

St. Stephen's Episcopal Church



Annual Parish Meeting 2016

Agenda

- I. Opening Prayer
- II. Greetings by Fr. Evans
- III. Minutes of 2015 Meeting
- IV. Fr. Evans' Presentation
- V. Elections
 - a. Vestry
 - b. Convention Delegates
- VI. Intermission - Lunch!!
- VII. Ministry Reports (During Lunch)
 - a. Sr. Warden
 - b. Jr. Warden
 - c. Altar Guild
 - d. Brotherhood
 - e. Children's Education
 - f. Choir
 - g. Columbarium
 - h. Daughters of the King
 - i. Fellowship Ministry
 - j. Lay Servers/LEV/Worship Ministry
 - k. Outreach Team
 - l. Sisters of Saint Stephen's
 - m. Stephen's Own Shepherds
- VIII. Financial Reports
 - a. Treasurer's Report
 - b. 2016 Budget
 - c. Endowment
- IX. Installation/Renewal of Vestry
- X. Installation/Renewal of Ministries
- XI. Closing Prayer

Minutes of 2015

JANUARY 25, 2015

Father Evans called the meeting to order at 12:20 p.m., and began the meeting with a prayer. Handouts were distributed to attendees.

Minutes from the previous annual parish meeting were approved.

Father Evans presented a review of the activities of St. Stephen's during the year of 2014, and his performance of priestly duties throughout the year. He then identified the foundations of the church, which consist of Worship, Discipleship, Outreach, Fellowship, and Administration. He discussed signs of health for those foundations, and then stated, and explained, his objectives for each.

The following new Vestry members were elected: Elizabeth Bennett, Kenneth Crawford, Sally Faulconer, and Helen Perkins.

The following delegates to attend the Diocesan Convention were elected: Steve Keller and Joe Nedley, with Craig Summer elected as alternate.

The following ministry reports were given from the floor, with many being accepted by title:

Senior Warden	Columbarium	Fellowship Ministry
Junior Warden	Children's Education	Lay Servers/LEV/Worship Ministry
Altar Guild	Choir	Stephen's Own Shepherds
Brotherhood	Daughters of the King	

Steve Keller presented the Financial Report. He stated that the church began the year, of 2014, with a deficit of \$10,970. He further stated that it ended the year with a surplus of \$47,153, owing, in part, to a reduction in our Diocesan assessment and a temporary reduction in church staff. He then presented the budget for the upcoming year of 2015, which had been approved by the Vestry. He stated that the budget projects a year-end deficit of \$19,619, resulting from a decrease in pledges of \$44,697.

David Stone presented the Endowment Fund Report. He stated that in January of 2014, the Endowment Fund, in keeping with its (amended) Trust Agreement, presented, to the Vestry, a check in the amount of \$39,679.36, which was accepted. He further stated that the Endowment Fund ended the year of 2014 with a balance of \$982,118.00, which showed a gain, for the year, of \$22,940.61. He added that in January of 2015, again in keeping with its Trust Agreement, the Endowment Fund presented, to the Vestry, a check in the amount of \$39,284.72, which was accepted.

There being no further business, the meeting was adjourned.

Respectfully submitted, **Mark Beardsley**

Fr. Evans' Presentation

1) Where we are (the required statistics)

	2014	2015	2016 YTD Jan 17
# Sunday Eucharist	76	97	6
Sunday Eucharist Avg. Attendance*	53	55	58
# Sunday Daily Office	56	9	0
# Weekday Services	408	104	3
Baptisms	7	4	0
Weddings	1	0	0
Funerals	2	6	0
Functional Membership (Inc. Home Bound)	78	82	84

* ASA is based on Sunday as a total, thus all Masses on Sunday count as one. ASA = # Sundays / Total Recorded Attendance

2) Jesus' Mission for the Church

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age." (Matthew 28:19-20)

3) The Foundations of the Healthy Church

- I. Worship: Praise and give ourselves to God the Holy Trinity: Father, Son, and Spirit.
- II. Discipleship: Intentionally and actively growing in faith, hope, and love as we become ever obedient to Jesus' teachings and commands.
- III. Outreach: Proclaim by word and deed the Good News of God in Christ.
- IV. Fellowship: Gather together for mutual edification and Christian community.

4) Our guiding vision

For St. Stephen's Episcopal Church to be a healthy parish where God is worshiped, God's people grow in Christ, Christ's death and resurrection is proclaimed, and the unity of the Spirit is prevalent.

5) Things we did in 2015

- I. Administrative
 - a. Facility Evaluation
 - b. Improved Signage
 - c. New website (Complimented by the Diocese!)
 - d. Better online communication via Facebook
 - e. Revise newsletter
 - f. Improve general communication (Calendars, info boards)
 - g. Finances overhaul and transparency

- II. Worship
 - a. Revised how we do the Liturgy
 - b. Produced new visitor friendly service booklets
 - c. Training sessions for Acolytes, Readers, Choir, and Altar Guild
 - d. Offered an instructed Eucharist
 - e. Purchased Pew Bibles
 - f. Increased attendance at Healing Service

- III. Discipleship
 - a. Began "Christian Conversations"

- IV. Outreach
 - a. Started Outreach Team
 - b. Attended community events
 - i. Xmas in July
 - ii. Arts and Crafts Fair
 - iii. Trick or Treat on Travis Street
 - c. Connected to community
 - i. DSPNR (Downtown Sherman Revitalization)
 - ii. Hosted Children's Chorus
 - iii. Hosted human trafficking awareness seminar
 - d. Begun connecting to Austin College
 - e. Improved community advertising

