which fed mostly children.

Once again, our **Angel Tree Mission** partnered with The Hartford Seminary's Spiritual Center who works with a network of social service providers to deliver toys to area children of all ages who would otherwise have gone without. In our second year partnering with this initiative, using an Amazon Wish List, monetary donations, and a drop box outside of the parish office, we collected over 240 toys and gift cards for our 2020 Angel Tree mission. The toys were delivered to the Hartford Seminary on December 1.

The **Stocking Stuffer Mission** continued in eliminating the tradition of stuffing socks with toiletries, and instead filling small white bags with toiletries and socks. Using an Amazon Wish List and monetary donations for a contactless mission, we stuffed 126 bags with 1 pair of warm socks, soap, shampoo, razor, shaving cream, hand lotion, chapstick, comb, toothbrush, toothpaste, and nail clippers. We delivered the bags to The Open Hearth on Monday, November 16, along with 15 boxes of additional toiletries and supplies. We also received a late monetary donation of \$350, which was sent to The Open Hearth for purchase of much-needed cameras and audio equipment for their clients to participate in virtual sessions with doctors, employers, etc.

The following is a list of the ongoing mission activities to which St. James's members contributed in 2020.

The Two Hundred Identical Sandwiches (THIS) program: Approximately 8,640 sandwiches were assembled and delivered to the people served by the Loaves and Fishes soup kitchen.

In cooperation with Foodshare and the town of West Hartford Social services, 25 members of St. James's deliver 55 boxes of food each month to senior citizens in need.

Hot Lunches: On the second and third Monday of each month, St. James's provides tuna, veggie and egg noodle casserole to Loaves & Fishes, Woodland Street, Hartford, and then penne, meatballs and pasta sauce casseroles plus bread, cookies, applesauce and coffee for South Park Inn, Main Street, Hartford.

Several volunteers handle the preparation while others make the deliveries. A total of 2,600 hot lunches were served: 1,200 to the clients at Loaves and Fishes, and 1,400 to those at The South Park Inn.

St. James's Cares: 562 meals for 4 totaling 2,248 individual meals were delivered to The Hartford Catholic Worker for distribution to those they serve in the North End of Hartford.

The 21st Annual School Supplies collection: 22 boxes of school supplies including 48 backpacks were donated for the children served by The Hartford Catholic Worker, The Place of Grace Food Pantry, and The Bridge Family Center.

The Christmas Collection: Due to COVID-19, our mission efforts to provide support for Grace Church took a different path. Rather than purchase unwrapped toys for families they serve through their food pantry, we were able to fill the Christmas lists of 4 of those children. Through the generosity of so many parishioners, we purchased everything the children asked for, from warm clothing and outerwear to Legos and sports equipment. We also purchased clothing for 4 children at Morley elementary school that teachers were concerned about.

The Angel Tree program: Over 240 toys and gift cards were collected and packed into boxes which were delivered to the Hartford Seminary on behalf of the children and families served by Hartford Social services.



The Christmas Stocking Intergenerational Program: 126 pairs of warm socks, toiletries, and candies, were packed into 126 individual Christmas bags and delivered to The Open Hearth shelter for Christmas distribution to their clients.

Thank you for your support of St. James’s Outreach Mission programs.

†††

2020 OUTREACH MISSION EXPENDITURES

<u>Recipient</u>	<u>Donation(\$)</u>
Camp Washington Campership Fund (scholarships)	\$ 1,000
Camp Washington General Fund	\$ 1,000
Feeding Programs	\$ 6,000
Foodshare	\$ 450
Hartford Area Food Pantries	\$ 3,000*
Loaves and Fishes	\$ 400
My Sisters' Place	\$ 400
St. Vincent's Center, Haiti	\$ 2,650
South Park Inn	\$ 600
PACH (Partnership for Andean Community Health)	\$ 2,000
Urgent Needs and Opportunities	\$ 2,500
Total	\$ 20,000

* The \$3,000 was distributed among four Hartford Area Agencies that provide food for the poor: The Place of Grace Food Pantry, South Park Inn, Loaves and Fishes Ministries, and The Open Hearth.

