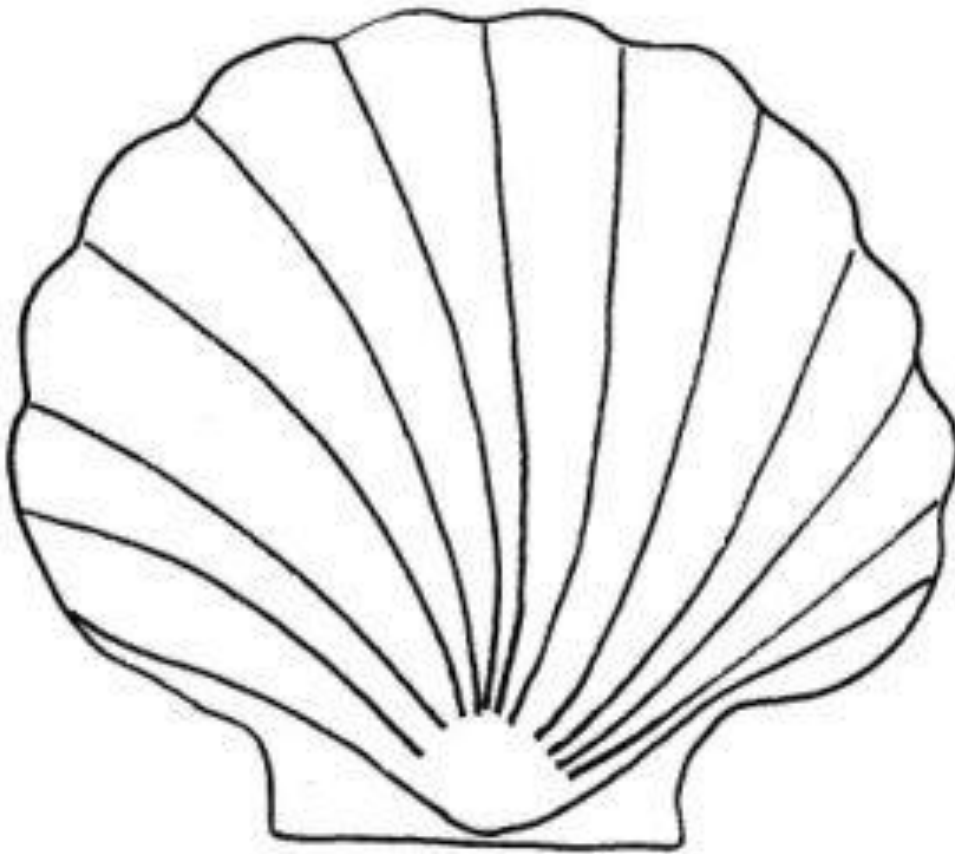


**St James' Episcopal Church
Pullman, Washington**



**Annual Report
January 27, 2019**

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(to be given out after church 1/27/19)

St. James Episcopal Church

Annual Meeting Agenda

January 27, 2019

Prayer for a Church Meeting: Almighty and everliving God, source of all wisdom and understanding, be present with those who take counsel in this annual meeting for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. *Amen.*

Copies of the parish bylaws are at each table

Children are dismissed back to the Canterbury Room

- 1) Haiti Presentation
- 2) Nominations for election—
 - a. Vestry (4)
 - b. Diocesan Convention Delegates (3 and 3 alternates)
- 3) Nominations from the floor accepted for all offices
- 4) Balloting (results announced as they are available)
- 5) Survey and Discussion
 - a. Parish Inclusion Statement
 - b. Parish Leadership/Involvement Survey
- 6) Treasurer's Report
- 7) Nominations for Treasurer; Assistant Treasurer; Associate Treasurer & Election
- 8) Thanksgiving for Service
- 9) Announcements
- 10) Motion to Adjourn, Blessing, Dismissal and Closing Hymn

The Hymnal 1982 - #380 From all that dwell below the skies

1 From all that dwell be - low the skies let
 2 E - ter - nal are thy mer - cies, Lord, and
 *3 Praise God, from whom all bless - ings flow; praise

the Cre - a - tor's praise a - rise! Let the Re - deem - er's
 truth e - ter - nal is thy word: thy praise shall sound from
 him, all crea - tures here be - low; praise him a - bove, ye

Name be sung through ev - ery land, by ev - ery tongue!
 shore to shore till suns shall rise and set no more.
 heaven - ly host: praise Fa - ther, Son, and Ho - ly Ghost.

