

# **St. James Episcopal Church**

## **Annual Meeting**

**January 22, 2012**

### **Contents:**

**Agenda**

**Rector's Report**

**Senior Warden's Report**

**Junior Wardens' Report**

**Music Director's Report**

**Parish Survey Report**

**Parish Treasurer's Report**

**2012 Parish Budget**

**Outreach Report**

SAINT JAMES EPISCOPAL CHURCH

ESSEX JUNCTION, VERMONT

ANNUAL PARISH MEETING – JANUARY 22, 2012 AT 11:00AM UNTIL 12:30PM

- 11:00 Invocation / Meeting to Order / Election of Recorder for Annual Meeting
- 11:05 Adoption of the Agenda
- 11:10 Recognition of Retiring Vestry Members and Others / Introduction of New Parish Admin and Sexton
- 11:15 Report of the Rector / Explanation of Election Process / Introduction of Nominees
- 11:25 Nominations and Elections
  - Nomination and election of THREE people to 3-year term on Vestry
  - Nomination and election of ONE Vestry member to 1-year term as delegate to Diocesan Convention
  - Nomination and election of ONE person to 2-year term as delegate to Diocesan Convention
  - Nomination and election of ONE Vestry member to 1-year term as alt. delegate to Diocesan Convention
  - Nomination and election of ONE person to 2-year term as alternate delegate to Diocesan Convention
- 11:30 Report of the Senior Warden
- 11:35 Report of the Junior Warden
- 11:40 Report of Music Director
- 11:45 Report on Parish Surveys
- 11:55 Year End Report of the Treasurer of the Parish
- 12:05 Presentation of 2012 Parish Budget – as approved by the Vestry on 1/15/12
- 12:10 Presentation of Capital Campaign Case Statement
- 12:25 A General Thanksgiving from *The Book of Common Prayer*
- 12:30 Adjournment / Blessing

.....  
*Please fold and tear at dotted line above to use this form below as paper ballot.*

3-year term Vestry Nominees:  
(vote for three)  
\_\_ Frances Huessy  
\_\_ Karen LaFond  
\_\_ John Terborgh  
\_\_ (write in name)\_\_\_\_\_

1-year term Convention Delegate Vestry Nominee:  
(vote for one)  
\_\_ Jenn Belair  
\_\_ (write in name)\_\_\_\_\_

2-year term Convention Delegate Nominee  
(vote for one)  
\_\_ John Heermans  
\_\_ (write in name)\_\_\_\_\_

1-year term Convention Delegate Alt. Vestry Nominee:  
(vote for one)  
\_\_ Peggy Bonesteel  
\_\_ (write in name)\_\_\_\_\_

2-year term Convention Delegate Alt. Nominee  
(vote for one)  
\_\_ Shirley Ziemer  
\_\_ (write in name)\_\_\_\_\_

## 2011 Rector's Report

Two thousand and eleven was a busy year for St James. Last year we planted a garden, kicked off our new theater ministry, revitalized our Christian education programs for children, and hired a new parish administrator and sexton, just to name a few of the many exciting things happening here at St James. Even though each of these events and activities in and of themselves could be highlighted and discussed at length, there is one activity, one conversation that took place this past year which I believe frames all others and therefore demands our utmost attention. That conversation occurred around the ten conversations we had as we, both as a parish and a diocese, plunged into Anthony Robinson's book, *Changing the Conversation*. It is this conversation, begun in 2011 and to be continued this year—well into 2012 and beyond—that I would like to focus on here.

As your Rector, as one who embraces and encourages our shared leadership together, I am particularly drawn to Robinson's chapter entitled, *Who Shall Lead Them?* In defining leadership, Robinson writes, "Leadership is not, in my judgment, coming into a situation with answers or 'the vision' and getting people to line up behind you. Leadership is mobilizing a congregation (be it small or large) to *engage its own most pressing problems and deepest challenges*." One of the ways, Robinson later adds, to empower this engagement is through the asking of thoughtful questions. A good leader will ask the question, "Where are we going?", the vision question; the question which draws the church outside of itself and into the future, into the greater community. But as Robinson points out, before that question can be raised, an even more primary question must be asked, the purpose question, the question of "Why are we here?" Or, to put it another way, "What business are we in and how's business?" Before we can even begin to know where God is calling us, we must first come to know that it is God for whom we are listening. Before we can know where St James is going, we must first come to discern why we are here, why we gather together as a community of faith in the first place.

While this is the primary question for Robinson throughout his book, I believe that there is a deeper, more essential question that requires our attention before we can even begin to think about "Why are we here?" let alone "Where are we going?" That question is, "Who are we?" It is a question that calls us to first look within ourselves and then to look within our own community of faith. Ironically, it is a question that dances dangerously with the now infamous tag line for St James Church— a great place to be. The question of "Who are we?" within the context of community is a question about belonging, it is a question about how we relate to one another, it is a question about ownership and accountability. It is not a question which requires that we embrace the archaic concept of church as "social club" instead of a "school for saints", but rather, a question that challenges us to face the fragmentation within our own community of faith in order better understand how we are healthy and whole. Through healing and wholeness, we will know who we are. Through knowing who we are, we will best be able to discern why we are here. Through knowing why we are here, it will become clear to us where we are going. Belonging leads to purpose which leads to mission.

