

Annual Report '25



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2025 ANNUAL MEETING AGENDA

- I. Call to Order/Opening Prayer
- II. Introductory Exercise – The Rev. Bailey Norman
- III. Elections
 - a. Vestry
 - Nancy Anderson (1yr)
 - Dan DiGregorio (3yrs)
 - Roger Johnson (2yrs)
 - Carol Ann Lane (3yrs)
 - Jamie LaRose (3yrs)
 - Brent Sigmon (3yrs)
 - b. Diocesan Convention Delegates (*=alternates)
 - Beth Bailey
 - Gary Dreier
 - Bill Lawrence
 - *Leah Bailey
 - *Judith Delaney
 - *Betsy Ellis
- IV. Senior Warden – Leah Bailey
- V. Pastoral Associate – The Rev. Laura Henrik
- VI. Finance – Courtney Manrod
- VII. Follow-Up Exercise – The Rev. Bailey Norman
- VIII. Questions and Answers
- IX. Closing Prayer/Adjournment

MINUTES FROM ANNUAL PARISH MEETING HELD OCTOBER 27, 2024

Fr. Bailey Norman called the meeting to order with prayer.

The first item of business was approval of the minutes from the 2023 parish meeting. The minutes were approved as submitted.

The next item was the election of delegates to the Diocesan Convention. Last year there was a change to the by-laws shifting the election of the delegates from the Vestry to the congregation. We are called to send three delegates to convention. The slate of candidates was Leah Bailey, Betsy Ellis, and Bill Lawrence, and Gary Dreier is an alternate. There were no additional nominations from the floor. The slate was approved by acclamation.

The Vestry members rotating off at the end of 2024 are Adam Cavender, Tom Clary, Emily Doane and Beth Reed. Betsy Ellis is resigning as Secretary to the Vestry at the end of 2024. Fr. Norman thanked them for their service.

Parishioners standing for election to the Vestry are Beth Bailey, Ray Evans, Carol King, and Julie Webber. There were no additional nominations from the floor. They were elected by acclamation.

Fr. Norman remarked that the annual report demonstrates the activity and accomplishments of the parish over the last year. He emphasized that all members are responsible for the work of the parish.

He focused on two ministries that are vital and important to growing our parish in the future. The first is communications which has grown substantially since he came to the parish. Some of the growth was out of necessity. Because of COVID, online church was started and continues for parishioners who are not able to attend Sunday services.

Other communications include the weekly email, the Evangel, social media, and our website. This is an area that he would like to see grow, and asked for those who feel called to this ministry to contact him. The second area is evangelism. Bread Upon the Waters is part of evangelism for newcomers. This is the invite part of evangelism which we do well, but there is more to it – welcome and connect. He wants to expand these two parts. He encouraged anyone who felt called to help with evangelism to contact the Vestry representative.

Courtney Manrod, the Senior Warden, made remarks. She thanked Fr. Norman for his leadership. She recognized Fr. Ashton Sims and Adam Ballintoy, our seminarian at Sewanee. She reminded the parish that she speaks at the annual meeting because the Vestry represents the laity. She reiterated that all that has been accomplished is a result of the work of the laity. She reviewed the significant accomplishments of the year.

Jr. Warden (Leah Bailey) and Fr. Ashton Sims led a pilgrimage for our youth to walk the Camino de Santiago in Spain.

The exterior crab orchard stone and slate roof were restored.

Interior painting and patching led to a corridor mural of Bible stories.

A Blessing box was constructed and installed to help neighbors in need.

A Celtic service was started in partnership with First United Methodist Church.

In addition, there was a focus on improving the operational aspects of the church by increasing revenue and decreasing costs.

Alan Liby, treasurer, provided a report on the financial health of the church. The year started with great financial concern but is heading in a positive direction toward ending the year in good shape. The 2024 budget of \$681K was a modest increase of \$20K from 2023. Pledged income at the beginning of the year was \$554K, leaving a \$127K challenge. Several events led to the reduction of planned spending – the untimely passing of Elizabeth Pack, volunteer efforts of Judith Delaney and Roni Boyd to backfill that position, and the appointing of Simon Ballintoy as interim Parish Administrator, the calling of Fr. Sims to priest-in-charge to a parish in Chattanooga, and efforts to find economies in our discretionary spending. Projected revenues were increased by parishioners stepping forward to increase giving to offset the deficit, the moving of restricted funds to interest bearing accounts, and reallocation of some restricted funds. A mid-year budget revision showed projected expenses reduced to \$573K, and projected revenues increased to \$612K, giving a surplus of nearly \$39K. Vestry took action to restore funds to restricted funds. We seem to be heading to a very positive ending to the year.

Tyler Walker, head of the Stewardship campaign, provided a report concerning the campaign. He thanked the parish for their support. He thanked those who provided handwritten notes to parishioners. He thanked the speakers during services and those who worked behind the scenes to coordinate the campaign.

Fr. Norman recognized the work of the Parish Administrator, Judith Delaney and Roni Boyd in putting together the annual report.

Fr. Norman adjourned the meeting by offering a prayer for the potluck immediately following the meeting.

*Respectfully submitted,
Betsy Ellis
Secretary to the Vestry*

2025 REPORTS

RECTOR

Because my report is usually the first one included each year in the packet, part of my job every few years is to answer the implicit question for some, “What the heck is an Annual Meeting?” The short answer is that it is the parish business meeting required by church canon to elect governing leaders for the parish (Vestry) and for the annual Diocesan Convention (delegates). During this meeting, we also share the current state of the parish finances, give a preliminary forecast for our 2026 budget, and discuss any other relevant business about which the whole parish needs to be informed.

To allow you to go home before dark, this packet contains the reports of (what we hope is) every committee and ministry officially organized within St. Stephen’s that would otherwise be given as a verbal presentation in our meeting. It will not take you long to figure out that this is a remarkably vibrant and active community. I suggest you return to this collection of reports, marked on our website (or printed for you if you prefer), several times simply so you can absorb not simply the information but the vitality of this place.

Each year in my report, I present to you some highlights of our life together and then some thoughts about goals for 2026. I want to start with the latter—more appropriately, a wider vision for our parish going forward—and then give some reasons why based on some observations from the past year.

Within public parish settings and within the Vestry, St. Stephen’s has been working on a new mission statement that will replace the current one—“Where God is seen, love is felt, lives are changed”—which has not been an active part of our planning for many years. From many different conversations with each other and the wider church, the Vestry has selected the following as a potential mission statement: “Be a community that welcomes all to love God, one another, and the world.” It’s a good statement, but even we grudgingly admit that it is rather generic without further context; specifically, a vision statement.

I will propose a vision statement at the end of this report (if you just want the nuts and bolts and don’t want all of my theological annotations, just skip to the next to last paragraph!). But the essence of EVERYTHING that is a part of our vision—and a part of who we truly are—is storytelling. To be people of God who proclaim the Gospel means to embrace our role as storytellers and as “spacemakers” for others to tell their story.

One of the highlights (among many) of our Christian Ed year were two classes early in 2025 – one led by me, the other by Jamey Kennedy – in which we asked people to express their faith through journal writing, reflection, and in expressing themselves through artistic media. Quite a few people told me this “wasn’t their thing;” even people who came to the class admitted they were a little uncomfortable with it. For those who stuck with it, one of the common responses was that people felt a deeper connection with the Gospel story because they could better see how it broke through and intertwined within their own life story.

In addition, we have had two Wednesday night series, one in Lent and the other just recently in October, where reflective reading practices of Scripture (called *lectio divina*) opened up conversation with a series of questions in which, once again, people heard the word of God not simply in their own reflections but also in those of others. I have also been deeply moved by the conversations in our Sunday morning lectionary study in which people have become quite comfortable sharing some honest, even vulnerable, reflections about what they hear in the passages and where they see God moving in the world about them.

All of this seems pretty normal on the surface; we read Scripture, talk about God, talk about our response to it. What has happened in each of these instances, though, is that people who often are quiet or shy have spoken up. People who have been burned in other contexts are finding healing in these gatherings. They have found a connection and a trusting community that allows them to take the risk of sharing something of themselves. It is not the “same ole, same ole” people who are dominating the conversation. The conversation has intentionally created a space and an outlet for people to engage their story into the wider one of this St. Stephen’s community.

If I could tell you one thing the church can do to be present and active in this crazy world we live in for 2026 and beyond, it is to do the following three things:

1. KNOW the story of God's salvation as told in our liturgy, formation, and action.
2. GROW in understanding our own story and journey—the highs, lows, and everything in between.
3. ENGAGE our story with those of others at St. Stephen's, always with the goal of engaging the world beyond our walls in meaningful ways.

Among many challenges, one of the biggest is that we don't all think the same here. This is both the greatest opportunity and challenge facing us. We are far from perfect in that vein at St. Stephen's. I have the unique role as your priest of being able to discern from many of you (even you did not outright tell me) what your political and theological views happen to be. Our current hyper-polarized political climate spills occasionally into our local interactions. Many of us tend to be quick to offer our viewpoints but not willing to hear those differing from ours. Although I am deeply thankful that they haven't disengaged from the church, we have people who do their ministry by themselves because they have been burned by working with others who have not been nice to them. There are people who feel our church at every level (parish, diocesan, national) has gone too far on some matters; we have others who feel the church hasn't gone far enough. This has been a recurring theme this year, in particular, both in the wider culture and also here at St. Stephen's.

