

# 2022 ANNUAL REPORT

For  
all things  
come from  
you,  
and of  
your own  
have we  
given  
you.



212 N. Tulane Avenue  
Oak Ridge, Tennessee 37830  
865/483-8497  
[StStephensOR.org](http://StStephensOR.org)



**STAFF:**

Priest-in-Charge: The Rev. Bailey Norman

Vicar: The Rev. Charles Fels

Assistant to the Priest-in-Charge: The Rev. Ashton Sims

Pastoral Associate: Pastor Steve Damos

Secretary: Elizabeth Pack

Organist/Choir Master: Simon Ballintoy

Christian Education Director: Sherry Burchfield

Bookkeeper: Rachel Durfee

Sexton: Larry Hopson

Nursery Supervisor: Meghan (Maggie) Dadmun

**2022 Vestry**

Bonnie Bautz

Adam Cavender

Tom Clary

Judith Delaney

Lew Felton

Liz Herbes

Rachel Kirk

Cyril Meredith III

Beth Reed

Sandi Robertson

Jim Rousey

Barbara Steele

**2022 Vestry Officers:**

Senior Warden: Judith Delaney

Junior Warden: Barbara Steele

Secretary: Betsy Ellis

Treasurer: Cameron Ellis

# 2022 ANNUAL REPORT

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# 1. 2021 Annual Parish Meeting Minutes

From October 2, 2021

**D**ue to the COVID-19 pandemic, St. Stephen's conducted its October 3, 2021, Annual Meeting Parish meeting as a hybrid meeting with in-person and virtual participation. The Annual Meeting was conducted within the Choral Eucharist liturgy.

Fr. Bailey Norman called the meeting to order at 10:24 A.M.

In his opening remarks Fr. Bailey indicated that from now on there will be a virtual participation in Sunday worship. While the Annual Meeting at St. Stephen's has traditionally been conducted after the Sunday worship service, Fr. Bailey likes to do the Annual Meeting as part of the worship service because the business of the church is part of worship of the church. Those participating virtually can engage via the chat on Zoom or by calling in.

Minutes from the October 4, 2020, Annual Meeting were unanimously approved. (*Chris Dollman/Barbara Bovee*)

## Introduction of Vestry Candidates.

*Fr. Bailey Norman*

We will use a temporary procedure to allow electronic voting when attending virtually. There is no provision for absentee voting. This procedure was unanimously approved.

## Election of Vestry Members.

*Fr. Bailey Norman*

Fr. Bailey recognized the hard work of the four Vestry members whose term are completed: Nancy Anderson, Barbara Bovee, Judy DiGregorio and Lew Felton. He also recognized the Vestry officers: Treasurer, Secretary, Senior Warden, Junior Warden.

The candidates for vestry were called forward to be seen in person: Adam Cavender, Tom Clary, Lew Felton (*virtual*), and Beth Reed. Fr. Bailey stated that all four candidates are outstanding individuals to serve on the Vestry for the next three years.

As required per our by-laws, Fr. Bailey called for nominations from the floor. No one came forward and nominations closed. The four candidates were elected by acclamation (*Barbara Neill/Jim Ball*).

## Priest-in-Charge Report.

*Fr. Bailey Norman*

Fr. Bailey commended the parish for the continuous engagement and forward movement of the Parish despite the COVID pandemic. One manifestation of that is the addition of the deacon, **Ashton Sims**, to the parish. Having Ashton here has provided for continued growth of the parish. His interests and skills are provided in the Annual Report. Fr. Bailey wants to keep us moving forward and part of that is making change. He strives to make changes so that the church remains in touch with the world around us and beyond.

Fr. Bailey explained the discernment process that is part of the process of Priest-in-charge. The vestry will have its final mutual ministry review in March 2022. After that it will be possible for Fr. Bailey to be Rector of the Parish and tenured as our priest.

**Sherry Burchfield** was hired as Christian Education Director. Fr. Bailey wants to revise the Adult Forum with the goal for each member finding a place to deepen their Christian growth.

He called out the **CARE** program and Bread Upon the Waters. He encouraged the wearing of name tags as we gather together again after COVID. **Adam Ballintoy** is in discernment and **Beth Reed** was working with Fr. Bailey in initial steps of discernment. He reminded all parishioners that the diocese provides training for lay ministry. Let Bailey know if you feel called.

The third Sunday service is still in the planning stage with no parameters for it at this point. If interested let Fr. Bailey know.

The committee on Envisioning St. Stephen's is evaluating the current needs and providing a future vision for use of space and grounds for the parish and for the community.

Financial stewardship is a challenge with the addition of Sherry Burchfield and Ashton Sims. Ashton came to us out of divine providence. The Bishop and Fr. Bailey were in discussions about adding a deacon in a couple of years. Vestry jumped at the opportunity to do this and took the risk of being able to provide the financial support required.

Fr. Bailey continues to be our priest-in-charge and sees God moving among us every day. Fr. Bailey and his family are grateful to be here.

#### **Senior Warden Report.**

*Judith Delaney*

Judith thanked the vestry members who are rotating off and welcomed the new Vestry members. She acknowledged the comprehensive Annual Report that covers activities of parish.

She called out Stewardship and the Volunteer Opportunities sheet in bulletin and encouraged participation. The activity of "bread maker" was added to the Volunteer Opportunities sheet. If interested in this activity, contact Roni Boyd if interested. This activity can be done at home..

#### **Music Report.**

*Simon Ballintoy*

This is Simon's sixth year here. The money raised from the Hymnal marathon went to Gifts and Memorials – Music fund to be used to support visiting musical groups.

#### **Children & Youth Ministry Report.**

*Sherry Burchfield*

There are 14 children being served in Children's ministry. The Episcopal children's 3-year curriculum being used in grades 3-5 is biblically based and theologically oriented. Linda Twohig is the only catechist for Catechesis of the Holy Shepherd. She gave a challenge to parishioners with a passion for providing opportunities for children to consider joining in this ministry.

#### **Haiti Report.**

*Cameron Ellis*

The parish has a 26-year relationship with Episcopal Church of Haiti and is committed to the medical clinic at Petit Harpon. Because of the current political instability in Haiti, no one was able to go there this year. Given the current situation we can continue to support Haiti through providing funds for education, nutrition, medical care, and clean water. Half

of the monthly contribution from the parish goes to medications and the rest to supporting a doctor and nurse at the clinic.

There are plans to enhance the clinic with materials and equipment some of which is in storage. It will be a challenge to get these items to Haiti. To address this challenge, a parishioner has challenged the parish with matching any funds raised up to \$10,000. An additional \$1,600 from the parish is all that is needed to reach the goal.

When we can gather again, there will be more information about education and fund raising. In the meantime, keep Haiti in prayers.

### **Finance Report.**

*Cameron Ellis*

The Parish is in good shape financially with a good reserve in investments. He referred to Page 22 of the Annual Report which shows the balance sheet summary of Parish finances. During the height of COVID most of funding came in the form of pledges. Now we are seeing an increase in donations to specific activities reflecting where people's hearts are.

### **Stewardship Report.**

*Dan DiGregorio*

Since March 2020, parishioners have met financial as well as time and talent needs. Two staff members have been added, a curate and Christian Education Director. The pledge data is needed to allow the Vestry to create budget. The pledge drive officially starts today with the in-gathering on All Saints Sunday.

### **Questions and Comments.**

*Fr. Bailey Norman*

No comments or questions were submitted from the floor or by chat or phone.

The 2021 Annual Parish Meeting was adjourned by Fr. Norman at 11:54 A.M.

Respectfully submitted,  
*Elizabeth Ellis*

## **1. Priest-In-Charge Report**

Fr. Bailey Norman's report will be made available to the parish and added to this report when his health improves.

## **2. Curate Report**

As hard as it is to imagine, we have now officially passed the one-year mark since I joined the St. Stephen's team in 2021, and what a year it has been. I have continued to feel fortunate that Anna and I landed at St. Stephen's for these two years of curacy, and I am looking forward to the next year with you all, especially now that I am a bona fide priest! It has also been nice to see us gradually come out of the "pandemic mode," which was still in state when we arrived, and begin to experience the fullness of fellowship that our parish has enjoyed in the past. Something that I noticed when I started was that folks would often talk to me about what we "used" to do, so it is encouraging to see energy in the parish to pick some of those things back up, while at the same time doing so in a safe manner.