Already I have jokingly declared to some that I am calling 2012 "The Year of Purpose" for St James. Here I would like to amend that to 2012 being "The Year of Belonging." Again, not belonging as in "us vs. them", not in terms of St James as social club, but in the sense of strengthening St James and our knowledge of ourselves and each other in order that our future conversations around purpose and vision are most meaningful. To that end, I am encouraging everyone to pick up and read a book by Peter Block called *Community: The Structure of Belonging*. Peter is a good friend of mine who I came to know and work with while doing community building back in Cincinnati. I am hoping that over the course of the season of Lent, and perhaps beyond, small groups at St James will be formed to explore the power to be found in the thoughtful questions that he presents. Following up from these small groups, I plan to invite us, the entire community of faith at St James, to gather around a shared meal and a hearty conversation about who we are and what we plan to do about it.

Indeed, 2011 was a busy year for St James. There was, and still is, much to celebrate and to give thanks for. Above all else, this new year, I give thanks for you. I give thanks for you and I long to see how our relationships will grow and strengthen over the course of this year as we being to together ask the question, "Who are we?" and begin to strengthen that community which we have together through Christ our Lord.

## 2011 Senior Warden's Report

Good morning and welcome to 2012 and a new and promising year at St. James.

What a year! This past year has been full of challenges and triumphs. Not all easy but in my opinion, all worth the hard work, dedication and team work. I am not only speaking about the work of the Vestry, which I am proud to be a part of, but of everyone at St. James – a community that comes together. As Ken preached in his Sermon on the 15<sup>th</sup> of this month “we are all from under the same/common fig tree.” We are all working towards the greater good and we must always recognize and understand that we may have different ideas, ideals, views, etc. but in the end we all want the same thing.

First I want to say what a privilege and honor it has been to serve St. James as Sr. Warden for the past two years. I have enjoyed my time and commitment but will pass the torch this year. I am excited to find out who Ken appoints, as I am sure you are as well. I would like to personally thank everyone for their kind words and support over the past two years. I would also like to thank you for your always thoughtful and honest letters of praise, support, concern, etc. I know I speak for everyone on the Vestry when I say this, it is your feedback (both positive and negative) that keeps us in check and in the know (a finger on the pulse) of how you feel and how you think we should proceed – as a Vestry, Parish, community and so on.

I can hardly believe that another year has passed; I feel it has flown by. When I think back, we have accomplished so much this past year – a new and improved Christian Education program (thank you to those who have made this successful), the hiring of a Parish Administrator, the hiring of a Sexton, planting and harvesting a garden to help feed the children the past summer for ELB, and on and on. A couple tough decisions that were brought to us were - a roof that is on its last leg, mold in the basement, a bumpy and sometimes treacherous drive and parking lots. There have been many conversations on what to do, what gets fixed first, but through a lot of prayer and brainstorming we feel we have made the best decisions we can with the current resources we have... I won't go into this as Jerry and Neal will speak to this more when you get the Sr. Junior Warden and the Junior Junior Warden's report, ha! Matt and Karen will also touch on these points when they talk more about the upcoming Capital Campaign – which too is another big decision that was discussed and prayed about. There is still much to do but I feel we are on the right track to moving St. James forward – spiritually and physically!

One last thought/bit of information to share is - I had the honor to represent St. James in November as the Vestry delegate to the 2011 Convention of the Diocese of Vermont held at Mt. Snow. What a magical and spiritually uplifting experience in every way. I won't go into too many details but I wanted to share what a wonderful experience it is and if you ever have the chance to go to a general or diocesan convention, I recommend you do. The convention guest, presenter, and preacher this year was Bonnie Anderson, President of the House of Deputies. To quote Bishop Ely, “Bonnie has traveled throughout this Episcopal Church of ours, and beyond, offering her testimony of love, hope, encouragement and challenge to countless people who see in her reflection of their own capacity to serve Christ as a minister of the Gospel”. In my opinion she did just that! Also inspiring was Bishop Ely's address – I won't get into it but in short it was eye opening to find that much of what he was addressing on a Diocesan wide level (budget, Outreach, exploring our faith, communication, etc.) are the same challenges we face at St. James – again... bringing us back to “we are all from under the same/common fig tree”. If you have the time I highly recommend reading Bishop Ely's address, it can be found on the Diocese web site in the Bishop's Pages, or I would be happy to print and provide a copy for you to read.

Thanks again,

Jenn Belair

## 2011 Junior Wardens' Report

The year 2011 was indeed a challenge as evidenced by the fact it took two of us (Jerry Proulx and Neal Robinson) to perform the ordinary duties of Junior Warden. It was a year of national-news-making natural disasters which ultimately had an impact on our physical plant.