My biggest struggle in this environment is to continue getting people to engage while remaining mindful of their responsibility of HOW they share their thoughts and opinions. Bludgeoning people over the head is never an effective way to express disagreement, nor is simply taking our ball and going somewhere else (in which case we all find that "somewhere else" has its own set of problems). At the same time, if we take seriously our commitment as Christ's disciples, we also must hold ourselves to the standard that our life together as a church is a reflection of the life we share together in God. Our actions and even our thoughts toward others must walk the fine line between calling out legitimate bad behavior by others on the one hand and recognizing that we truly NEED each other in this wider story of God's salvation.

With all of that being said, what I also hear as one of our many strengths is that we are NOT a homogenous group of people in our thoughts and beliefs. Yes, I'd love for us to reflect on a greater cultural and socioeconomic diversity. But, in our individual opinions and beliefs, we range across the spectrum politically, theologically, and even liturgically. I've had three conversations with parishioners this week who say that the greatest part of our St. Stephen's family is that we each bring a unique perspective to the table, all of which make us a better place.

This perspective is reflected in the diversity of outreach ministries we possess (the passions and beliefs of our people are put into action in so many different ways as you can see in the Outreach annual report). Our Vestry has grown by God's grace and the willingness of those who've been called to serve into a group that has legitimate disagreements but a united passion for the good of this parish. Even in our disagreements, we laugh and joke together, we talk with one another a lot, and we simply enjoy being together (perhaps part of the reason our meetings can last for 2 hours or longer). In other words, our governance and ministry demonstrate that we have much to say and do together, and we are very thankful for the life we possess together and the story this parish has to offer to anyone who wishes to be a part of it.

A good mission statement implies we aren't there yet, but we know where we want to be. Two of the visions for 2026 that I hope to implement are tied together in the work of our Evangelism ministry (I have to brag about their work as well, so please see their report in this packet). One, our Evangelism team has laid the groundwork for our Invite, Welcome, Connect ministry. Evangelism has really taken the bull by the horns with the first two pieces of this: Inviting and Welcoming. Inviting asks, "How do we make ourselves known? How do we get people to pay attention to the work we are doing?" Welcoming (the Bread Upon the Waters piece) asks, "What does it mean when someone feels welcome at our church? How do we do this?"

The Connect piece, however, asks the most sensitive questions. These questions are rooted in our ability NOT to tell people what they need to do but to LISTEN to what God may be calling them to do here and through us. Those questions are, “How can we help people be better attuned to how God is speaking to them? How can St. Stephen’s communicate our ministry opportunities to them effectively as part of their discernment? How can we respond when someone brings gifts and ideas that may not fit the existing structure of our ministries?”

There are plenty of other questions the Connect piece asks, but this first piece of my vision is based on the reality that we are slow to accept, which is that most new people (and many of our existing members) do not walk into our church with a built-in sense of what they want to do, who they need to ask, and how much they want to give. We make assumptions based on a model that the church is the center of everyone’s life, or that people have an abundance of free time, or that people have to minister within the walls of the church. Those realities are long gone. We have people who are not familiar with our tradition (and sometimes ANY church tradition), we have people ranging from young families to retirees who are swamped with responsibilities, and we have people who feel called to ministries that might be based in the church but are done primarily out in the world. The only way we can truly CONNECT WITH people and CONNECT people TO EACH OTHER is to understand the cultural reality in which most of us live.

The second vision I have is to invite the creation of more small groups for these storytelling components. Recently, Jamey Kennedy, Emily Doane, and I completed a diocesan training for a relatively new formation process called *Being With*, which puts 8 to 10 people into small groups where they learn the essentials of the Christian faith. Unlike other similar courses like Alpha, in which knowledge is imparted from “experts,” everyone in a *Being With* group is explicitly equal. Even the facilitators participate as fully in the questions and conversation as those “seeking” for a deeper understanding of who God is, revealed through Christ and the Holy Spirit. One of the activities (which I will do with you at the Annual Meeting) is an exercise called “wonderings.” These are reflections based on a question. These “wonderings” are rooted in Godly Play, the same curriculum we are now using for our early-age children. These “wonderings” invite people to say something about themselves that allows them to see how God is already working in their lives, and it encourages others to listen to the myriad ways in which God moves among all of us. We will offer a *Being With* class at some point soon, but the general ethos of this curriculum has already taken root in many of our recent Christian Ed offerings. Although there will always be a place for traditional Bible study and occasional topical studies that drill down on a theme, my opinion is that the vast majority of us are craving formation opportunities in which we don’t have to study and glean a ton of knowledge. Rather, we would like to be still, listen, and speak when we feel called to do so.

With these two specific visions in mind, I want to offer you the following Vision Statement that accompanies the Mission statement I mentioned earlier: “St. Stephen’s strives to EQUIP all who are among us to CLAIM the story of God’s love in their lives, to faithfully LISTEN to the stories of others, and to joyfully PROCLAIM God’s story in us with the people of the world.” The action words in caps in this statement remind us that our work of storytelling is not a passive exercise. The act of listening itself ironically may be the most active of these terms because it reminds us that we can’t do this work predicting and anticipating what others—most especially God—are going to say to us. We must be ready for the fact that this work of storytelling will be of surprise, adventure, and even risk; but it is one that ultimately leads us to discover the truth of who we are.

This truth is simply that God desires to be known more deeply by us and that God desires us to help each other make the divine love known by all people. As you read, mark, learn, and inwardly digest the work of our parish as presented in this Annual Meeting packet, we should use this truth as a way of asking ourselves how we are doing now in this work, how we can be better, and what lies ahead for us to continue growing. This is who we are as the people of St. Stephen’s and the people of God: those who are far from perfect but whose hearts are striving to be more like Christ in everything we do.

*Respectfully submitted,
The Rev. Bailey Norman*

SENIOR WARDEN

When my year as Senior Warden began, I opened my calendar and wrote out my one-word goal for the year—COMMUNITY. Communities share a sense of connection, and the Covid years took us out of that sense of connection. Certainly, we shared a common religious identity, and we had a shared proximity within our city, county, and church building, but we had the potential for so much more.

Communication has become even more important. We instituted a policy of having a monthly Vestry representative at Coffee Hours the week before our monthly meetings, who then reported what they had learned to the Vestry. Many of the decisions that we made this year came from those monthly conversations. We also began posting the Vestry minutes on the website before the next monthly meeting, which enabled us to get input from the congregation before finalizing the agenda.

We learned that St. Stephen's was eager to come together socially. Many committees collaborated to offer a wide variety of opportunities to share each other's company. Social media allowed us to share these opportunities with others and brought us some new friends. Gathering together and socializing helps to create and reinforce our sense of connection and our sense of belonging.

We have common interests, goals, and values that bind us closer together more so than simply shared proximity. We come together to support one another in times of need, whether the need is for emotional, material, or spiritual support, because that's what a community does.

At the heart of a community is its people. Over the course of the year, we at St. Stephen's have been blessed by many people. We are very fortunate that Simon Ballintoy assumed the position of Interim Parish Administrator, in addition to his duties as Organist and Choir Master. We are grateful that our Sexton, Larry Hobson, has returned to take care of our building, and are thankful for the multitude of volunteers who stepped in during his absence. We celebrate Father Bailey Norman's first year as our Rector, enjoy the continued ministry of Pastor Steve Damos, and welcome Pastor Laura Henrik as our Associate Pastor.

Recently, Father Bailey and the Vestry met to write a new mission statement. I think it is perfect! St. Stephen's desires ... "To be a COMMUNITY that welcomes all to love God, one another, and the world."

It has been my great honor and pleasure to serve as your Senior Warden and to be a part of our community.

*Respectfully submitted,
Leah Bailey*

JUNIOR WARDEN

This year, as Junior Warden, my focus has been on improving the safety, security, and accessibility of our church facilities. One major initiative is the future installation of an access control system to enhance the security of our buildings while maintaining appropriate access for staff and parishioners. We contracted with Purple Mouse Smart House to install the access control system. The system will eventually be implemented on all outside doors, replacing traditional key access. Certain doors will have a master key rekeyed for emergency access, ensuring that leadership maintains appropriate control for those who currently hold keys.

In addition, all interior doors with locks will either be rekeyed to a master key or have the locks disabled. Limited master keys will be distributed only to designated church staff to maintain security while ensuring essential access. The total cost of this project was \$25,628.00, which was approved by the Vestry. The funding will come from the temporarily restricted fund GM998, as authorized for dispersion by the Vestry.

This project represents a significant step forward in securing our facilities while balancing accessibility for staff and parishioners. I am grateful to the Vestry, staff, and volunteers for their support and guidance in making this important upgrade possible.

*Respectfully submitted,
Ben Shassere*

ACOLYTES

Acolytes play a vital role in our church's liturgy. This past year, we welcomed three new acolytes to our team, even as we bid farewell to a graduating youth acolyte. The team, currently made up of six youth and three adult members, holds its annual training in August to prepare all acolytes for their new and continuing responsibilities. We invite all youth and adult parishioners who feel a spiritual connection to this ministry to join our dedicated team. Please contact Teddy Dantzler or Diane Sams for more information.

*Respectfully submitted,
Diane Sams*

ADULT BIBLE STUDY

This year, the Tuesday Adult Bible Study completed studies of most of Paul's letters to the early churches, which had been organized by Paul and others. Many of those letters include teachings on the life of Christians in a secular world. These letters, or Epistles, along with the four gospels make up the bulk of the New Testament. The group also experienced Morning Prayer and discussed some daily readings. Currently, the group is finishing a study of Mark's Gospel. The group meets Tuesday mornings at 10 am, finishing before the Tuesday Healing Service.