- V. Fellowship
 - a. Revived 1st Wednesday
 - b. Revived LEV's

6) Direction for 2016

- I. Administration Objectives
 - a. Solidify Financial Situation
 - b. Continue improving online communication
 - c. Facilities
 - i. Second facility evaluation
 - ii. Repair Sanctuary Wall
 - iii. Renovate Parking Lot
 - iv. Renovate Library

- II. Worship Objectives
 - a. Train more acolytes and servers
 - b. Build up Choir and improve Music Ministry
 - c. Refine liturgical choreography
 - d. Look into special events
 - e. Make the instructed Eucharist a yearly tradition

III. Discipleship Objectives

- i. Sunday night discipleship hour
- ii. Confirmation classes during Lent
- iii. Build up children's program

IV. Outreach Objectives

- a. Plan two parish wide events
- b. Evangelism class during Lent
- c. Continue to cultivate relationships with area organizations
- d. Continue to connect with Austin College
- e. Organize community communications

V. Fellowship Objectives

- a. Improve after service fellowship (Coffee Hour)
- b. Look into more special events

Elections

Vestry

Minimum Requirements:

1. Confirmed member "in good standing"* of St. Stephen's Parish.
2. Over 18 years of age.
3. A giver of record for at least (1) year prior to the annual meeting.
4. Complete a basic background check. (To be done after election, having an event on record is not disqualifying in itself but may require a discussion or removal at the discretion of the Rector.)
5. Complete Diocesan required Safe Church Training on prevention of child abuse and sexual harassment. (To be done after election, failure to complete will result in removal from the Vestry.)

*"Faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God" (Title I, Canon 17, sec 3)

Responsibilities of the Vestry:

1. Maintain the "temporalities" (physical and material aspects) of the Parish. These include all the financial resources as well as keeping the property in good condition.
2. Act as an advisory council to the Rector/Priest-in-Charge.
3. Act in assigned liaison or leadership capacities over various aspects of Parish life.
4. Attended all Vestry meetings (third Tuesday each month).

General Expectations:

1. To be a believer in our Lord Jesus Christ as confessed in the Nicene Creed.
2. Be a person of prayer.
3. Dedicated to living out the Baptismal Covenant in consistent attendance of worship, personal discipleship, holiness of life, and outreach to others.
4. Support all the various weekday and weekend events and functions of St. Stephen's.

Convention Delegates

Same basic requirements as above. Convention is in the fall, usually late October, early November.

Ministry Reports

SENIOR WARDEN

What an exciting year at St. Stephens Episcopal Church! We continue the long tradition of providing worship, spiritual growth, fellowship, and outreach opportunities for our community with one of the most beautiful facilities in the Sherman area. God has truly blessed this Parrish. We have a lot to be proud of and thankful for with the many gifts He has bestowed on us. We have friendly, caring parishioners that are good stewards with their time, talents and treasure; and a Priest that is committed to spreading the Word of our Lord Jesus Christ.

St. Stephens has been served faithfully by our Priest in charge Fr. Evans, showing his dedication and love for this Parrish by calling us to grow spiritually through worship, prayer, and fellowship. Father worked diligently this last year on outreach and evangelism, putting the name of St. Stephens out in the community. Let us continue to offer prayers of thanksgiving for him and his ministry at St. Stephens.

Thanks to the generosity and faithfulness of our parishioners, St. Stephens met all its financial obligations this last year, including the Diocesan Assessment. Expenditures in 2015 matched incoming revenues for a balanced budget. The Stewardship drive for 2016 went extremely well with an increased number and amounts of pledges turned in. The coming year will hold its own budgetary concerns with our aging facility. The Vestry is supporting having the "Second Century Fund" to help with the upkeep of our facility. These donations marked "Second Century Fund" will go into a restricted funds account and only be spent on facility improvements.

St. Stephens was well served by a dedicated Vestry comprised of Elizabeth Bennett, Kenneth Crawford, Sally Faulconer, Helen Perkins, Mack Broiles, Mark Beardsley, Ed Colvin, Jerry Fillebrown, and Craig Summer. We are extremely grateful to Mark, Ed, Jerry, and Craig for their unselfish time they have spent on the Vestry as their terms expire. St. Stephens Parish was also served well by Carla Self as Treasurer, implementing a new bookkeeping system to better serve our financial needs, and Sally Faulconer as clerk of the Vestry.

Maintaining an old building structure is not an easy task. Our Junior Warden, Ed Colvin, has done a commendable job on the facility this past year keeping things in good working order. Ed has also done a tremendous job saving the church money on things such as lawn care, janitorial services, and utility usages.

The Vestry has assembled a Rector Search Committee for which to call a Rector to service at St. Stephens. The process begins with gathering information about St. Stephens to ensure that our selection is based on our Church's hopes, needs, and expectations thru a Parish Survey. The Search Committee and Vestry ask for every member of the parish to participate in this survey to help us as we plan for the future of St. Stephens.

Looking forward, we need to continue in the path of church growth through evangelism and the expansion of outreach into the community. That is the future for St. Stephens and what we are called to do as Christians.

Respectfully submitted, **Don Tomlinson, Senior Warden**

JUNIOR WARDEN

Lots of changes were made this past year. The custodial crew was replaced with volunteers to keep the church and other buildings cleaned. Not only are the buildings much cleaner, but a savings of over \$1500 was accomplished. In addition to the cleaning crew savings, there was a change made to the grounds crew which resulted in a budgetary savings of over \$500.

There was a general cleaning out of broken, un-used, and old items from all the class rooms and storage areas. Lots of broken items, burned out light bulbs, and other general maintenance issues were addressed. In addition, a new sink, faucet, and vanity for the unisex bathroom in the class room building was added. The total expenditure for these projects was less than \$150 for the entire year.

