

# **ST. JAMES EPISCOPAL CHURCH**



**Annual Report for 2020**  
**Annual Meeting: January 31, 2021**

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(to be given out after church 1/31/21)

# St. James Episcopal Church

## Annual Meeting Agenda

Via Zoom

January 31, 2021

**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.*

- 1) Nominations for election—
  - a. Vestry (4)
  - b. Diocesan Convention Delegates (3 and 3 alternates)
- 2) Nominations from the floor accepted for all offices
- 3) Balloting
- 4) Nominations for Treasurer; Assistant Treasurer; Associate Treasurer & Election
- 5) Thanksgiving for Service
- 6) Announcements
- 7) Motion to Adjourn

# St. James Episcopal Church, Pullman WA

## Annual Meeting

January 26, 2020

The annual meeting started at the Eucharist service with the Annual Rector's Report, delivered by the Rector, Reverend Linda Young. She reports that the parish is in good financial shape, that structural issues in the rectory and the church are being addressed, and that we must continue to find ways to address the kingdom of God in our commitments. Her report is found at the bottom of these minutes below the Clerk's signature line.

At 10:37 she opened the business part of our meeting.

1. **Cristosal:** Hannah Nelson introduced herself and explained her work in 2017 with an organization called Cristosal, whose mission is to advance human rights in Central America. This organization was founded by Anglican/Episcopal priests and remains aligned with basic Anglican/Episcopal goals and values. The program provides victim services to displaced people in three countries in Central America. It also provides strategic litigation and community development initiatives. The organization also deals with research and learning to develop human rights leaders. She asked for prayers and assistance in supporting this organization.
2. **St. James Haiti Project 2020 Update:** Doug Adams talked about the Haiti program that we have committed to supporting educational and structural projects. There are ongoing problems with the electricity supply. There will be a small work group going in March to do reconnaissance and to work towards a larger group going this summer. There are plans to expand the scope of the educational program. This program is in a very remote village in eastern Haiti, near the border with Dominican Republic. A budget was projected. There will be a special collection next Sunday for this commitment to Haiti.
3. **Nominations for election:** Linda explained the balloting for the vestry and the convention. The election was conducted with pre-printed ballot. Beth Burns' name was added to the delegate ballot as she wishes to be an alternate. This came as a nomination from the floor. Charlie Hammerich's name was added to the Vestry ballot. Results:  
New members: Ross Salerno, Barb Johnson, Carolyn Ross, Charlie Hammerich. New delegates: Gia Gordon, Sharon Nitz, and Jane Sielken. Alternates: Dave, Sylvia, Beth.
4. **Care of Creation project:** Sharon Nitz talked about this. She explained it is a landscaping project to try to make the east entrance to the church more appealing. We are going to be putting in native plants, applying to the national church for the monies to do this as part of the Care of Creation effort. We will know within the next month if we have the grant. We want attractive, native plants that require very little water. Once we know whether or not we get the grant, we will proceed. We have had one very generous donation to this project. We have been in touch with three landscapers here in Pullman for bids. They range from 15K to 22K. We have raised half and are looking for donations. Caitlyn will be helping with this project. There is information about this project at the back of the hall.
5. **The New Logo Project:** Travis Ridout talked about this. The shell does not resonate with people outside of the church. He explained the process of choosing a logo. There was applause all around for this new "brand" for the church.

6. **Table Questions:** a.) *How did you get to St. James?* b) *What do we do well?* c) *What would you like from the church?*

Results from this included: St. James needs: a youth program to address the needs of tweens; need to continue being inclusive and welcoming; is being so literacy intensive good? Not all are equipped to deal with reading materials; need to improve the hearing assistance; do literacy and pastoral care well.

7. **Treasurer's Report:** Kaylee Ray Hammerich did this. She reviewed some of our major decisions regarding where we put our parking money. She explained our salary increases to staff. If anyone has questions, they can talk to Kaylee.

8. **Voting for New Treasurer, Asst. and Associate Treasurers:** Linda presented this slate, which was voted in by acclaim. Kaylee Ray Hammerich (Treasurer) and Doug Adams (Associate) and Dave Hutton (Assistant).

9. **Announcement of Senior Warden:** Jim Reece was appointed to the position of senior warden.

10. **Announcements:** A prayer shawl was given to Margaret Haggert.

Respectfully submitted by  
Elizabeth Siler (clerk)

## St. James Annual Meeting January 31, 2021

### Senior Warden Report – 2020

To say that the past year was “unusual” is most certainly an understatement. As the year began, none of us could have imagined what lay in store for us. Fortunately, following the able leadership of our Rector, our congregation rose to the unexpected challenges presented by the Coronavirus pandemic. We persevered, we learned, we adapted and re-adapted as we continued to carry out the mission of the Church in our community.

The vestry's year began as usual with an annual retreat to formulate ministry goals for 2020. With the help of Kristen Keyes, the Regional Developer for the Southeast Region of the Diocese, we identified three achievable goals for the year's work: Goal 1) to survey the congregation to determine audio issues and needs that may be impacting some parishioners' ability to fully participate in worship and other activities in the church building; Goal 2) to follow up on the 2019 goal of improving the way we welcome newcomers and visitors in order to retain those who have come; and Goal 3) to send a group of people to a diocesan youth ministry workshop planned for April in Moses Lake as a first step in our efforts to design a youth ministry program that meets the needs of current youth of the parish. The Vestry confirmed these ministry goals at its monthly meeting on March 10 only to learn the very next week that the Coronavirus would force us to re-direct our efforts. With in-person worship suspended and the church building closed, our work on Goals 1 & 2 did not have a chance to get off the ground. And while the planned youth ministry workshop had to be canceled, a team of parishioners led by our Rector, Linda, was formed and participated in a rescheduled online workshop and virtual meetings hosted by the Diocese. Thank you to

Charlie Hammerich, Cheryl Starkey, Jane Sielken, Caitlyn Chilinski, and Travis Ridout for their work with Linda toward realizing Goal 3. This work will continue in the coming year.