*Respectfully submitted,
Jim Rousey*

ALTAR GUILD

The Altar Guild is often referred to as the "stealth ministry." The members of the Altar Guild support all worship services with their work (mostly behind the scenes) to ensure that everything is in order wherever and however worship takes 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 summer of 2025, the altar guild membership experienced another loss with the move of Barbara Steele who had served for many years in our ministry. Because of the continued decline in our membership, we now have three weekly groups serving instead of four. We would like to increase our membership so that we can return to a 4-week rotation. Bonnie Bautz and Karen Yearwood are both now training and will soon be joining one of our three groups. More new members are needed to reinstate a fourth group. Barbara Neill continues to serve as the flower chair. She coordinates with the florist to make sure our worship is enhanced with arrangements appropriate to the liturgical season. Judie Liby and Beth Stickle faithfully have laundered the altar linens. Beth Bailey and Mitzi Burgess polish our silver and brass.

Serving the Lord as members of the Altar Guild is truly a privilege for which we are all most grateful. New members are always welcome and much needed.

*Respectfully submitted,
Roni Boyd*

AUDIO-VISUAL

The AV team supports St. Stephen's YouTube channel, including livestreaming of our weekly and special services and production and uploading of occasional videos, such as Morning Prayer, Compline, and education sessions. Our weekly livestreams typically get 50 to 60 views.

The AV team also provides and maintains the hearing assistive devices (available from the ushers), manages audio for outdoor and other special services and programs, provides technical assistance for others as requested.

The livestreaming team includes Matthew Doane, Brad Hillis, Chuck Kirk, Brent Sigmon, and recent additions James Reed and Tony Dao. Nancy Carow provides audio-video design and production assistance.

*Respectfully submitted,
Brent Sigmon*

BREAD UPON THE WATERS

The vision statement for our ministry is: “Welcome to Christ’s Table – Food for the Journey.”

The Bread Upon the Waters ministry is now in its 21st year. There are currently eight parishioners participating in the program as Greeters and Friendly Faces plus three Junior Greeters. Greeters and Friendly Faces include Mary Nell Campbell, Judith Delaney, Ashley Hillis, Ed Johnson, Carol Ann Lane, Barbara Neill, Jim Rousey, Mary Shepherd; and the Junior Greeters include Alex, James, and Tucker.

The goal of this ministry is to show the Face of God to newcomers and visitors as we welcome them on Sunday mornings. We follow this with a brief visit to their home, usually the same afternoon. At that time, we give them a loaf of Bread, a packet of information, and a key chain with a QR code link to a brief video of the parish. After that, we begin a 4- to 6-week period during which we stay in touch with the newcomer to determine their needs, 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 September we have greeted 19 families and have a success rate of 63% (i.e., families listed either as active or member). 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*

BUILDINGS AND GROUNDS

Status: Good Bones

Needs: Tender Loving Care, your input.

Many folks keep our worship and fellowship space running, operating, and well-maintained. Thanks to everyone who devotes their talents and suggestions for our temple space. Some areas of activity include the following: cleaning gutters, maintaining the playground and the labyrinth, spreading mulch, painting, hanging blinds in education rooms, cleaning up recent plumbing work in the ramp room, and generating ideas for plantings as we work on low-maintenance outdoor projects. The list goes on. These are also areas worthy of prayer.

Large projects we are considering include re-paving the parking lot and updating our HVAC system. We have expertise within our congregation in these areas. We are also reviewing the electrical systems. The front office area extension is now 25 years old; therefore, we are checking on those systems to make sure they will be reliable for the next 25 years, particularly the elevator. A wonderful effort was made to improve the hospitality area. We are finishing up on that. Finally, a significant effort has been made to reduce clutter in the resource room, attic, and other spaces that had accumulated a lot of dust and items. This is always an ongoing effort.

Our budget for Buildings and Grounds was looking very good until mid-year when we encountered some issues, such as the elm tree dying and weak pine trees at our front entrance. Despite the setbacks, we have been able to continue the LED conversion in the majority of areas. Let there be LIGHT! We are trying to find funds to finish the remaining two dozen fixtures in order to reduce electricity usage and eliminate the old ballast technology. Each fixture costs \$60; and for the six high-ceiling mounts, there is an added cost of \$40. We hope to receive rebates from the Tennessee Valley Authority for our efforts. Our parish maintenance crew appreciates the new visibility in the tool/storage room and shop. We also added new solar powered night lighting at the ramp entrance.

Buildings and Grounds: Come and volunteer!

*Respectfully submitted,
Roger Johnson*

CHRISTIAN EDUCATION - YOUTH

We had a great year in Christian Ed! From January to May, our Sunday School classes for grades 2 through 12 continued using the “Feasting on the Word” curriculum that we began using in September 2024. In September 2025, we switched to Godly Play for our 3 to 6 year olds after the retirement of long time Catechesis teacher Linda Twohig and to Spark: Reactivate Faith for grades 2 through 12 with a focus on the Old Testament. Both courses have been very well received by both teachers and students. We are continuing to follow the Lectionary for our Children’s Chapel lessons during the 10:30 service. We have an average of 10 children attending both Sunday School and Children’s Chapel each Sunday. Similarly, our nursery continues to see more little ones every Sunday.

Our Parish Easter Egg Hunt, Christmas Pageant, and the Lenten children’s education program led by Pastor Laura were all great events for our children and families and well-attended by those both inside and outside of the parish. We also had two swimming parties for our youth in 2025, giving our kids and their families a chance for fellowship and to have some fun.

In July, a group of St. Stephen’s kids (and some of their grownups) packed over 100 backpacks for ADFAC’s School Supply program, which provides backpacks full of school supplies to children in need across five counties. Our group was the largest youth group to volunteer for that program! We look forward to more fellowship, formation and fun in the year ahead!

*Respectfully submitted,
Ashley Hillis*

CHRISTIAN EDUCATION - ADULTS

In September of this year, Emily Doane stepped down from her role as committee chair for Adult Formation to focus on her new position with the Episcopal Diocese of East Tennessee (congratulations, Emily!). Ashley Hillis is taking over for Emily in this role. Emily offered this report for 2025.

This report provides a comprehensive overview of the 2025 Adult Formation program. The program offers 10 courses organized around core anchors for formation and discipleship: Spiritual Maturity, Joyful Worship, and Prayerful Practices. Courses are delivered through a combination of lay- and clergy-led formats, using various pedagogical approaches, including video study, discussion, experiential learning, and Bible study.

COURSES BY FORMATION & DISCIPLESHIP ANCHOR

Spiritual Maturity

This anchor focuses on deepening foundational spiritual knowledge and discipleship. Courses include the following:

- Pilgrim - Turning to Christ: Exploring the Baptismal Covenant (lay-led, September-October)
- Sabbath Brew - Where Sacred Questions and Good Coffee Meet (lay-led, September)
- Tuesday Bible Study (lay-led, Ongoing from January)
- Men’s Bible Study (lay-led, Ongoing from January)
- Women’s Bible Study (lay-led, June-July)

Joyful Worship

This anchor emphasizes liturgical understanding and eucharistic participation. Courses include the following:

- Invite-Welcome-Connect: Module 2 (clergy-led, January-February)
- Instructed Eucharist (clergy-led, January-February)

Prayerful Practices

- This anchor develops spiritual disciplines and contemplative awareness. Courses include the following:
- Lenten Study: Art as Prayer (lay-led, March-April)
- Living Well through Lent (lay-led, March-April)
- Evelyn Underhill Book Study (clergy-led, May)

TIME SLOT DISTRIBUTION AND LOCATIONS

Scheduling & Access

The program offers courses across multiple time slots for accessibility:

- Sunday adult formation between services
- Wednesday evening
- Tuesday morning
- Wednesday morning
- Tuesday evening
- Thursday afternoon

Courses are held at the following locations:

- Fellowship Hall
- Library
- Chapel
- Nave
- Online (Zoom)

Pedagogical Approaches

- Diverse learning modalities are being used including the following:
- Video study - Structured guided learning through video content
- Discussion - Peer-led exploration and shared reflection
- Experiential learning - Hands-on engagement with spiritual practices
- Book study - In-depth textual analysis and commentary
- Mini-courses - Intensive short-term offerings

LEADERSHIP & FACILITATION

Facilitator Distribution

The program demonstrates strong partnership between lay leaders and clergy:

- Lay-Led: 70% - Empowering laypeople to lead adult spiritual formation
- Clergy-Led: 30% - Clergy providing specialized teaching in liturgy and theology

CONCLUSION

The 2025 Adult Formation program represents a strong commitment to lifelong spiritual development. The intentional organization around formation anchors that are aligned with the diocesan vision, combined with diverse pedagogical approaches and strong lay leadership, creates a robust framework for adult discipleship. The program's accessibility through varied scheduling and locations position it well to serve a broad constituency.

Continued attention to clarifying course structures, tracking outcomes, and expanding reach will strengthen the program's impact on the spiritual maturation of adult participants. Additionally, a goal of formation aligned with the Anchor of Faithful Action will help us to fully align our program with the diocesan vision statement.

*Respectfully submitted,
Emily Doane*

COMMUNICATIONS

"Effective communication allows parishioners to be aware of activities and participate more fully in parish life."

This quote was taken from an article I read in one of the Diocese releases. Within our parish, the Communications Committee continues to send consistent messaging using several media to reach our church members because communication includes the activities of every church group. Our parishioners expect regular, easily accessible, and engaging communication from us.