The incredible snow levels of 2011 resulted in water problems not only with the roof but also with the basement. All the snow that fell decided to melt all at once causing a very high water table. With no place to go the water chose our basement. Add to this the rains from Tropical Storm Irene and what you have is a moldy basement in need of remediation. We performed air quality tests this summer and were pleased to determine that there was no risk to our health from the musty odor in the basement. None the less, the Vestry decided that we should remediate the mold and we have received two quotes for that work. It is expected that the remediation work will begin sometime soon.

During 2011 we inventoried the rather critical repair and replacement needs of our church facilities. This inventory and the estimated costs of each repair have formed the basis of a capital campaign which you will learn more about in the very near future. The most pressing need is to replace the roof on the sanctuary and the Vestry has entered into a contract for that work. Hopefully, we will have a successful campaign and be able to make the necessary investments in our church.

The addition of a sexton was an important step taken in 2011. We believe that many of the problems we have faced with our building are the direct result of not having a sexton on site on a regular basis. Having the sexton position will allow us to provide the appropriate level of care for our facilities.

Here is a list of some of the projects that were completed this past year:

- Changeover of thermostats in Great Hall to programmable ones for energy savings.
- Submitted application for \$10,000 grant requiring two trips to Middlebury, but it was worth it—we were approved and check received.
- Had broken fan motor replaced in rooftop unit to stop water condenser compressor from freezing up and leaking water into Great Hall.
- Had maintenance performed on all rooftop units for peak efficiency.
- Met with three contractors for new roof for church and two smaller entrance ways—received estimates and chose to go with Jim Billado Roofing (lowest bid and has done roofs for the Essex School System and is on first call for City of Burlington Repairs). It will be a metal roof—color to be decided upon later—work to be started this spring.
- Cleaned all drains on roof for proper water release (a crummy job—but someone has to do it....)
- Received estimates for future repaving of parking lots when monies are available.
- Received estimates for basement drainage system to counter future flooding.
- Had mold count done for air quality in church/basement—within safe tolerances but still has to be dealt with.
- Received estimates for cleanup of basement/carpet removal/general mold abatement.
- Received estimates for general repairs to building structures/painting/new handicap entrance, etc.
- Many various repairs to toilets, outside lights, door handles, etc.
- Ended services of EkoTek and hired a Sexton to cover plant maintenance.
- Hired new plowing contractor for set price for plowing \$2,800 for season—sanding /salting extra—still working out that schedule.

Many thanks to everyone who has participated in clean up and maintenance for gardens and lawns—it wouldn't happen without you! And many thanks to the Altar Guild, Jeff Hard and to anyone who has helped to keep our church neat and clean! Our apologies if we left someone out!

If you have questions—feel free to ask! And we want to wish the next Junior Warden good luck—let's give him or her our full support! Looking forward to 2012, we are hopeful that the Capital Campaign is a huge success so that we can get on with the job of repairing our building.

Respectfully submitted,

Jerry Proulx and Neal Robinson

## 2011 Music Director's Report

St. James is blessed with a very active Music Ministry.

I especially want to thank Nancy Roff for her continuing to play for services, both on Sundays and for special services throughout the year. She also serves on the Music Committee with Jenny Ogelby, Fr. Ken, and me. That committee helps plan the music for services.

Our young musicians are a blessing. This past year Giselle Glaspie, our young pianist, has played for the Christmas morning service and summer services, and is always willing to enhance our worship with her flute playing. Finn Clark has also played the organ recently, much to everyone's delight. Both Cheyenne and Nathaniel Garland have graced us with their talents for Preludes and Postludes on a Sunday morning and on Christmas Eve for years.

All the choirs rehearse faithfully on their appointed days preparing music for the church year. This year I started a Cherub Choir for children ages 4, 5, and 6. We meet on Sunday mornings after Junior Choir rehearsal, for only 15 minutes, during which time I teach them music for use during the service when they are ready to sing. Unfortunately, this year there has been a drastic decline in members of the Junior Choir. However, the Chant Family Singers – Jacqueline, Jessica, and Ethan – have carried on brilliantly.

We are always looking for people to sing or play with any of the choirs, or to do solos during the service, if a weekly commitment is not possible. The 8:15 service has been enjoying the beautiful music provided by Jerry Proulx and Isabella Blanchard on occasion.

I am deeply indebted to the summer organists/keyboardists who play for summer services when I am gone. Their volunteering their time and talent is greatly appreciated by us all.

This year through the generosity of several members of the congregation, we were able to purchase choir chairs which hold hymnals, prayer books, and other items necessary for the choir to function. Special thanks to The Women of St. James, Matt and Margaret Gilbert, Marlene and Charles Emerson, Milly Meeks, Joanne Raymond, John and Charlotte Ellenwood, Jenny Ogelby, David and Sandra Ashley, Neal and Karen Robinson, Carol and Clinton Reichard.

