

ST. JAMES EPISCOPAL CHURCH



Annual Report for 2021
Annual Meeting: January 31, 2022

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(to be given out after church 1/30/22)

St. James Episcopal Church

Annual Meeting Agenda

Via Zoom

January 30, 2022

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

St. James 2020 Annual Meeting Agenda

January 31, 2021

Meeting held Via zoom

Present: Linda Young

Current Vestry (2019-2020): Doug Adams, Nii Ankrah, Charlie Hammerich (Junior Warden), Kaylee Hammerich (Treasurer), Barbara Johnson, Lorena O'English, Jim Reece (Senior Warden), Carolyn Ross (vestry clerk), Ross Salerno, Jan Stewart.

Travis Ridout, Elena Panchenko, Dean Ritchie, Catherine Ritchie, Kathleen Smith-Meadows, Mary Flores, Johanna Flores, Stephan Flores, Sylvia Hutton, Dave Hutton, Caitlin Chilinski, Sharon Nitz, Ted Nitz, Doug Adams, Linda Adams, Todd Butler, Rex Burns, Beth Burns, Gia Gordon, Helen Smith, Glen Smith, John Brewer, Jane Sielken, Maureen Edgecombe, Dennis Edgecombe, Peter Haggart, Margaret Haggart, Martha Lum, Becky Kramer, Avid Olson.

Minutes prepared by: Carolyn Ross (Vestry Clerk)

Addenda:

St. James Rector's Report

St. James Episcopal Church Annual Reports

Meeting started at 9:50 am

Decisions:

- 1) Vestry elections
 - a. Doug Adams, Mary Flores, Jim Reece - voted in by acclamation
- 2) Diocesan convention delegate elections
 - a. Sylvia Hutton, Dave Hutton, Jane Sielken as delegates with Gia Gordon as alternate delegate – voted in by acclamation
- 3) Treasurer elections
 - a. Kaylee Hammerich (Treasurer), Doug Adams (Associate Treasurer), Dave Hutton (Assistant Treasurer) - voted in by acclamation

Announcements:

- 1) Jim Reece will continue as senior warden
- 2) Memorial Garden project

Meeting adjourned at 10:05 am

Annual meeting – Sunday, January 30, 2022

Our meeting will include a proposed revision of our bylaws to allow for a smaller vestry of at least seven (rather than nine) elected members. This change would align our vestry leadership to be more consistent with what other similar-sized churches in our diocese have. The proposed change, set forth below, will be voted on by those attending the annual meeting and would take effect immediately. Other business will include election of new vestry members and diocesan convention delegates; honoring members completing their vestry terms; a review of our budget.

Proposed change to St. James Bylaws

The Vestry shall consist of the Rector together with ~~nine (9)~~ **seven (7)** members to be elected at the annual meeting of the Parish. Qualifications for the Vestry, as set forth in the Canons, shall be of legal age, communicants, and contributors. Vestry members shall take office on January 31 following their election and shall, together with their officers, continue to hold office until their successors have been elected and installed.

The Vestry shall be comprised of ~~six (6)~~ **four (4) two-year term members** and three (3) three-year term members. At each annual Parish meeting, ~~three (3)~~ **two (2)** Vestry members shall be elected for terms of two (2) years, and one (1) Vestry member shall be elected for a term of three (3) years to succeed those whose terms shall then expire. Two (2) year term members are eligible for re-election to a second two-year term, but three-year term members or second-term two year member may not be elected to succeed her/himself for a period of one (1) year after the expiration of her/his term.

Vestry Nominations

We will vote on new vestry members who will become the Class of 2024/2025. In keeping with church wide rules and St. James bylaws, members and regular attenders of our church may serve on our vestry if they are over 18 years of age and are “communicants in good standing” (regularly attending, receiving communion, and contributing financially to St. James).

Vestry members commit to attending monthly meetings, participate in our two diocesan gathering days in the spring and fall, participate in an annual day-long vestry retreat, take on some work on projects between vestry meetings, occasionally attend worship services other than their favored service, take part in serving and helping lead a group or committee within the congregation, and interact with people in the congregation.