The way we communicate and more importantly, how our parishioners view information, changes rapidly. Our most effective communication integrates social media and e-news. We use Facebook as our main social media outlet; depending on the placement, we reach a large audience, many of whom are not affiliated with our church. For example, between September 26 and October 23, we had 7,234 views of our information.

Going forward, we will focus on consistent, topical, and timely messages. The addition of the television in the parish hall offers us a new way of in-person communication. This is a new, steady, easy addition to our other outlets such as website videos, online news, and mailing opportunities.

Our website offers valuable information; it is a gateway to reach and encourage new church members. The more people use online searches to locate churches and (more importantly) programs for families, the more we need to upgrade our website information and present a vision of a church that welcomes all. This is more important than ever before.

*Respectfully submitted,
Bill Lawrence*

CONTEMPLATIVE PRAYER GROUP

The Contemplative Prayer Group is an online group of 4 to 8 people 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.

Our format consists of an opening prayer, followed by the 20-minute period of silent prayer. After our period of silence, one of us says the Lord's Prayer. We invite anyone to present 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.

The group meets on Thursdays at 4:00 pm. We are done by 4:45 pm. Since March 2020, we have met online via Zoom. For the past 3 years we have been joined by several parishioners from Knoxville and Middle Tennessee. 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,
Steve Herbes*

COUNTERS

Every Sunday after the late service, two parishioners count the monetary gifts that were received that day and during the previous week. They accurately count all the contributions, assure that each contribution is entered into the account for which it was given in the electronic accounting system, and deposit the cash and checks in the bank's night depository. It takes about an hour to complete. Properly designating the purpose of your gift on the memo line of a check or the outside of an envelope containing cash (e.g., pledge, outreach, music, etc.) speeds up the process and ensures that your gift is credited to the account you intended.

At the beginning of 2025, Roger Johnson stepped down after many years of dedicated service as Head Counter. Betsy Ellis stepped into that role. During the past year, we have updated the Counter's Manual, which provides detailed instruction on the process, and were blessed by 3 parishioners who joined the group. Rachel Durpee, the accountant for the parish, was very helpful in updating the manual.

We are currently a group of nine parishioners. It would be great to have a few more folks join so that no one has to count more than once a month in those months with 5 Sundays or when scheduling issues arise. No experience required. If you are interested, contact Betsy Ellis.

*Respectfully submitted,
Betsy Ellis*

DAUGHTERS OF THE KING

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 the clergy and are an integral part of St. Stephen's spiritual life. Daughters maintain a confidential prayer list that 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.

Upon request, the St. Agnes Chapter provides receptions following funeral services for bereaved families. We provided four funeral receptions this past year, one of which was for Daughter Judy DiGregorio.

The chapter currently has 25 active members. There are plans to begin a discernment class for membership late in 2025-2026, for which we have several interested women. This discernment class will be an opportunity for both spiritual growth and preparation for possible admission into the Order of the Daughters of the King.

The 2024-2027 officers are: Rebecca Cavender and Beth Reed, co-presidents; Sara Norman, secretary; and Susan Meredith, treasurer. The Rev. Bailey Norman serves as Chaplain.

The chapter co-sponsored a BUNCO event with Parish Life in April 2025, and there are plans to host another BUNCO event in winter/spring 2026.

The regular chapter meetings are held on the second Sunday of each month after the second service from 12:00-1:00 pm in the Pollard Library. This time will hopefully help us meet our goal of including a wider demographic of women in the parish, including new members. Each monthly meeting focuses on a topic of interest, allowing members to dive deeper into their own spirituality. In addition to monthly meetings, plans for the coming year include a Lenten Quiet Day.

*Respectfully submitted,
Rebecca Cavender*

EUCCHARISTIC VISITORS

The Eucharistic Visitor ministry at St. Stephen's consists of persons licensed by the Bishop to carry the Eucharistic elements to parishioners who 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 34 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, 2024, and September 30, 2025, EVs made 354 visits to homes, facilities, and hospitals and administered 832 communions to parishioners, family, and guests.

St. Stephen's currently has ten active Eucharistic Visitors, including Adam Ballintoy*, Brian Bovee*, Judith Delaney, Cameron Ellis, Carol Gardner, Katherine Grubb, Gary Grubb, Carol King, Courtney Manrod*, and Pat Swinney*.

*Temporarily off rotation

*Respectfully submitted,
Carol Gardner*

EVANGELISM

The Evangelism Committee had a wonderful and faith-filled year dedicated to sharing the love of Christ and connecting with our parish family and the wider Oak Ridge community. Through fellowship, outreach, and joyful service, we worked to extend the welcoming spirit of St. Stephen's Episcopal Church beyond our church doors with the following activities:

Sweetheart Dance – February 2025: We kicked off the year with our very first Sweetheart Dance in February. The event brought together parishioners, families, and friends for an evening of dancing, laughter, and fellowship. It was a beautiful celebration of love and community, and we were thrilled to see so many smiling faces filling the Parish Hall.

Isaiah 117 Lemonade Stand – July 2025: In July, the Evangelism Committee hosted a lemonade stand to support Isaiah 117 House, an organization that provides care and comfort to children entering the foster care system. The event was both heartwarming and successful, as parishioners of all ages came together to serve and raise awareness for a wonderful cause.

Newcomers Lunch – September 2025: In September, we held a Newcomers Lunch to welcome new members into our parish community. This gathering provided a relaxed and friendly opportunity for newcomers to learn more about St. Stephen's ministries and how newcomers can become involved in different ministries.

Trick or Treat at A.K. Bissell Park – October 2025: October brought first-time participation in one of Oak Ridge's biggest events—Trick or Treat at A.K. Bissell Park. Thousands of families from the Oak Ridge area came out for an evening of fun and fellowship. Our booth was busy all night, as we handed out about 2,800 pieces of candy and shared smiles (and a few church invitations) with local children and parents.

*Respectfully submitted,
Brittany Shassere*

FINANCE

Throughout 2025, St. Stephen's Finance Committee diligently worked to fulfill its responsibilities of managing the Parish budget, reviewing fiscal practices, and completing other assigned tasks that improve the fiscal affairs of the Parish. The Finance Committee works with Parish staff and all committees (especially with the Vestry, Gifts and Memorials [G&M] Committee, and the Personnel Committee) to manage St. Stephen's finances.

The Finance Committee conducted its work this year using guiding principles that were designed to promote the future viability of our Parish. These principles balance what could otherwise be competing objectives. The principles include the following:

- holistically manage finances
- create a sustainable budget that supports church growth
- establish forward looking work processes

The 2025 General Fund (GF) (a.k.a., operating budget) was finalized and approved by the Vestry in January 2025. A mid-year review of the GF and all Restricted Funds (RF) budgets was conducted in July and August 2025. Mid-year GF budget adjustments included the following:

- Income increase: \$1,500
- Expense decrease: \$66,700
- End of Year forecast: \$14,700 (favorable balance)

The GF adjustments were due to accelerated pledge income and deferred hiring of a new Parish Administrator. Mid-year RF adjustments included the following:

- Transfer of legacy G&M monies for program/ministry use
- Re-seed Capital Revolving Fund
- Investment gains

In addition to budget and funds management, the Finance Committee undertook the following actions in 2025:

- Improved fiscal communication within the Parish by revising the monthly financial report format and establishing performance metrics.
- Examined how to diversify income, manage expenses, and restore reserves. This included increasing pledge base, reestablishing the capital revolving fund; noting G&M planned giving efforts; and aiding development of a prioritized unfunded needs list.
- Ensured effective fiscal management.
- Refreshed Counters training.
- Conducted property and liability insurance review.
- Initiated internal financial review of 2024 finances.
- Prepared financial look ahead for 2026 budget.

The Finance Committee is grateful for the opportunity to serve our Parish in this capacity.

The full financial report follows.

*Respectfully submitted,
Courtney Manrod*

	<i>Annual Budget</i>	<i>YTD Actual</i>	<i>Actual/Budget %</i>
Total Revenue	\$554,056	\$ 431,688	78%
Total Expenses	\$539,316	\$ 394,458	73%
SURPLUS/(DEFICIT)**	\$14,740	\$37,230	
REVENUE / EXPENSES	1.03	1.09	
NOTE: 1.0 = balanced budget			