There were needed repairs performed to the ac units at both the rectory and the church at a minimal expense.

There are several structural issues connected with the maintenance of our historic building that are being addressed and are broken down into three phases with the most important listed first. They are as follows:

PHASE 1

Major structural issue with the church walls. Monies have been allotted to pay for the repairs. The repairs should be completed within the next 30 to 45 days.

PHASE 2

Severe drainage problem in the front courtyard. Monies for this project have been obtained as well. These repairs will take place after the completion of phase 1 or as weather permits.

PHASE 3

Replacement of all heat/air conditioning units for all buildings as well as adding a separate unit for the unisex bathroom will need to be addressed. There will be a total of 12 new units. Bids have been received totaling well over \$100,000.00. Money is not available at this time.

It has been my pleasure to serve St. Stephens as a Vestry member and Jr. Warden.

Respectfully, **Ed Colvin, Jr. Warden**

ALTAR GUILD

The Altar Guild exists to assist the clergy and is directly responsible for care of all the altar linens, vestments, brass, silver, and such. They prepare for each service held in the church or chapel, including funerals and weddings, and the ministry of preparing and maintaining everything that relates to the altar.

The Altar Guild is divided into five teams, with each team serving one week a month throughout the year. Team 5 serves when the month has a fifth Sunday. Our Verger, Craig Summer, assists with the candles and set-up for the various services. The members of Saint Stephen's Episcopal Church Altar Guild are:

Team 1 - Pam Colvin, Sally Faulconer; Team 2 - Connie Mitchusson, Carol Griffith; Team 3 - Alicia Evans, Lola Keith, Robert McIntosh; Team 4 - Anna Keller, Kelly Lopez; Team 5 - Carla Self, Joe Nedley.

New members are trained by the Altar Guild Directress and their respective team members and serve with experienced members of their team. Each team takes the responsibility of preparing for scheduled services during their week. In addition, a team is responsible for any unscheduled services during their week, such as weddings, baptisms or funerals.

Contributions to the Altar Guild Fund have provided for several new items of altar linens and supplies for our services. Several pieces of the Green and the Blue and White vestment sets were repaired or replaced. The beautiful brass Gospel Book was refurbished and the DOK donated an updated Lectionary Book and an Alb for Father Evans.

Our goal for the next year is:

- to continue training of new Altar Guild members in the tasks required
- to update the check list of weekly tasks and clarify duties which will ensure all areas are covered.
- to inspect vestments and arrange for repair of worn vestments.
- to encourage parishioners to join our Guild so each Team will have a minimum of two or three members.
- to encourage parishioners to contribute to the Altar Guild Fund to support the purchase of altar linens, altar and priest vestments and Eucharist silver and brass vessels.

The Altar Guild always welcomes new Guild members or subs to assist when Team Members are unable to serve because of individual schedule conflicts. For more information or to become a member of the Guild, please contact Anna Keller at 214-538-6145 or e-mail to annask@mindspring.com or contact the church office.

The Altar Guild works quietly behind the scenes preparing for all services held in the church and chapel, polishing brass/silver and cleaning the linens to have our church ready for all parishioners to worship our Lord with ease and dignity. Their work and dedication is deeply appreciated by members and lay leaders of our congregation.

Respectfully submitted, **Anna Keller**, Altar Guild Directress

BROTHERHOOD OF SAINT STEPHEN'S

It was a fun year for the St. Stephens Brotherhood in 2015, holding 10 meetings throughout the year. The goal of our meetings are to bring the men of the Parrish and their friends together for fellowship; pray together for the sick, departed, or for special intentions; have a meal together and informative program.

There are many highlights from last year. The Brotherhood continues to sponsor and support the Healing Service at the Church on the third Wednesday of the month at 6:30 PM. It is a wonderful short service to get together and pray for all types of healing through the loving kindness of our Lord Jesus Christ.

The Brotherhood sponsored the Shrove Tuesday Pancake Supper and continues the tradition of the St. Peters Day fish fry in June. We had one field trip to the Perrin AFB Museum for a personal tour of the military artifacts. And once again our Advent Feast in December of prime rib was a meeting not to miss and very well attended.

An important part of Brotherhood at St. Stephens is participation in community outreach. In 2015 the Brotherhood signed up to sponsor one square foot of the houses that Habitat For Humanity builds for local families. At the cost of \$48.00 a square foot this is a very worthwhile organization deserving of support. Another worthwhile organization Brotherhood supported was Meals on Wheels with a \$300.00 donation.

Brotherhood also helped with St. Stephens Church outreach teaming up with the One Church One School program with a \$300.00 donation to help needy families at Christmas time. We helped the Daughters of the King with a donation of \$150.00 for their outreach of the Halloween in downtown Sherman evening.

At St. Stephens we are blessed with a beautiful facility and the Brotherhood is always ready to help around the church with whatever is needed. It was brought to our attention that the Church needed some new signage. Brotherhood spent \$210.00 to help with this. Whether it is a work day or other needs around the facility, the Brotherhood is willing to help.

As of 12/31/15, Brotherhood had \$454.70 in the bank for future outreach projects, with all invoices paid. A big thank you goes out to all our hosts, program presenters and all who helped to make this a successful year!

Respectfully submitted, **Don Tomlinson**, Chair

CHILDREN'S EDUCATION

This year our Children's Education program served between 4-6 children in various age groups. Although planning for such a diverse age range has its challenges, by following the seasons of the liturgical year, teaching the basic tenets of the faith, and focusing on the celebration of the Holy Eucharist, we feel we serve our students well.