During this past summer and fall, I have been able to assist two young men in their study of the organ. One is a student at Crane School of Music in New York and the other a high school junior who has started playing the organ and composing music.

Many of you share your appreciation of the music with me which I in turn share with those involved. Thank you very much for your caring thoughts. By participating in the singing of hymns on Sunday morning you, too, are part of the music ministry at St. James for which I am very grateful.

Respectfully submitted,

Carol Reichard

**JUNIOR CHOIR** (Meets Sunday morning 8:30) = 4  
Director, Carol Reichard 878-0014

Ethan Chant                      Hunter Wasser  
Jacqueline Chant                Jessica Chant

**CHERUB CHOIR** (Meets Sunday morning 9:15) = 3

Hannah Gilbert                Vaughan Wasser  
Addison Yandow

**SENIOR CHOIR** (Meets Thursday 7:30-9:00) = 16  
Director, Carol Reichard 878-0014

Soprano:		Alto:	Sue Bacon
	Carol Gross		Peggy Bonesteel
	Joanne Raymond		Charlotte Ellenwood
	Pat Meier		Cindy McKinstrie
	Sandy Willey		Jenny Ogelby
Tenor:	David Ashley	Bass:	Neal Robinson
	The Rev. Kenneth Hitch		Larry Ingram
	Ian Ogelby		Clinton Reichard
	John Heermanns		

**BELL CHOIR** (Meets Tuesday 7:30-9:00) = 11  
David Ashley, Director

Sue Bacon	Milly Meeks	Carol Reichard
Lois Belair	Jenny Ogelby	
Joanne Raymond	Jeanette Racine	
Joan Carr	Clinton Reichard	
Martha Haskell	Nancy Roff	

#### **SUBSTITUTE ORGANISTS/KEYBOARDISTS**

Charlotte Ellenwood  
Giselle Glaspie  
Pat Meier  
Joyce Ordway  
Kathy Rouleau  
Nancy Roff

#### **GUITARISTS/BANJO**

Jenny Ogelby  
Carol Gross  
Larry Ingram  
Peggy Bonesteel

#### **YOUTH ENSEMBLE**

Cheyenne Garland, Alto Saxophone  
Nathaniel Garland, Trumpet  
Giselle Glaspie, Flute

#### **RECORDER PLAYERS**

Charlotte Ellenwood, Director  
Susan Brown  
Ellie Potter  
Lois Belair  
Shirley Ziemer

## Report on 2011 Parish Surveys

### Overview

What follows is a summary/analysis of the parish surveys completed in Fall, 2011 for St. James Episcopal Church, Essex Junction, VT. It must be noted at the results of this survey cannot be considered in any way statistically relevant since there were only 41 out of a possible 200+ responses. Nor can the surveys be considered representative of the congregation, since the responders are anonymous and self-selected. What we have here, then, is simply a snapshot of approximately 20% of the congregation at the particular time they completed the surveys. It should also be noted here, that the vestry and the rector of St. James have had access to these data for several months, and, in the ensuing time, have worked hard to take the suggestions they reflect to heart for vestry and clergy improvement.

### Demographics

Forty-one people responded to the surveys. Not everyone responded to every question.

98% (all percentages have been rounded to the nearest percent) identified themselves as church members. 2% identified themselves as non-members.

72% identified themselves as being 50 years old or older; 28% were younger than 50 years old. The youngest age group represented was 30-39 (8%).

Length of time in the parish:

24%=30+ years

24%=15-29 years

19%=10-14 years

32%= less than 10 years

53% identified themselves as weekly church-goers; 40% as attending 2-3 times per month; and 8% as attending once/month or less.

### Rector's Performance

#### *Pastoral Care and Relationships*

Meets-exceeds expectations = 70%

Does not meet expectations = 18%

Not observed = 12%

#### *Evangelism/Outreach/Worship*

Meets-exceeds expectations = 85%

Does not meet expectations = 12%

Not observed = 3%

#### *Communications/Organizational Structure/Administration*

Meets-exceeds expectations = 41%

Does not meet expectations = 44%

Not observed = 15%

#### *Christian Formation*

Meets-exceeds expectations = 62%

Does not meet expectations = 18%

Not observed = 21%

#### *Stewardship*

Meets-exceeds expectations = 52%

Does not meet expectations = 18%

Not observed = 30%

## **Vestry's Performance**

### *Stewardship of Parish Finances*

Meets-exceeds expectations = 62%  
Does not meet expectations = 21%  
Not observed = 18%

### *Availability to Parish*

Meets-exceeds expectations = 81%  
Does not meet expectations = 9%  
Not observed = 9%

### *Stewardship of Parish Buildings*

Meets-exceeds expectations = 71%  
Does not meet expectations = 23%  
Not observed = 5%