Diocesan Convention Delegate Nominations

We also will elect three congregation members or regular attenders to be delegates and three to be alternates to our Diocesan Annual Convention, which will be held October 21-23, 2022, at St. John the Evangelist Cathedral in Spokane. Again, we are looking for “communicants in good standing” (regularly attending, receiving communion, and contributing financially to St. James) to be nominated. If interested in participating in our Diocesan Annual Convention, please submit nominations to Jim

Reece (Senior Warden) no later than January 30. Nominations may be made at the Annual Meeting as well.

Senior Warden Report – 2021

During the past year, we continued as a congregation to contend with the challenges presented by the Coronavirus pandemic. But in contrast to 2020 when our church building remained closed for most of the year and we were forced to gather virtually rather than in person, the new year saw us gradually return to the building and participate again in worship services and other activities central to our congregational life.

The Vestry's year began as usual with our annual retreat in February. The focus of the retreat, facilitated by Kristen Keyes, the Regional Developer for the Southeast Region of the Diocese, was a Mutual Ministry Review. Its purpose was to consider various topics central to the life and ministries of our congregation and so to identify goals and needs for the upcoming year. This important discussion led during the following month to the formulation of three ministry goals for 2021. The Vestry's goals for the year were:

- To continue to work on improving the way we welcome and include all in the life of the church while seeking also to grow our congregation. Specifically, the vestry will reconstitute the workgroup to finish a hospitality brochure that seeks to engage newcomers and visitors and encourage their inclusion and membership in the congregation.
- To develop youth ministry leaders for children and teenagers at St. James who through training will be empowered to make recommendations for programming for youth.
- To assess and develop a plan to improve the church website using best practices with the goal of attracting visitors to church.

Vestry sub-committees have made progress on each of the goals this year. A re-design and upgrade of the church's website is in the final planning stages and a draft of the hospitality brochure is currently being considered by the Vestry. Meanwhile, Cheryl Starkey, has worked together with parents on innovative Christian education programming for our children and youth. Our youth, in turn, continue to amaze us with their creative engagement in support of Sunday School activities and, most recently, in the Christmas Pageant that they wrote and presented.

There have been other noteworthy accomplishments this year for which we owe individual parishioners and groups our thanks. Sharon Nitz spearheaded the Creation Care landscaping project that has transformed the garden and east entry to the church. We owe Doug Adams our thanks for preparing a long-needed document describing the St. James Endowment Fund and governing the disposition of funds from the endowment. Mary Flores and the Justice and Compassion Committee organized last spring's Lenten Appeal which raised needed outreach funding for the Backpack Program, Family Promise, and our support for the Epiphany School in Haiti. Similarly, our youth, with the help of their parents, conducted a parish-wide bake sale that raised outreach funds, and Jane Sielken once again headed up a group of volunteers to help with football parking in the fall, which is the single largest source of funding for the church's outreach activities. Special thanks also go to all those who helped with and participated in this fall's St. James Celebration Sunday that rolled our traditional St. James Day, Kick-Off Sunday, and In-gathering Sunday celebrations into a single event. Finally, our Rector, Linda, deserves special recognition and thanks for her leadership in helping to establish the Episcopal-Lutheran-Methodist

(ELM) campus ministry project. On behalf of the Vestry, thank you to all who have given of their time and talent to the many ministries of St. James Episcopal Church.

While we can be proud of accomplishments in many areas this past year, there remains more to do. How do we encourage the growth of our congregation both by welcoming newcomers and by re-engaging members who have stopped attending regularly during the pandemic? How do we develop meaningful Christian programming and activities for our youth? How do we bring the words of our mission statement into action so that we include all in the life of the church? And, finally, what is most important for us as a church community to do? We are fewer in number than in the past and are finding that we cannot do everything that we once could do. These are questions that the Vestry will continue to engage with in the coming year.

Thank you for supporting and participating in the church's work during another eventful and challenging year.

Jim Reece, Senior Warden

2021 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

At Saint James' parish, I have served regularly as deacon in the liturgies of the church on Sundays and major feast days. I have also preached at the Sunday liturgy on several Sundays of the Church year. As deacon assigned to the parish, I serve as a member of the parish's Liturgy Committee and work with the members of that committee help the Rector plan for our worship throughout the year.