One of the goals I had this year was to begin to rebuild the young adult community and begin to do things together. We often talk about how the church is getting older, and it is,

but we do have young adults in our midst. We have even had some more begin attending Sunday worship in the last two months! However, it continues to be a work in progress. We have had some starts and stops, and now are in a period of trying to start things back up. I believe there is a lot of potential here for building community among a population which sometimes the church does not know quite what to do with, so in the next year that will be an area of renewed focus for me.

Another primary area that Bailey asked me to have a hand in was our Adult Christian Education Committee and program. In the last year I have led two book studies, gave a Lenten talk on spiritual practices for DOK, and assisted Fr. Bailey in teaching our inquirer's class. We are currently in the thick of our Anglican Heartland series, which will continue through the fall, and it has been enjoyable to share the stories of some of our more obscure forebearers in the faith. I feel that Adult Christian Formation is a committee that has had many good ideas, and so we will have some great offerings coming in the winter and spring. These will include a class that I plan on leading, which will consider the person of the Virgin Mary from the perspectives of both the Early Church and the Anglican tradition, appropriately during the season of Advent. We also have a tentative class planned for the spring that will draw from the writings of J.R.R. Tolkien, who himself was a famously devout Christian. All in all, we have very exciting classes on the horizon, so stay tuned for more details!

Lastly, we come discerning a new service. We have spent our time doing the necessary background work for engaging in such an endeavor, as a new service is something that deserves to be approached with thoughtfulness and intentionality, and we have also come to recognize the natural correspondences that this committee's work has with the work of evangelism. We recognize that in the opportunity to "do church" in a different way, we also have an opportunity to reach out to those who are not here, to those who may have never heard the Gospel, and to those who may have heard a distorted and harmful version of the Gospel. So, we are now entering a phase of experimentation, which is a very important step in this process, since we never know what might "stick." Therefore, we are beginning the process of planning a public event of worship and fellowship over a meal, probably in one of our local parks. I (somewhat) jokingly called it Being Christians in Public, or BCP for short, and it seems to have stuck. We have a fantastic opportunity to be Christians in Public, to witness to the love of God and to the hope within us, which I believe has become increasingly important in an age where Christians have become increasingly associated with such descriptions as hateful and judgmental. We have an opportunity to put forward a different kind of example. So, as per usual things continue to move and shake here at St. Stephen's, so be on the lookout!

In my annual report last year, I stated that Anna and I felt blessed to have begun our ministry together in such a warm and vibrant parish. Granted, I had only been here for two weeks, but I continue to feel the same way now. Every one of you is a gift to this church and our life together. Thank you for being the ones who make this parish warm and vibrant. We have much potential. Indeed, every church has the potential to be an outpost of Paradise, an outpost of the Kingdom of God breaking into the world. That is what the Lord calls us to be, the only question is whether we have the will.

Respectfully submitted,  
**Ashton Sims**

### 3. Senior Warden Report

It has been my honor and privilege to serve as your Senior Warden for the past two years. I have worked alongside our wonderful staff and each of you, St. Stephen's wonderfully caring parishioners. In so doing I have come to realize that St. Stephen's is truly blessed. While our clergy and lay staff are all extremely competent in their specific fields, they are all always ready to drop whatever task they are doing to help another person. You are never made to feel you are a burden at any time. They all have the gift of a giving spirit.

This same giving spirit is found among our parishioners. We have so many who, as they are able, give of their time to make St. Stephen's the vibrant church that we are. Our former Interim Rector, Larry Minter, used the term "humming" to describe us. We do "hum" with loving energy to get things done often behind the scenes. This is currently very evident as many of you have offered to take on the varied tasks our wonderful Elizabeth Pack has been quietly doing so creatively and efficiently. As I have been fortunate to be at her desk one day a week, I have seen the giving spirit of each of you as you quietly come and go about your task. St. Stephen's is blessed by each and every one of you. Thank You.

Respectfully submitted,  
*Judith Delaney, Senior Warden*

### 4. Liturgies

#### Acolytes

The acolyte roster has thinned with the graduation of two acolytes from high school and on to college. New acolytes need to be recruited from the younger parishioners (as torchbearers) to increase our acolyte staff. A recruiting and training session should be scheduled as soon as possible after the annual meeting.

Please consider joining and supporting this essential ministry!

Respectfully submitted,  
*Sandi Robertson*

#### Altar Guild

Services at St. Stephen's have continued — livestream, in person outside in the grove, and in person inside in the nave and chapel during the ups and downs of the pandemic. The members of the altar guild have supported all of these services with their work (mostly behind the scenes) to ensure that everything is in order wherever and however worship has taken place. Our members prepare for and clean up after every service - small or large - having special duties for baptisms, weddings and funerals. Flexibility has been and continues to be our watchword. In the spring of 2022, the altar guild membership experienced a loss with the death of Lill Hise, a dedicated altar guild member who served for many years. Our membership has been blessed with the welcome addition of Jo Kelley, Elizabeth Pack and Heather Hartman. Serving the Lord as members of the Altar Guild is truly a privilege for which we are all most grateful.

Respectfully submitted,  
*Roni Boyd*

## Eucharistic Visitors

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The Eucharistic Visitor ministry at St. Stephen's consists of persons licensed by the Bishop to carry the Eucharistic elements to parishioners who, for reasons of illness or other reasons, are unable to attend our Sunday liturgy. The Eucharistic Visitor ministry provides a sacramental dimension to St. Stephen's lay pastoral care through the carrying of the bread and wine directly from the altar each Sunday to our fellow members of the Body of Christ.

This has been an important ministry for the past 31 years, and as St. Stephen's is an "aging" parish, it has become ever more important.

The Eucharistic Visitors use an abbreviated service of Holy Communion to enable those to whom they minister to experience both participation in our worship and connection with the St. Stephen's parish family. Between October 1, 2021, and September 30, 2022, the Eucharistic Visitors have been unable to deliver the Eucharist to parishioners due to the pandemic. They have maintained contact through weekly phone calls.

St. Stephen's currently has eleven active Eucharistic Visitors:

Adam Ballintoy\*, Brian Bovee, Judith Delaney, Cameron Ellis, Carol Gardner, Gary Grubb, Katherine Grubb, Carol King, Mary Ellen Klots, Courtney Manrod\*, and Pat Swinney.

\*Temporarily off rotation

Victoria Medaglia and Mike Boyd have retired from service.

Respectfully submitted,  
**Carol Gardner, Chair**

## 5. Music Ministry

We are blessed with wonderful talented and dedicated musicians in our parish who offer music to enrich our services, liturgy and the life and community of St. Stephen's and beyond. The Parish Choir is slowly back to what would be considered a more normal routine.

The focus of my report this year will look at our paid singers, music memorials, and our desires and aspirations for the future.

In 2021, we added an additional paid singer to our choir. We now have three out of four sections of our choir covered by a paid singer. Our paid singers are Ashton Arndt (baritone), Cheryl Scappaticci (soprano) and Johnny Goshen (tenor). Paid singers assist in keeping our level of music at the standard to which we have all been accustomed at St. Stephen's. There is much discussion and debate surrounding paid singers and volunteer singers in general. However, irrespective of opinion, the fact remains that paid singers in parish churches are a normal occurrence, particularly in college catchment areas. All the major churches in our area utilize them, and without them we would not attain the high level of music that we have come to enjoy and expect at St. Stephen's.

Each paid singer is paid \$30 per call time. An example of a call would be one rehearsal, or one service. This \$30 rate has remained the same since the beginning of my tenure in February 2015. It is hoped that in the future, if budget allows, we might be able to increase this amount to be competitive with other churches in our area. It is further hoped that we might be able to afford an additional voice so that all four sections of our choir have

coverage. This is especially helpfully when other volunteer choir members are absent. The typical rate in the Oak Ridge area is \$40, with \$50 being the rate in Knoxville. Currently, paid singers are paid out of the general music budget. Paid singers are viewed as a regularly recurring expense and therefore considered part of our operating budget.