### *Communication with Parish*

Meets-exceeds expectations = 64%  
Does not meet expectations = 27%  
Not observed = 9%

## **Self and Parish as a Whole**

### *Christian Formation (self)*

Meets-exceeds expectations = 75%  
Does not meet expectations = 22%  
Not observed = 3%

### *Evangelism and Outreach (self)*

Meets-exceeds expectations = 66%  
Does not meet expectations = 28%  
Not observed = 5%

### *Christian Formation (parish)*

Meets-exceeds expectations = 75%  
Does not meet expectations = 25%  
Not observed = 0%

### *Evangelism and Outreach (as a parish)*

Meets-exceeds expectations = 84%  
Does not meet expectations = 13%  
Not observed = 3%

### *Parish Community (self)*

Meets-exceeds expectations = 68%  
Does not meet expectations = 29%  
Not observed = 3%

### *Stewardship (self)*

Meets-exceeds expectations = 70%  
Does not meet expectations = 19%  
Not observed = 10%

### *Parish Community (as a parish)*

Meets-exceeds expectations = 81%  
Does not meet expectations = 19%  
Not observed = 0%

### *Stewardship (as a parish)*

Meets-exceeds expectations = 63%  
Does not meet expectations = 31%  
Not observed = 6%

## **Has the multi-generational Christian Formation program met you and your family's growth and development needs?**

Always =3%  
Sometimes =18%  
Never=15%  
Do not attend =64%

## **Has Dinner church met the needs of the congregation?**

Yes =22%  
No = 0%  
Do not attend = 78%

## **There is a need for a capital campaign to revitalize and maintain the physical structure of St. James**

Agree = 73%  
Disagree = 3%  
No opinion = 23%

### **Summary of Open-ended Comments**

*Note: This summary was done using a modified factor analysis methodology in which repetitive terms and themes were identified and codified.*

#### *Pastoral Care (Rector's performance)*

The Rector was identified as being a kind and caring man, supportive of youth and youth endeavors, and a spiritual inspiration. (Ex. "I appreciate the thought and care Fr. Ken puts into Sunday sermons;" "Fr. Ken is a spiritual inspiration. We are fortunate he is our rector." "Fr. Ken has been very supportive of the Youth formation class and the Youth Group activities. He is a part of our events..." "He has a presence with the youth;" "I appreciate the efforts made to come to our home to meet with us as new members and in getting the adult education class started.")

Concerns centered around organization, communication and leadership (Ex. "I don't see the attributes of a leader in our rector." "I marked Fr. Ken low on communication because of the gross lack of communication from him over the homeless man." "We seem to have 'reactive' modes of [response] due to, in my opinion, lack of communication and follow through of committees and organization.")

#### *Vestry*

The Vestry was seen as people who care about St. James and who do a good job. (EX. "I applaud the Vestry's willingness to tackle big problems such as the switch to gas and the roofing problems and the courage to go for the capital campaign." "The vestry here seems to me to be a group of people who care a great deal about St. James and do their best to make decisions and instigate actions that will be for the common good of the parish.")

Concerns were expressed re. finances, long range plans, and transparency. (Ex. "I am really concerned with so many deficit budgets." "I doubt many parishioners could name all the vestry members—myself included." "Is there a long range vision for the parish? Not sure I've heard what it is." "Don't know how to express this well, but I think committees are smothering us.")

#### *Parish and Self*

St. James was seen as a group of mostly, caring people with a strong sense of outreach. (Ex. "I see St. James congregation as a vibrant, talented and mostly caring group of people, who are also contentious and self-serving at times." The outreach at St. James is excellent. "There are a lot of loving, praying people at St. James.")

Concerns centered around people leaving, openness to new ideas, and Christian Formation. (Ex. "I would like to see individuals of the congregation work together to address differences rather than simply leaving the parish or sulking in silence when something upsets them." "I would like to have a group of people sit down to brainstorm ways to invite others to join our congregation." "I am disturbed when I see people with children leaving the parish." "I am not satisfied with Christian Formation in St. James, nor with Evangelism.")

*Comments about the multi-generational Christian Formation Program*

Many responders commented that they hadn't attended, or attended early on but had stopped attending. (Ex. "The program does not draw me, so after one session, I did not attend and developed a reading and study habit at home." "The approach started out ok, but didn't maintain its strength. " "The focus is very family oriented at St. James. I realize how important this is, but it can make childless people feel left out. " "Wish there were more adult education opportunities. Think we're not doing enough for junior and senior high school age."

*Comments about Dinner Church*

Most people thought the idea was good, but hadn't attended. (Ex. "An excellent idea. I hope to start attending." "I do not attend, but my family enjoys this option."

*Comments about the Capital Campaign*

While most respondents saw the need for the Capital Campaign, there was concern about attempting one in the current financial climate. (Ex. "As the diocese discovered, this may not be a good time for a capital campaign of any great magnitude." "This is so important. Our building must be kept in good repair." I agree we need to keep the building in good order, however at this time financially this may be a hardship on some." "I think people feel better about spending on specific items."