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

2021 Altar Guild Report

Last year I reported how the year 2020 changed our lives and that we prayed for “normalcy”. Normalcy did not happen, and we are still praying. While we were able to return to in-person church—with many adjustments—2021 was not much better. Delta and Omicron variants are wreaking havoc: it seems we go one step forward and two steps back.

Nevertheless, Altar Guild work continues. I am grateful for the flexibility shown by our members. I am also grateful for our “auxiliary” members who help with changing the banners, decorating, and other tasks. We couldn’t manage without you.

For everyone who has helped with our artificial Christmas tree for the past almost 20 years, you may be happy to know we “retired” that tree. We will be looking for a replacement – pre-lit – and maybe not so tall; we’ll see.

Please note that the new flower chart is in the narthex. If you’d like to provide flowers, please choose a date. You will be contacted by a member of the Altar Guild for details.

Needs of the Altar Guild remain the same: more people to do the work! Please contact me or our Rector if you are interested in this work.

Thank you, Linda Adams

2021 Justice and Compassion Committee 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 when they have ideas or concerns; we provide support to each other for the work that we are doing, and we coordinate fundraising efforts to provide much needed resources for these outreach activities. During Lent, JCC/Haiti project organized a fundraising appeal to support three of our programs: the Backpack Food Program, the Haiti Project, and Family Promise.

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 food bags biweekly to the Community Child Care Center (CCCC) St. James site and 50 food bags biweekly to the CCCC Greyhound site. The bags, purchased from Second Harvest in Spokane, are distributed to children and their siblings enrolled in 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 \$700 per month. The Greyhound site was added to our outreach efforts in 2020 when Trinity Lutheran was no longer able to support this program. While we thought that this expansion of our

program might be temporary, that has not turned out to be the case. St. James is the only provider of food bags to these two sites now and in the near future. Funds for the Backpack Food Program have come from game-day parking lot proceeds, Lenten fundraising appeals, individual donations, and grants. We are concerned that while we met the demand for food bags at these two sites, we overspent our funds by several hundred dollars in 2021 and may face greater financial pressure in 2022 if the price of food bags increases. The need is great and recipients of the food bags are very thankful for the support from the St. James community. However, we need to focus on ways to fund this outreach, including seeking new grant sources. We are open to suggestions. *Report submitted by Jane Sielken*

Community Action Center Foodbank: In 2021, St. James continued to donate food and funds to the Community Action Center Foodbank. Some parishioners contribute to the foodbank directly, rather than through St. James. Cheryl Starkey regularly communicates specific foodbank needs to parishioners to help us provide needed resources to the foodbank and its users.

Little Free Food Pantry at St. James: In March 2020 we made a decision to switch the Little Free Library to a food pantry. Given the large volume of food that leaves the pantry it is clear that food insecurity in the community is still an issue.

The pantry is mostly filled with donations from community members. For most of 2021 there was a nice flow of food donations. At the start of the winter I noticed that the pantry was almost or completely empty at times. I still had a backup stockpile at that time so I was not that concerned. Family Resources, an in-home caregiving agency in Moscow ID, made a huge donation of food in December. I was able to share some of that donation with two other Little Food Pantries in Pullman.

By the second week of December I quickly used most of the stockpile. The pantry was completely empty in the AM. Even dry beans were taken, which never happens. I asked for donations on community Facebook pages and did get some donations. West Side Food Bank in Moscow donated enough food to keep the pantry stocked for a few weeks at the start of the new year.

The Community Action Center (CAC) in Pullman has given the pantry donations throughout the year. It was when the CAC and other organizations were closed during the holidays that the pantry had the most use.