You might be wondering where our music memorial fund fits into all of this. At various stages in the past we have been able to dip into our music memorial to help sustain the music budget. This has included utilizing a substantial amount of money to supplement our paid singers. However, income going into that account has not always matched the out-going expense. Again, I feel it important to emphasize that our paid singers are a ‘regular recurring expense’, and this is not what our music memorial account is designated for.

Historically, the music memorial account has gone through various stages of depletion at an excessive rate, followed by a period of limited spending. Thanks in part to the covid pandemic, we have gone through the latter. The music memorials account is designed to fund expenses that are less frequent while also helping to keep our standard of music high. This includes assisting with hiring Easter musicians and guest singers for bigger services that require additional voices. The beginning balance for the memorial account in 2022 was **\$12,639.96**. The debits from the account this year to date have totaled **\$1,368.22**, taking the balance to close to **\$11,000**. While this might seem like a large amount, only \$30 has been donated to the account this year. Furthermore, there are future projects that will likely substantially impact this account. These include replacing our choir robes and assisting some choir members with trip costs to London in 2023.

Our choir robes are 40+ years old. Over the years they have begun to show their wear and tear. Robes are designed to fit the person wearing them, and as choir members have come and gone, we are now in a position that we do not have the sizes needed. Unfortunately, when looking into ordering single robes, the current color is no longer available, as our robes were a custom order. Currently we are looking at replacements, ideally in a more standard color and fabric.

You read at the beginning of my article about our high expectations of our music program at St. Stephen's. There is nothing more evident of this standard than our choir's invitation to sing in London next year. Many of you may not know this, but when I came to St. Stephen's in 2015, a goal of mine was to take our choir on tour. And so I placed a request to sing at the National Cathedral in Washington in 2015. Our application was declined as we did not meet the standard required. Eight years later, our parish choir will be heading to London in July 2023 to sing at St. Paul's Cathedral (*July 10th, 2023*), Westminster Abbey (*July 16th, 2023*), and St. George's Chapel, Windsor Castle (*July 16th, 2023*). Simply put we have a parish music program that has been resilient through the covid pandemic, excelling and exceeding our expectations (and those of your music director). However, our music program continues to need your investment for the future.

We are always seeking and welcoming new choir members and instrumentalists to help complement our services. Please speak with me after the service or drop me an email or call and we can find ways for you to fit into our program. We have been through many trials and tribulations over the past number of years.

Now is the time to look forward with anticipation, joy in renewed envisionings, and giving thanks to God for all the blessings given to our parish through the gift of music and song. What once was my dream is now a reality.

What are your dreams for the music program at St. Stephen's? How can we achieve it?  
I welcome the opportunity to help fulfill those dreams. Email, call, text.

### **Parish Choir members (2022):**

Jim Anderson	Betsy Ellis	Jamie LaRose
Ashton Ardt	Johnny Goshen	Ruth Prince
Luke Adkins	Lisa Griggs	Cheryl Scappaticci
Jaime Burnham	Jon Heischman	Cathy Whitten
Judy DiGregorio	Deborah Johnson	Karen Yearwood
	Roger Johnson	

Respectfully submitted,  
***Simon Ballintoy, Director of Music***

## **6. Christian Formation**

**O**ur mission is to encourage spiritual growth in our children through the

- History and Tradition of the Episcopal Church
- Sharing God's Love through ministry
- Participation in the church liturgy
- Study of scripture
- Caring participation in the church community

Our core values include:

- Each child is a gift from God.
- God's teaching in the Bible serves as a guide for life
- The Episcopal Book of Common Prayer delineates the Liturgy of the Episcopal Church
- All children are entitled to a safe environment including emotional, physical, and spiritual safety
- Parents are the critical factor in the healthy development of a child and are always welcome in the children's ministry program

We seek to provide stimulating and creative learning environments where kids want to be

### **Children's Chapel**

Each Sunday during the sermon Children's Chapel is offered where the gospel reading is presented in an age-appropriate manner.

### **Sunday School Programs**

Currently we offer four Sunday School programs:

#### **Catechesis: Grades: Pre-K, K, 1, 2**

The Curriculum for this group is Catechesis of the Good Shepherd.

#### **Primary Level: Grades: 3, 4, 5**

The curriculum for this group is the Episcopal Children's Curriculum from Virginia Theological Seminary.

#### **Intermediate Level: ECC: Grades 6,7, 8**

The curriculum for this group is Episcopal Children's Curriculum from Virginia Theological Seminary.

#### **Youth: Grades 9, 10, 11, 12**

Our youth explore contemporary issues within the context of scripture and Episcopalian tradition.

## **Nursery**

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We provide a Nursery with qualified staff to care for infants and toddlers up to age three.

## **Our Special Needs Ministry**

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We continue to explore how our church can become a place where children with special needs and their families are welcomed and included as full participants in the life of the church, and to help children with special needs know, love, and share the Lord.

## **Children's Ministry**

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Our Children's Ministry participation in the community continues to grow including, but not limited to:

- Collection for Compassion Closet
- Churchwide Lent Festival
- Easter Egg hunt
- Pool party
- All Saints Movie night
- Advent Fair
- Christmas Eve Pageant

## **Looking Forward**

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We are thrilled to announce the upcoming renovation of our Nursery including paint, window treatments, sink, floor pad, live stream camera, smart TV, secure interior door, and new décor.

We look forward to similar updates for the Children's bathroom and the Intermediate classroom.

Respectfully submitted,  
*Sherry Burchfield, Director of Christian Education*

## **7. EYF**

St. Stephen's has an active Episcopal Youth Fellowship (EYF) program that is open to all youth from sixth through twelfth grades. EYF met most Sunday afternoons following lunch and Sunday school during the school calendar year. This past year, we participated in a range of activities. When the weather was nice, we would frequently hike at the UT Arboretum or another nearby trail. On occasion we would swim in a recreational lake. During colder months, we planned an activity at the church, bowled, and we went ice skating once. We also took on a service project. Youth leaders during CY 2021 and 2022 were Craig Brent, Molly and Caleb Justice, and Rachel Kirk.

Respectfully submitted,  
*Craig Brent, Leader*

## 8. Adult Christian Formation

### Adult Bible Study

Except for a short hiatus over the summer, the Tuesday Adult Bible Study met weekly in the library. Studies included the Sermon on the Mount, The Lord's Prayer, The Twenty-Third Psalm (Traveling Light) and the book of Psalms. Six to eight members were generally in attendance most weeks. Looking ahead, the next study will be the book of Hebrews or the Kings of Israel and Judah.

Respectfully submitted,  
**Jim Rousey**

### Contemplative Prayer

The Contemplative Prayer Group is a group of 4 to 8 persons who meet weekly to practice silent meditative prayer in a communal setting. Some of us have been trained in, and use, the method of Centering Prayer developed and popularized by Fr. Thomas Keating. Others of us practice other contemplative prayer forms, including following the breath. The only requirement is the willingness to sit quietly for 20 minutes, in an attitude of openness and receptivity to the action of God within.

The group meets on Thursdays at 4:00 pm. Since March 2020 we have met online via Zoom. Our format consists of an opening prayer, followed by a few minutes of soft music, and then the 20-minute period of silent prayer. After our period of silence one of us says the Lord's Prayer. We invite anyone present to share a thought that has spoken to them during the week, which we might discuss for a few minutes, and then we close with a final prayer. Generally, we are done by 4:45 pm.

We welcome anyone who presently maintains a practice of silent contemplative prayer, or who would like to consider developing one, to join us – just ask the coordinators, Steve and Liz Herbes, to send you the link. No prior experience in a contemplative prayer practice is needed!

Respectfully submitted,  
**Liz Herbes**

### Men's Study Group

The Men's Group continues to meet every Wednesday, 8:30 a.m., in the Pollard Room. We have covered a number of books by Richard Rohr and others. We also discuss selected books from the Bible. Presently we are covering 1 Peter. Discussion is open, unstructured, and free of debate.

Respectfully submitted,  
**John Murphy**

## 9. Finance

**S**t. Stephen's continues to be on sound financial footing with no long-term debt. Our 2020 audit, the most recent one, had no significant findings and states that our financial statements are accurate and fairly represent our financial standing. St. Stephen's has "savings" funds in investment accounts. The income and dividends generated may be used to balance our budgets. The FY22 budget generated by the Finance Committee and approved by the Vestry in January projected expenses for the year of **\$630,331** and revenues **\$574,116**. If the difference or shortfall of **\$56,215** persists it is to be made up from revenues generated by those investment accounts.