As soon as we learned that in-person worship and other activities would need to be canceled, Rev. Linda asked me to help establish small groups of 7-10 parishioners so that we could stay in contact with one another during the time it was not possible to gather and worship together in person. Sharon and Ted Nitz, Charlie and Kaylee Hammerich, Carolyn Ross and Travis Ridout, Lorena O'English, Dave and Sylvia Hutton, Jane Sielken and Barbara Johnson, and I have served as group (co-)coordinators for this effort. Especially during the first weeks and months of the pandemic, the small groups helped us to stay connected as a church community. We checked in with one another and were able to share both our concerns and our strategies for coping with the disruptions to our daily lives. Some of the original groups remain active and continue to check in with one another on a regular basis.

In March, Bishop Rehberg began meeting regularly—at first weekly and then bi-weekly—via Zoom with lay leaders throughout the diocese. These meetings have opened new lines of communication between the Bishop and congregations in the diocese. They have allowed lay leaders to share their experiences in coping with the pandemic and to learn useful practices for maintaining a strong sense of community in our congregations. In a time of disruption and disconnection, these meetings have strengthened my sense of connection and common purpose with other congregations in the diocese. They have also provided me the opportunity to get to know other church leaders in the far-flung Diocese of Spokane. Thank you to Doug Adams for filling in for me once or twice and for participating with me in these meetings on several other occasions. These regular meetings with lay leadership via Zoom are one pandemic-caused adaptation that Bishop Rehberg plans to continue into the future.

In August, Doug Adams and I represented the vestry at two stewardship webinars sponsored by The Episcopal Network for Stewardship (TENS). The webinars provided useful information and access to resources for conducting a stewardship campaign during the pandemic that we then shared with the vestry as we planned our own annual giving campaign this fall. A special thank you to vestry members for contributing their spoken and written personal reflections on stewardship as part of this fall's successful campaign.

It's been a year of adapting and learning how to carry out the mission of the church in new ways. And, thanks to the imagination and energy of parishioners, we have found new and inventive virtual ways to continue with the fellowship and outreach activities that we value so highly at St. James. Thank you for supporting and participating in the church's work during this most unusual and eventful year.

Jim Reece, Senior Warden

## **2020 Deacon's Report**

### **Annual Report to the Parish – Archdeacon Ted Nitz**

My primary assignment in the Church is to serve as Archdeacon of the Episcopal Diocese of Spokane. In that capacity, I have been active in providing guidance to the deacons of the Diocese and in assisting and creating formation programs for those preparing for ordination to the diaconate.

As Archdeacon, I also serve *ex officio* as a member of the Commission on Ministry for the Diocese. This involves periodic meetings in which the Commission:

- Works with and assesses the progress of those members of the diocese who are preparing for ordination.
- Develops policies for preparing people for ministries of all types (e.g., readers, eucharistic ministers, eucharistic visitors, etc.)
- Serves as a consultative body for the bishop of the diocese on matters related to the ministry.
- For the past year, the Commission has also been examining the role of deacon in the Diocese. We created a subcommittee of the Commission which I led to conduct this examination which included gathering information from deacons and meeting with both priests and deacons to examine the diaconal ministry in all parts of the Diocese.

At Saint James' parish, I have served regularly as deacon in the liturgies of the church on Sundays and major feast days. On occasion, I have preached at the Sunday liturgy. I began a Lenten program in Lent 2020 until we had to end in person gatherings as a result of the beginning of Covid-19 restrictions. I have participated as a member of the parish's Liturgy Committee and provided resources for liturgy planning to the Rector.

I am grateful for the opportunity to serve the Church in the diocese and this parish, and thank all of the parish members for the support which they show to each other and their ordained leaders.

*The Venerable Ted Nitz*  
Archdeacon

## 2020 Altar Guild Report

It hardly needs saying that the year 2020 profoundly changed our lives: as individuals, as a church, as our communities, and as a nation. But having said that Altar Guild responsibilities remained the same: preparing the church for services. Whether church is "in person" or "virtual", or some combination thereof, particular tasks need doing. There is always some cleaning to be done, and some decoration --- seasonal banners and colors of hangings --- and preparation of Eucharistic vessels.

This year we were limited in our time actually in the church, and while there we wore masks and gloves. Instead of all the Eucharistic vessels, there is one chalice and one paten for the Celebrant. We counted out and bagged the prepackaged elements instead of our homemade bread and containers of wine. We distributed these consecrated elements as parishioners drove by instead of gathering together at the Altar. And we prayed for "normalcy". It has been quite different to have as altar supplies gloves, masks, and thermometers. I am thankful for the flexibility shown by our members.

New this year were the oil-filled candles in the Advent wreath. It may have been hard to see on "Zoom", but the flames were more visible than with the wax candles. Hopefully next year we can see them in person.

Basic needs for Altar Guild also remain the same: people to do the work!! I am very grateful for our loyal members, but we do need help. Please contact me or our Rector if you are interested in this service.