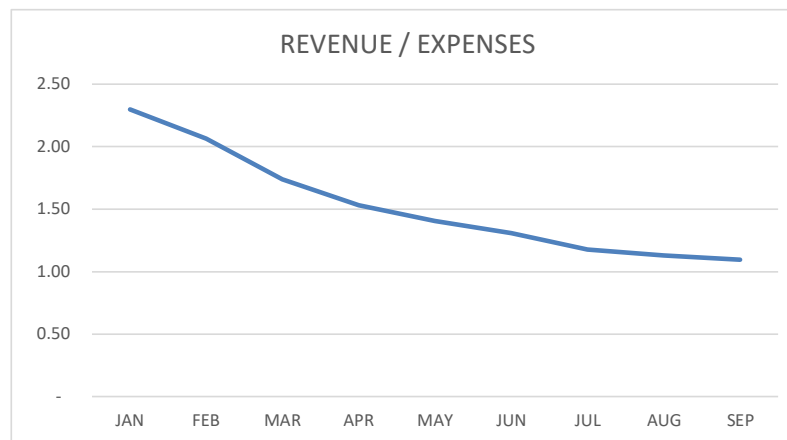
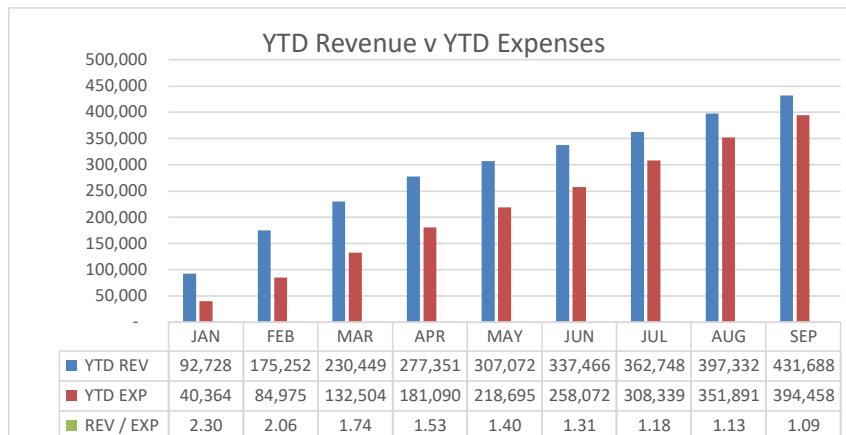
TOTAL REVENUE - EXPENSES
GENERAL FUND ONLY

\$37,231 YTD
(\$8,211) MTD

Pledges received - Realm
Total pledges - BUDGET
Total pledges - Realm

439,889
554,056
541,755

79% received to date
75% "earned" to date



Campaign Progress for General Contribution (Jan 1, 2025 - Dec 31, 2025)

\$600,000.00 goal

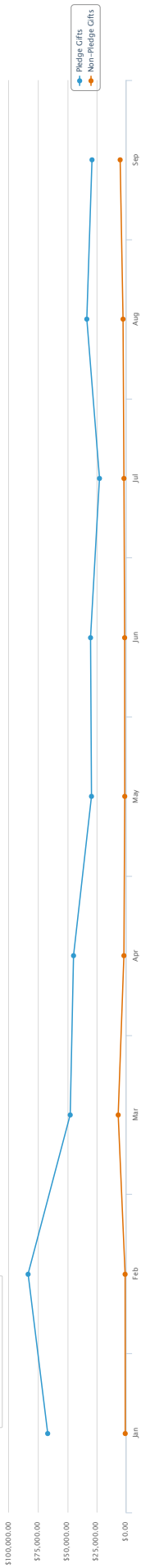
Total Pledges: 104

\$541,755.00 pledged

\$439,888.58 received

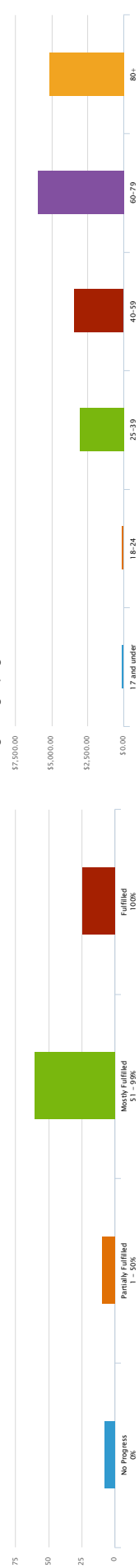
Gifts Received over Time

Jan 1, 2025 - Sep 30, 2025



Fulfillment Status

Average Pledge by Age



FUND SUMMARY - SEPTEMBER 2025

FUND		ACCOUNT	YTD		SEPTEMBER	
			\$	%	\$	%
TR	AltarFlowers (AF300)		3,570	0.78%	295	0.81%
GF	AmbryCandle (GF705)		70	0.02%		0.00%
TR	Blossom Center		1,027	0.22%	-	0.00%
TR	Building & Grounds - Lights (GM305)		559	0.12%	-	0.00%
GF	Christian Ed - Adult (GF775)		53	0.01%	-	0.00%
GF	Communications (GF745)		500	0.11%	-	0.00%
DF	Discretionary Fund		5,384	1.17%	243	0.66%
GF	Daughters of the King (GF730)		110	0.02%	10	0.03%
GF	Evangelism (GF795)		425	0.09%	-	0.00%
GF	General Contribution (GF410)		405,862	88.48%	34,326	93.70%
GF	Celtic Service (GF717)		137	0.03%		0.00%
TR	Gift or Memorial		4,025	0.88%		0.00%
TR	Haiti (HC300)		7,140	1.56%	-	0.00%
GF	Hospitality (GF757)		10	0.00%	-	0.00%
TR	NOD - Isaiah 117		1,555	0.34%	-	0.00%
TR	Mite Box		624	0.14%	-	0.00%
TR	Music - gift (MU300)		540	0.12%	-	0.00%
MG	nc Memorial Garden (MG320)		2,100	0.46%	-	0.00%
GF	nc Parish Life (GF755)		534	0.12%	-	0.00%
TR	NOD - Blessing Box		1,423	0.31%	100	0.27%
TR	NOD - Bryson's Closet		883	0.19%	-	0.00%
TR	NOD - Clearfork		2,537	0.55%	-	0.00%
TR	NOD - Family Resource Center		1,078	0.24%	-	0.00%
TR	NOD Haiti		1,745	0.38%	-	0.00%
TR	NOD - Ecumenical Storehouse		1,611	0.35%		0.00%
TR	Outreach		5,025	1.10%	-	0.00%
GF	Parish Life - Wednesday Evening Dinners (GF756)		212	0.05%	-	0.00%
GF	Parish Life (GF755)		310	0.07%	-	0.00%
GF	Pastoral Care (GF725)		100	0.02%	100	0.27%
GF	Processing Fees (GF690)		790	0.17%	134	0.37%
TR	Seminarian Support		6,000	1.31%	-	0.00%
TR	Together Podermos		1,165	0.25%	1,165	3.18%
TR	WOW - from students (OS300)		1,582	0.34%	263	0.72%
TR	WOW - outreach gifts		19	0.00%	-	0.00%
			458,704	100.00%	36,636	100.00%
			409,013	89.17%	34,470	94.09%
			39,331	8.57%	658	1.80%
			2,100	0.46%	-	0.00%
			5,384	1.17%	243	1%

St Stephens Episcopal Church
ANALYSIS OF REVENUE & EXPENSES

General Fund
September 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	% of Annual Budget Used (This Year)	Annual Budget (This Year)
Receipts						
GF410 - Pledges, Current	34,356	46,171	406,383	415,542	73.35 %	554,056
GF420 - Prior Year Pledges	0	0	50	0	0.00 %	0
GF431 - Celtic Services	0	0	(595)	0	0.00 %	0
GF442 - Prepaid pledges - TF	0	0	25,850	0	0.00 %	0
Total Receipts	34,356	46,171	431,688	415,542	77.91 %	554,056
Disbursements						
Parish Staff						
GF600 - Salary & Wages	19,990	19,293	173,500	173,635	74.94 %	231,513
GF604 - Staff Professional Ex	337	83	734	750	73.37 %	1,000
GF607 - Disability Insurance	86	85	762	766	74.61 %	1,021
GF608 - Health Insurance	3,305	3,754	32,743	33,789	72.68 %	45,052
GF609 - Lay & Clergy Pensior	2,451	2,466	21,473	22,195	72.56 %	29,593
GF614 - Payroll Taxes	949	825	7,480	7,426	75.55 %	9,901
GF620 - Telephone	125	125	1,125	1,125	75.00 %	1,500
Total Parish Staff	27,243	26,632	237,816	239,685	74.42 %	319,580
Parish Service						
GF610 - Office Supplies	414	417	1,605	3,750	32.10 %	5,000
GF615 - Office Services	1,424	667	7,610	6,000	95.13 %	8,000
GF625 - Heat & Utilities	2,266	2,000	21,068	18,000	87.78 %	24,000
GF630 - Bldg & Grounds Serv	10	1,250	9,120	11,250	60.80 %	15,000
GF635 - Repairs & Maintenar	2,179	833	12,018	7,500	120.18 %	10,000
GF636 - Grounds	0	250	54	2,250	1.80 %	3,000
GF645 - Computers / IT	1,459	1,417	12,855	12,750	75.62 %	17,000
GF650 - Kitchen	0	179	2,384	1,613	110.89 %	2,150
GF655 - Finance & Stewardst	0	62	131	562	17.46 %	750
GF658 - Accounting & Legal f	0	21	0	187	0.00 %	250
GF660 - Insurance	0	2,208	17,184	19,875	64.85 %	26,500
GF670 - Vestry	0	83	628	750	62.81 %	1,000
GF675 - Gifts & Memorials	0	2	0	19	0.00 %	25
GF690 - Credit Card fees	134	108	1,095	975	84.25 %	1,300
GF691 - Bank Service Chg	95	92	731	825	66.49 %	1,100
Total Parish Service	7,981	9,590	86,483	86,306	75.15 %	115,075
Worship						
GF705 - Altar Guild	16	83	600	750	59.97 %	1,000
GF710 - Music	520	1,250	9,029	11,250	60.19 %	15,000
GF715 - Worship	0	117	548	1,050	39.17 %	1,400
GF717 - Celtic Service	0	0	(112)	0	0.00 %	0
Total Worship	536	1,450	10,065	13,050	57.85 %	17,400
Pastoral Care						
GF725 - Pastoral Care	(100)	6	(100)	56	0.00 %	75
GF730 - Daughters of the Kin	(10)	25	(10)	225	0.00 %	300
Total Pastoral Care	(110)	31	(110)	281	0.00 %	375
Fellowship/Parish Life						
GF745 - Communications	0	167	(57)	1,500	0.00 %	2,000
GF755 - Parish Life	548	250	2,456	2,250	81.88 %	3,000
GF757 - Hospitality	0	50	165	450	27.43 %	600
Total Fellowship/Parish Life	548	467	2,564	4,200	45.78 %	5,600