Respectfully submitted,

Peggy Bonesteel

## **Year End Report of the Treasurer of the Parish**

**Please note the following clarifying statements.**

### **2011 Budget Comparison page**

- Workman's Comp Ins audit for 1/1/10 to 1/1/11 created a \$486 credit which was transferred to our current policy balance. This paid off the 2011 year's policy plus a refund check for \$309.20 was sent to us giving us a \$68 credit.
- Christian Education, Altar Supplies, and Stewardship Expenses are over budget for the year but individual donor designated income offset overages.
- Music shows over budget due to song book cover purchases paid out of Special Funds.
- Rectory Expenses overage is due to setting up a budget plan for natural gas. We have prepaid toward the higher winter costs and have a credit of \$1075.

### **Church Fund and Cash Balances 2011 page**

- Initial Operating Funds Balance 31-Dec-10 should have been transferred to Vestry Fund.
- Please note that quite a few Operating categories that are budgeted for or not budgeted for do actually have special funds available.
- Butterfield Loan principal for natural gas conversion is \$26,000. Quarterly payments towards accrued interest and principal start in April.
- The Endowment Funds categories and the Shattuck Fund are invested in the Diocesan Unit Fund which had lost value over the 12 months reported, September 2010 to September 2011. The last quarter report data which was received after this report was generated shows those Funds have recovered to just above the December 2010 value.

The data from QuickBooks' software reports are summarized on spreadsheet forms for your benefit. An expanded pdf form is available upon request.

Respectfully submitted,

Janice Jacob Rheume

<b>St. James Episcopal Church</b>		<b>2011 Budget Comparison</b>		
		<b>Total Budget</b>	<b>Actual</b>	<b>91.67%</b>
<b>INCOME</b>		<b>2011</b>	<b>2011</b>	<b>% For Year</b>
<b>4030-01</b>	Open Cash Plate	2,750	\$ 1,727	62.8%
<b>4030-02&amp;-03</b>	Pledge Stewardship & Previous Year	156,856	156,729	99.9%
<b>4041-01&amp;4042-00</b>	Investment & Restricted income	4,500	4,226	93.9%
<b>51-00&amp;4052-00</b>	Special Season & Special Offerings	2,500	1,975	79.0%
<b>4053-01&amp;-11</b>	Donor Designated (Altar Flowers + Altar Guild)	2,000	1,836	91.8%
<b>4053-09+10</b>	Donor Designated-Miscellaneous		31	
<b>4053-17</b>	Donor Designated-Stewardship		825	
<b>4054-00</b>	Fund Raising (net)	2,500	2,063	82.5%
<b>4055-00</b>	Rental & Use of Building	11,000	10,795	98.1%
<b>4058-00</b>	Memorials for Operation		800	
	<b>Total Operating Income</b>	<b>182,106</b>	<b>181,007</b>	<b>99.4%</b>
<b>4030-04</b>	Prepaid Pledge 2012		5,900	
	<b>Total Operating Income &amp; Prepaid 2012 Pledge</b>		186,907	
<b>3970</b>	Non Operating - Rector's Discretionary	1,500	110	7.3%
<b>EXPENSES</b>		<b>2011</b>	<b>2011</b>	<b>% For Year</b>
<b>2701</b>	Diocesan assessment	32,091	31731	98.9%
<b>2705</b>	Outreach from budget	2,713	2924	107.8%
<b>2711</b>	Total Employee Compensation	69,942	71542	102.3%
<b>2712,2714</b>	Rector's Med Ins, Pension	24,147	23927	99.1%
<b>2713</b>	Supply clergy	625	125	20.0%
<b>2715</b>	Travel Reimbursements	1,500	479	31.9%
<b>2717</b>	Rector's Home Equity Allowance	2,628	2730	103.9%
<b>2718</b>	Workman's Comp Premiums	492	-68	-13.8%
<b>2754</b>	Rector professional expenses	1,000	689	68.9%
<b>2719</b>	Payroll services	1,000	834	83.4%
<b>2721&amp;2723</b>	Christian Education	510	788	154.5%
<b>2724</b>	Parish Life	560	250	44.6%
<b>2726</b>	Altar Guild - Flowers	2,000	1540	77.0%
<b>2726</b>	Altar Supplies	350	446	127.4%
<b>2728</b>	Music	593	1026	173.1%
<b>2729</b>	Stewardship Development	400	793	198.3%
<b>2730</b>	Parish Administration	6,800	6340	93.2%
<b>2741</b>	Show removal	5,000	4518	90.4%
<b>2743</b>	Rectory Expenses	4,630	5954	128.6%
<b>2744</b>	Parish Facilities	11,421	11196	98.0%
<b>2746</b>	Church Heating, Electricity, Sewer	13,400	10909	81.4%
<b>2749</b>	Insurance	5,095	5128	100.7%
<b>2751</b>	Evangelism		356	
<b>2757</b>	Diocesan Convention	616	566	91.8%
	Sabbatical Reserve Supply Clergy	700	700	100.0%
	<b>Total Operating Expenses</b>	<b>188,213</b>	<b>185,423</b>	<b>98.5%</b>
<b>4902</b>	Non Operation-Rector's Discretionary	1,500	636	42.4%
	<b>NET INCOME without 2012 Prepaid</b>	<b>\$ (6,107)</b>	<b>\$ (4,416)</b>	
	From Vestry Fund to Operating		\$2,604	