Words: Isaac Watts (1674-1748), para. of Psalm 117. St. 3, Thomas Ken (1637-1711)

Music: *Old 100th*, melody from *Pseaumes octante trois de David*, 1551, alt.; harm. after Louis Bourgeois (1510?-1561?)

The Presider may bless the people who respond **Amen.**

The Deacon dismisses the people, who respond **Thanks be to God.**

St. James Episcopal Church, Pullman WA

Annual Meeting

January 28, 2018

- I. Opening
 - a. Rev. Linda Young opened the meeting with prayer at 10:41am.
- II. Nominations for election
 - a. Vestry
 - i. Nii Ankrah
 - ii. Maureen Edgecombe
 - iii. Charlie Hammerich
 - iv. Travis Ridout
 - v. Liz Siler
 - b. Convention Delegates
 - i. Beth Benton-Burns
 - ii. Sue Durant
 - iii. Charlie Hammerich
 - iv. Jane Sielken
- III. Reports
 - a. Rector's annual report: physical copies passed out.
 - b. Treasurer
 - i. Highlighted written report on p.10 of meeting packet.
 - ii. Thanked vestry counters; Dave Hutton, deputy treasurer; Janice Wilson, bookkeeper.
 - iii. Reported a healthy balance sheet for a parish of our size due to the generosity of our parishioners.
 - iv. Only place we are not "in the black" is capital budget because of large initial outlay for new carpet in 2017. Will be back filled over the next few years and we will save money in the long run having purchased carpet tiles due to easy replacement of individual soiled sections if that happens.
 - v. Spent more money on snow removal last winter than usual (snow, ice damage to parking lot).
 - vi. Rectory had a leak in the lower level, necessitates fixing the leak from the rectory maintenance line item, but also remediation damage to asbestos-containing tiles and mold damage due to leak. Insurance may cover part, no estimate at this time.
 - vii. Anticipates taking in more than we spend this year. Will be able to build up reserves and pay ourselves back for the new carpet.
 - viii. Outreach funds currently supporting Backpack Program and other ongoing programs, but this does not show up well in the written report as it only covers the general fund. Outreach funds are generally covered by individual donations.
 - ix. Rev. Linda Young nominated Doug Adams to continue as treasurer. Seconded by Kathleen Smith-Meadows
 - 1. Elected unanimously by acclamation.
 - x. Rev. Linda Young nominated Dave Hutton to continue as Deputy Treasurer. Seconded by Melissa Williams.
 - 1. Elected unanimously by acclamation.
 - c. Clerk
 - i. Rev. Linda Young nominated Alex Irwin to continue as Clerk. Seconded by Charlie Hammerich.
 - 1. Elected unanimously by acclamation.