We look forward to a new year and renewed commitment from folks to insure their kids & grandkids are in attendance to learn more about the church we love.

Respectfully, **Kenneth & Erin Crawford**

CHOIR

2015 has been a total regrouping for *St. Stephen's Joyful Noise*. Fr. Evans is bringing a surge of energy to our parish, and the entire congregation has joined him in creating a new sense of community. To that end, the choir is functioning as a leader in congregational singing of familiar Episcopal hymns and service music. As Fr. Evans has emphasized, our entire service is for the Lord. The choir is not a performing organization for entertainment (although we are doing our best).

In the fall, Fr. Evans conducted a Choir Workshop so that our choreography will match that of the Servers and Ministers and provide some leadership for the congregation. This workshop was quite well attended with 8 members present.

Numbers are still quite small, but Linda and I are doing what we can to encourage parishioners to join our little group. We are beginning to branch out to include special music during the Communion, and we participated in a special service of Advent Lessons & Carols in December.

Quite frankly, if we grow very much, we will have a difficult time vesting everyone. There are no funds for additional garments at this time, but that will not keep us from recruiting new members.

Respectfully submitted, **Sally Faulconer**

COLUMBARIUM

Mack Broiles (Chairman - 3 Yrs.); Patty Anderson (1 Yr.); Anna Keller (2 Yrs.); Grace Sharp (4 Yrs.);

Elizabeth Bennett (5 Yrs.); Don Tomlinson - Sr. Warden; J. Wesley Evans - Priest-in-Charge

1. Our report shows all invoices have been paid and we have a bank balance as of 12/31/2015 of \$23,025.64.

We have a total of 81 niches in our Columbarium. We have sold 53 niches and have 28 niches

available for sale. These niches are for sale at \$600 each, for a future income of \$16,800. This gives us \$39, 825.64 for future maintenance and expansion of our Columbarium.

2. Our Columbarium is handicapped accessible.
3. Upon Nadene Dean's moving from Sherman, Elizabeth Bennett was elected to take her place on the committee.
4. Our Columbarium was built October 4, 2000; therefore, the committee would like to suggest we celebrate this date each year in our Sunday Bulletin.
5. We have a new leather-bound memorial book for our Columbarium due to diligent research from Fr. Evans and Anna Keller to whom we thank very much. This memorial book will contain a personal data sheet on each person in our Columbarium.

If you would like more information about our Columbarium, our committee has developed a brochure along with a policies and procedures manual. As far as we know, St. Stephen's is the only church in Grayson County that has a Columbarium. If you have questions, concerns or suggestions, please contact our church office or one of the above committee members.

This is a great committee with new ideas and suggestions being discussed regularly. We are very fortunate and appreciative to have such awesome members serving on this committee.

Respectfully submitted by **Mack R. Broiles**, Chairman

DAUGHTERS OF THE KING

The Order of the Daughters of the King (DOK) is a women's church order whose members have a Rule of Life of prayer and service. We have five senior members and no junior members. Nine additional ladies are studying to be senior members. Saint Stephen's DOK was an active Order in 2015.

Accomplishments of DOK for 2015 include the following:

1. Each month DOK solicits family, friends and members of Saint Stephen's parish for names of groups and individuals to be included in DOK's service of prayer.
2. Cards were sent to members of the parish who are ill or homebound. Fr. Evans has asked DOK to expand this service to the citizens of the community.
3. DOK assisted in Saint Stephen's participation in the City's "Christmas In July." Led by Fr. Evans, this was one of the parish's first outreach events.
4. In September, the DOK supported the Saint Stephen's booth at the Sherman "Arts Fest." Members distributed information about our parish and handing out Saint Stephen's cookbooks.
5. On October 29th DOK members hosted a table for the "Trick or Treat On the Square" giving out candy, favors, Halloween coloring pages (with information about St. Stephen's) to about 4,000 children.
6. DOK members host coffee hour in those months that have a fifth Sunday.
7. DOK assisted Alicia & Fr. Evans in food preparation for their New Year's Day Open House.

8. The annual “Chrismon Tree” was erected in the parish hall to help with the collection of gifts for needy children in the Wakefield School event.
9. DOK studies for the year included:
 - a. The Seven Sacraments
 - b. The family of Jesus
 - c. Mere Christianity
 - d. Fr. Evans discussed prayer & the role of the DOK

Respectfully Submitted, **Elizabeth Bennett**, President

FELLOWSHIP MINISTRY

The family and friends that make up our parish have gathered at least once a month to celebrate the love and companionship that is the hallmark of a thriving Christian community. It is our desire to open both our doors and hearts to the church and un-church by offering a warm and inviting venue where people can gather and experience fellowship, acceptance and the joy that comes with being a part of the community of Christ. To date we have presented a variety of opportunities for the parish family to reconnect and bring others into the church home we love.

January: The “Christmas Revels 2015” marked the end of the Twelve Days of Christmas with dinner and our take on fine dining. Assorted appetizers & salad, roast pig with onion-apple gravy, herb crusted chicken, marinated carrots, buttery southwestern corn, broccoli with cheese sauce, loaded smashed potatoes, a host of decadent dessert choices and twinkle lights made for a memorable evening.

February: An evening of “Comfort Foods” filled us up with Mac & Cheese, Meatloaf, Chocolate Cake, Meatballs & Spaghetti and other foods that spell homemade comfort.

The “**Shrove Tuesday Pancake Supper**” was well attended and waffles, pancakes, sausage and bacon helped us celebrate “Fat Tuesday.” Thanks to those Brotherhood cooks who flipped cakes and wrangled bacon.

March: For five consecutive Wednesdays during Lent a special study was offered along with a simple “Meatless Soup and Bread” meal.