This coming year the plan is to have a bigger pantry built and installed. We will be able to give out bigger food items, like boxes of cereal. I am open to suggestions for a fundraiser to pay for the new pantry. *Report submitted by Gia Gordon*

Family Promise: St. James continued its partnership with Trinity Lutheran in 2021 to provide support for Family Promise on the Palouse. Due to the risks associated with the Coronavirus, participating families were housed in motels for most of the year and home-cooked meals were delivered to the Day Center in Moscow. Although Family Promise on the Palouse hopes to return to an in-church/on-site model for housing and feeding families, Trinity Lutheran has opted to

discontinue on-site hosting in the context of the Coronavirus pandemic. St. James will continue to partner with them, however, in 2022 to provide meals to Family Promise guests four times a year, hosted elsewhere (to be determined) with occasional opportunities for other kinds of volunteerism as needed. Mary and Stephan Flores and Becky Kramer agreed to serve as St. James Family Promise Co-Coordinator and have met with Mary Lauver, the Trinity Lutheran Family Promise Coordinator, to discuss processes related to our Family Promise partnership and they also attend monthly meetings of Family Promise on the Palouse Coordinators (via Zoom). *Submitted by Mary Flores*

JCC engages in global outreach through the Haiti Project

Haiti Project: St. James' continues its on-going partnership with St. Bartholomew's, Poway, CA (where Allen Adams is a member) in the support of the Episcopal Diocese of Haiti's school, L'Ecole de l'Épiphanie, in Loranette, Haiti. The Diocese of Haiti is The Episcopal Church's largest in terms of numbers with somewhat over 95,000 members, but served by only 90 or so clergy. 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, numbering now well over a hundred, 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.

As of the present L'Ecole de l'Épiphanie teaches kindergartners through those in the eighth grade. There are plans to extend the school to include high school students but, for now, those wishing to continue their education beyond the eighth grade must go to the nearest "large" town, Tomassique, and board there to go to school. Few do. It's distant and expensive and most teenagers are needed to work on the family farm or in the family shop.

Because of covid-related travel restrictions, not to mention earthquakes, hurricanes (neither of which has affected Latornette), and presidential assassinations, we from St. Bart's or St. James' have not been able to personally interact with staff and students at L'Ecole de l'Épiphanie for the past two years. But, even in the absence of our physical presence, the school needs continuing support: staff salaries, books and other school supplies, food. As illustrations: a teacher makes a bit more than \$150 a month, food for an entire semester is about \$6,200, class supplies (books, chalk, notebooks [no, not the electronic kind]) are budgeted at \$770 a year. A relatively small amount of money from us can go a long way in Haiti.

(One major "one-off" improvement over the last two years 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.)

2021 St James Youth

This year the children are still getting involved with the church.

In October they took their change collection and donated \$93.60 to Whitman County Humane Society and \$106.33 to the Episcopal Relief and Development. They decided these two ways to donate because of the blessing of the pets service.

They each made special get well cards for Deacon Diane Lowe when she was ill.

In December, they wrote another Christmas pageant. This year's Christmas pageant was written by Abby and Helen, directed by Lorelei and stage and scenery was by Julianne.

They are really starting to work together and share the different responsibilities that they are taking on.

Lorelei started to help with assisting me in church school.

This last week they have already put together ideas of things they would like to do each month between now and the end of the school year.

Thank you, Cheryl

Update Community Child Care Center

The CCCC still has plans to expand. Last year the CCCC 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 remained open during COVID, however they have had to shut down classrooms at times. They are following all State, Federal and local guidelines, in regards to quarantine and isolation. CCCC is not

At this time there are no pressing maintenance needs in the basement. However, during the hottest days of the summer it was a struggle to keep the classrooms at a comfortable temperature. The Parish Hall Kitchen Committee met with the CCCC to start the process of upgrading and improving the kitchen. One kitchen upgrade that is very much needed is a new stand up dishwasher. This will 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

2021 Treasurer's Report

Despite my best efforts, I once again could not predict what the world would hold for us in 2021 and how that would impact our budget. This year continued to be difficult financially for many people and that is reflected in our pledge income for the year. In Attachment 1 – Budget Comparison, you can see we brought in about \$15.5k less in pledge income than we received in pledges for 2021. Some of this miss was made up in other revenue areas such as parking income and plate offerings.

Unfortunately, our expenses were also above the budget amount for the year by \$8.3k. The primary culprits were rectory refurbishment and higher utility costs than anticipated.

Overall, this means we ended the year with negative margin of \$8.4k. While unfortunate, the good news is this does not mean the church is out of money. While we always want to end the year in a positive position, we can still keep the lights on for now. Our General Fund (shown in attachment and the fund used for operating revenue and expenses) still has just shy of \$40,000 in it (see Attachment 2 – Statement of Financial Position).