- IV. Ballot Results
 - a. Vestry
 - i. Moved by Melissa Williams and seconded by Dave Hutton to elect all 5 candidates on the ballot by acclamation. Passed unanimously.
 - ii. Todd Butler announced as new Sr. Warden.
 - b. Convention Delegates
 - i. Jane Sielken
 - ii. Charlie Hammerich
 - iii. Beth Benton-Burns
 - c. Convention Alternate
 - i. Sue Durant
- V. Thanksgiving for Service
 - a. 125th Anniversary Steering Committee
 - i. Jane Sielken
 - ii. Melissa Williams
 - iii. Alex Irwin
 - iv. Kathleen Smith-Meadows
 - v. Beth Benton-Burns
 - b. Carpeting Committee
 - i. Melissa Williams
 - ii. Kathleen Smith-Meadows
 - iii. Jane Sielken
 - c. Storytelling Video Committee
 - i. Diane Lowe
 - ii. Beth Benton-Burns
 - iii. Mary Flores
 - d. Outgoing vestry members
 - i. Sharon Nitz, 2 years Sr. Warden, 3 years vestry service
 - 1. Gifted with a combination BCP/Hymnal from Rev. Linda Young
 - 2. Sharon Gifted the parish a combination coffee/hot-water maker
- VI. Announcements
 - a. Sharon Nitz has agreed to take call from the Episcopal Church for congregations to build disaster preparedness plans. Will be setting up plan for contacting the whole congregation, etc. Chris Engel from Pullman Police Department will be presenting on Saturday, February 10th at 10:00am on active shooter preparedness.
 - b. Diocesan Lenten Bible Reflection: Meeting Jesus in the Gospel of John. Sunday mornings at 9am, Monday evenings 7pm. There will also be an online version (weekly e-mail reflections). Begins Sunday, February 11th.
 - c. Rev. Linda Young will be teaching Tai-Chi Tuesday evenings at 7pm during Lent. Meditation in motion.
 - d. St. James will be hosting a regional Music in Worship workshop the first Saturday in October. Following day will be Bishop's visit.
- VII. Adjournment
 - a. Motion to adjourn given by Chris Van Drimmelen, seconded by Jane Sielken. Passed unanimously by acclamation.
- VIII. Rev. Linda Young closed the meeting with a blessing.

Minutes submitted by Chris Van Drimmelen, substituting for Alex Irwin, Clerk.

St. James Annual Meeting

January 27, 2019

Senior Warden Report—2018

Writing the Senior Warden report is a strange exercise, largely because nearly everything I might highlight for the congregation is the result of many hands rather than simply a few (much less only mine). To be the Senior Warden at St. James' is to be continually impressed by the commitments of my fellow congregants, many of whom are pulled in multiple directions and have multiple demands on their time but still find their way back to our church.

Growing out of some long-running conversations within both the Vestry and congregation, two committee-led efforts are worth particular notice. Over the past year committees met to discuss the future of Christian Education (led by Rev. Linda Young) and our recognition and integration of newcomers (led by me). After much deliberation, the newcomers committee first established a pattern whereby new attendees who leave their contact information might receive a small gift (ex. a mug with candy) midway through the week following their first attendance as a reminder that we had enjoyed having them among us. While thoughtful and perhaps typically Episcopalian in its understated evangelism, the committee found few if any occasions to put this plan into action. A similar consideration of reaching out to dioceses across the state (or even just our region) to let churches sending students to WSU know that there was an Episcopal home here in Pullman for them ultimately came to late to be enacted, though it remains a good idea and worthy of consideration. In recent months the committee thus turned its focus instead to connecting and reconnecting with individuals whose attendance has been only occasional or has fallen off. Ideas on how to do that—or suggestions of possible individuals to contact—are certainly welcomed.

As even the quick sketch above, one theme of our discussions in the past months has been trying to “right-size” our congregation’s passion for service and caring with its available resources, and in particular its human rather than just financial resources. Sustaining a commitment—to ourselves, to the outside world—is just as important as envisioning it, and moving forward in the absence of sufficient support inevitably means that the burden of continuing a program may fall on a very few people. The need to assess what we can sustain is the driving force behind the congregational survey to be distributed at the annual meeting and online, with the results to be shared with the incoming vestry for their own planning purposes.

None of this is to say, of course, that we do not continue to do good work—indeed, the results of the past year indicate quite the opposite. The backpack program remains on firm financial footing even as it expands its reach, we will be presenting a new and more inclusive mission statement to the congregation, we have celebrated a major anniversary and spruced up our building, and our ministry to each other and our children has been strengthened in myriad ways. Less seen but just as personally significant to me has been the strengthened commitment of Vestry members to supporting each other and growing together spiritually. This past year I have had the privilege to serve alongside one of the most thoughtful and caring groups of people I have worked with at St. James', experiencing an atmosphere of mutual commitment modeled in the first instance by Rev. Linda. We wrestle over budget and parking numbers, to be sure, but we also laugh, pray, reflect, and share our daily troubles with each other. Should you have the opportunity to join this group—and you do!—I would very much encourage you to do so.