April: Following Easter Day service an “Easter Brunch” using leftovers from the night before “Easter Vigil Reception”.

May: The smell of “Barbeque and Beans” signaled a roundup of St. Stephen’s cowpokes.

June: We sampled a variety of Sandwiches and played Bingo for homemade dessert prizes.

July: “God Bless America Hot Dog Roast” Patriotism, potato salad, wieners and an All American sing-a-long celebrated our national birthday.

August: To beat the heat we enjoyed a “Salad Supper” night with some ice cream thrown in for good measure.

September: To celebrate our families we held a “Roots” dinner. Everyone brought a dish reflecting their ethnic, regional or family history... everything from German sauerkraut to Korean Kimchi graced our plates.

October: In October the annual “Chili Cook-Off” spiced up our fellowship. The nearby firemen acted as judges and everyone enjoyed chili, nachos, guacamole and good times.

November: To prepare for Advent a Pot-Luck dinner with a presentation titled “Prayer Beads” by Fr. Evans was offered. Everyone was given materials to make their own prayer beads. This low key affair was a great help in focusing on the season of expectation that is Advent.

December: In honor of “Saint Stephen’s Day 2nd Annual Brunch” was offered... pancakes, biscuits & gravy, bacon and egg casseroles... need we say more?

With your participation in the worship and your attendance at these parish events we will continue rebuilding the bonds that make us a family in Christ. It is essential that all of those who claim membership in this parish support one another through prayer and fellowship. If you need help with transportation to and from the church for any reason please contact the office and arrangements will be made to insure your inclusion.

Respectfully, **Craig & Helen Summer**, Chief Cooks & Bottle Washers

LAY SERVER – LEV – WORSHIP MINISTRY

The role played by our laity in the worship offered at our altar is an integral part of the inclusive nature of our church. Joining together with clergy to offer ourselves and souls to the praise of our Lord makes the Episcopal Church “hands on” worship. We are not observers, but rather active participants in the worship. We are so grateful for the continued participation of the following members of this parish:

Mark Beardsley, Elizabeth Bennett, Ed Colvin, Pam Colvin, Erin Crawford, Ken Crawford, Penelope Fields, Jerry Fillebrown, Carol Griffith, David Griffith, Pat Hunt, Anna Keller, Steve Keller, Marc Mitchusson, Mike Mitchusson, Joe Nedley, Tim Neely, Naif Risk, Carla Self, David Stone, Don Tomlinson, Luther Wilcoxon.

More volunteers are always welcome... some of these folks are called on to serve each and every week. We are fervently calling for more volunteerism. **“As each has received a gift, use it to serve one another, as good stewards of God's varied grace...” Peter 4:10**

Please search your hearts and take a more active role in the worship that means so much to us all. If you are currently serving, please volunteer to add another task to your repertoire of good works.

We have positions available for:

- ❖ Ushers
- ❖ Acolytes
- ❖ Readers
- ❖ Chalice Ministers
- ❖ Prayer Leaders

These positions are a crucial part of our worship and your gifts are needed!

In addition to increasing the number of lay volunteers in all positions, it is our goal to implement hands on cross-training for volunteers. This will insure that servers will feel more at home when pitching in as needed in other service roles.

Respectfully, **Craig Summer**, Lay Server Coordinator

H: 903-892-0045 Cell: 903-818-7376 hcsommer123@gmail.com

OUTREACH TEAM

As the Liaison for Outreach between the Vestry and the Congregation, it is incumbent upon me to be aware of the outreach ministries already in place and to look for new opportunities.

Outreach Activities at SS in 2015:

- Meals on Wheels – Nadean Dean was very active with this program but is no longer able to continue. Mib Garrard, Steve Keller and Lola Keith were also active with MoW in 2015.
- Pantry – We still have the grocery cart in the Parish Hall, and it is stocked. With the closing of the Key Memorial Methodist Church, it has taken a little while to regroup with this activity. Please refer to information below (Pantry & Grand Central Station).
- Christmas Angels – The Parish Hall Christmas Tree is decorated with Angels containing the names of families (especially the children) who, w/o our help would not have Christmas.
- School Partnership – Connie Wakefield has been the Liaison between SS and Wakefield Elementary School.
- Grand Central Station – We have participation with this soup kitchen. Marty Richardson is active in this ministry.
- Carla Self offers a Chair Yoga class at SS for anyone wishing to attend. This class meets Tuesday & Thursday of every week. There is a nominal charge for each class, and all the money is donated to the Pantry or to Fr. Evans' discretionary fund.

I am blessed to have Robert McIntire and Joe Nedley serve with me on an Outreach Team, and since getting underway in August we participated specifically in the following:

Thursday, September 17 th	Volunteer & Service Organization Fair, Austin College, Fr. Evans, S. Faulconer & L. Pease
Saturday, September 19 th	Sherman Arts & Crafts Fair, SS Booth, 10:00-3:00
Thursday, October 29 th	Trick or Treat on the Square, Downtown Sherman SS booth organized by DOK w assistance of Ed Colvin
Saturday, November 7 th	Human Trafficking Seminar at SS
Tuesday, November 10 th	Conversation w contacts @ Grand Central Station & Key Care
Saturday, November 21 st	Meet w Julie Mitchell, Partner in Education Director, Sherman ISD re partnership w Wakefield Elementary Fr. Evans, S Faulconer, R McIntosh, J Nedley
Thursday, December 17 th	Meet w Principal Eartha Linson, Wakefield Elementary re ways SS can assist the school

We have identified three major areas on which to focus for 2016.