Outreach Committee

Report from the Stewardship Committee

It has been a difficult year in all things, including stewardship. We were expecting giving to be tight with everything that is going on in the world and in peoples’ families, and we are indeed concerningly behind where we have been in past years. We are especially aware that the parish needs to be on firm footing as we find our way through the pandemic both to continue the important services we provide to our community and neighbors, and to be ready to jump in with both feet when we can all gather together again in person – won't that be glorious! As of January 17, there are 152 pledges totaling \$528,072 with 7 new pledges and 31 pledges outstanding.

I am so appreciative of all the work that continues to happen through the generosity of our community and believe faithfully that we find our way out of this financial crunch as well. I send a heartfelt thank you to everyone who has, or will, pledge and everyone who helped with the campaign this year, including Mike Sherrill, Claire Burnett, Dick Wenner, and of course Bob and Priscilla Hooper.

Judith Stahl, Chair

Report from the Vegetable Garden Committee

THE colder spring temperatures this year during April into May provided some challenges for us gardeners, our ninth vegetable garden here at St. James's. But once it warmed up it continued to yield an abundance of fresh vegetables in support of our friends served by the Hartford Catholic Worker House. Our dedicated parish volunteer gardeners: Clair Burnett, Donna Mattison, Judy Nellen, Louise Keesling, and Deirdre Penland would come early each Wednesday morning from the end of May through September to help plant, weed, and harvest the vegetables. Also, each week as we harvested the ripe tomatoes, collard greens, pole beans, cucumbers, peppers, and snap peas they were transported to 18 Clark Street by our volunteer drivers Ann and Borden Painter, and Bill and Nora Harris.

A special thanks to Tom Archambault for donating produce from his plot in the community garden. Not only did he increase the quantity of the vegetables we donated, he also added to the variety (Bok Choy and cabbage)! And thanks to Leslie Toutain for donating several tomato plants she grew from seed.

Remember, The Hartford Catholic Worker does not accept government funding. The all-volunteer staff relies solely on other volunteers and donations to work with the children and families in the Clark Street neighborhood. They work to help secure housing for the homeless and food for the hungry. Our weekly deliveries to the HCW continue to be welcomed each year by those neighborhood families who do not have easy access to quality, fresh produce we provide. We are pleased to be able to support this wonderful mission.

Thank you again to everyone who made this wonderful ministry possible for another year!

Ann Painter and Chuck Russo, *Coordinators*

2020 Annual Report from the Treasurer

THE pandemic affected St. James's finances in two substantial ways. Income was \$57,375 less than the amount forecast in the budget the Vestry adopted early in the year and expenses trailed the budgeted amount by \$25,432. As a result, the Church's finances at year end negatively varied from the budget by \$31,943 or 3.9%.

Income and Expense Summary

The Church's operating income is comprised of regular contributions (current and prior year pledges, seasonal offerings, and unspecified offerings e.g. Sunday plate offerings), transfers from the endowment, outside groups' use of the Church facilities, contributions made for special designated purposes and fundraising. In 2020 parishioners generously and faithfully continued to pay their pledges so that current year pledges only fell \$13,244 or 2.4% short of the budget goal. However, with no in-person services held for much of the year, plate and seasonal offerings and other non-pledge contributions met only 56% of the budgeted amount. Similarly, the inability of persons to gather as groups resulted in only 36% of the amount budgeted being received from outside groups using the Church facilities. Special contributions totaled \$11,130 or 69% of budget. The cancellation of the Strawberry Festival and a reduced Fall Fest accounted for a 49% shortfall in fundraising income. The revived Christmas tree sale was a positive contributor to total fundraising income. The full budgeted amount of \$131,200 was drawn from the endowment funds. On the expense side of Church operations, four of the twelve categories of expense were only minimally impacted, if at all, by the forced curtailment of in-person services. Because staffing levels were maintained throughout the year and the costs of maintaining the physical plant and grounds were met, Personnel expense was minimally under budget (0.2%), Property expense was 0.4% under budget, Administration expense was \$3,958 or 10% under budget and Outreach Funding of \$99,300 met the budgeted amount in full. The remaining eight categories were under budget by a total of \$14,596 or 48% of the budgeted amount. All expense categories were continually monitored throughout the year and reviewed with the Vestry at each meeting. The Church's cash position during the year was improved by the receipt of a Paycheck Protection Program loan of \$70,314.77. This money was not included in the Vestry approved budget and therefore is not reflected in the foregoing numbers. The loan is forgivable if certain requirements are met. The Church has met those requirements and will apply for total forgiveness of the loan amount.