Another fund on Attachment 2 I would like to bring attention to is DC – Backpack Fund. As many of you know, this is the outreach we do to purchase food for kids at the Community Childcare Center to take home with them on the weekends. At the end of the year, this fund only had \$35 remaining. Monthly expenses for the fund average out to be about \$600/month. In January, the Vestry voted to move 60% (\$4,580) of the parking income to the Backpack Fund to start it out for 2022. The other 40% goes to the Parking Lot Maintenance Fund.

The final attachment, Attachment 3 – 2022 Approved Budget shows the budget the Vestry approved for this year. The most notable item in the budget is the 6.25% raise for clergy and staff. This is keeping up with the cost-of-living increase (5.9%) as well as a merit increase.

With the birth of Felix, I am taking a step back regarding Treasurer duties in 2021. I recommend Doug Adams be elected as Treasurer and I will become Associate Treasurer, if so voted by the congregation. This will allow me to still be involved to some extent but I will no longer have the commitment to sign checks weekly or provide the Vestry with monthly reports, allowing me to spend some additional time with Felix.

If you have any questions, please feel free to reach out to me at kayray@wsu.edu or 509-429-2023

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Current Month (December)				Year To Date (December FY 2021)			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Revenues								
Brewer Fund	0.00	0.00	0.00	1,776.00	2,227.00	1,500.00	727.00	1,776.00
Directed Giving	0.00	0.00	0.00	0.00	500.00	0.00	500.00	0.00
Music	0.00	18.00	-18.00	0.00	25.00	225.00	-200.00	202.00
SubTotal Directed Giving	0.00	18.00	-18.00	0.00	525.00	225.00	300.00	202.00
Investment Income Keller Fund	0.00	2,500.00	-2,500.00	2,526.80	2,564.79	2,500.00	64.79	2,526.80
Misc. Income	60.00	83.00	-23.00	7.00	7,005.39	1,000.00	6,005.39	1,890.48
Parking Income	0.00	1,250.00	-1,250.00	0.00	7,634.00	5,000.00	2,634.00	0.00
SubTotal Misc. Income	60.00	1,333.00	-1,273.00	7.00	14,639.39	6,000.00	8,639.39	1,890.48
Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Givers of record	440.00	8.00	432.00	600.00	1,400.00	100.00	1,300.00	685.00
Unidentified Plate	125.00	125.00	0.00	6.00	704.00	1,500.00	-796.00	901.25
SubTotal Plate Offerings	565.00	133.00	432.00	606.00	2,104.00	1,600.00	504.00	1,586.25
Pledge income	0.00	0.00	0.00	289.35	0.00	0.00	0.00	289.35
Pledges	10,760.00	14,578.00	-3,818.00	20,637.50	159,371.98	174,940.00	-15,568.02	191,757.60
SubTotal Pledge income	10,760.00	14,578.00	-3,818.00	20,926.85	159,371.98	174,940.00	-15,568.02	192,046.95
Rent CCCC	1,217.24	1,217.00	0.24	1,181.79	14,606.88	14,607.00	-0.12	14,181.48
Total Revenues	12,602.24	19,779.00	-7,176.76	27,024.44	196,039.04	201,372.00	-5,332.96	214,209.96
Expenditures								
Administration Expenses	0.00	20.00	-20.00	0.00	0.00	250.00	-250.00	274.46
Advertising	45.17	66.00	-20.83	28.77	480.34	800.00	-319.66	728.26
Bookkeeping Services	77.25	128.00	-50.75	106.25	1,381.35	1,545.00	-163.65	1,462.50
Computer Expenses	281.00	250.00	31.00	133.55	2,790.48	3,000.00	-209.52	2,797.76