WAKEFIELD ELEMENTARY SCHOOL PARTNERSHIP – CONTINUING

General Ongoing Need for Volunteers:

- > Readers for Kinders and grades 1-3
- > Help w Copy, Cut & Laminate (on site) 2 times per week
- > Special Projects through PBIS (Positive Behavior Intervention & Support)
 - Reward Parties
 - As needed in Community Settings (i.e. School Hallway & in Assemblies)
- > PTA – volunteer and/or join
- > Mentor specific students a lá Big Brothers & Big Sisters

- > Join a student for lunch
- > TCOG – Texoma Council of Governments

Some Specific Ideas:

- > Donate a Smart Board (\$1,500 - \$3,000)
- > Assist with a Mustang Celebration Party (held once every 9 weeks)
- > Teacher Appreciation – candy for the teachers, cards, etc.
- > Participate in the PTA Carnival in the Spring (March TBA)
- > Technology Support, Lessons (coordinate w Tech. Specialist Kaitlin McFatridge, X 4819)

Connie Mitchusson will continue to be active in our partnership with Wakefield as regards the Secret Angel project for Christmas and the collection of the pink labels for education.

THE PANTRY - CONTINUING

Our Pantry donations are now being given to the Grand Central Station Sherman Soup Kitchen.

> **Grand Central Station Sherman Soup Kitchen (GCSS). Key Care**

Key Care (formerly a ministry of Key Memorial Methodist Church) is still in operation, partnering w GCSS. Per conversations with Dorothy McKee (GCSS) and Myra Williams (KC) our assistance is most appreciated, and this is a great way to keep our current Pantry in operation. Below are some details that I collected from my conversations.

> **GCSS** – 110 Throckmorton (2blks east of RR tracks on Lamar between Lamar & Houston), 903-957-0264. Dorothy McKee – contact person. There is one more phone number 903-892-9162.

M – F, 1 – 4.

> **Key Care** – “The Green House,” 921 E. Houston, Myra Williams, contact person, 903-815-6790. Open for stocking items Tu/Th/Sa 10 – noonish (as needed). They are also open M/W/F afternoons. This is where we would take our Pantry items. They accept food (non perishable is best) as well as some clothing.

> **SPREAD THE WORD.** Food items especially desirable are Mac n Cheese boxes, Crackers, Ramen Noodles and Canned Goods.

HUMAN TRAFFICKING – NEW

- > A problem more rampant than we can imagine, even in a smaller town like Sherman, TX.
- > Victims of Human Trafficking are exploited sexually and in many work forces such as the food industry and construction.
- > St. Stephen’s hosted a Human Trafficking Seminar, November 7th. Very informational.
- > Any ministry we would initiate in this area should be in conjunction with professional organizations established specifically for this issue.

Respectfully submitted, **Sally Faulconer**

SISTERS OF ST. STEPHEN’S

The Sisters of Saint Stephen’s meet each month on the third Wednesday at 6:30 pm. All women of the parish are invited to attend. Typically two members volunteer to prepare food for the meeting or the meal may be a pot-Luck event. This Fall, occasional programs have been a part of the meetings. At the October meeting, Elizabeth Bennett spoke on “The Traditions of Halloween.” In November there was a guest speaker, Megan Singer, whose subject was “Messianic Jews.” In December the members enjoyed a Christmas party with food and a Chinese gift exchange.

Respectfully, **Elizabeth Bennett**

S.O.S.- SHEPHERDS OF SAINT STEPHEN'S

S.O.S. was originated in the 1970s under Fr. James Garrard. Our purpose is to help the rector as called upon when parishioners experience physical needs. We hope our visits and attentions speak for the whole church. Our expenses are met personally and with contributions. Meetings are held with the rector each month except during summer. Currently, our meeting time is 12:15 on the third Thursday.

ACTIVITIES: Visits, phone calls, cards, emails & notes. Occasional morale-building meals or dishes are taken. Flowers from the altar are taken when appropriate. We help transport persons to church and sometimes to physicians. We do not take responsibility for funerals or memorial receptions. In season we distribute poinsettias or Easter lilies to persons on our contact list. We maintain cooperation with the Flower Guild and the Daughters of the King.

VISITATION LIST: For the benefit of the rector and interested others we keep in the church office a contact list of persons currently being visited regularly by S.O.S.

We are particularly appreciative of Lay Eucharistic Visitors who take consecrated communion to members unable to attend church. Craig Summer, Don Tomlinson, Steve Keller and other Visitors ~and sometimes their wives, Helen Summer and Anna Keller~ are steadily making these very meaningful visits.

HIGHLIGHTS. We ask prayers for: Nadene Dean, her illness and her improvement and move to Austin; the deaths of Faye and Chuck Precopia; the illnesses and deaths of Eran Simmons and Mib Garrard, both of them active members of S.O.S., Mib having been the originator of S.O.S., and with her husband, Fr. James Garrard, its ongoing major spirit and visitor; the death of Theo Lloyd, at age 95; Clyde King's physical problems, he also long with S.O.S and greatly missed.

Our thanks go to Pat Hunt for his weekly transport of Doll Watson to church and to Mark Beardsley for driving Linda Graham to Dallas for a morning visit to an eye doctor, and our happiness for her cornea transplant this fall.

* S.O.S. for S.O.S! We ask parishioners who have a little free time please to consider the possibility of signing on to help our committee -- just to say we might call on you some time for a visit or a transport would be great!

Submitted by **Frances Neidhardt & Lola Keith and Kelly Lopez**

Financial Reports

TREASURERS REPORT 2015

Balance Sheet

Definition: “The **Balance sheet** is a snapshot at a single point in time of the company's accounts - covering its assets, liabilities and equity. The **purpose** of the **balance sheet** is to give users an idea of the company's financial position along with displaying what the company owns and owes.”