Respectfully submitted,  
Linda Adams

## 2020 Justice and Compassion Committee/Outreach Report

Members of St. James, collectively and individually, engage in many outreach activities to provide assistance to, and advocate for, people in need, locally and globally. The Justice and Compassion Committee (JCC) provides a forum for exploration and discussion of current and possible future projects; we serve as a point of contact for members to reach out to when they have ideas or concerns; we provide support to each other for the work that we are doing. In 2020, JCC organized the meal (pasta bakes) for the Annual Meeting on January 26, with many contributions from parishioners. Due to the Coronavirus pandemic, we did not hold any in-person meetings in 2020 after January, and any business was conducted by email until a Zoom meeting on January 24, 2021.

JCC's engagement in local outreach focuses on providing support and resources for those facing food and housing insecurity:

- The **Backpack Food Program** provided about 25 backpack food bags, purchased from Second Harvest in Spokane, on a biweekly basis to children (and their siblings) enrolled in the Community Child Care Center (CCCC) who may be at risk for food insecurity. Families who requested them received food bags on alternate weeks as well. Costs for the program for CCCC families are approximately 300.00 per month (amounts vary depending on how many bags of food are distributed every other week). St. James provided some funding/food bags for Trinity Lutheran's backpack food program this year as well, which increased costs to about 750.00 monthly; it is uncertain whether this support will continue in 2021. Although proceeds from the St. James's Day Bake Sale in September added 1131.00 to the Backpack Food Program budget, funds are dwindling while the need is not. JCC thanks Jane Sielken for her leadership for this program, and Carolyn Ross for her leadership for the fundraising Bake Sales that help support the program.
- **Community Action Center Foodbank:** In 2020, St. James contributed 325 pounds of food and 221.00 to the foodbank. Some parishioners contribute to the foodbank directly, rather than through St. James. JCC thanks Cheryl Starkey for her leadership for this program.
- **Little Free Food Pantry** at St. James: In March 2020 we made a decision to switch the Little Free Library to a food pantry, in response to the increasing food insecurity in the community. We had always intended to have both a book and food pantry. The pantry is mostly filled with donations from community members. However, at times the food supply was low enough I reached out to the Community Action Center for donations. This Holiday season we were blessed with an abundance of food and we donated extra food to the St James's Backpack Program and donated to another local little pantry.

Many times I have gone to the store to get food for the pantry, when it was empty, and returned from the store to find someone had filled the pantry. I have started referring to the pantry as my Stone Soup Pantry. **Stone Soup** is a story about the nature of happiness and the value of sharing, especially with strangers.

Future goals include having families take turns overseeing the pantry, for a week or month at a time. At times the pantry needs to be cleaned up and organized. Another goal is to do some landscaping around the pantry. Report submitted by Gia Gordon. JCC thanks Gia for her leadership of this new program.

- **Family Promise:** St. James continued its partnership with Trinity Lutheran in 2020 to provide support for Family Promise. Due to the risks associated with the Coronavirus, participating families are housed in motels in Moscow and home-cooked meals (packaged separately for each family) or



restaurant vouchers are delivered to the Day Center in Moscow. Because in-church sign-ups for contributing to meal support is not possible, Mary Lauver, facilitator of the program for Trinity/St. James sends out an email call to regular meal preparers. Individuals who would like to be added to Mary Lauver's email list can let Liz Siler know. St. James is scheduled to help provide meals for one week approximately every 3 months in 2021. Program costs, due to housing families in motels rather than churches, have greatly increased in 2020, and Family Promise needs monetary support to continue its mission. JCC thanks Liz Siler for her leadership in organizing St. James's support for this program.

- JCC explored support for **Cristosal**, an organization that works for human rights in Central America but decided to not pursue this outreach activity at this time, given the needs of our other outreach projects described above. JCC thanks Hannah Nelson for educating us about the work of Cristosal.

JCC supports the work of the Haiti Project Group, a global outreach project, as well and thanks Doug Adams for his leadership of that project. The report follows.

## **Haiti Project:**

St. James continues its on-going partnership with St. Bartholomew's, Poway, CA in the support of the Episcopal Diocese of Haiti's school, L'École de l'Épiphanie, in Latoranette, Haiti. The Diocese of Haiti is The Episcopal Church's largest in terms of numbers with somewhat over 200,000 members. The diocese has as a major mission the establishment of schools in educationally ill-served parts of Haiti (and, outside of Port-au-Prince and a few other urban areas, all of Haiti is educationally ill-served). It builds and maintains these schools in partnerships with dioceses and parishes, like St. Bart's and St. James, elsewhere in The Episcopal Church. As one can well imagine, students graduating from these schools, literate in both Haitian Creole and French and possessing basic mathematical skills, have much better social and economic prospects than those who do not have such skills.

Because of covid-related travel restrictions we have not been able to personally interact with staff and students at L'École de l'Épiphanie for the past year. It is hoped that visiting can begin again in 2022. But, even in the absence of our physical presence, the school needs continuing support: staff salaries, books and other school supplies, food. St. James' "Haiti Project Group" will be examining the possibility of adopting some specific line item(s) in support of L'École de l'Épiphanie's work. As illustrations: a teacher makes \$150 a month, food for an entire semester is about \$5,000.

(One major "one-off" improvement over the last year is that water is now piped to a spigot on the school grounds, rather than having to be carried in jerry-cans from a lake more than a mile away. That improvement was partially accomplished with our help. A set of proper latrines is next on the list.)

At its January meeting, JCC decided to focus fundraising efforts in Lent on raising funds for outreach to the Backpack Food Program, Family Promise, and the Haiti School Project, pending Vestry support. Committee members will send an appeal to parishioners explaining the needs and providing an opportunity for giving to these projects. We will continue to encourage gifts of food and funds to the Little Food Pantry and the CAC Foodbank as well.