#### **September 2022 Summary\***

August 2022	Budgeted Value	YTD Actual	Actual/Budget Percentage
Total income	\$574,116.00	\$408,361.90	71.13%
Total Expenses	\$630,331.00	\$469,607.41	74.50%

The Finance Committee is happy to report that so far this year St. Stephen's is on budget for 2022. Although, as of August 31, our expenses have been slightly higher than budgeted and our revenue slightly lower than budgeted. We are using the income from our investment accounts to make up the shortfall and maintain a balanced budget. We do want to make the parish aware that if all of these funds are needed to be used this year, the investment income accounts will be depleted and funds may not be available to balance future budgets. This could result in significant "belt tightening" next year and/or in future years.

Respectfully submitted,  
**Thomas L Clary, Chair**

\*Refer to the appendix for September financial statements.

#### **Counters**

The Sunday Counter Group continues to record all donations which includes contributions placed in the collection plate, delivered to the church office by hand or through the mail. Online contributions are electronically recorded directly into our system.

We welcome our new business accountant **Rachel Durfee**.

Anyone interested in joining our crew of seven to eight counters is welcome. Group members are scheduled monthly in rotating pairs requiring participation every month or so. No computer experience or effort is required. Additional counters are always welcome. It takes less than an hour to do each Sunday. No experience is necessary. We really need some additional folks to include in the group. If you are interested, contact Roger Johnson.

Respectfully submitted,  
**Roger Johnson**

## **10. Stewardship**

**T**he year, 2021, was an interesting year. Dealing with a very disruptive pandemic was and continues to be a challenge in 2022. However, our clergy, staff, vestry, and parishioners met that challenge with a tireless commitment to mission and to generous financial and volunteer giving. 2023 may not be any different, but we need to continue to move forward with faith and hope rather than with fear and reticence.

The parish is moving forward. Fr. Bailey has added two staff members, a Christian Education Director and, with the encouragement of the Bishop, a curate. Both are on board now, and the curate is now an ordained priest. These are two great additions. However, we must pay for these, even though we will receive help from the Bishop (50%) for the addition of the new priest (a two-year commitment). Fr. Ashton has one more year with us.

There is no doubt that St. Stephen's parishioners will continue to support the parish with both their monetary pledge and also with their talents by being involved in the many volunteer opportunities that exist. Both of these are important.

The pledge data are how the vestry crafts the annual budget. About 95% of the budget is built from pledge data. The volunteer commitments are essential to how the parish accomplishes its many mission-related activities.

The results of the 2022 Stewardship campaign indicate that

**As of January 4, 2022:**

Number of pledge cards sent:	<b>184</b>
Pledge cards returned with no dollar amount:	<b>60</b>
No change:	<b>32</b>
Decrease:	<b>4</b>
Increase:	<b>56</b>
New:	<b>21</b>
Not yet pledged:	<b>11</b>

**Total Number of cards received with amounts:**

2021 .....	<b>103</b>
2022 .....	<b>113</b>

**Pledge amounts:**

2021 .....	<b>\$444,584</b>
2022 .....	<b>498,224</b>
An increase of 12% .....	<b>53,640</b>

**Average amount:**

2021 .....	<b>\$4,316</b>
2022 .....	<b>4,409</b>

In addition to this very generous increase on the part of parishioners, they also responded admirably to the "volunteer opportunities" list crafted by Nancy Anderson.

Because we are an older parish, most of our pledge money comes from the older segment of the parishioners. When these older parishioners and any other parishioners leave for whatever reason, so does the pledge. This means that we (1) may need to increase our pledges a bit, and (2) we certainly need more new pledges. As stated, during last year's stewardship campaign, parishioners accepted the challenge and risk. Many new pledgers were added, and our income was increased by more than \$50,000. However, for a variety of reasons, we also lost some parishioners during the year. It simply is not a sustainable situation to keep asking the same parishioners to increase their pledges without also asking for new pledgers. We also realize the challenges with the global economic situation—high gas prices and inflation in all areas. But, like last year, with the challenges we also get opportunities, and, with these opportunities, positive outcomes.

Like 2022, to do what we need and want to do in 2023 will also take a combination of *time, talent*, and *treasure*. We are blessed with many parishioners willing to give of

those three in various combinations. Money is certainly one of those requirements. We do need to maintain the ongoing work of the Parish, pay bills and salaries, maintain the building and grounds, and deal with the inevitable repairs. This year we are also doing a long overdue upgrade to the telephone and IT network. This will have a budget impact. Also, a bookkeeper has been hired as Cameron Ellis has stepped down from that role, although he still is Treasurer, an elected officer and at no cost. This new position has little financial impact since she will be paid what Cameron was paid.

The money that St. Stephen's uses comes from various sources such as pledges, loose offerings, special gifts, interest earnings, estate planning, etc. When the Vestry approves a budget for the coming year, it must do so based on its best estimates of these known sources. Our pledges typically make up ninety-five percent of the budget, so it is very important that we make known our intention to contribute by pledging.

Like last year, the 2023 Stewardship campaign is full of challenges and opportunities. We have good things going on, and we want and expect to do more. Please, prayerfully consider participating in this year's pledge drive and time and talents opportunities.

Respectfully submitted,

**Dan DiGregorio**  
Stewardship (2022) Co-Chair

**Tom Clary**  
Stewardship (2022) Co-Chair and  
Finance Committee (current) Chairperson

**Judith Delaney**  
Senior Warden

## 11. Memorial Garden

The Memorial Garden (MG) is currently the final resting place for 238 individuals. Thirty-seven spaces are pre-paid and reserved. There are 169 open (*unreserved*) spaces in three designated areas. A \$500 fee for reserving a space provides for opening the space and a memorial plate that is added to the memorial plaque, as well as periodic weeding and mulching. Volunteers performing 'ground' work enhance the beauty of the garden.

The chairman of the Memorial Garden Committee is by policy a member of the Finance Committee. MG funds are separate from other church funds. Restricted funds MG320 and MG330 provide for the ongoing maintenance. A permanently restricted MG300 principal and temporarily restricted GF300 income funds are adequate to ensure the Memorial Garden is self-funded.

Respectfully submitted,  
**Jim Rousey**

## 12. Buildings & Grounds

### **Improvements**

In the past year we have continued to replace some of the old equipment in our aging HVAC system to extend its life.

We are currently upgrading our IT systems and replacing our old phone system. This work is a major upgrade to our current systems and positions us well to meet our future computer, internet, and phone needs.

Our exterior lighting has been upgraded to LED lights.

### **Building Maintenance**

The HVAC system on the third floor was replaced. Additionally, the damaged floor under the unit and the ceiling in the “ramp room” that was damaged by a leak from the old unit was repaired.

The piping in the “utility room” has been inspected and reinsulated to replace damaged old insulation and stop many condensate leaks.

Respectfully submitted,  
**Lew Felton**

### **Gardens & Grounds**

While there are no major initiatives to report this year, there are some ideas in the works for the near future. Rather, the focus this year has been on maintaining and refining. The best news to report is that the new weeding contractor we hired has done a commendable job. Having the weeds under control has enabled us to focus our limited volunteer resources on other tasks. A small, hard-working crew spread six yards of mulch in an hour and a half early in the year. We are planning another volunteer workday when the weather cools to do some tree and shrub pruning.

The bad news is that we are losing some trees and shrubs in the Memorial Garden. We are getting professional help to assess and correct the cause before investing in replacements. In all removals and replacements, for both the Memorial Garden and the rest of the church grounds, we are moving toward a limited palette of native, low maintenance plants.

Respectfully submitted,  
**Nancy Carow & Brent Sigmon**

## 13. Envisioning St. Stephen's Committee

**T**he Envisioning St. Stephens Committee was formed by Fr. Bailey and the vestry in 2021. The committee's charge is to develop a framework for renovations and modifications to our physical campus honoring the legacy of St. Stephens while making it more inviting not only to the parish members but to the Oak Ridge community in general.

Committee members are as follows:

Deborah Clary  
Mary Cooper  
Ray Evans, Chair  
Lew Felton  
Courtney Manrod

The committee has been and continues to be guided and supported by Fr. Bailey and Senior Warden Judith Delaney.