Diocesan Review

In order to enable it to determine the financial health of its parishes and whether adequate accounting procedures and safeguards are being used, the Diocese has adopted a policy of requiring parishes having operating revenues of more than \$750,000 to have their financial statements audited annually by a CPA, such audit to be conducted in accordance with generally accepted accounting principles (GAAP). The audit of St. James's financial statements for 2019 was completed during the year and the results reviewed with the Vestry.

Resources

Many people are involved in overseeing the Church's operating budget and managing its finances throughout the year. The Rector, Treasurer, Assistant Treasurers, Finance and Endowment Committee members and the Vestry all play a part in this effort. Heidi Cotter, the Church's financial secretary accurately and efficiently maintains the books and keeps the Church's financial wheels running smoothly. This year several parishioners made a major contribution by counting and recording the monetary receipts weekly. A very special "thank you" to these folks for their efforts supporting the financial side of St. James's mission.

Harry Meyer, *Treasurer*

Financials from the Treasurer

EXHIBIT A

St. James's Episcopal Church

ACCOUNTING FUND BALANCES (Unaudited)

January 2020 – December 2020

Fund	Beginning Balance	Direct Transactions	Income	Expense	Transfer	Ending Balance
01 - GENERAL FUND	40,565.07	0.00	589,525.12	646,071.61	24,608.00	8,626.58
02 - MAJOR MAINTENANCE FUND	15,717.94	0.00	0.00	32,529.90	20,004.00	3,192.04
03 - 1022 FARMINGTON FUND	6,706.08	0.00	36,910.10	0.00	(30,204.00)	13,412.18
04 - MEMORIAL FUND	4,322.33	0.00	2,570.00	690.50	0.00	6,201.83
05 - VEGETABLE GARDEN FUND	3,078.96	0.00	0.00	0.00	0.00	3,078.96
06 - CAPITAL CAMPAIGN	(247,518.86)	0.00	54,151.25	0.00	9,787.50	(183,580.11)
07 - REFUGEE MISSION	0.00	0.00	0.00	0.00	0.00	0.00
11 - MEMORIAL GARDEN FUND	4,767.36	0.00	1,500.00	90.00	0.00	6,177.36
12 - CHOIR DEVELOPMENT FUND	12,787.33	0.00	(2,883.56)	2,262.03	0.00	7,641.74
13 - OUTREACH FUND	13,508.68	0.00	8,109.01	93,092.00	99,288.00	27,813.69
15 - CLERGY DISCRETIONARY FD	400.31	0.00	12,187.90	11,655.19	0.00	933.02
16 - WOMEN OF ST. JAMES'S	7,635.12	0.00	0.00	0.00	(1,000.00)	6,635.12
19 - ORGAN FUND	0.00	0.00	0.00	0.00	0.00	0.00
21 - MEMOR. MAINTEN. ENDOW. FUND	250,975.13	0.00	33,786.82	0.00	0.00	284,761.95
22 - CHOIR ENDOWMENT FUND	7,353.25	0.00	989.96	0.00	0.00	8,343.21
23 - FLOWER ENDOWMENT FUND	8,133.16	0.00	1,094.83	0.00	0.00	9,227.99
24 - GENERAL ENDOWMENT FD	2,761,179.34	0.00	321,686.65	0.00	(122,483.50)	2,960,382.49
Totals	2,889,611.20	0.00	1,059,628.08	786,391.23	0.00	3,162,848.05