Respectfully submitted,  
Mary Flores, Chair  
Justice & Compassion Committee

Doug Adams, Coordinator  
Haiti Project

## 2020 St James Youth

This year with everything that has been going on with the world today our youth have been really stepping up to the plate and taking ownership of our youth ministry.

In September each of them did the readings for the Eucharist and also the sermon explaining what they thought the scripture was saying in regards to church, family, friends, and community.

In October the children had a drive through collection of change to benefit our diocesan fund for the fire victims in our county. They had a successful collection of \$239.38.

In December the children wrote, played music and made videos of each of the scenes they were in for our Christmas pageant on Christmas Eve.

Cheryl

## Update Community Child Care Center

Some of you may have seen news in the paper about CCCC plans to expand:

### *Community Child Care Center in Pullman to Receive \$62,775 Grant to Expand Capacity*

The CCCC has received a grant to start a feasibility study to build a new Child Care Center. The goal is to have all CCCC programs housed in one location. CCCC has agreed to give St. James 9 months notice before they move out of the building. They have also agreed to remove the portable modular building that is on the property when they move.

At this time there are no pressing maintenance needs in the basement. One kitchen upgrade that is very much needed is a new stand up dishwasher. If the dishwasher is ever replaced a stand up dishwasher would greatly reduce strain to staff. If you have ever loaded the St. James dishwasher you might understand why this would be helpful.

Gia Gordon, St. James' Representative to CCCC Board

## 2020 Treasurer's Report

Last year was quite the year. I definitely did not factor in a global pandemic when creating the 2020 budget. However, despite everything, 2020 ended well for St. James in terms of financial standing. Attachment 1 – Budget Comparison shows the income statement for the General Fund as of December 31, 2020 with a comparison to the 2020 budget. While we did not bring in parking revenue or miscellaneous offerings (due to minimal in-person services), our pledge income exceeded the budgeted amount. This really speaks to the generosity of the St. James community. We were able to keep the lights on and never were in danger of not having funds to pay our staff.

Our expenses were also significantly reduced. A lot of this is due to not being able to gather in-person for church and coffee hour. There was no traveling for convention, no expenses for St. James' Day, and we received a refund on Payroll Taxes due to special COVID-19 tax rules. This resulted in a \$21.6k profit for

the year. The \$50k transfer out you see at the bottom of Attachment 1 was surplus money from prior years that the Vestry voted to move from the General Fund to the Major Improvements/Repairs fund to help replenish that fund. The primary large expenditure that came out of that fund in 2020 was a new air conditioning unit. The balance of the Major Improvements/Repairs fund can be seen in Attachment 2 – Statement of Financial Position.

The Statement of Financial Position shows the various funds St. James has as well as various liabilities. Most of the funds have specific instructions on how the money can be spent. My goal for 2021 (if re-elected as Treasurer) is to create a document outlining the details for all the funds and liabilities on the Statement of Financial Position.

Attachment 3 – 2021 Approved Budget shows the budget the Vestry approved. Although global pandemics are unpredictable, we estimated expenses anticipating half the year being in person and being able to host events/travel, etc. We also included a 3% raise for clergy and staff.

If you have any questions or suggestions for improvement regarding financials, please feel free to reach out to me at [kayray@wsu.edu](mailto:kayray@wsu.edu) or 509-429-2023.

Thank you to Doug Adams, Dave Hutton and Janice Wilson for all the help throughout the year.

# St James Episcopal

## Budget Comparison w/Variance for General Fund

Account	- - - - - Current Month (December) - - - - -				- - - - - Year To Date (December FY 2020) - - - - -			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
<b>Revenues</b>								
Brewer Fund	1,776.00	0.00	1,776.00	0.00	1,776.00	1,500.00	276.00	1,531.00
Directed Giving	0.00	42.00	-42.00	500.00	0.00	500.00	-500.00	500.00
Music	0.00	0.00	0.00	80.00	202.00	0.00	202.00	650.00
SubTotal Directed Giving	0.00	42.00	-42.00	580.00	202.00	500.00	-298.00	1,150.00
Investment Income Keller Fund	2,526.80	0.00	2,526.80	0.00	2,526.80	2,500.00	26.80	2,500.79
Misc. Income	7.00	83.00	-76.00	1,050.00	1,890.48	1,000.00	890.48	2,294.10
Parking Income	0.00	2,300.00	-2,300.00	0.00	0.00	9,200.00	-9,200.00	9,214.27
SubTotal Misc. Income	7.00	2,383.00	-2,376.00	1,050.00	1,890.48	10,200.00	-8,309.52	11,508.37
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	500.00	416.00	84.00	2,540.00	585.00	5,000.00	-4,415.00	7,150.00
Unidentified Plate	6.00	292.00	-286.00	524.00	901.25	3,500.00	-2,598.75	4,063.81
SubTotal Plate Offerings	506.00	708.00	-202.00	3,064.00	1,486.25	8,500.00	-7,013.75	11,213.81
Pledge income	289.35	0.00	289.35	0.00	289.35	0.00	289.35	0.00
Pledges	18,637.50	14,280.00	4,357.50	22,105.00	189,757.60	171,357.00	18,400.60	183,372.22
SubTotal Pledge income	18,926.85	14,280.00	4,646.85	22,105.00	190,046.95	171,357.00	18,689.95	183,372.22
Rent CCCC	1,181.79	1,182.00	-0.21	1,147.37	14,181.48	14,181.00	0.48	13,768.44
<b>Total Revenues</b>	<b>24,924.44</b>	<b>18,595.00</b>	<b>6,329.44</b>	<b>27,946.37</b>	<b>212,109.96</b>	<b>208,738.00</b>	<b>3,371.96</b>	<b>225,044.63</b>
<b>Expenditures</b>								
Administration Expenses	0.00	10.00	-10.00	0.00	274.46	126.00	148.46	0.00
Advertising	28.77	154.00	-125.23	44.30	728.26	1,857.00	-1,128.74	1,729.96
Bookkeeping Services	106.25	149.00	-42.75	90.00	1,462.50	1,793.00	-330.50	1,405.00
Computer Expenses	133.55	257.00	-123.45	0.00	2,797.76	3,095.00	-297.24	2,767.45
Convention Travel	0.00	260.00	-260.00	0.00	0.00	1,300.00	-1,300.00	1,579.28
Copier	46.87	137.00	-90.13	0.00	1,563.05	1,651.00	-87.95	1,619.80
Forward Movement	154.00	20.00	134.00	0.00	308.00	245.00	63.00	219.45
Misc & Contingencies	0.00	45.00	-45.00	161.78	210.85	549.00	-338.15	652.94
Office Supplies	173.24	146.00	27.24	68.86	1,758.71	1,752.00	6.71	1,724.27
Paper	0.00	34.00	-34.00	0.00	202.06	412.00	-209.94	368.87
Postage	59.75	30.00	29.75	0.00	649.40	367.00	282.40	328.12
SubTotal Administration Expenses	702.43	1,242.00	-539.57	364.94	9,955.05	13,147.00	-3,191.95	12,395.14
Building and Grounds Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# St James Episcopal