During 2022 committee members meet with various other committees within the parish in order to gain input from a large population of parishioners. The responses from members of those committees were outstanding and perhaps a bit more comprehensive than we had imagined.

In the remaining months of 2022, the committee will be sorting those responses and placing them into three categories including capital improvements, capital maintenance and routine maintenance. Parallel to that effort we will develop detailed plans for improvements and modernization to the Pollard Room and the Parish Hall. The committee's efforts will be carried out in complete coordination with the vestry and other parish committees including but not limited to finance as well as buildings and grounds.

Respectfully submitted,  
*Ray Evans*

## 14. Outreach

Your St. Stephen's Outreach program serves hundreds of individuals and families throughout the year in Haiti; and Claiborne, Campbell, Anderson, Knox, Roane, Morgan, and Scott counties. Outreach is comprised of five subcommittees:

- **Haiti** maintains and supports a medical clinic
- **Charitable Organizations** provides monetary support to Bryson's Closet, Torch, ADFAC, Family Resources, Contact, Blossom Center, and monetary and personnel support to Ecumenical Storehouse
- **Food** provides necessary non-food items to approximately thirty families throughout the year
- **WOW** (Walk Over Wednesday)—offers ORHS juniors and seniors a home cooked meal every Wednesday during the school year. The meal is served at St. Stephen's
- **Clearfork** provides a "learning camp" annually for kids 6-15 from the Clairfield and White Oak schools located in Claiborne and Campbell counties.

The Outreach Committee also:

- combines with the United Methodist Church providing weekly food delivery to the **Morgan/Scott County food bank**
- provides letters and cards of encouragement to **KARM**
- upon request makes donations to organizations such as **MLK Scholarship, Church Women United, and Girls Inc.**

The Committee normally meets on the fourth Wednesday of the month at 1:30 p.m. Parishioners are always welcome.

Respectfully submitted,  
*John Murphy*

## 15. Personnel Committee

The Personnel Committee assists the Priest-in-Charge by recommending, monitoring and managing the personnel policies for both clerical and lay staff to ensure fair and proper management of personnel issues. Committee members also assist the Rector in hiring new staff members, and in the developing of a Letter of Agreement for each new staff person.

This past year two new persons have been added to St. Stephen's staff. One position opened up because Cameron Ellis decided it was time for him to step back as bookkeeper. The Personnel Committee members together with Fr. Bailey's input developed the job requirements, posted them on the Indeed website, monitored the replies, and, set up Zoom interviews with the most qualified of the applicants.

Members of the Finance Committee conducted preliminary interviews with the candidate. Fr. Bailey and Judith Delaney had a final interview and offered the position to **Rachel Durfee**. She accepted and has been working since mid-June. Rachel is an ORHS graduate. It is highly unusual for a church of our size to have a certified CPA as their bookkeeper. We are indeed fortunate.

The second new staff person is **Meghan Dadmun (Maggie)**. She is in charge of the nursery during Sunday services. Our previous nursery supervisor, Sharon Thomas, retired and moved away to spend time with grandchildren. The search and hiring process followed the same procedures as the bookkeeper. Maggie is an ORHS graduate and is currently a senior at UTK.

Respectfully submitted,  
**Bonnie Bautz and Judith Delaney**

## 16. Parish Life

The year, 2022, has been a year of measured progress in recovering and returning to some sense of normalcy after the COVID-19 pandemic and resulting suspension of activities around the church. After over 2 years of such suspension, the overall tone of the parish seems to be a mix of optimism and interest in social activities, mixed with a certain hesitance due to the uncertainty of the COVID situation and also a certain inertia of habit. Changing these patterns of habit and returning to a more active parish life culture will take time and will require ongoing personal commitment from those who are sincerely interested in seeing St. Stephen's grow into a new pattern of community life that offers more social engagement for parishioners of all ages and interests. This will take effort from us all.

With the aforementioned context in mind, Parish Life-related activities in 2022 have included:

- Construction of a barbecue pit on the church grounds to facilitate barbecue meals for the parish and allow for fund-raising sales of barbecue to financially support special initiatives at the church
- One barbecue lunch in May and another in September, both of which were well attended
- The first (in recent years) game night held in August in the Parish Hall

Furthermore, we have plans at various stages of development for several new activities:

- Establishment of a periodic social evening event to show screenings of select films
- The installation of a basketball goal on the church property to encourage our youth to socialize at the church
- Establishment of a men's group for barbecuing and other cooking social activities
- Hosting a bingo night for all ages in the parish hall for casual fun with non-cash prizes.

The goal of the Parish Life Committee is to support activities and the social needs of our church community in any way that is needed or desired by parishioners. We are always interested to hear suggestions and input from church members about what activities would be valued or enjoyed around the church. Of course, even the best ideas and intentions go nowhere without some degree of commitment from those who are interested in making such things become reality, so progress in the area of Parish Life will require that we each offer a bit of our time and energy to help build a stronger community around the church.

I look forward to seeing you at St. Stephen's!

Warmest Regards,  
**Adam Cavender, Chair**

## 17. Evangelism

The Evangelism Committee has been working on new opportunities for parishioners to engage with our community. Fr. Bailey has been in contact with local laundromats about a time and day for a small group from St. Stephen's to come to the laundromat and provide laundry supplies, payment, and refreshments to customers. If the event is successful, we would like to make it a regular occurrence. There is potential to work with other local churches on this project. We would also like to plan an outdoor event at St. Stephen's for our community. We are still deciding what that would look like and when would be the best time of the year to have it.

I will be attending an Evangelism workshop at St. Andrew's Episcopal Church in Maryville, November 12. I look forward to bringing back ideas and information for our parish. We would love to welcome new members to this committee. If you are interested, please contact me.

### EVANGELISM MINISTRY TEAM

Mary Nell Campbell, Mary Cooper, Judith Delaney, Ashley Hillis, Ed Johnson, Carol Ann Lane, Barbara Neill, Sara Norman, Beth Reed, Mary Shephard

### JUNIOR GREETERS

Alex Green, James Henry Norman, Tucker Reed

Respectfully submitted,  
**Beth Reed, Chair**

## Bread Upon The Waters

### WELCOME TO CHRIST'S TABLE – FOOD FOR THE JOURNEY

The Bread Upon The Waters ministry program is now in its 18<sup>th</sup> year. There are currently ten parishioners participating in the program as Greeters and Friendly Faces including three Junior Greeters. The goal of this ministry is to show the Face of God to newcomers and visitors as we welcome them on Sunday mornings and then a brief visit to their home

usually that afternoon. At that time a loaf of bread, a packet of information and a key chain with a QR code link to a brief video of the parish are given. Then begins a very intense four-to six-week period where we stay in touch with the newcomer looking first for needs and then passions and talents as we try to help them find their special place within the parish.

One of the unique features of this ministry is that we “measure” what we do. Through August we have a success rate of 82% (that is families listed as either active or member) with one still in the evaluation process. This compares with a national average of 12% to 15%. God has richly blessed St. Stephen’s and this ministry.

St. Stephen’s is growing in grace as we reach out to those seeking the Peace and Love of Jesus Christ in their lives. The “Bread” ministry and those who have dedicated their time, energy and talent to its success, is committed to the teaching of our Lord when He commissioned us to...

*Go therefore and make disciples of all the nations* — Matt 28:19

Respectfully submitted,  
*Michael Trank, Team Leader*

## 18. Gifts & Memorials

**September 2021 – August 2022**

(Information Current as of 09/04/2021)

Below is a list of memorials given in the past year:

IN MEMORY OF	FOR
Thomas Weaver	Undesignated/Curate Support
John Ralph Baker	Undesignated
Mary Ann King	Undesignated
Dora Marmon	Undesignated
David Stafford	Memorial Garden
Harold Davis	Undesignated
Charles Crume	Parish Life
Doreen Graf	Undesignated
Lil Hise	Undesignated
Earl Eversole	Undesignated

The total value of these memorial gifts is **\$13,690.00**

Below is a list of gifts given to St. Stephen's in the past year:

GIVEN BY	FOR
Tom & Deborah Clary	Building Maintenance
Lou & Linda Felton	HVAC
Craig Brent	Undesignated 22 Budget
Heather Hartman	Pollard upgrade
Anonymous	Music and choir trip
Richard & Barbara Neill	Undesignated

The total value of these gifts is **\$25,230.00**

There were also many additional gifts directly to the Outreach Program for **Haiti** projects, the **Wednesday Lunch Program (WOW)**, and other initiatives.