## St. James Episcopal Church Fund and Cash Balances 2011

	<u>31-Dec-10</u>	<u>Revenue</u>	<u>Expense</u>	<u>Other</u>	<u>31-Dec-11</u>
<b>Operating Account (12/31/2010 Vestry Funds)</b>	\$ 10,117.51	\$ 184,586.99	\$(188,804.50)	\$ -	\$ 5,900.00
<b><u>Operating Special Purpose Funds:</u></b>					
Altar Guild Account & Flower Fund	5,238.84	1,785.52	(2,219.64)		4,804.72
Capital Improvement - Capital Campaign	-	17,069.00	(18,069.00)		(1,000.00)
Natural Gas Conversion-\$32,307	-	6,675.00	(600.00)		6,075.00
Children's Ministry	-				-
Christian Education	274.32				274.32
Deferred Maintenance	206.39				206.39
Evangelism	793.39		(189.75)		603.64
Library	261.62				261.62
Memorial Gifts	50.00				50.00
Music Reserve	2,438.13	3,393.45	(4,634.40)		1,197.18
Outreach from Operating	285.97	2,637.76	(2,923.73)		-
Sabbatical Reserve	1,400.00	700.00			2,100.00
Sunshine Boys Fund	180.00				180.00
Women's Group	1,548.43	467.25	(1,785.70)		229.98
Youth Group	791.34				791.34
Undistributed Special Funds interest	90.34				90.34
<b><u>NonOperating Special Purpose Funds:</u></b>					
Honduras	863.87	586.13	(1,450.00)		-
Outreach Designated Gifts	-	2,294.56	(2,294.56)		-
Memorial Garden & Church Grounds	7,193.80		(177.45)		7,016.35
Lunch Program	2,559.16	7,315.00	(7,850.77)		2,023.39
Organ	1,200.00				1,200.00
Rector's Discretionary	949.66	110.00	(685.51)		374.15
Theatre Ministry	-	773.00	(564.03)		208.97
Total Special Purpose Funds	26,325.26	43,033.67	(43,444.54)	-	26,687.39
NonOp - Pass through funds	168.14	2,076.35	(1,965.95)		278.54
Diocesan Continuing Ed Grant	-				-
McClure Grant		10,000.00	(10,000.00)		-
<b><u>Designated Funds:</u></b>					
Hauke Gift (with interest)	34,527.63	3,733.62			38,261.25
Hauke Fund	398.37				398.37
Shattuck Fund	14,555.69	(872.38)			13,683.31
Vestry Fund	9,122.50	14,348.45			23,470.95
	58,604.19	17,209.69	-	-	75,813.88
<b><u>Endowment Funds:</u></b>					
Dole Flower	1,123.13	(67.31)			1,055.82
Dole Music	5,612.61	(336.39)			5,276.22
Property Maintenance	23,201.32	(1,369.72)			21,831.60
Total designated Funds	29,937.06	(1,773.42)		-	28,163.64
<b>TOTAL ALL FUNDS</b>	<b>\$ 125,152.16</b>	<b>\$ 243,056.93</b>	<b>\$(232,249.04)</b>	<b>\$ -</b>	<b>\$ 136,843.45</b>
<b><u>Bank Accounts and Investments:</u></b>					
Key Bank	10,285.65				18,572.19
Key Certificate of Deposit 11 mos	15,822.11				-
Key Savings Account	15,007.34				39,270.85
Diocesan Unit Funds	84,037.06				79,000.41