## Budget Comparison w/Variance for General Fund

Account	- - - - - Current Month (December) - - - - -				- - - - - Year To Date (December FY 2020) - - - - -			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Carpet Cleaning	0.00	0.00	0.00	0.00	131.50	0.00	131.50	0.00
Property Insurance	0.00	1,535.00	-1,535.00	1,534.50	6,351.50	6,138.00	213.50	5,809.00
Property Upkeep	2,135.65	1,927.00	208.65	1,285.41	22,541.75	23,134.00	-592.25	21,974.79
Utilities and Telephone	1,565.41	1,423.00	142.41	1,581.49	14,111.95	17,083.00	-2,971.05	17,090.71
SubTotal Building and Grounds Expenses	3,701.06	4,885.00	-1,183.94	4,401.40	43,136.70	46,355.00	-3,218.30	44,874.50
Diocesan Assessment	3,635.49	3,636.00	-0.51	3,398.16	43,865.35	43,626.00	239.35	40,877.92
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12th Night Party	0.00	0.00	0.00	0.00	845.68	1,130.00	-284.32	1,102.57
Camperships/Leaders in Training	0.00	0.00	0.00	0.00	0.00	400.00	-400.00	400.00
Christian Education/Formation	131.42	8.00	123.42	0.00	1,596.23	96.00	1,500.23	85.94
College Ministry Support	200.00	0.00	200.00	0.00	800.00	0.00	800.00	0.00
Nursery	0.00	7.00	-7.00	0.00	75.00	95.00	-20.00	85.00
Parish Activities	0.00	27.00	-27.00	0.00	180.90	333.00	-152.10	1,489.24
Supplies/Coffee etc.	0.00	29.00	-29.00	24.36	19.62	351.00	-331.38	338.68
SubTotal Ministry Expenses	331.42	71.00	260.42	24.36	3,517.43	2,405.00	1,112.43	3,501.43
Outreach Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rectors Discretionary Fund	0.00	50.00	-50.00	0.00	231.75	600.00	-368.25	1,870.37
SubTotal Outreach Expenses	0.00	50.00	-50.00	0.00	231.75	600.00	-368.25	1,870.37
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	0.00	28.00	-28.00	290.00	257.06	346.00	-88.94	599.28
Health Insurance	1,010.00	989.00	41.00	0.00	12,638.00	11,628.00	1,010.00	11,316.00
Pension Fund	145.56	877.00	-731.44	852.15	6,962.76	10,533.00	-3,570.24	10,225.80
Professional Expenses	0.00	40.00	-40.00	0.00	0.00	483.00	-483.00	431.97
Rectory Utilities	305.77	187.00	118.77	187.99	3,279.08	2,253.00	1,026.08	2,202.70
Sabbatical plan	0.00	83.00	-83.00	0.00	0.00	1,000.00	-1,000.00	0.00
Salary	3,312.08	3,312.00	0.08	3,154.36	39,744.96	39,745.00	-0.04	37,852.32
Stipend Part 2	381.42	381.00	0.42	363.26	4,577.04	4,577.00	0.04	4,359.12
Travel	0.00	139.00	-139.00	0.00	0.00	1,678.00	-1,678.00	1,500.68
SubTotal Rector Expenses	5,154.83	6,016.00	-861.17	4,847.76	67,458.90	72,243.00	-4,784.10	68,487.87
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Clergy & Deacon Expenses	0.00	41.00	-41.00	0.00	0.00	500.00	-500.00	0.00
Child Care Provider	0.00	131.00	-131.00	35.44	179.87	1,578.00	-1,398.13	1,468.34
Christian Ed Director	463.50	314.00	149.50	575.00	3,341.07	3,775.00	-433.93	3,935.00