BANK ACCOUNTS balances are provided at the top of the Balance Sheet for all accounts that are assets of St. Stephen's:

- General Fund
 - At the end of 2015, the Banker's Life Annuity was surrendered in the amount \$59,471.57 to contribute to church repairs. This amount is reflected in the bank account balance of \$84,312.03.
- The following are currently separate bank accounts:
 - TEMPORARILY RESTRICTED FUND that is made up of 2 Balance Sheet entries; a bank account balance of \$7,480.16 and the 60 day CD at American Bank listed in the Investments portion of \$22,966.62 for a total of \$30,446.78.
 - Refer to page 2 of the Balance Sheet for the Equity breakdown for each Temporary Restricted Fund; totaling the \$30k.
 - Rector's Discretionary Fund
 - Columbarium Fund
 - Daughters of the King
 - Brotherhood of St. Stephen's
 - Mini Shop

FIXED ASSETS are Land and Buildings valued by the Tax Assessor Office.

CURRENT LIABILITIES reflect the amount due the IRS on a quarterly basis for the Parish Administrator. Church accounting is on a cash basis; that is the only liability since those taxes are paid on a quarterly basis, but the Parish Administrator is paid monthly.

TOTAL EQUITY of St. Stephen's is reflected below the NET ASSETS and TOTAL LIABILITIES on Page 2. Note Unrestricted Net Assets reflects the Net Income or Loss that is posted at year end. Since St. Stephen's had a Loss Year-to-date of \$68.12, that amount will be reflected as a reduction in Unrestricted Net Assets for January, 2016, after final books are closed for 2015.

TEMPORARILY RESTRICTED ACCOUNTS breakdown are listed on Page 2 of the Balance Sheet. The Endowment Fund balance is reflected as of the November 17, 2015, Report to Vestry.

Income and Expense Statement

Definition: “A financial **statement** that measures a company's financial performance over a specific accounting period. Financial performance is assessed by giving a summary of how the business incurs its revenues and expenses through both operating and non-operating activities.

The **Income and Expense statement** is also referred to as the profit and loss statement, P&L, statement of income, and the statement of operations.”

INCOME

UNRESTRICTED CONTRIBUTIONS for 2015 exceeded budget by \$17,574.78 with \$3,300 of that overage from the Suman-Mitchell-Jones Trust and the Dorsett Foundation. During 2015 the number of pledges was low thus making this item a difficult number to budget; budget for pledges should be more accurate for 2016 with the increase in the number of parish members pledging.

DONOR RESTRICTED CONTRIBUTIONS (Temporarily Restricted) are not generally budgeted. The total contributions for 2015 were \$12,126.50. Breakdown of this giving is:

- Flowers Fund \$3,715
- Memorial Fund \$1,423
- Building Fund \$3,035
- Altar Guild \$ 660
- Choir Fund \$ 75
- Discretionary Fund \$2,478
- Pew Bible \$ 540
- Special Project \$ 200

Interest Income was under budget primarily due to cashing in the Banker's Life Annuity.

ENDOWMENT DISTRIBUTION for the entire budget year is provided to St. Stephen's each January from the Endowment Trustees.

FIXED EXPENSES is the Diocesan Assessment and is on budget.

PASTORAL STAFF is over budget due to reclassification of SETA (FICA for Father Evans) reimbursement, increase in health insurance, and unbudgeted Life & Dental insurance. These expenses should be more accurately budgeted for 2016.

SUPPORT STAFF is under budget \$3,425 due to reclassification of the SETA (FICA for self-employed individuals) payroll taxes from this account to the PASTORAL STAFF account for Father Evans.

Expenses for this year's budget were based upon past expenditures and many changes have been implemented by vestry members and parish administrator to lower expenses in areas like cleaning service, utilities, lawn service, and Christian education.

- ADMINISTRATIVE EXPENSE is over budget by \$3,289.49 primarily due to the penalty for Banker's Life Annuity early surrender.
- BUILDING AND GROUNDS is over budget by \$1,347.29. Payment to the engineers for the reports on the unforeseen building repair were in excess of \$6,825; without that expenditure the Building and Grounds would have been significantly under budget.
- RECTORY EXPENSE & MAINTENANCE would have been under budget except there was an AC repair that was unforeseen causing the overage of \$390.63 year-to-date.

In summary, the EXCESS INCOME Over EXPENSES showed a Year-to-date loss of \$68.12.

Report on Financial Activities for 2015:

- I began Treasurer duties in late May-June 2015 timeframe.
- Power Church, a new software system, was implemented for July financial reporting. Recording of contributions began January 2015 in the new system. Details of all activities are reported to the Vestry each month and are available for review as provided in the Vestry minutes.
- The year of 2015 was spent in discovery by both the Parish Administrator (began her duties in February) and the Treasurer.

Looking ahead to Financial Activities for 2016:

- There are many tasks that are being addressed to provide comprehensive documentation supporting the processes & procedures as defined by the Diocese.
- Assure that the Annual Church Audit recommendations are implemented.