2018 Deacon's Report

My diaconal duties are split between serving in the world and in the church. In the church, I serve in the liturgy of Holy Eucharist, and I share with others in the Eucharistic Visitor ministry to bring communion to our shut-ins. I also have provided transportation for neighbors and parishioners to doctor visits, shopping, and I have assisted in pastoral care where needed. Occasionally, I have preached.

I continue my volunteer service at Pullman Regional Hospital as a chaplain, provide facilitation for Advance Care Planning, and I serve on the Crisis Intervention Stress De-brief team. I am also serving on the chaplain team at Gritman in Moscow.

Sometime in February, I make my profession of vows as a Tertiary in the Society of St. Francis, having completed a year of formation.

The Rev. Dianne Lowe

2018 Altar Guild Report

The altar guild continues its main job of preparing the sanctuary for services and clergy support. This year has seen plusses and minuses. On the plus side: on the plus side: new banners for Advent (thank you, Sharon!). On the minus side: loss of altar guild members. We've had members move away, and resignation due to medical issues. At present we are at six members; we need help!!

We appreciate the help from those who change the banners and those who help with the Christmas tree. We could not manage without your help. To all who have ever considered this work: come on down! It is not difficult and it is an equal opportunity service. So please consider this and talk to me or other altar guild members. Thank you.

2018 Justice and Compassion Committee Report

The Justice and Compassion Committee seeks to help the congregation meet people's needs and remember that we are all part of a wider community. The primary project during this last year has been to continue with St. James' biweekly backpack food program that provides extra food to any child at the child care center downstairs whose family requests inclusion. Currently we serve 38 children or 18 families.

The "Bites To Go" bags contain nonperishable food items--shelf-stable milk, juice, cereal, entrees and snacks--to provide extra food over the weekend. Some of the other weeks fresh fruits or vegetables are offered. Also for the holidays extra food such as flour, sugar, canned vegetables, potatoes, carrots, eggs, butter and fresh fruit was sent home. In conjunction with Trinity Lutheran Church, food was also distributed to the Greyhound child center and the Colfax child care center.

St James also supports the Community Action Food Bank with members putting food items in the shopping cart as well as financial donations.

During Advent over 1000 rolls of toilet paper was collected for the Food Bank since you can only buy food with food stamps.

2018 Treasurer's Report

St James' Treasurer's Report

2019 Annual Meeting

As in previous treasurer's reports, it is my very pleasant duty to acknowledge that St James' "treasurership" is a collective entity and that there are number of people who make it happen: vestry-members who count the money on Sundays, the Assistant Treasurer, Dave Hutton, who deposits the money and makes the record of who gave what, and, above all, Janice Wilson who keeps our books and writes our checks. Kudos to the whole crew. Together they make the treasurer look good (or at least a lot better than anyone otherwise has the right to expect). Also to be thanked very much are the parishioners of St. James' whose collective generosity has made the parish's financial picture so sound and have thereby given the treasurer many hours of restful sleep at night. The soon-to-be-emeritus treasurer is extremely grateful for the support he has received from the "crew" and the parish as a whole over the last five years. The soon-to-be-emeritus treasurer is also extremely grateful to Kaylee Hammerich's volunteering to be St. James' next treasurer. In a startling innovation for St. James' treasurers, Kaylee comes to this position actually trained in financial matters.

Attachments to this report are four: (1) the balance sheet as of December 31st, 2018, (2) the 2019 budget for the parish's General Fund adopted by the vestry at its December 2018 meeting, (3) a report, as of December 31, 2018, of our revenue and expenses in the Backpack Fund (note that we have until March 1st, 2019 to spend the rest of the grant money in the Backpack Program), (4) and a "long footnote" concerning outreach disbursements in 2018 (most of the money disbursed for outreach does not show up in the General Fund report, because the money did not come from the General Fund, but from (a) individual donations of parishioners and (b) a grant for the Backpack Program). The 2019 budget report includes, for comparative purposes, (i) the budget approved last year for 2018 and the (ii) actual revenue received and expenses incurred in 2018. The 2019 budget reflects our experience in 2018, with changes suggested by that experience. Noteworthy are our expectations of a "normal" winter in 2018-19 as opposed to the exceptionally snowy and cold ones of some past winters. The 2019 budget also reflects 5% cost-of-living+ increases in compensation for the rector and all other employees.