# St James Episcopal

## Budget Comparison w/Variance for General Fund

Account	- - - - - Current Month (December) - - - - -				- - - - - Year To Date (December FY 2020) - - - - -			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Office Manager	975.00	853.00	122.00	897.75	10,233.44	10,247.00	-13.56	10,017.00
Organist Choir Director	584.82	584.00	0.82	567.78	7,017.84	7,018.00	-0.16	6,813.36
Payroll Taxes	154.79	223.00	-68.21	158.81	959.07	2,886.00	-1,726.93	2,582.27
Supply Clergy	0.00	112.00	-112.00	0.00	0.00	1,348.00	-1,348.00	1,200.00
<b>SubTotal Staff expenses</b>	<b>2,178.11</b>	<b>2,258.00</b>	<b>-79.89</b>	<b>2,234.78</b>	<b>21,731.29</b>	<b>27,152.00</b>	<b>-5,420.71</b>	<b>26,015.97</b>
Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112.70
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	53.90	105.00	-51.10	42.19	408.38	1,260.00	-851.62	42.19
Music Expenses	0.00	29.00	-29.00	0.00	176.00	358.00	-182.00	320.00
<b>SubTotal Worship Expenses</b>	<b>53.90</b>	<b>134.00</b>	<b>-80.10</b>	<b>42.19</b>	<b>584.38</b>	<b>1,618.00</b>	<b>-1,033.62</b>	<b>362.19</b>
<b>Total Expenditures</b>	<b>15,757.24</b>	<b>18,292.00</b>	<b>-2,534.76</b>	<b>15,313.59</b>	<b>190,480.85</b>	<b>207,146.00</b>	<b>-16,665.15</b>	<b>198,498.09</b>
<b>Other Revenues</b>								
Investment Income	187.23	0.00	187.23	3,480.57	1,635.06	0.00	1,635.06	10,758.03
<b>Total Other Revenues</b>	<b>187.23</b>	<b>0.00</b>	<b>187.23</b>	<b>3,480.57</b>	<b>1,635.06</b>	<b>0.00</b>	<b>1,635.06</b>	<b>10,758.03</b>
<b>Other Expenditures</b>								
Credit Card Charges	0.00	0.00	0.00	0.00	0.20	0.00	0.20	0.12
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.00</b>	<b>0.20</b>	<b>0.12</b>
<b>Other Financial Sources-Uses</b>								
Transfers Out	0.00	0.00	0.00	0.00	-51,030.47	0.00	-51,030.47	-300.00
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-51,030.47</b>	<b>0.00</b>	<b>-51,030.47</b>	<b>-300.00</b>
<b>Summary</b>								
<b>Total Revenues</b>	<b>24,924.44</b>	<b>18,595.00</b>	<b>6,329.44</b>	<b>27,946.37</b>	<b>212,109.96</b>	<b>208,738.00</b>	<b>3,371.96</b>	<b>225,044.63</b>
<b>Total Expenditures</b>	<b>15,757.24</b>	<b>18,292.00</b>	<b>-2,534.76</b>	<b>15,313.59</b>	<b>190,480.85</b>	<b>207,146.00</b>	<b>-16,665.15</b>	<b>198,498.09</b>
<b>Total Other Revenues</b>	<b>187.23</b>	<b>0.00</b>	<b>187.23</b>	<b>3,480.57</b>	<b>1,635.06</b>	<b>0.00</b>	<b>1,635.06</b>	<b>10,758.03</b>
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.20</b>	<b>0.00</b>	<b>0.20</b>	<b>0.12</b>
<b>Total Other Financial Sources-Uses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-51,030.47</b>	<b>0.00</b>	<b>-51,030.47</b>	<b>-300.00</b>
<b>Balance</b>	<b>9,354.43</b>	<b>303.00</b>	<b>9,051.43</b>	<b>16,113.35</b>	<b>-27,766.50</b>	<b>1,592.00</b>	<b>-29,358.50</b>	<b>37,004.45</b>

# St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2020

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## Assets

### Bank

Pay Pal Account	11,120.46
US Bank Checking	122,410.91
Jones Money-Market	122,613.88

**Total Bank** 256,145.25

### Other Current Assets

Diocesan Investment Pool	
Endowment College Work	46,698.00
Endowment Jaekel Fund	5,708.75
Endowment Organ	18,122.27
Endowment St. James	26,498.51

**Total Diocesan Investment Pool** 97,027.53

**Total Other Current Assets** 97,027.53

**Total Assets** 353,172.78

## Liabilities

### Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	1,422.23
FICA Tax Payable-Employer	620.76
FICA Tax Withholding-Employee	620.76
Medicare Tax Payable-Employer	145.18
Medicare Tax Withholding-Employee	145.18

**Total Payroll Withholding & Taxes** 2,954.11

### Special Contributions Liabilities

DC - Almoners Liab	242.85
DC - Backpack Fund	2,507.63
DC - Choir	500.00
DC - College Work Liab	1,185.00
DC - Diocese Loan Payments	100.00
DC - Landscaping Project	10,100.00
DC - Prepaid Pledges	16,160.00
DC Family Promise	600.00
DC General Pass through Liab	434.47
SC - Birch	5,000.00
SC - Birthday Offerings Liab	1,197.22
SC - Bishop Gift	195.30
SC - Haiti	4,021.00
SC - Sunday School Offering	181.04
SC United Thank Offering	1,098.42

**Total Other Current Liabilities** 46,477.04

# St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2020

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<b>Total Liabilities</b>	<b>46,477.04</b>
	=====
<b>Net Assets</b>	
<b>Unrestricted</b>	
Altar Guild Fund	-1,481.10
Christian Formation Fund	6,971.96
Day-care Maintenance	7,206.56
Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	46,003.41
Luedeking Ministry Fund	5,000.00
Major Improvements/Repair Fund	31,859.79
Memorial Fund	16,997.97
Outreach Seed Fund	1,057.43
Parking Lot Maintenance	4,880.58
Reserve Fund	22,780.50
Sabbatical Fund	5,495.12
	-----
<b>Total Unrestricted</b>	<b>197,741.30</b>
<b>Restricted</b>	
Endowment College Work Fund	50,039.10
Endowment Organ Fund	19,900.28
Parish Hall Improvements	20,688.00
Rectors Discretionary Fund	11,315.71
Window Fund	7,011.35
	-----
<b>Total Restricted</b>	<b>108,954.44</b>
<b>Total Net Assets</b>	<b>306,695.74</b>
	=====
<b>Total Liabilities + Net Assets</b>	<b>353,172.78</b>
	=====