St Stephens Episcopal Church
ANALYSIS OF REVENUE & EXPENSES
General Fund
September 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	% of Annual Budget Used (This Year)	Annual Budget (This Year)
Christian Education						
GF770 - Youth Christian Educ	392	125	604	1,125	40.26 %	1,500
GF775 - Adult Christian Educ	265	50	306	450	50.98 %	600
Total Christian Education	<u>657</u>	<u>175</u>	<u>910</u>	<u>1,575</u>	<u>43.32 %</u>	<u>2,100</u>
Evangelism & Renewal						
GF795 - Evangelism & Renew	0	54	288	488	44.32 %	650
Total Evangelism & Renewal	<u>0</u>	<u>54</u>	<u>288</u>	<u>488</u>	<u>44.32 %</u>	<u>650</u>
Outreach						
GF820 - Outreach	0	417	39	3,750	0.79 %	5,000
Total Outreach	<u>0</u>	<u>417</u>	<u>39</u>	<u>3,750</u>	<u>0.79 %</u>	<u>5,000</u>
Diocesan						
GF810 - Diocesan Pledge	5,711	5,711	51,402	51,402	75.00 %	68,536
Total Diocesan	<u>5,711</u>	<u>5,711</u>	<u>51,402</u>	<u>51,402</u>	<u>75.00 %</u>	<u>68,536</u>
End of Year Transfers						
GF900 - Sabbatical Accrual	0	208	2,500	1,875	100.00 %	2,500
GF910 - Capital Revolving	0	208	2,500	1,875	100.00 %	2,500
Total End of Year Transfers	<u>0</u>	<u>417</u>	<u>5,000</u>	<u>3,750</u>	<u>100.00 %</u>	<u>5,000</u>
Total Disbursements	<u>42,567</u>	<u>44,943</u>	<u>394,458</u>	<u>404,487</u>	<u>73.14 %</u>	<u>539,316</u>
 Net Total	 (8,211)	 1,228	 37,231	 11,055	 252.58 %	 14,740

St Stephens Episcopal Church
ANALYSIS OF REVENUE & EXPENSES
Temporary Restricted
September 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	% of Annual Budget Used (This Year)	Annual Budget (This Year)
Receipts						
TR495 - Investment Gain/Los	0	0	31,804	0	0.00 %	0
Total Receipts	0	0	31,804	0	0.00 %	0
Net Total	0	0	31,804	0	0.00 %	0

Accounts	January Actual (This Year)	February Actual (This Year)	March Actual (This Year)	April Actual (This Year)	May Actual (This Year)	June Actual (This Year)	July Actual (This Year)	August Actual (This Year)	September Actual (This Year)
Receipts									
GF410 - Pledges, Current	66,828	82,574	55,447	46,902	29,716	30,395	25,281	34,885	34,356
GF420 - Prior Year Pledges	50	0	0	0	0	0	0	0	0
GF431 - Celtic Services	(600)	0	0	0	5	0	0	0	0
GF442 - Prepaid pledges - TR	25,850	0	0	0	0	0	0	0	0
Total Receipts	92,128	82,574	55,447	46,902	29,721	30,395	25,281	34,885	34,356
Disbursements									
Parish Staff									
GF600 - Salary & Wages	19,257	20,136	18,156	18,186	18,102	19,668	20,031	19,974	19,990
GF604 - Staff Professional Expense	40	75	0	39	23	84	65	70	337
GF607 - Disability Insurance	84	84	84	84	84	86	86	86	86
GF608 - Health Insurance	2,870	3,126	4,026	4,026	4,026	3,854	4,205	3,305	3,305
GF609 - Lay & Clergy Pension	2,391	2,388	2,253	2,253	2,253	2,579	2,453	2,449	2,451
GF614 - Payroll Taxes	865	864	739	741	707	855	882	878	949
GF620 - Telephone	125	125	125	125	125	125	125	125	125
Total Parish Staff	25,632	26,798	25,383	25,455	25,320	27,250	27,848	26,888	27,243
Parish Service									
GF610 - Office Supplies	88	23	225	0	136	65	654	0	414
GF615 - Office Services	1,043	439	801	833	560	1,139	415	957	1,424
GF625 - Heat & Utilities	2,080	2,395	2,803	2,629	1,915	1,536	2,834	2,608	2,266
GF630 - Bldg & Grounds Services	1,842	(1,216)	10	1,647	10	10	2,806	4,001	10
GF635 - Repairs & Maintenance	580	1,908	3,185	1,313	431	431	816	1,174	2,179
GF636 - Grounds	0	0	0	54	0	0	0	0	0
GF645 - Computers / IT	1,457	1,227	1,694	1,431	1,931	964	1,245	1,446	1,459
GF650 - Kitchen	1,531	106	0	0	0	747	0	0	0
GF655 - Finance & Stewardship	21	93	0	0	5	0	0	12	0
GF660 - Insurance	0	5,703	0	5,627	0	0	5,854	0	0
GF670 - Vestry	0	300	448	30	(150)	0	0	0	0
GF690 - Credit Card fees	137	83	44	112	132	153	135	165	134
GF691 - Bank Service Chg	65	65	95	95	95	95	30	95	95
Total Parish Service	8,844	11,127	9,305	13,771	5,066	5,140	14,790	10,458	7,981
Worship									
GF705 - Altar Guild	(10)	310	(20)	138	244	(20)	(113)	54	16
GF710 - Music	50	220	2,035	3,079	753	680	1,692	0	520
GF715 - Worship	0	0	163	0	0	113	0	272	0
GF717 - Celtic Service	(300)	0	0	0	(5)	0	193	0	0
Total Worship	(260)	530	2,178	3,217	992	773	1,772	327	536
Pastoral Care									
GF725 - Pastoral Care	0	0	0	0	0	0	0	0	(100)
GF730 - Daughters of the King	0	0	0	0	0	0	0	0	(10)
Total Pastoral Care	0	0	0	0	0	0	0	0	(110)
Fellowship/Parish Life									
GF745 - Communications	0	0	0	443	(500)	0	0	0	0
GF755 - Parish Life	136	367	123	(67)	468	478	99	305	548
GF757 - Hospitality	0	0	(10)	60	0	0	0	115	0
Total Fellowship/Parish Life	136	367	113	436	(32)	478	99	420	548

Accounts	January Actual (This Year)	February Actual (This Year)	March Actual (This Year)	April Actual (This Year)	May Actual (This Year)	June Actual (This Year)	July Actual (This Year)	August Actual (This Year)	September Actual (This Year)
Christian Education									
GF770 - Youth Christian Educ.	0	0	63	112	0	37	0	0	392
GF775 - Adult Christian Educ.	0	0	22	0	0	(29)	48	0	265
Total Christian Education	0	0	84	112	0	8	48	0	657
Evangelism & Renewal									
GF795 - Evangelism & Renewal	0	40	(248)	433	0	16	0	47	0
Total Evangelism & Renewal	0	40	(248)	433	0	16	0	47	0
Outreach									
GF820 - Outreach	0	0	39	0	0	0	0	0	0
Total Outreach	0	0	39	0	0	0	0	0	0
Diocesan									
GF810 - Diocesan Pledge	5,711	5,711	5,711	5,711	5,711	5,711	5,711	5,711	5,711
Total Diocesan	5,711	5,711	5,711	5,711	5,711	5,711	5,711	5,711	5,711
End of Year Transfers									
GF900 - Sabbatical Accrual	0	0	2,500	0	0	0	0	0	0
GF910 - Capital Revolving	0	0	2,500	0	0	0	0	0	0
Total End of Year Transfers	0	0	5,000	0	0	0	0	0	0
Total Disbursements	40,064	44,574	47,566	49,135	37,057	39,377	50,267	43,851	42,567
Net Total	52,064	38,000	7,881	(2,233)	(7,336)	(8,982)	(24,986)	(8,966)	(8,211)

Accounts	January Actual (This Year)	February Actual (This Year)	March Actual (This Year)	April Actual (This Year)	May Actual (This Year)	June Actual (This Year)	July Actual (This Year)	August Actual (This Year)	September Actual (This Year)
Receipts									
TR495 - Investment Gain/Loss (unrealized)	0	0	(7,419)	0	0	39,223	0	0	0
Total Receipts	0	0	(7,419)	0	0	39,223	0	0	0
Net Total	0	0	(7,419)	0	0	39,223	0	0	0

St Stephens Episcopal Church
TR - SUMMARY OF TEMP RESTRICTED ACCOUNTS
January to September 2025

Note: The Report Option to include Open Transactions is selected.