Respectfully Submitted, **Carla Self, Treasurer**, January 18, 2016

Saint Stephen's Episcopal Church Budget 2016

Account	Description	Type	Actual	<u>2015</u>	<u>2016</u>
				Budget	Budget
01	GENERAL FUND	Income			
4030	General Fund	Detail Budget directly	121,457	107,196	118,830
4031	Suman-Mitchell-Jones Trust	Detail Budget directly	5,810	3,996	3,500
4510	Banking Interest	Detail Budget directly	0	1,956	0
4710	Endowment Distribution	Detail Budget directly	39,288	<u>39,288</u>	<u>36,877</u>
Income Totals:				180,181	159,207

Account	Description	Type	Actual	<u>2015</u>	<u>2016</u>
				Budget	Budget
01	GENERAL FUND	Expense			
5045	Diocesan Assessment	Detail Budget directly	21,053	21,012	20,858
5061-001	Rector Salary	Detail Budget directly	43,750	42,000	42,000
5063-003	Rector FICA Reimburse	Detail No budget	2,754	0	3,300
5064-004	Rector's Health Insurance	Detail Budget directly	18,664	16,464	18,384
5066-006	Rector's Life Insurance	Detail No budget	207	0	173
5067-007	Rector's Dental & Vision	Detail No budget	1,274	0	1067
5068-008	Rector's Pension Fund	Detail Budget directly	10,807	11,568	11,568
5071-001	Supply Clergy Salary	Detail Budget directly	364	408	408
5155	Parish Administrator	Detail Budget directly	18,453	20,232	16,800
5175	Nursery Attendant	Detail Budget directly	2,340	2,340	2,340

5195	Organist	Detail	Budget directly	3,975	4,056	4,056
5305	Payroll Taxes	Detail	Budget directly	1,872	4,464	4,464
5310	Workers Comp Insurance	Detail	Budget directly	371	624	624
5414	Other Advertising	Detail	Budget directly	219	600	600
5425	Altar Supplies	Detail	Budget directly	508	804	400
5430	Office Supplies	Detail	Budget directly	2,013	900	900
5440	Postage	Detail	Budget directly	172	1,560	500
5450	Printing & Publications	Detail	Budget directly	2,273	600	600
5520	Church Phone & Internet	Detail	Budget directly	2,044	2,472	2,064
5572	Computer Hardware	Detail	No budget	0	0	100
5574	Computer Software	Detail	No budget	-378	0	100
5576	Support Contracts	Detail	No budget	0	0	100
5583	Copier Lease	Detail	Budget directly	3,946	3,336	3,500
5610	Insurance	Detail	Budget directly	11,241	9,312	10,575
5635	Gas, Electric, & Water	Detail	Budget directly	10,717	12,000	12,000
5710	Janitorial Supplies	Detail	Budget directly	172	600	600
5720	Cleaning Service	Detail	Budget directly	0	2,340	0
5730	Pest Control	Detail	No budget	705	0	1,056
5740	Repairs/Maintenance	Detail	Budget directly	7,364	3,600	3,600
5820	Lawn Service	Detail	Budget directly	200	1,200	700
6205	Church School Education	Detail	Budget directly	165	1,200	200
6210	Youth Groups	Detail	Budget directly	0	600	0
6220	Professional Development	Detail	Budget directly	324	600	600
6320	Special Events	Detail	No budget	61	0	200
6330	Rector Hospitality	Detail	No budget	48	0	100
6420	Parish Life	Detail	Budget directly	280	1,200	400
6460	Rector's Cell phone	Detail	Budget directly	600	600	600
6465	Rectory Utilities	Detail	Budget directly	2,829	3,600	3,100
6470	Rectory Repairs	Detail	No budget	777	0	400
6480	Rectory Lawn Service	Detail	No budget	385	0	100
6580	Diocesan Events	Detail	No budget	150	0	150
6585	Travel Expense	Detail	Budget directly	0	1,800	350
Expense				Totals:	180,249	169,637

169,637 Total Projected Expense
159,207 Total Projected Income
(10,430) Projected Deficit Budget

ENDOWMENT REPORT 2015
THE SAINT STEPHEN'S ENDOWMENT FUND
2015 ANNUAL REPORT (UNAUDITED)
PRESENTED JANUARY 24, 2016

The trustees of the Saint Stephen's Endowment Fund are pleased to present this annual report detailing the assets and performance of The Fund for 2015. The following is an accounting of the assets as of January 1, 2015, and December 31, 2015:

January 1, 2015	Wells Fargo Advisors Compass Conservative Growth Managed Account	\$ 982,118.00
	2014 Distribution to The Vestry (4.00%) **	\$ (39,285.00)
	Expenses (Royalty Taxes, Postage, Accounting Fees) Fee	(489.57) (10,686.69)
	Oil and Gas Lease/Royalty Receipts	1,149.62
	BALANCE AVAILABLE FOR INVESTMENT IN 2015	\$ 932,806.36
December 31, 2015:	Wells Fargo Advisors Compass Conservative Growth Managed Account	\$ 898,582.00 ***
	TOTAL Gain [LOSS] for 2015 – 4.83%	\$ (45,722.00)
	2015 Distribution available to The Vestry in January, 2016 – 4.00 %	\$ 35,896.00 **

In November, 2001, the Vestry of Saint Stephen's Episcopal Church, at the recommendation of The Fund's trustees, amended by unanimous vote the Trust Agreement to provide for a 4% annual distribution calculated on the total Fund balance on the last business day of the year.

** In accordance with the (amended) Trust Agreement the trustees presented The Vestry a check in the amount of \$ 39,285.00 representing 4% of the December 31, 2014 Trust balance. The Vestry elected to accept the monies at its January 20, 2015 meeting.

*** The December 31, 2015 Fund balance includes accrued interest on fixed income investments through December 31, 2015, but not yet paid.

The following is the list of trustees and their terms:

Marty Richardson	May, 2016
Mack Broiles	May, 2017
Patty Anderson, Treasurer	May, 2018
Steve Keller, Chair	May, 2019
Mike Hughes	May, 2020

Respectfully submitted, **Steve Keller**, Chair

Notes