St. James Episcopal Church  
 2021 Proposed Budget - General Fund  
 Approved Budget  
 Month number input for Annualized:

12

Account	2020 Budget (YTD Dec 2020)	2020 Actuals (YTD Dec 2020)	2020 Actuals (Annualized)	2021 Proposed	Variance
<b>Revenues</b>					
Brewer Fund	\$ 1,500.00	\$ 1,776.00	\$ 1,776.00	\$ 1,500.00	-15.5%
Directed Giving	\$ 500.00	\$ -	\$ -		
Music	0.00	202.00	\$ 202.00	\$ 225.00	11.4%
<b>SubTotal Directed Giving</b>	<b>\$ 500.00</b>	<b>\$ 202.00</b>	<b>\$ 202.00</b>	<b>\$ 225.00</b>	<b>11.4%</b>
Investment Income Keller Fund	\$ 2,500.00	\$ 2,526.80	\$ 2,500.00	\$ 2,500.00	0.0%
Misc. Income	\$ 1,000.00	\$ 1,890.48	\$ 1,890.48	\$ 1,000.00	-47.1%
Parking Income	\$ 9,200.00	\$ -	\$ -	\$ 5,000.00	
<b>SubTotal Misc. Income</b>	<b>\$ 10,200.00</b>	<b>\$ 1,890.48</b>	<b>\$ 1,890.48</b>	<b>\$ 6,000.00</b>	<b>217.4%</b>
<b>Plate Offerings</b>					
Givers of record	\$ 5,000.00	\$ 585.00	\$ 585.00	\$ 100.00	-82.9%
Unidentified Plate	\$ 3,500.00	\$ 901.25	\$ 901.25	\$ 1,500.00	66.4%
<b>SubTotal Plate Offerings</b>	<b>\$ 8,500.00</b>	<b>\$ 1,486.25</b>	<b>\$ 1,486.25</b>	<b>\$ 1,600.00</b>	<b>7.7%</b>
<b>Pledge income</b>					
Pledges	\$ 171,357.00	\$ 180,718.00	\$ 180,718.00	\$ 174,939.80	-3.2%
<b>SubTotal Pledge income</b>	<b>\$ 171,357.00</b>	<b>\$ 180,718.00</b>	<b>\$ 180,718.00</b>	<b>\$ 174,939.80</b>	<b>-3.2%</b>
Rectors Discretionary Fund	\$ -	\$ -	\$ -	\$ -	
Rent CCCC	\$ 14,181.00	\$ 14,181.48	\$ 14,181.48	\$ 14,606.92	3.0%
<b>Total Revenues</b>	<b>\$ 208,738.00</b>	<b>\$ 202,781.01</b>	<b>\$ 202,754.21</b>	<b>\$ 201,371.72</b>	<b>-0.7%</b>
<b>Expenditures</b>					
Administration Expenses	\$ 126.00	\$ 274.46	\$ 274.46	\$ 250.00	-8.9%
Advertising	\$ 1,857.00	\$ 728.26	\$ 728.26	\$ 800.00	9.9%
Bookkeeping Services	\$ 1,793.00	\$ 1,462.50	\$ 1,462.50	\$ 1,545.00	5.6%
Computer Expenses	\$ 3,095.00	\$ 2,797.76	\$ 2,797.76	\$ 3,000.00	7.2%
Convention Travel	\$ 1,300.00	\$ -	\$ -	\$ 780.00	
Copier	\$ 1,651.00	\$ 1,563.05	\$ 1,563.05	\$ 1,600.00	2.4%
Forward Movement	\$ 245.00	\$ 308.00	\$ 308.00	\$ 190.00	-38.3%
Misc & Contingencies	\$ 549.00	\$ 210.85	\$ 210.85	\$ 250.00	18.6%
Office Supplies	\$ 1,752.00	\$ 1,639.63	\$ 1,639.63	\$ 1,650.00	0.6%
Paper	\$ 412.00	\$ 202.06	\$ 202.06	\$ 225.00	11.4%
Postage	\$ 367.00	\$ 649.40	\$ 649.40	\$ 625.00	-3.8%
<b>SubTotal Administration Expenses</b>	<b>\$ 13,147.00</b>	<b>\$ 9,835.97</b>	<b>\$ 9,835.97</b>	<b>\$ 10,915.00</b>	<b>11.0%</b>
<b>Building and Grounds Expenses</b>					
Carpet Cleaning	\$ -	\$ 131.50	\$ 131.50	\$ 175.00	33.1%
CCCC Matching Funds	\$ -	\$ -	\$ -	\$ -	
Property Insurance	\$ 6,138.00	\$ 6,351.50	\$ 6,351.50	\$ 6,565.00	3.4%
Property Upkeep	\$ 23,134.00	\$ 22,541.75	\$ 22,541.75	\$ 17,500.00	-22.4%
Utilities and Telephone	\$ 17,083.00	\$ 14,111.95	\$ 14,111.95	\$ 13,700.00	-2.9%
<b>SubTotal Building and Grounds Expenses</b>	<b>\$ 46,355.00</b>	<b>\$ 43,136.70</b>	<b>\$ 43,136.70</b>	<b>\$ 37,940.00</b>	<b>-12.0%</b>
<b>Diocesan Assessment</b>	<b>\$ 43,626.00</b>	<b>\$ 43,865.35</b>	<b>\$ 43,865.35</b>	<b>\$ 45,151.77</b>	<b>2.9%</b>
<b>Ministry Expenses</b>					
12th Night Party	\$ 1,130.00	\$ 845.68	\$ 845.68	\$ 500.00	-40.9%
Camperships/Leaders in Training	\$ 400.00	\$ -	\$ 400.00	\$ 400.00	0.0%
Christian Education/Formation	\$ 96.00	\$ 1,596.23	\$ 1,596.23	\$ 1,500.00	-6.0%