Major Expenditures from Gifts and Memorials in this period:

- Curate Support
- HVAC upgrades
- Microphones/Sound System improvements
- New refrigerator
- Gift of vestments to our Curate.

Respectfully submitted,  
***Barbara Neill***

## 19. Communications & Technology

### E-News

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The St. Stephen's E-News is an electronic newsletter published weekly on Fridays. Every week, the E-News highlights the Sunday readings, upcoming activities for Episcopal Youth Fellowship and the parish weekly prayer list. It also features topics explored in Christian Formation (book and bible studies, video series, and small group theology), as well as upcoming parish events in the immediate future (one to two weeks in advance), deadline reminders (Vestry nominations, Annual Meeting, Parish Retreat, etc.), and projects involving buildings and grounds improvements. Typically, a one-to-two-page publication, the focus of the E-News is to be a single, centralized place for information about current and future events.

This publication is posted on the St. Stephen's website every week, and a link is sent to 297 parish members on Fridays. Print copies are mailed to parishioners who do not have email.

### **The Evangel Newsletter**

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The Evangel is a historic newsletter of St. Stephen's. We are proud to continue the tradition of providing valuable articles that are relevant to our times and circumstances in a rapidly changing world. In the last year, we have published editions for November 2021, December 2021/January 2022, February 2022, and March/April/May 2022. Outside of the high feast schedules (Christmas and Easter), the Evangel shifted to become a bi-monthly newsletter dedicated to Christian Formation. It contains resources on ways for parishioners to celebrate specific liturgical seasons, articles on prayer and faith, and occasional theological commentaries on our ministries.

The Evangel is printed and mailed to several households, and copies are placed in the narthex and hospitality areas of St. Stephen's. The digital publication is posted on the St. Stephen's website every month, and a link is sent to 297 parish members on our email list.

### **Website & Internet Technology Support**

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Our website is updated on a weekly basis. Visitors to our website can learn more about us, our programs, how to contact us, where to find us, and when we offer worship services directly from the homepage. We provide access to our Sunday service bulletins, announcements, E-News, and Evangel newsletters. The website posts minutes of Vestry

meetings as soon as they are approved along with the monthly financial update. Currently we own two domains: [www.ststephensor.org](http://www.ststephensor.org) and [www.ststephensor.com](http://www.ststephensor.com). Internet technology support and network management is now handled by Hyperion Networks.

## **Social Media & Streaming**

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St. Stephen's currently maintains active accounts on Instagram, Facebook, and YouTube. On These accounts are maintained by members of the communications committee. Each Sunday service is streamed to YouTube and is available for viewing up to two weeks after the service. As of September 18, 2022, 985 people have joined us through YouTube live on Sunday mornings. Current committee members are Adam Ballintoy, Anna Davis, Elizabeth Pack, and Sandi Robertson.

Respectfully submitted,  
*Adam Ballintoy*

## **20. Service Ministries**

### **Daughters Of The King**

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The Daughters of the King is a lay order of women of the church who pledge themselves to a life-long ministry of prayer, service, and evangelism. We pray daily for the parish and are an integral part of St. Stephen's spiritual life. Daughters maintain a confidential prayer list which is regularly updated by email when there is an urgent need for prayer. Requests to be placed on the prayer list may be made by calling or emailing the church or by filling out a pew "Request for Prayer" card. The St. Agnes Chapter provides receptions following funeral services for bereaved families upon request.

As COVID-19 restrictions eased as the year progressed, we began transitioning from take-away receptions to in-person receptions in the parish hall. We provided a total of nine funeral receptions this past year. In May, the Daughters assisted with a reception for the Bishop's visit as well as assisted with a reception following Fr. Ashton's ordination. In June, DOK hosted a reception for the parish to honor our six newly-installed members. The chapter currently has thirty-three members. We lost two long-time Daughters, Doreen Graf and Lillian Hise, while we gained six new members that had completed the discernment process. The officers are: Elizabeth Stickle and Nancy Caldwell, co-presidents; Nancy Caldwell, secretary; and Susan Meredith, treasurer. Betsy Ellis will assume the office of secretary in September.

The Rev. Claire Keene, who has served as Chaplain for several years, completed her commitment with our chapter in July and was honored at a special meeting. The regular chapter meetings are held on the second Sunday of each month from 3:30 to 5:00 pm in the Parish Hall. This schedule has helped meet our goal of including a wider demographic of women in the parish.

The Rev. Claire Keene led a Quiet Day in November that was well received and attended. Plans for the coming year, in addition to monthly meetings, include a "meet and greet" to introduce DOK to any interested women in the parish, a pre- Advent Quiet Day led by Fr. Ashton, a study of notable women saints throughout church history, a sponsorship of a parish-wide retreat led by Fr. Bailey March, and a parish wide mother-daughter-friend tea in the spring.

Respectfully submitted,  
*Elizabeth Stickle and Nancy Caldwell, Co-Presidents*

## ST. AGNES DOK CHAPTER FINANCIAL SUMMARY

**September 2021- August 2022**

**Starting Balance .....** **\$2,026.48**

### **Income**

Dues for Daughters .....	\$1,170.00
Donation from Funeral Reception .....	200.00
Collection for Endowment Fund .....	80.00
Collection for Self-Denial Fund .....	20.00
Collection for St. Agnes .....	193.00
<b>Total Income .....</b>	<b>\$1,663.00</b>

### **Expenses**

Funeral Receptions .....	\$201.56
National Dues .....	900.00
Endowment Fund.....	160.00
Self-Denial Fund .....	100.00
Quiet Day Honorarium .....	100.00
6 New Memberships .....	836.00
Easter Flower Memorial for Doreen Graf .....	60.00
<b>Total Expenses.....</b>	<b>\$2,357.56</b>

**Ending Balance.....** **\$1,331.92**

Submitted by,  
**Susan Meredith**

## **Hospitality Ministry**

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The Hospitality Ministry is composed of eight volunteers who sit at the desk outside the priest's office. We mostly answer phones and do any chores that need to be done for the clergy. In the summer of 2022, we switched from a 5-day per week schedule to a 4-day schedule. We work Mondays through Thursdays from 10 am to 1 pm.

Our volunteers are Mary Fell, Mary Rhoades, Horia Iskander, Linda Felton, Barbara Bovee, Betsy Ellis, Mary Nell Campbell Judie Liby, and Barbara Steele.

Respectfully submitted,  
**Barbara Steele**

## **St. Therese's Flower Guild**

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**S**t. Therese's flower ministry is the work of a group of women who make small bouquets from the altar flowers from Sunday and Tuesday services. The bouquets are distributed by EV's, clergy and members of the guild. The recipients of the flowers are so appreciative of the remembrances.

Respectfully submitted,  
**Barbara Steele**

## 21. Discernment Committee

Four of us had the privilege of serving as companions in discernment for **Adam Ballintoy** as he determines whether an ordination to the priesthood is his true calling. We followed a fairly prescribed 10-session process provided by the diocese. The diocese also provided a point of contact in case we had questions, issues, or concerns. At the end of the 10-session process the companions wrote a report, which we provided first to Adam then to Fr. Bailey and the diocese. The whole process took about 5 or 6 months to complete. The companions unanimously acknowledged a real sense of call in Adam and resoundingly support his continuation in the process.