Convention Travel	0.00	195.00	-195.00	0.00	0.00	780.00	-780.00	0.00
Copier	185.07	133.00	52.07	140.97	1,712.01	1,600.00	112.01	1,657.15
Forward Movement	0.00	15.00	-15.00	154.00	0.00	190.00	-190.00	308.00
Misc & Contingencies	13.77	20.00	-6.23	0.00	68.72	250.00	-181.28	210.85
Office Supplies	98.39	137.00	-38.61	220.04	2,011.64	1,650.00	361.64	1,805.51
Paper	30.98	18.00	12.98	0.00	428.55	225.00	203.55	202.06
Postage	58.00	52.00	6.00	59.75	877.85	625.00	252.85	649.40
SubTotal Administration Expenses	789.63	1,034.00	-244.37	843.33	9,750.94	10,915.00	-1,164.06	10,095.95
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 2021)			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Carpet Cleaning	0.00	14.00	-14.00	0.00	1,457.40	175.00	1,282.40	131.50
CCCC Matching Funds	118.70	0.00	118.70	0.00	118.70	0.00	118.70	0.00
Property Insurance	0.00	547.00	-547.00	0.00	6,858.50	6,565.00	293.50	6,351.50
Property Upkeep	1,736.96	1,458.00	278.96	2,135.65	19,478.14	17,500.00	1,978.14	22,541.75
Rectory Refurbishment	0.00	0.00	0.00	0.00	2,601.95	0.00	2,601.95	0.00
Utilities and Telephone	1,506.21	1,141.00	365.21	1,565.41	16,218.75	13,700.00	2,518.75	14,111.95
SubTotal Building and Grounds Expenses	3,361.87	3,160.00	201.87	3,701.06	46,733.44	37,940.00	8,793.44	43,136.70
Diocesan Assessment	3,762.65	3,762.00	0.65	3,635.49	45,151.80	45,152.00	-0.20	43,865.35
Ministry Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12th Night Party	0.00	41.00	-41.00	0.00	622.27	500.00	122.27	845.68
Camperships/Leaders in Training	0.00	0.00	0.00	0.00	400.00	400.00	0.00	0.00
Christian Education/Formation	233.14	125.00	108.14	131.42	1,212.48	1,500.00	-287.52	1,596.23
College Ministry Support	0.00	0.00	0.00	200.00	1,000.00	1,000.00	0.00	800.00
Nursery	55.00	14.00	41.00	0.00	304.16	80.00	224.16	75.00
Parish Activities	0.00	18.00	-18.00	0.00	0.00	225.00	-225.00	180.90
Supplies/Coffee etc.	0.00	12.00	-12.00	0.00	346.87	150.00	196.87	19.62
SubTotal Ministry Expenses	288.14	210.00	78.14	331.42	3,885.78	3,855.00	30.78	3,517.43
Outreach Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Common Ministry	156.48	0.00	156.48	0.00	156.48	0.00	156.48	0.00
Rectors Discretionary Fund	0.00	0.00	0.00	0.00	202.06	600.00	-397.94	231.75
SubTotal Outreach Expenses	156.48	0.00	156.48	0.00	358.54	600.00	-241.46	231.75
Rector Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Continuing Education	702.00	24.00	678.00	0.00	806.06	290.00	516.06	257.06
Health Insurance	2,058.00	973.00	1,085.00	1,010.00	12,158.00	11,676.00	482.00	12,638.00
Pension Fund	864.28	683.00	181.28	145.56	10,371.36	8,200.00	2,171.36	6,962.76
Rectory Utilities	193.44	275.00	-81.56	305.77	3,459.53	3,300.00	159.53	3,279.08
Sabbatical plan	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.00
Salary	3,411.44	3,411.00	0.44	3,312.08	40,937.28	40,937.00	0.28	39,744.96
Stipend Part 2	392.86	392.00	0.86	381.42	4,714.32	4,714.00	0.32	4,577.04
Travel	2.00	58.00	-56.00	0.00	2.00	700.00	-698.00	0.00
SubTotal Rector Expenses	7,624.02	5,816.00	1,808.02	5,154.83	72,448.55	70,817.00	1,631.55	67,458.90
Staff expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Adjunct Clergy & Deacon Expenses	0.00	20.00	-20.00	0.00	0.00	250.00	-250.00	0.00