Account	2020 Budget (YTD		2020 Actuals (YTD		2020 Actuals		2021 Proposed	Variance	
	Dec 2020)		Dec 2020)		(Annualized)				
College Ministry Support	\$	-	\$	800.00		\$	1,000.00		
Nursery	\$	95.00	\$	75.00	\$	75.00	\$	80.00	6.7%
Parish Activities	\$	333.00	\$	180.90	\$	180.90	\$	225.00	24.4%
Supplies/Coffee etc.	\$	351.00	\$	19.62	\$	19.62	\$	150.00	664.5%
<b>SubTotal Ministry Expenses</b>	<b>\$</b>	<b>2,405.00</b>	<b>\$</b>	<b>3,517.43</b>	<b>\$</b>	<b>3,117.43</b>	<b>\$</b>	<b>3,855.00</b>	<b>23.7%</b>
<b>Outreach Expenses</b>									
Miscellaneous Outreach			\$	-	\$	-			
Outreach			\$	-	\$	-			
Rectors Discretionary Fund	\$	600.00	\$	231.75	\$	231.75	\$	600.00	158.9%
<b>SubTotal Outreach Expenses</b>	<b>\$</b>	<b>600.00</b>	<b>\$</b>	<b>231.75</b>	<b>\$</b>	<b>231.75</b>	<b>\$</b>	<b>600.00</b>	<b>158.9%</b>
<b>Rector Expenses</b>									
Continuing Education	\$	346.00	\$	257.06	\$	257.06	\$	290.00	12.8%
Health Insurance	\$	11,628.00	\$	12,638.00	\$	12,638.00	\$	11,676.00	-7.6%
Pension Fund	\$	10,533.00	\$	6,962.76	\$	6,962.76	\$	8,200.00	17.8%
Professional Expenses	\$	483.00	\$	-	\$	-	\$	-	
Rectory Utilities	\$	2,253.00	\$	3,279.08	\$	3,279.08	\$	3,300.00	0.6%
Sabbatical plan	\$	1,000.00	\$	-	\$	-	\$	1,000.00	
Salary	\$	39,745.00	\$	39,744.96	\$	39,745.04	\$	40,937.35	3.0%
Stipend Part 2	\$	4,577.00	\$	4,577.04	\$	4,577.06	\$	4,714.31	3.0%
Travel	\$	1,678.00	\$	-	\$	-	\$	700.00	
<b>SubTotal Rector Expenses</b>	<b>\$</b>	<b>72,243.00</b>	<b>\$</b>	<b>67,458.90</b>	<b>\$</b>	<b>67,459.00</b>	<b>\$</b>	<b>70,817.66</b>	<b>5.0%</b>
<b>Staff expenses</b>									
Adjunct Clergy & Deacon Expenses	\$	500.00	\$	-	\$	-	\$	250.00	
Child Care Provider	\$	1,578.00	\$	179.87	\$	179.87	\$	789.00	338.7%
Christian Ed Director	\$	3,775.00	\$	3,341.07	\$	3,341.07	\$	3,233.05	-3.2%
Office Manager	\$	10,247.00	\$	10,233.44	\$	10,233.44	\$	10,552.50	3.1%
Organist Choir Director	\$	7,018.00	\$	7,017.84	\$	7,017.84	\$	7,228.38	3.0%
Payroll Taxes	\$	2,686.00	\$	959.07	\$	959.07	\$	1,500.00	56.4%
Supply Clergy	\$	1,348.00	\$	-	\$	-	\$	500.00	
<b>SubTotal Staff expenses</b>	<b>\$</b>	<b>27,152.00</b>	<b>\$</b>	<b>21,731.29</b>	<b>\$</b>	<b>21,731.29</b>	<b>\$</b>	<b>24,052.93</b>	<b>10.7%</b>
<b>Stewardship Expenses</b>									
Congregational Development	\$	-	\$	-	\$	-	\$	-	
<b>SubTotal Stewardship Expenses</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	
<b>Worship Expenses</b>									
Altar Supplies	\$	1,260.00	\$	408.38	\$	408.38	\$	400.00	-2.1%
Music Expenses	\$	358.00	\$	176.00	\$	176.00	\$	200.00	13.6%
<b>SubTotal Worship Expenses</b>	<b>\$</b>	<b>1,618.00</b>	<b>\$</b>	<b>584.38</b>	<b>\$</b>	<b>584.38</b>	<b>\$</b>	<b>600.00</b>	<b>2.7%</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>207,146.00</b>	<b>\$</b>	<b>190,361.77</b>	<b>\$</b>	<b>189,961.87</b>	<b>\$</b>	<b>193,932.36</b>	<b>2.1%</b>
<b>Profit</b>	<b>\$</b>	<b>1,592.00</b>	<b>\$</b>	<b>12,419.24</b>	<b>\$</b>	<b>12,792.34</b>	<b>\$</b>	<b>7,439.37</b>	<b>-41.8%</b>