Respectfully submitted,  
*Jamey Kennedy*

**Summary of Revenue and Expenses****September, 2022**

Accounts	MTD Budget (This Year)	MTD Actual (This Year)	YTD Budget (This Year)	YTD Actual (This Year)	Annual Budget Used (This Year)	Annual Budget (This Year)
<b>Receipts:</b>						
GF410 - Pledges, Current	\$43,515.33	\$40,771.50	\$391,637.97	\$369,993.23	70.85%	\$522,184.00
GF420 - Prior Year Pledges	\$0.00	\$0.00	\$5,000.00	\$5,700.00	114.00%	\$5,000.00
GF426 Diocesan Curate Suppt	\$3,077.67	\$3,077.63	\$27,699.03	\$27,698.67	75.00%	\$36,932.00
GF430 - Loose Offering	\$833.33	\$318.00	\$7,499.97	\$4,970.00	49.70%	\$10,000.00
<b>Total Receipts:</b>	<b>\$47,426.33</b>	<b>\$44,167.13</b>	<b>\$431,836.97</b>	<b>\$408,361.90</b>	<b>71.13%</b>	<b>\$574,116.00</b>
<b>Disbursements:</b>						
<b>Parish Staff</b>						
GF600 - Salary & Wages	\$24,861.92	\$25,288.11	\$223,757.28	\$225,104.97	75.45%	\$298,343.00
GF603 - Supply & Substitutes	\$177.75	\$0.00	\$1,599.75	\$900.00	42.19%	\$2,133.00
GF604 - Staff Professional Expense	\$125.00	\$0.00	\$1,125.00	\$982.65	65.51%	\$1,500.00
GF605 - Staff Continuing Ed	\$41.67	\$0.00	\$375.03	\$0.00	0.00%	\$500.00
GF606 - Staff Travel	\$250.00	\$0.00	\$2,250.00	\$0.00	0.00%	\$3,000.00
GF607 - Long Term Disability	\$83.33	\$0.00	\$749.97	\$0.00	0.00%	\$1,000.00
GF608 - Life, Health, Short-Term Dis	\$6,070.50	\$5,450.01	\$54,634.50	\$56,451.03	77.49%	\$72,846.00
GF609 - Lay & Clergy Pension	\$3,186.58	\$3,983.72	\$28,679.22	\$29,919.65	78.24%	\$38,239.00
<b>Total Parish Staff</b>	<b>\$34,796.75</b>	<b>\$34,721.84</b>	<b>\$313,170.75</b>	<b>\$313,358.30</b>	<b>75.04%</b>	<b>\$417,561.00</b>
<b>Parish Service</b>						
GF610 - Office Supplies	\$416.67	\$677.16	\$3,750.03	\$2,844.14	56.88%	\$5,000.00
GF615 - Office Services	\$666.67	\$788.88	\$6,000.03	\$7,622.07	95.28%	\$8,000.00
GF620 - Telephone	\$250.00	\$250.00	\$2,250.00	\$1,250.00	41.67%	\$3,000.00
GF625 - Heat & Utilities	\$2,000.00	\$2,492.10	\$18,000.00	\$21,096.08	87.90%	\$24,000.00
GF630 - Bldg & Grounds Services	\$1,583.33	\$474.75	\$14,249.97	\$14,258.66	75.05%	\$19,000.00
GF635 - Repairs & Maintenance	\$833.33	\$0.00	\$7,499.97	\$13,239.10	132.39%	\$10,000.00
GF636 - Grounds	\$200.00	\$250.00	\$1,800.00	\$1,835.93	76.50%	\$2,400.00
GF645 - Computer	\$500.00	\$3,974.75	\$4,500.00	\$7,816.86	130.28%	\$6,000.00
GF650 - Kitchen	\$125.00	\$0.00	\$1,125.00	\$1,737.49	115.83%	\$1,500.00
GF655 - Finance & Stewardship	\$475.00	\$149.90	\$4,275.00	\$564.99	9.91%	\$5,700.00
GF660 - Insurance	\$0.00	\$0.00	\$13,500.00	\$13,728.50	76.27%	\$18,000.00
GF670 - Vestry	\$0.00	\$0.00	\$0.00	\$291.28	58.26%	\$500.00
GF675 - Gifts & Memorials	\$0.00	\$0.00	\$100.00	\$58.00	58.00%	\$100.00
GF690 - Pay Pal Service Charge	\$0.00	\$157.13	\$0.00	\$782.52	0.00%	\$0.00
<b>Total Parish Service</b>	<b>\$7,050.00</b>	<b>\$9,214.67</b>	<b>\$77,050.00</b>	<b>\$87,125.62</b>	<b>84.42%</b>	<b>\$103,200.00</b>
<b>Worship</b>						
GF700 - Acolytes	\$13.33	\$0.00	\$119.97	\$0.00	0.00%	\$160.00
GF705 - Altar Guild	\$66.67	\$0.00	\$600.03	\$211.48	26.44%	\$800.00
GF707 - Sunday Flowers	\$25.00	\$0.00	\$225.00	\$0.00	0.00%	\$300.00
GF710 - Music	\$1,083.33	\$82.78	\$9,749.97	\$8,177.07	62.90%	\$13,000.00
GF715 - Worship	\$115.00	\$98.75	\$1,035.00	\$554.31	39.59%	\$1,400.00
<b>Total Worship</b>	<b>\$1,303.33</b>	<b>\$181.53</b>	<b>\$11,729.97</b>	<b>\$8,942.86</b>	<b>57.11%</b>	<b>\$15,660.00</b>
<b>Pastoral Care</b>						
GF725 - Pastoral Care	\$6.25	\$0.00	\$56.25	\$0.00	0.00%	\$75.00
GF730 - Daughters of the King	\$0.00	\$0.00	\$300.00	\$0.00	0.00%	\$300.00
<b>Total Pastoral Care</b>	<b>\$6.25</b>	<b>\$0.00</b>	<b>\$356.25</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$375.00</b>
<b>Fellowship/Parish Life</b>						
GF740 - Epis. Youth Fellowship	\$83.33	\$0.00	\$749.97	\$145.85	14.58%	\$1,000.00
GF745 - Communications	\$83.33	\$0.00	\$749.97	\$124.70	12.47%	\$1,000.00
GF755 - Parish Life	\$250.00	\$273.15	\$2,250.00	\$1,970.71	65.69%	\$3,000.00
GF785 - Men's Group	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$20.00
<b>Total Fellowship/Parish Life</b>	<b>\$416.66</b>	<b>\$273.15</b>	<b>\$3,749.94</b>	<b>\$2,241.26</b>	<b>44.65%</b>	<b>\$5,020.00</b>

**Summary of Revenue and Expenses, Continued****September 2022**

Accounts	MTD Budget (This Year)	MTD Actual (This Year)	YTD Budget (This Year)	YTD Actual (This Year)	Annual Budget Used (This Year)	Annual Budget (This Year)
<b>Christian Education</b>						
GF770 - Youth Christian Educ.	\$125.00	\$336.75	\$1,125.00	\$1,385.05	92.34%	\$1,500.00
GF775 - Adult Christian Educ.	\$41.67	\$0.00	\$375.03	(\$20.00)	0.00%	\$500.00
GF790 - Library	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$25.00
<b>Total Christian Education</b>	<b>\$166.67</b>	<b>\$336.75</b>	<b>\$1,500.03</b>	<b>\$1,365.05</b>	<b>67.41%</b>	<b>\$2,025.00</b>
<b>Evangelism &amp; Renewal</b>						
GF795 - Evangelism & Renewal	\$54.17	\$0.00	\$487.53	\$328.91	50.60%	\$650.00
<b>Total Evangelism &amp; Renewal</b>	<b>\$54.17</b>	<b>\$0.00</b>	<b>\$487.53</b>	<b>\$328.91</b>	<b>50.60%</b>	<b>\$650.00</b>
<b>Outreach</b>						
GF820 - Outreach	\$2,083.33	\$0.00	\$18,749.97	\$14,710.39	58.84%	\$25,000.00
GF840 - Seminary Support	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$500.00
<b>Total Outreach</b>	<b>\$2,083.33</b>	<b>\$0.00</b>	<b>\$18,749.97</b>	<b>\$14,710.39</b>	<b>57.69%</b>	<b>\$25,500.00</b>
<b>Diocesan</b>						
GF810 - Diocesan Pledge	\$4,611.67	\$4,611.67	\$41,505.03	\$41,535.02	75.05%	\$55,340.00
<b>Total Diocesan</b>	<b>\$4,611.67</b>	<b>\$4,611.67</b>	<b>\$41,505.03</b>	<b>\$41,535.02</b>	<b>75.05%</b>	<b>\$55,340.00</b>
<b>End of Year Transfers</b>						
GF900 - Sabbatical + Capital Revolving	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,000.00
<b>Total End of Year Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Disbursements:</b>	<b>\$50,488.83</b>	<b>\$49,339.61</b>	<b>\$468,299.47</b>	<b>camerone</b>	<b>74.50%</b>	<b>\$630,331.00</b>
Operating Buffer						63033.1
						\$693,364.10
<b>Net Total</b>	<b>(\$3,062.50)</b>	<b>(\$5,172.48)</b>	<b>(\$36,462.50)</b>	<b>(\$61,245.51)</b>	<b>0.00%</b>	<b>(\$119,248.10)</b>
Funds Available for Balance						\$119,248.10
Balance						\$0.00