The total assets on the December 2018 balance sheet is \$297,210. In December 2017 it was \$294,416. In a minor way (ca. \$3,000) we have begun to build up our reserves which were drawn down to re-carpet most of the church in 2017, as we said we would do in the last annual report. We would be a bit further along in this rebuilding if we had not had to cope with repairing the leaky rectory basement.

Respectfully submitted,

Douglas Q, Adams

Treasurer

Saint James', Pullman

(1)

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2018

Assets

Bank

Pay Pal Account	1,251.78
US Bank Checking	120,290.91
Jones Money-Market	110,141.58

Total Bank -----
231,684.27

Other Current Assets

Diocesan Investment Pool	
Endowment College Work	48,772.18
Endowment Jaekel Fund	5,741.02
Endowment Organ	18,224.72
Endowment St. James	26,648.31

Total Diocesan Investment Pool -----
99,386.23

Total Other Current Assets -----
99,386.23

Total Assets -----
331,070.50
=====

Liabilities

Current Liabilities

Credit Card Payable	
US Bank Credit Card	83.55

Total Current Liabilities -----
83.55

Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	624.41
FICA Tax Payable-Employer	317.29
FICA Tax Withholding-Employee	328.00
Medicare Tax Payable-Employer	87.41
Medicare Tax Withholding-Employee	76.70

Total Payroll Withholding & Taxes -----
1,433.81

Special Contributions Liabilities

DC - Almoners Liab	92.85
DC - Backpack Fund	9,069.74
DC - Choir	500.00
DC - College Work Liab	1,185.00
DC - Diocese Loan Payments	100.00
DC - Prepaid Pledges	13,000.00
SC - Birch	5,000.00
SC - Birthday Offerings Liab	555.26
SC - Bishop Gift	195.30
SC - ERD	262.84
SC - Haiti	10.00
SC - Sunday School Offering	175.42
SC Southeast Regional Expenses	196.49

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2018

<i>Total Special Contributions Liabilities</i>	----- 30,342.90
<i>Total Other Current Liabilities</i>	----- 31,776.71
Total Liabilities	31,860.26 =====
Net Assets	
<i>Unrestricted</i>	
Altar Guild Fund	-1,765.47
Christian Formation Fund	6,971.96
Day-care Maintenance	5,706.56
Endowment Jaekel	5,741.02
Endowment St. James Fund	37,502.06
General Fund	55,752.72
Major Improvements/Repair Fund	50,000.00
Memorial Fund	15,537.97
Outreach Seed Fund	1,057.43
Parking - Undesignated Purpose	4,235.60
Parking Lot Maintenance	2,838.98
Rectory Refurbishment	1,471.41
Reserve Fund	22,780.50
Sabbatical Fund	5,495.12
Total Unrestricted	213,325.86 -----
<i>Restricted</i>	
Endowment College Work Fund	50,039.10
Endowment Organ Fund	19,900.28
Rectors Discretionary Fund	5,545.00
Window Fund	10,400.00
Total Restricted	85,884.38 -----
Total Net Assets	299,210.24 =====
Total Liabilities + Net Assets	331,070.50 =====

(2)

SJP 2019 Budget Proposed for GENERAL FUND

REVENUE	2018 Budget	2018 Actual	2019 Budget	2018 Budget	2018 Actual	2019 Budget
Brewer Fd	5000	1506	1500			
Directed Giving	650	760	750			
Keller Fd	2400	2490	2400			
Miscellaneous	2000	5543	5000			
Parking Plate	15000	10200	9000			
Givers of Record	4800	10100	10000			
Unidentified Plate	2200	2605	2600			
Pledge Income						
Pledges	2E+05	175848				
2019 pledges in hand			179677			
2019 probable pledges			6464			
2019 less probable			15000			
CCCC Rent	13368	13368	13769	3% (annual increase)		
Total Revenues	2E+05	222420	246160	229418	222420	246160
						w/out less probable 231160 pledges w/ only pledges in 224696 hand
EXPENDITURES						
Administrative Exp						
Advertising	2000	1688	1700			
Bookkeeper Services	2000	1407	1500	5% + rounding		
Computer Exp	2000	2635	2500			
Convention Travel	2000	761	1500			
Copier	1500	2490	2500			
<i>Forward Movement</i>	154	359	400			
Misc&Contingencies	1000	655	1000			
Office Supplies	1700	1456	1500			
Paper	400	572	600			
Postage	500	379	450			
Subtotal Admin	13254	12402	13650	13254	12402	13650
Buildings&Grounds						