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<u>Temporary Restricted</u>				
Restricted Programs/Ministries				
CR300 - Capital Revolving Fund	0	4,263	0	4,263
FG300 - St.Francis Guild Fund	328	0	0	328
GM998 - UNDESIGNATED - VESTRY	0	65,169	15,753	49,416
Clergy				
CD300 - Curate/AR Continuing Development	727	0	0	727
GM311 - Curate Support	671	0	0	671
SL300 - Sabbatical Leave	5,000	2,500	0	7,500
Total Clergy	6,398	2,500	0	8,898
Buildings & Grounds				
AEDGM - A&E Pads	0	700	235	465
GM305 - LIGHTS	(333)	639	5,634	(5,328)
GM330 - Plants & Trees	2,645	0	0	2,645
HVACG - HVAC - from G&M	0	200	0	200
Total Buildings & Grounds	2,312	1,539	5,869	(2,018)
Worship				
AF300 - Altar Flowers Fund	1,652	3,545	3,952	1,245
AG300 - Altar Gifts Fund	3,344	2,570	233	5,680
AL300 - Acolytes - from Gifts & Memorials	0	350	0	350
COMGM - Communications - from Gifts & Mem	0	100	0	100
Total Worship	4,996	6,565	4,186	7,375
Music				
MU300 - Music Gifts & Memorials Fund	3,837	6,740	3,680	6,897
Total Music	3,837	6,740	3,680	6,897
Outreach				
HC300 - Haiti Clinic	11,368	7,025	14,953	3,440
NO302 - New Outreach - Clearfork	742	2,537	2,458	821
NO303 - New Outreach - Bryson's Closest	0	883	309	574
NO305 - New Outreach - Blessings Box	4,403	1,423	866	4,961
NO306 - New Outreach - Compassion Closet	1,616	0	1,616	0
NO307 - New Outreach - Family Resource Ctr	0	1,078	1,053	25
NO308 - New Outreach - Haiti	3,084	1,860	0	4,944
NO310 - New Outreach - Ecumenical Store	1,172	1,611	1,611	1,172
NO311 - New Outreach - Together Podemos	0	1,165	0	1,165
NO313 - New Outreach - WOW	1,395	0	0	1,395
NO315 - New Outreach - Blossom Center	0	1,027	1,027	0
NO317 - ADFAC - grant from Diocese	0	5,000	0	5,000
NO318 - New Outreach - Isaiah 117	0	1,555	1,555	0
OF300 - Outreach: Food	6,865	0	792	6,074
OP300 - Work Outside Parish Fund	12,884	624	626	12,881
OS300 - Outreach Special Projects (WOW)	646	3,515	3,452	708
OUTGM - from Gifts & Memorials	0	2,295	50	2,245
Total Outreach	44,175	31,597	30,368	45,405
Parish Life				
GM303 - Parish Life	505	0	273	232
GM400 - Silent Auction	2	0	0	2
Total Parish Life	507	0	273	233
Youth				
GM364 - Gracepoint Camp	2,000	0	0	2,000
LB300 - Teen Library	1,357	0	0	1,357
NURGM - Nursery - from G&M	0	825	0	825
YF300 - EYF Special Youth Fund	7,690	28	0	7,718
YF310 - Youth - from Gifts & Memorial	0	350	250	100
Total Youth	11,048	1,203	250	12,001
Total Restricted Programs/Ministries	73,601	119,576	60,379	132,798
Total Temporary Restricted	73,601	119,576	60,379	132,798

January to September 2025

Note: The Report Option to include Open Transactions is selected.
DO NOT PUBLISH

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Temporary Restricted				
Restricted Programs/Ministries				
Gifts (9/1/22 +) - misc				
GM321 - Seminarian Support	0	6,000	6,000	0
Total Gifts (9/1/22 +) - misc	0	6,000	6,000	0
Gifts & Memorials - designated				
GM331 - EFM Scholarships (D+E)	4,167	0	0	4,167
GM332 - LEV Program (D+E)	1,023	0	0	1,023
GM333 - Library (D+E)	1,000	0	0	1,000
GM337 - PJN (D+E)	5,878	125	1,097	4,906
GM342 - Stripling Bequest (D+E)	9,042	958	0	10,000
Total Gifts & Memorials - designated	21,110	1,083	1,097	21,096
Total Restricted Programs/Ministries	21,110	7,083	7,097	21,096
Total Temporary Restricted	21,110	7,083	7,097	21,096

Note: The Report Option to include Open Transactions is selected.

Accounts

ASSETS		
Cash		
DF100 - Discretionary Checking (TR)	\$21,497.74	
GF100 - General Fund - Checking	\$53,593.16	
MG120 - Memorial Garden - Checking (TR)	\$9,841.94	
TR125 - Temporarily Restricted - (TR)	\$23,894.46	
Total Cash		\$108,827.30
Investments:		
Episcopal Endowment Corp		
EI126 - EEC - Endowment Income (TR)	\$10,326.37	
EP125 - EEC - Endowment Principal (PR)	\$178,192.71	
HI125 - EEC - Heritage Income (TR)	\$7,339.63	
HP125 - EEC - Heritage Principal (PR)	\$250,483.24	
Total Episcopal Endowment Corp	\$446,341.95	
The Trust Company		
GF130 - TTC - Memorial Garden (TR)	\$159,988.63	
GF131 - TTC- Memorial Garden Endowment (PR)	\$15,042.79	
GF132 - TTC- Clergy Residence Fund (TR)	\$17,088.61	
TR200 - TTC - NEW Temporary Restricted	\$130,000.00	
TR201 - TTC - NEW - Temp Restricted - Incom	\$7,235.56	
Total The Trust Company	\$329,355.59	
Total Investments:		\$775,697.54
Other Assets		
RL100 - Rector Loan	\$40,000.00	
Total Other Assets		\$40,000.00
Total ASSETS		\$924,524.84
LIABILITIES, Unrestricted Funds, & Restricted Funds		
LIABILITIES		
Unrestricted Funds		
EI310 - Fund Balance,Perm.R.	\$30,000.00	
GF310 - Fund Balance - General Fund	\$16,347.49	
TR310 - Fund Balance,Temp.Restricted	\$154,336.99	
Excess Cash Received	\$69,034.22	
Total Unrestricted Funds and Excess Cash Received		\$269,718.70
Restricted Funds		
Total Temporary Restricted	\$312,749.48	
Total Permanently Restricted	\$342,056.66	
Total Restricted Funds		\$654,806.14
Total LIABILITIES, Unrestricted Funds, & Restricted Funds		\$924,524.84

GIFTS AND MEMORIALS

This information is current as of 10/21/2025. During 2025, Gifts and Memorials found itself with over \$100,000 of various memorials and gifts dating from many years ago. Through the work of Barbara Neill and Rachel Durfee, these monies were separated into undesignated, designated, and restricted.

The G&M committee voted to do the following:

- Move the ~\$65,000 of undesignated funds to Vestry management.
- Move ~\$21,000 of designated funds to various committees for them to manage.
- Shepherd (for the time being) the remaining five restricted funds, which total ~\$21,000.

Through the capable and ongoing work of Tom Clary, various types of information about Planned Giving are being given to the parish. Two seminars were held during the year related to that effort. Our next efforts are to revise two G&M policies, C-10 and F-8.

*Respectfully submitted,
Dan DiGregorio*

HOSPITALITY

The Hospitality ministry is a group volunteers who sit at the desk in the lobby near the offices and drive-through entrance of St. Stephen's. We currently have eight volunteers and one alternate who sit at the desk Monday through Thursday from 10:00 – 2:00. Our job consists of greeting visitors at the door, answering the phone, and helping with any job that will lighten the office load.

We have done some rearranging of the lobby area and painted. We also painted the hallway and mailroom. We will get the pictures hung and everything completed in October. Please stop by and have a cup of coffee or drink of water with our wonderful ladies.

*Respectfully submitted,
Beth Bailey*

INFORMATION TECHNOLOGY

The past decade necessitated a greater use of technology, through which we were able to stay focused on God, our church, and each other. This use of technology will only continue to grow. The Technology Committee's goal is to ensure the use of technology to support our mission by managing/maintaining the software, hardware, audio-visual, and technological equipment in a fiscally responsible manner.

*Respectfully submitted,
Leah Bailey*

MEMORIAL GARDEN

The ashes of three beloved members of the St. Stephen's community were interred in the Memorial Garden since the 2024 Annual Report.

St. Stephen's Memorial Garden provides a final resting place for the ashes of St. Stephen's members. The Garden has 434 spaces for interment, and additional space is available for scattering. The ashes of 248 parishioners already interred or scattered provide a profound sense of love and peace. The garden invites visitors to sit and meditate on several benches. Beauty is seen throughout in flowers, plantings, and memories, especially during the spring and summer growing season.

Currently there are 70 spaces already reserved and 90 spaces available for purchase. A \$500 fee provides for the grave spot, the opening/closing of a grave, a nameplate for the Memorial Wall Plaque, and perpetual upkeep of the garden. The garden operates independently from the church General Fund, with monies donated from users to provide perpetual care and maintenance.

*Respectfully submitted,
Jim Rousey*

MEN'S STUDY GROUP

The Men's Group continues to meet at 8:30 am on Wednesday mornings and typically has an attendance of 10 to 12 people. We have studied a variety of topics during the past year and are currently focused on the books of Samuel. Father Bailey has been a very valuable resource, and our discussions are always very informative and lively. We invite anyone interested to drop in for a visit. We believe you'll come back again!

Respectfully submitted,
Jim Anderson

MUSIC

During a recent visit, Bishop Cole commented that our choir was growing like kudzu. You may have noticed that at certain times of the year, we now have a choir on two sides. What a great problem to have! Our choir is not auditioned, and we welcome anyone with musical inclination. We are excited that our choir has expanded to the point where we need to use both sides of the chancel.