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	Current Month (December)				Year To Date (December FY 2021)			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Child Care Provider	0.00	65.00	-65.00	0.00	123.60	789.00	-665.40	179.87
Christian Ed Director	358.02	269.00	89.02	463.50	3,467.49	3,233.00	234.49	3,341.07
Office Manager	840.00	879.00	-39.00	975.00	11,283.13	10,553.00	730.13	10,233.44
Organist Choir Director	602.36	602.00	0.36	584.82	7,228.32	7,228.00	0.32	7,017.84
Payroll Taxes	137.73	125.00	12.73	154.79	-328.82	1,500.00	-1,828.82	959.07
Supply Clergy	0.00	41.00	-41.00	0.00	135.00	500.00	-365.00	0.00
SubTotal Staff expenses	1,938.11	2,001.00	-62.89	2,178.11	21,908.72	24,053.00	-2,144.28	21,731.29
Worship Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Altar Supplies	267.60	33.00	234.60	53.90	1,843.90	400.00	1,443.90	408.38
Music Expenses	0.00	16.00	-16.00	0.00	176.00	200.00	-24.00	176.00
SubTotal Worship Expenses	267.60	49.00	218.60	53.90	2,019.90	600.00	1,419.90	584.38
Total Expenditures	18,188.50	16,032.00	2,156.50	15,898.14	202,257.67	193,932.00	8,325.67	190,621.75
Other Revenues								
Investment Income	0.00	0.00	0.00	187.23	-43.93	0.00	-43.93	1,635.06
Total Other Revenues	0.00	0.00	0.00	187.23	-43.93	0.00	-43.93	1,635.06
Other Expenditures								
Credit Card Charges	18.39	0.00	18.39	0.00	257.32	0.00	257.32	0.20
Total Other Expenditures	18.39	0.00	18.39	0.00	257.32	0.00	257.32	0.20
Other Financial Sources-Uses								
Transfers Out	-1,600.00	0.00	-1,600.00	0.00	-1,897.77	0.00	-1,897.77	-51,030.47
Total Other Financial Sources-Uses	-1,600.00	0.00	-1,600.00	0.00	-1,897.77	0.00	-1,897.77	-51,030.47
Summary								
Total Revenues	12,602.24	19,779.00	-7,176.76	27,024.44	196,039.04	201,372.00	-5,332.96	214,209.96
Total Expenditures	18,188.50	16,032.00	2,156.50	15,898.14	202,257.67	193,932.00	8,325.67	190,621.75
Total Other Revenues	0.00	0.00	0.00	187.23	-43.93	0.00	-43.93	1,635.06
Total Other Expenditures	18.39	0.00	18.39	0.00	257.32	0.00	257.32	0.20
Total Other Financial Sources-Uses	-1,600.00	0.00	-1,600.00	0.00	-1,897.77	0.00	-1,897.77	-51,030.47

St James Episcopal

Budget Comparison w/Variance for General Fund

Account	- - - - - Current Month (December) - - - - -				- - - - - Year To Date (December FY 2021) - - - - -			
	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
Balance	-7,204.65	3,747.00	-10,951.65	11,313.53	-8,417.65	7,440.00	-15,857.65	-25,807.40

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2021

Assets

Bank

Pay Pal Account	6,484.19
US Bank Checking	135,016.07
Jones Money-Market	124,531.06

Total Bank **266,031.32**

Other Current Assets

Diocesan Investment Pool	
Endowment College Work	44,898.00
Endowment Jaekel Fund	5,708.75
Endowment Organ	18,122.27
Endowment St. James	26,498.51
Total Diocesan Investment Pool	95,227.53

Total Other Current Assets **95,227.53**

Total Assets **361,258.85**

Liabilities

Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	650.20
FICA Tax Payable-Employer	351.78
FICA Tax Withholding-Employee	351.78
Medicare Tax Payable-Employer	82.25
Medicare Tax Withholding-Employee	82.25

Total Payroll Withholding & Taxes 1,518.26

Special Contributions Liabilities

DC - Almoners Liab	392.85
DC - Backpack Fund	35.54
DC - Choir	500.00
DC - College Work Liab	1,185.00
DC - Diocese Loan Payments	100.00
DC - Landscaping Project	10,753.35
DC - Prepaid Pledges	16,160.00
DC Family Promise	630.00
DC General Pass through Liab	555.00
SC - Birch	5,000.00
SC - Birthday Offerings Liab	1,516.22
SC - Bishop Gift	195.30
SC - Haiti	125.00
SC - Sunday School Offering	181.04