St. James's Episcopal Church

2020 INCOME STATEMENT

GENERAL FUND ONLY

	2019		2020	
	ACTUAL	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
<u>INCOME</u>				
Regular Contributions	\$557,716	\$591,000	\$562,703	(\$28,297)
Investment Income	131,711	131,700	131,716	16
Facilities Income	58,470	59,204	40,715	(18,489)
Special Contributions	39,637	16,200	11,130	(5,070)
Miscellaneous Income	22,525	11,200	5,664	(5,536)
TOTAL INCOME	\$810,060	\$809,304	\$751,929	(\$57,375)
<u>EXPENSES</u>				
Administration	39,027	41,400	37,442	(3,958)
Christian Education	1,689	3,300	1,328	(1,972)
Evangelism	251	500	154	(346)
Flowers	5,530	5,000	892	(4,108)
Music	16,094	18,100	11,877	(6,223)
Outreach	100,776	99,300	99,288	(12)
Parish Life	1,319	1,600	795	(805)
Personnel	521,802	508,100	506,581	(1,519)
Property	125,726	129,800	124,453	(5,347)
Stewardship	558	500	380	(120)
Worship	2,076	1,500	678	(822)
Miscellaneous	82	200	0	(200)
TOTAL EXPENSES	\$814,930	\$809,300	\$783,868	(\$25,432)
EXCESS: INCOME - EXPENSES				
	(\$4,870)	\$4	(\$31,938)	(\$31,942)

St. James's Episcopal Church

2020 INCOME STATEMENT
GENERAL FUND ONLY

	2019	2020		<u>VARIANCE</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	
<u>INCOME</u>				
Current-Year Pledges	\$524,997	\$556,000	\$542,756	(\$13,244)
Prior-Year Pledges	7,844	5,500	3,534	(1,966)
Seasonal Offerings	7,859	7,000	4,391	(2,609)
Unspecified Offerings	17,016	22,500	12,022	(10,478)
Total Regular Contributions	\$557,716	\$591,000	\$562,703	(\$28,297)
Endowment Transfer	\$131,200	\$131,200	\$131,200	\$0
Other Inv. Inc.	511	500	516	16
Total Investment Return	\$131,711	\$131,700	\$131,716	\$16
Transfer from 1022 Farmington Fund	\$30,204	\$30,204	\$30,204	\$0
Parish House (Ongoing)	20,885	20,000	8,290	(11,710)
Other Facilities Usage	7,381	9,000	2,221	(6,779)
Total Facilities Income	\$58,470	\$59,204	\$40,715	(\$18,489)
Spec. Contrib.- Gen. Purp.	\$35,775	\$10,200	\$10,885	\$685
Spec. Contrib.- Christ. Ed	25	0	0	0
Spec. Contrib.- Flowers	3,162	3,000	245	(2,755)
Spec. Contrib.- Music	0	3,000	0	(3,000)
Spec. Contrib.- Stewardship	660	0	0	0
Spec. Contr.- Wrshp/Altar	15	0	0	0
Total Special Contributions	\$39,637	\$16,200	\$11,130	(\$5,070)
Misc. Income - Special Fundraising	\$22,525	\$11,200	\$5,664	(\$5,536)
Misc. Income - Other	0	0	0	0
Total Miscellaneous Income	\$22,525	\$11,200	\$5,664	(\$5,536)
TOTAL INCOME	\$810,060	\$809,304	\$751,929	(\$57,375)