## Summary of Restricted Accounts

**September 2022**

<b>Accounts</b>	<b>Beginning Balance</b>	<b>Restricted Revenue</b>	<b>Restricted Expenses</b>	<b>Ending Balance</b>
<b><u>Temporary Restricted</u></b>				
<b>Invested Accounts</b>				
CT300 - Clergy Resid. Trust Co.	\$1,924.45	(\$206.43)	\$0.00	\$1,718.02
EI300 - Endowment Income Fund	\$58,155.35	(\$9,539.66)	\$30,000.00	\$18,615.69
GF300 - Memorial Garden Fund	\$141,568.77	(\$19,987.47)	\$150.00	\$121,431.30
HI300 - Heritage Income Fund	\$26,124.30	(\$3,490.65)	\$0.00	\$22,633.65
<b>Total Invested Accounts</b>	<b>\$227,772.87</b>	<b>(\$33,224.21)</b>	<b>\$30,150.00</b>	<b>\$164,398.66</b>
<b>Discretionary</b>				
DF300 - St. Stephen's Discretionary Ac	\$28,200.18	\$4,490.00	\$5,999.58	\$26,690.60
<b>Total Discretionary</b>	<b>\$28,200.18</b>	<b>\$4,490.00</b>	<b>\$5,999.58</b>	<b>\$26,690.60</b>
<b>Memorial Garden</b>				
MG320 - Memorial Garden Operating	\$3,832.98	\$1,907.25	\$1,333.80	\$4,406.43
MG330 Memorial Garden Maint & Repair	\$2,929.10	\$100.14	\$1,612.48	\$1,416.76
<b>Total Memorial Garden</b>	<b>\$6,762.08</b>	<b>\$2,007.39</b>	<b>\$2,946.28</b>	<b>\$5,823.19</b>
<b>Restricted Programs/Ministries</b>				
AF300 - Altar Flowers Fund	\$478.56	\$4,087.00	\$4,643.88	(\$78.32)
AG300 - Altar Gifts Fund	\$2,804.52	\$0.00	\$0.00	\$2,804.52
BS300 - Boy Scout Savings	\$1,763.01	\$0.00	\$0.00	\$1,763.01
CD300 - Curate/AR Continuing Develop	\$500.00	\$890.00	\$663.20	\$726.80
FG300 - St. Francis Guild Fund	\$328.41	\$0.00	\$0.00	\$328.41
GM300 - Gifts & Memorials Fund	\$70,190.91	\$5,979.00	\$11,526.85	\$64,643.06
GM301 - UNDESIGNATED	\$0.00	\$16,157.74	\$5,543.95	\$10,613.79
GM302 - IT (GF635)	\$0.00	\$9,543.95	\$9,543.95	\$0.00
GM303 - Parish Life BBQ (GF775)	\$0.00	\$45.00	\$0.00	\$45.00
HC300 - Haiti Clinic	\$17,987.60	\$19,600.00	\$11,226.00	\$26,361.60
HF300 - Haiti Funds	\$36.50	\$0.00	\$0.00	\$36.50
HL300 - Haiti Special Projects	\$100.00	\$0.00	\$0.00	\$100.00
LB300 - Teen Library	\$1,357.47	\$0.00	\$0.00	\$1,357.47
MU300 - Music Memorials Fund	\$12,639.96	\$30.00	\$1,671.97	\$10,997.99
MU310 - Music - Choir Trip	\$0.00	\$8,463.25	\$1,500.00	\$6,963.25
OC300 - Outreach: Clearfork	\$0.00	\$3,500.00	\$2,649.70	\$850.30
OF300 - Outreach: Food	\$0.00	\$5,050.00	\$0.00	\$5,050.00
OP300 - Work Outside Parish Fund	\$22,724.42	\$6,036.51	\$9,885.16	\$18,875.77
OS300 - Outreach Special Projects	\$1,734.42	\$2,864.50	\$2,804.59	\$1,794.33
PP022 - 2022 Prepaid Pledges	\$32,400.00	\$0.00	\$24,300.00	\$8,100.00
RL300 - Rector's Loan	\$0.00	\$50,000.00	\$38,000.00	\$12,000.00
SL300 - Sabbatical Leave	\$2,500.00	\$0.00	\$0.00	\$2,500.00
YF300 - EYF Special Youth Fund	\$8,690.50	\$500.00	\$0.00	\$9,190.50
<b>Total Restricted Programs/Ministries</b>	<b>\$176,236.28</b>	<b>\$132,746.95</b>	<b>\$123,959.25</b>	<b>\$185,023.98</b>
<b>Total Temporary Restricted</b>	<b>\$438,971.41</b>	<b>\$106,020.13</b>	<b>\$163,055.11</b>	<b>\$381,936.43</b>
<b><u>Permanently Restricted</u></b>				
EP300 - Endowment Principal Fund	\$166,222.51	(\$30,472.51)	\$0.00	\$135,750.00
HP300 - Heritage Principal Fund	\$233,656.83	(\$42,834.79)	\$0.00	\$190,822.04
MG300 - Memorial Garden Endowment	\$22,355.79	(\$6,288.71)	\$0.00	\$16,067.08
<b>Total Permanently Restricted</b>	<b>\$422,235.13</b>	<b>(\$79,596.01)</b>	<b>\$0.00</b>	<b>\$342,639.12</b>

**Balance Sheet****September 2022****Assets****Cash, Checking Accounts:****REGIONS BANK**

GF100 - General Fund - Checking	\$49,449.45
<b>Total REGIONS BANK</b>	<b>\$49,449.45</b>

**REGIONS**

DF100 - Discretionary Checking	\$26,690.60
MG120 - Memorial Garden - Checking	\$5,823.19
TR125 - Temporarily Restricted-Checking	\$185,023.98
<b>Total REGIONS</b>	<b>\$217,537.77</b>

**Total Cash, Checking Accounts:**

\$266,987.22

**Investments:****Episcopal Endowment Corp:**

EI126 - EEC - Endowment Income	\$18,615.69
EP125 - EEC-Endowment Principal	\$135,750.00
HI125 - EEC - Heritage Income	\$22,633.65
HP125 - EEC-Heritage Principal	\$190,822.04
<b>Total Episcopal Endowment Corp:</b>	<b>\$367,821.38</b>

**The Trust Company:**

GF130 - TTC - Memorial Garden	\$121,431.30
GF131 - TTC-Memorial Garden Endowment	\$16,067.08
GF132 - TTC-Clergy Residence Fund	\$1,718.02
<b>Total The Trust Company:</b>	<b>\$139,216.40</b>

**Total Investments:**

\$507,037.78

**Other Current Assets**

GF150 - Deferred Income	((\$20,646.61))
<b>Total Other Current Assets</b>	<b>((\$20,646.61))</b>

**Other Assets**

RL100 - Rector Loan	\$40,000.00
<b>Total Other Assets</b>	<b>\$40,000.00</b>

**Total Assets**

\$793,378.39

**Liabilities, Fund Principal, & Restricted Funds****Liabilities****Current Liabilities**

GF236 - Lay Pension	(\$197.83)
<b>Total Current Liabilities</b>	<b>(\$197.83)</b>

**Total Liabilities**

(\$197.83)

**Fund Principal:**

GF310 - Fund Balance - General Fund	\$30,000.00
TR310 - Fund Balance,Temp.Restricted	\$90,231.18
Excess Cash Received	\$10,015.00
	(\$61,245.51)
<b>Total Fund Principal: and Excess Cash Received</b>	<b>\$69,000.67</b>

**Restricted Funds**

Total Temporarily Restricted	\$381,936.43
Total Permanently Restricted	\$342,639.12
<b>Total Restricted Funds</b>	<b>\$724,575.55</b>

**Total Liabilities, Fund Principal, & Restricted Funds**

\$793,378.39