We have been able to save some budgeted money during the last year after one of our paid singers moved to the northeast and another took on additional employment. It is typical for the hiring of choristers to take place around the start of the academic year; therefore, we have had difficulty finding replacements. Hired singers help greatly to cover the absences of our volunteers and ensure we have enough vocal coverage to offer the high standard of music that our parish expects. However, it is important to recognize that they also come at a considerable expense, and without them, the music program is weaker. If you are interested in helping support our music ministry, whether that is through your time, talent, or monetary donation, please reach out to me so we can get you plugged into our community.

We felt a deep sense of loss following the death of Judy DiGregorio, an alto. In response to this grief, the choir presented an offering of Faure's Requiem during the Lenten season. Using memorial money received in her honor, we were able to hire a string ensemble and guest organist for this program.

The Maryville State Boy's Choir visited with us and sang for our Sunday morning service on February 16th, 2025. In addition, the University of Tennessee Chamber Singers visited in April, offering a service of Choral Evensong as they prepared for their trip to the United Kingdom. Each year our parish choir and other musicians from within the community come together to offer a service of Nine Lessons and Carols. But we are also blessed with a variety of folks who support our smaller services, including Blue Christmas, our new Celtic service, and the many services of Holy Week. On Christmas Day, Cathy Whitten and Simon Ballintoy continued a tradition of offering piano duets, not to be missed! I am most grateful to have so many dedicated individuals who give up a significant amount of time each week to bring a high standard of music to our worship service. I would encourage each of us to make a concerted effort to check out what we have happening around our parish beyond Sunday morning worship. I hope that whatever service you attend, you will be enriched in all that is offered, to the glory of God.

Finally, I am pleased to announce that after two wonderful trips to Ireland (2019) and London (2023), our parish choir will be traveling to Scotland in the Summer of 2026. We will be honored to sing a full week of services at St. Mary's Cathedral, Edinburgh, while their cathedral choir is on summer vacation. The choir will sing Choral Evensong each evening, beginning Tuesday, July 7, 2026, and concluding with Choral Eucharist and Evensong on Sunday July 12, 2026.

Respectfully submitted,
Simon Ballintoy, Director of Music

OUTREACH

The past 12 months have been an exciting time of growth as Outreach continued its support of ongoing ministries, as well as new ministries, on both local and international levels. The following is a summary of the ministries supported, and the total donated in loose weekly offerings [\$18,690] from October 2024 through September 2025:

October 2024: Haiti Medical Clinic is the sole medical provider of medication and medical care to residents of Petit Harpon and its surrounding areas. Outreach contributes \$2,000 monthly to support this Clinic. [Total donated in weekly offerings: \$3,084.]

November 2024: Blankets+ Campaign sponsored by Church Women United, provided blankets to families and individuals suffering from disaster and displacement in the United States and around the world. [\$1,540]

December 2024: Christmas Tree - Gifts for Children at Compassion Closet provided toys, gift cards, necessary items such as diapers and clothing, and monetary donations for foster children who are removed from their homes at Christmas time. [\$1,616]

January 2025: Brysonn's Closet Food Pantry provides food, hygiene items, and pet supplies to some of the neediest people in Anderson, Roane, and Morgan counties. Outreach members used funds collected to purchase needed items for the pantry. [\$883]

February 2025: Gifts for Life is a program administered by Episcopal Relief and Development that provides opportunities to help individuals in poorer countries become more self-sufficient through education and the purchase of animals and special items. The parish donated through the Lenten mite boxes. [\$624]

February 2025: Family Resource Center's mission is to break down barriers to a child's educational success and to eliminate problems that keep families from becoming fully functioning and independent members of their community. [\$1,053]

March 2025: Clearfork provided a wonderful week at summer camp in July to 18 children, who had the opportunity to do creative arts, explore fun science experiments, and enjoy a variety of outdoor games. Of the 12 adult volunteers, 8 from St. Stephens worked with the children. A total of 40 gift bags were also provided last Christmas for the children and their siblings. [\$1,697]

April 2025: Haiti Medical Clinic. [\$1,860]

May 2025: The Blessing Box provides food and cleaning and hygiene items to those in need. Because of abuse by two individuals, items are now being given out only at designated times. Some food items remain available 24/7 in the box. The parish not only donated monetarily in May but also continued to donate needed items every week in the little red wagon. [\$980]

June 2025: Isaiah House 117 provides physical and emotional support in a safe and loving home for children awaiting foster care placement. [\$1,550]

July 2025: The Blossom Center provides extended childcare so that low-income parents can work. [\$1,027]

August 2025: Ecumenical Storehouse collects and distributes used furniture and household items to needy families in the area. It is operated entirely by volunteers from 12 local churches. St. Stephen's volunteers helped during the first two weeks of December 2024, the last 3 weeks of January, and the entire month of August. [\$1,611]

September 2025: Together Podemos This new nonprofit's mission (started by our own Olivia Cox) is to provide equitable access to information, education, and resources available in the area for the Hispanic community. [\$1,165]

In addition, Outreach has supported the following ministries:

ADFAC: In late July, eight volunteers from St. Stephens helped pack backpacks for ADFAC's School Supplies Program, which provides school supplies to over 5,000 children in Anderson and surrounding counties.

The Morgan Scott Project: by providing volunteer drivers every month to help load and drive a truck full of food to Morgan County.

Food Ministry: Because we no longer provide periodic food baskets (due to the large number of food banks and free meals now available in the area), Outreach purchased and gave grocery store gift cards to ADFAC, Together Podemos, and TORCH. The Food Ministry also helped with food costs at Clearfork and provided meals to the homeless staying at a local temporary shelter during very cold weather.

The Clothesline Project, which helps raise awareness of domestic violence, was hung by the Anderson County Family Justice Center in late October 2024 in front of our church.

The AKA Scholarship, which is awarded at the Martin Luther King Program and helps minority students achieve their dreams of pursuing a college education.

Callaghan Towers: Provided much needed hygiene items and supplies for arts and crafts classes to the residents.

*Respectfully submitted,
Liz Herbes*

PARISH LIFE

The goal of the Parish Life Committee is to provide the congregation with opportunities to come together for fellowship and fun. This year we offered many varied opportunities—from baseball games and swimming parties to PJs and Pancakes—for us to come together as a parish.

Beginning with our Feast of the Kings Day in January and our 2nd Annual Mardi Gras Family Fete in February through "Claws for a Cause" in November and Lessons and Carols in December, there will have been 16 events. In addition, Parish Life partnered with Christian Education for la Chandeleur and the Celebrate our Children/Blessing of the Backpacks event. We have partnered with the Outreach, Evangelism, and Liturgics Committees, as well as with the Daughters of the King, and the Music Department. We are continuing the Monthly Parish Potlucks, but we are now alternating a Parish breakfast with a lunch. Additionally, the Lenten Soup Suppers, Lemonade in the Grove, and Coffee and Conversation are all a part of Parish Life!

We look forward to another year of fun and fellowship...come join us!

*Respectfully submitted,
Leah Bailey*

PASTORAL CARE

Pastoral Care is the umbrella under which some of the Parish's ministries exist, including the Eucharistic Visitors, Contemplative Prayer, and Parish Life. Our focus is on providing visitation to the Parish as needed and to help keep the clergy informed of any needs about which they may be unaware. If anyone has a need that we may not currently be fulfilling, please reach out and let us know.

In addition, our Vestry liaison, Carol King, has created a Pastoral Care handbook, which resides in the Hospitality Center.

*Respectfully submitted,
Jamey Kennedy*

PERSONNEL

In CY 2024, the Personnel Committee prepared budget projections, which were then forwarded to the Finance Committee, for employee wages and fringe benefit expenses. The Finance Committee used this information to help determine St. Stephen's overall budget. The committee met periodically in CY 2025 to (1) monitor true personnel costs against budgetary projections (2) discuss how changes in medical health insurance rates would impact personnel expenses in CY 2026, and (3) possible personnel changes for CY 2026. In October 2025, the committee developed a preliminary personnel budget for CY 2026 that is being reviewed within the committee and will be submitted to the Finance Committee in November.

*Respectfully submitted,
Craig Brent*

STEWARDSHIP

Stewardship activities for the reporting period October 2024 through September 2025 were principally focused on the annual Fall pledge drive. A traditional note-writing campaign was conducted to raise operating funds for St. Stephen's Parish. Numerous parishioners generously agreed to write note cards to fellow parishioners. These notes reinforced connections between families, spoke to the importance of our ministries, and invited recipients to pledge financial support throughout 2025 to continue that work. The Fall pledge drive concluded in December 2025 with receipt of 101 pledges, valuing \$531,835.

St. Stephen's Stewardship Committee is grateful for the generous support provided by our parishioners. Your contributions of time, talent, and treasure bring the Good News of our triune God, quite literally, to life and to lives.

*Respectfully submitted,
Courtney Manrod*

ST. THERESE FLOWER GUILD

St. Therese Flower Guild members divide and rearrange the Sunday Altar flowers. The arrangements may be taken to newcomers, shut ins, hospital patients, and nursing homes. Some are placed in the reception area of the church. Currently, Mary Nell Campbell, Mitzi Burgess, Beth Stickle, and Barbara Neill handle the weekly tasks. We would welcome others to join.

*Respectfully submitted,
Barbara Neill*

USHERS

The Usher team shrank by one server this year. The ability to support all regular services with two ushers per service had been challenging and required a change to scheduling. Because we continued to fall short of the liturgic needs, the scheduling of ushers based on their self-identified availability has been modified to not overuse anyone. In addition, the Usher Manual is still under revision to address additional needs identified to support the security of the church during services and activities. These needs and duties have yet to be identified and provided.

*Respectfully submitted,
John Cox*