**St. James Episcopal Church Budget 2012**  
**Approved 1/15/2012**

<b>INCOME</b>	<b>2011</b>	<b>2012</b>
Faith*		4,496
<b>4030-01</b> Open Cash Plate	2,750	1,700
<b>4030-02&amp;-03</b> Pledge Stewardship & Previous Year		
Pledged Stewardship	150,706	156,907
Unpledged Stewardship	6,150	4,000
<b>041-01&amp;4042-00</b> Investment & Restricted income	4,500	4,500
<b>4051-00</b> Special Season Offerings	2,500	2,500
<b>4053-01&amp;-11</b> Donor Designated(AltarFlow ers+AltarGuild)	2,000	2,000
<b>4053-09+10</b> Donor Designated-Miscellaneous		
<b>4054-00</b> Fund Raising (net)	2,500	6,500
<b>4055-00</b> Rental &Use of Building	11,000	11,000
<b>Total Operating Income</b>	<b>182,106</b>	<b>193,603</b>
<b>3970</b> Non Operating - Rector's Discretionary	1,500	1,500
<b>EXPENSES</b>	<b>2011</b>	<b>2012</b>
<b>2701</b> Diocesan assessment	32,091	28,120
<b>2705</b> Outreach1.7% from budget	2,713	2,764
<b>2711</b> Rector Salary + SS	62,546	62,546
Music Director	7,396	7,749
Sexton + SS (15 hrs/wk)	0	8,397
Admin Assist + SS (15 hrs/wk)	0	8,397
<b>2712,2714</b> Rector's Med Ins, Pension	24,147	24,695
<b>2713</b> Supply clergy	625	625
<b>2715</b> Travel Reimbursements	1,500	750
<b>2717</b> Rector's Home Equity Allowance	2,628	2,628
<b>2718</b> Workman's Comp Premiums	492	900
<b>2754</b> Rector professional expenses	1,000	500
<b>2719</b> Payroll services	1,000	500
<b>2721&amp;2723</b> Christian Education	510	1,000
<b>2724</b> Parish Life	560	400
<b>2726</b> Altar Guild - Flowers	2,000	2,000
<b>2726</b> Altar Supplies	350	350
<b>2728</b> Music	593	593
<b>2729</b> Stewardship Development	400	400
<b>2730</b> Parish Administration	6,800	6,000
<b>2741</b> Snow removal	5,000	4,000
<b>2743</b> Rectory Expenses	4,630	4,750
<b>2744</b> Parish Facilities	11,421	6,800
<b>2746</b> Church Heating, Electricity, Sewer	13,400	13,000
<b>2749</b> Insurance	5,095	5,190
<b>2751</b> Evangelism		300
<b>2753</b> Misc. Expense		
<b>2757</b> Diocesan Convention	616	250
Sabbatical Reserve Supply Clergy	700	
<b>Total Operating Expenses</b>	<b>188,212</b>	<b>193,603</b>
<b>4902</b> Non Operation-Rector's Discretionary	1,500	1,500
<b>NET INCOME</b>	<b>\$(6,106)</b>	<b>\$(0)</b>

\*"Faith", under Income is the amount we are entrusting to God, in faith.

**St. James Episcopal Church  
Outreach 2011 as of December 31**

	Operationing from Budget		Designated	Total
	Millennium 0.7% Pledge & Plate	Unrestricted 1% Plate & Pledge	Giving	
			Outreach	
<b>BEGINNING BALANCE 1/1/2011</b>	<b>\$0.00</b>	<b>\$286.00</b>	<b>\$0.00</b>	<b>\$286.00</b>
January	90.53	129.34		<b>219.87</b>
February	83.20	118.85		<b>202.05</b>
March	94.77	135.38	343.00	<b>573.15</b>
April	117.25	167.50	9.00	<b>293.75</b>
May	95.67	136.67	1.00	<b>233.34</b>
June	74.27	106.10	150.00	<b>330.37</b>
July	89.17	127.38	100.00	<b>316.55</b>
August	51.40	73.43		<b>124.82</b>
September	68.08	97.25	981.00	<b>1,146.33</b>
October	86.23	123.18		<b>209.41</b>
November	162.11	231.58	1.56	<b>395.25</b>
December	73.44	104.96	709.00	<b>887.40</b>
<b>Total Income for each column</b>	<b>1,086.11</b>	<b>1,551.62</b>	<b>2,294.56</b>	<b>4,932.29</b>
<b>DISBURSEMENTS:</b>				
JUMP 3/15		400.00		400.00
VT Food Bank 3/15		60.00	140.00	200.00
ERD - Japan Earthquake 3/15			200.00	200.00
Camp Agape 7/8		100.74	163.00	263.74
ELB 7/8		250.00		250.00
Vt Food Bank 10/21		-	200.00	200.00
ERD 10/21			200.00	200.00
JUMP 10/21		600.00		600.00
Project Warmth 10/21		-	200.00	200.00
Hiawatha School Nurse 11/17			75.00	75.00
ADL School Nurse 11/17			75.00	75.00
Valarie McNamara - School Nurse EHS			75.00	75.00
Summit Street Angel Fund 11/17			75.00	75.00
Fleming School Nurse 11/17			75.00	75.00
NeighborsHelpingNeighbors12/17Gados		300.00		300.00
WARMTH 12/20			300.00	300.00
VT Community Foundation 12/20			300.00	300.00
VT Food Bank 12/27		126.88	216.56	343.44
ERD/MDG Micro Business Loans	1,086.11			1,086.11
				-
				-
				-
				-
				-
				-
<b>TOTAL DISBURSEMENTS</b>	<b>1,086.11</b>	<b>1,837.62</b>	<b>2,294.56</b>	<b>5,218.29</b>
<b>Balance</b>	<b>\$(0.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$(0.00)</b>