St. James's Episcopal Church

2020 INCOME STATEMENT*GENERAL FUND ONLY*

<u>EXPENSES</u>	2019	2020		
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE</u>
Telephones	\$3,945	\$5,800	\$6,299	\$499
Office Supplies	3,116	2,900	2,503	(398)
Office Equipment Mainten.	319	0	70	70
Equipm. Rental & Replacem.	14,795	15,000	11,559	(3,441)
Printing & Paper	3,576	4,000	4,139	139
Postage	1,503	2,000	1,586	(414)
Auditing & Accounting	8,000	8,000	8,000	0
Membership & Subscriptions	134	800	536	(264)
Advertising	794	800	729	(71)
Rector's Expense Account	141	100	76	(24)
Other Administration Exp.	2,704	2,000	1,943	(57)
Total Administration	\$39,027	\$41,400	\$37,442	(\$3,958)
Church School Operations	\$487	\$500	\$674	\$174
Confirmation Class	0	1,100	27	(1,073)
Youth Programs	303	500	231	(269)
Lay Training	232	500	255	(245)
Speakers - ADG & Others	373	500	0	(500)
Other	293	200	141	(59)
Total Christian Education	\$1,689	\$3,300	\$1,328	(\$1,972)
New Member Ministry	\$0	\$0	\$0	\$0
Other	251	500	154	(346)
Total Evangelism	\$251	\$500	\$154	(\$346)
Flowers	\$5,530	\$5,000	\$892	(\$4,108)
Music Supplies & Musicians	\$2,661	\$3,500	\$507	(\$2,993)
Instrument Maintenance	3,122	1,500	300	(1,200)
Choir Pay	10,193	13,000	9,933	(3,067)
Other Music Expense	118	100	1,137	1,037
Total Music	\$16,094	\$18,100	\$11,877	(\$6,223)

Diocesan Pledge Funding	\$80,772	\$79,300	\$79,284	(\$16)
General Outreach Funding	20,004	20,000	20,004	4
Total Outreach Funding	\$100,776	\$99,300	\$99,288	(\$12)
Hospitality	\$702	\$1,000	\$776	(\$224)
Parish Social Events	296	300	0	(300)
Rectory Ministry	25	0	3	3
Other Parish Life Expense	296	300	16	(284)
Total Parish Life	\$1,319	\$1,600	\$795	(\$805)

St. James's Episcopal Church

2020 INCOME STATEMENT

GENERAL FUND ONLY

<u>EXPENSES</u>	2019	2020		<u>VARIANCE</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	
Clergy Salaries & Housing Allowance	\$184,800	\$164,700	\$169,093	\$4,393
Social Security Allowance	18,683	16,300	16,877	577
Clergy Continuing Education	3,551	2,500	1,037	(1,463)
Clergy Pensions & Annuities	36,987	32,000	29,632	(2,368)
Clergy Life & Health Insurance	35,510	35,200	36,203	1,003
Supply Clergy	200	300	200	(100)
Lay Staff Salaries	172,960	181,800	177,656	(4,144)
Lay Staff FICA - Employer Portion	10,464	14,900	14,028	(872)
Lay Pension Plan	10,498	12,800	12,812	12
Lay Life & Health Insur.	37,152	44,600	41,646	(2,954)
Temporary/Substitute Lay Staff	1,450	1,000	100	(900)
Other Personnel Expense	9,546	2,000	7,298	5,298
Total Personnel	\$521,802	\$508,100	\$506,581	(\$1,519)
Electricity	\$12,120	\$12,000	\$8,712	(\$3,288)
Gas	21,750	21,500	18,033	(3,467)
Other Utilities	4,716	4,500	4,007	(493)
General Maintenance & Repair	14,280	13,500	21,919	8,419
Maintenance Supplies	4,489	4,500	1,910	(2,590)
Custodial Services	0	100	0	(100)
Insurance - Property & Liability	22,828	26,300	26,556	256
Lawn Care & Grounds	5,570	6,800	4,090	(2,710)
Snow Removal	2,335	2,000	422	(1,578)
Transfer to Major Maintenance Fund	19,000	20,000	20,004	4
Transfer to Memorial Garden Fund	0	0	0	0
Transfer to Capital Campaign	18,504	18,500	18,504	4
Other Property Expense	135	100	297	197
Total Property	\$125,726	\$129,800	\$124,453	(\$5,347)
Pledge Campaign	\$0	\$0	\$0	\$0
Other Stewardship	558	500	380	(120)

Total Stewardship	\$558	\$500	\$380	(\$120)
Church Worship & Altar Supplies	\$1,314	\$500	\$34	(\$466)
Other Worship Expenses	762	1,000	644	(356)
Total Worship	\$2,076	\$1,500	\$678	(\$822)
Total Miscellaneous Expenses	\$82	\$200	\$0	(\$200)
TOTAL EXPENSES	\$814,930	\$809,300	\$783,868	(\$25,432)
EXCESS INCOME\EXPENSES	(\$4,870)	\$4	(\$31,938)	(\$31,942)



St. James's

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