Child Care Provider	2060	1600	1200	need to calculate projected hours				
Office Manager	8107	10000	10500	actual hours?				
Organist/Choir Director	6500	6500	6825	5%				
Payroll Taxes	3000	2455	2627	7% (5% + Sheryl's raise; probably too high)				
Supply Clergy	500	400	500					
Subtotal Staff Exp	23099	20955	26652	2018 actual too low	23099	20955	26652	
Stewardship/CongDev	1500				1500			
Stewardship		300	500	enough?				
Congregational Dev		800	800					
Subtotal S/CD	1500	1100	1300		1500	1100	1300	
Worship Exp								
Altar Supplies	750	757	800					
Music Exp	750	160	500					
Subtotal Worship	1500	917	1300		1500	917	1300	
Total Expenditures					219821	205970	213720	
Total Revenues					229418	222420	231160	possible revenue
Total Expenditures					219821	205970	213720	pledges in hand only revenue
Net Revenue					9597	16450	17440	10976

(3)

Backpack Fund					
	Date	Purchased	Grant	Other	Total
Balance 01/01/18				7,095.47	7,095.47
Deposits:					
	1/17/2018		6,961.00		14,056.47
	1/28/2018			120.00	14,176.47
	3/12/2018			170.00	14,346.47
	4/9/2018			50.00	14,396.47
	4/9/2018			789.04	15,185.51
	4/30/2018			29.52	15,215.03
	5/2/2018			7.40	15,192.91
	5/7/2018			1.30	15,194.21
	7/2/2018			20.00	15,214.21
	7/12/2018			3.00	15,217.21
	8/9/2018			1.55	15,218.76
	9/6/2018			53.55	15,272.31
	9/10/2018			31.05	15,303.36
	10/4/2018			13.75	15,317.11
	10/11/2018			28.15	15,345.26
Bills Paid:					
2nd Harvest	2/14/2018	Food	(800.00)		14,503.36
Elizabeth Siler	5/9/2018	Fruit	(117.02)		14,386.34
Jane Sielken	9/6/2018	Food	(57.36)		14,328.98
2nd Harvest	10/11/2018	Food	(560.00)		13,768.98
2nd Harvest	11/1/2018	Food	(2,900.00)		10,868.98
Dissmores IGA	12/20/2018	Food	(370.66)		10,498.32
2nd Harvest	12/20/2018	Food	(1,500.00)		8,998.32
Balance 12/31/2018			655.96	8,413.78	9,069.74

(4)

St. James' Episcopal Church
Summary of Outreach
FY 2018

Income to outreach funds

Backpack fund

Individual donations	1,318.31
Grants	<u>6,961.00</u>
Total	<u>8,279.31</u>

Other outreach projects

Almoners	100.00
Birthday Offerings	486.71
Community Relief	577.00
Cuba Pensions	775.00
Endowment for the Episcopate	1,271.00
ERD	192.84
Good Friday	1,196.00
Haiti	1,530.00
Rector's discretionary fund	500.00
United Thank Offering	<u>1,516.76</u>

Total 16,424.62

Disbursements of outreach funds

Backpack funds

6,305.04

Other outreach projects

Cuba Pensions	775.00
Campership	690.00
Community Action Center	405.57
Endowment for the Episcopate	1,271.00
Good Friday	1,196.00
Haiti	4,020.00
Rector's discretionary fund	1,246.00
Sojourner's Alliance	577.00
United Thank Offering	<u>1,516.76</u>

Total 16,485.61