Total Special Contributions Liabilities 37,329.30

Total Other Current Liabilities **38,847.56**

Total Liabilities **38,847.56**

Net Assets

Unrestricted

Altar Guild Fund	-1,481.10
Christian Formation Fund	11,971.96
Day-care Maintenance	7,890.09

St James Episcopal

Statement of Financial Position For All Funds as of 12/31/2021

Endowment Jaekel	5,741.02
Endowment St. James Fund	45,228.06
General Fund	39,544.86
Major Improvements/Repair Fund	20,522.97
Memorial Fund	18,397.97
Outreach Seed Fund	1,057.43
Parking Lot Maintenance	4,880.58
Reserve Fund	22,780.50
Sabbatical Fund	6,495.12
Total Unrestricted	183,029.46
Restricted	
Creative Ministries Grant	1,400.00
Endowment College Work Fund	49,039.10
Endowment Organ Fund	19,900.28
Lilly Grant	12,367.71
Parish Hall Improvements	36,346.86
Rectors Discretionary Fund	13,316.53
Window Fund	7,011.35
Total Restricted	139,381.83
Total Net Assets	322,411.29
Total Liabilities + Net Assets	361,258.85

St. James Episcopal Church
 2022 Approved Budget - General Fund
 Final

Account	2021 Budget (YTD Dec 2021)	2021 Actuals (YTD Dec 2021)	2022 Budget	Variance
Revenues				
Brewer Fund	\$ 1,500.00	\$ 2,227.00	\$ 2,000.00	-10.2%
Directed Giving	\$ -	\$ 500.00		
Music	225.00	25.00	50.00	100.0%
SubTotal Directed Giving	\$ 225.00	\$ 525.00	\$ 50.00	-90.5%
Investment Income Keller Fund	\$ 2,500.00	\$ 2,564.79	\$ 2,500.00	0.0%
Misc. Income	\$ 1,000.00	\$ 7,005.39	\$ 3,500.00	-50.0%
Parking Income	\$ 5,000.00	\$ 7,634.00	\$ 9,000.00	17.9%
SubTotal Misc. Income	\$ 6,000.00	\$ 14,639.39	\$ 12,500.00	-14.6%
Plate Offerings				
Givers of record	\$ 100.00	\$ 1,400.00	\$ 750.00	-46.4%
Unidentified Plate	\$ 1,500.00	\$ 704.00	\$ 600.00	-14.8%
SubTotal Plate Offerings	\$ 1,600.00	\$ 2,104.00	\$ 1,350.00	-35.8%
Pledge income				
Pledges	\$ 174,940.00	\$ 159,371.98	\$ 175,002.52	9.8%
SubTotal Pledge income	\$ 174,940.00	\$ 159,371.98	\$ 175,002.52	9.8%
Rectors Discretionary Fund	\$ -	\$ -	\$ -	
Rent CCCC	\$ 14,607.00	\$ 14,606.88	\$ 15,045.09	3.0%
Total Revenues	\$ 201,372.00	\$ 196,039.04	\$ 208,447.61	6.4%
Expenditures				
Administration Expenses	\$ 250.00	\$ -	\$ -	
Advertising	\$ 800.00	\$ 480.34	\$ 500.00	4.1%
Bookkeeping Services	\$ 1,545.00	\$ 1,381.35	\$ 1,641.56	18.8%
Computer Expenses	\$ 3,000.00	\$ 2,790.48	\$ 3,000.00	7.5%
Convention Travel	\$ 780.00	\$ -	\$ 1,500.00	
Copier	\$ 1,600.00	\$ 1,712.01	\$ 1,600.00	-6.5%
Forward Movement	\$ 190.00	\$ -	\$ 190.00	
Misc & Contingencies	\$ 250.00	\$ 68.72	\$ 250.00	263.8%
Office Supplies	\$ 1,650.00	\$ 2,011.64	\$ 2,050.00	1.9%
Paper	\$ 225.00	\$ 428.55	\$ 450.00	5.0%
Postage	\$ 625.00	\$ 877.85	\$ 950.00	8.2%
SubTotal Administration Expenses	\$ 10,915.00	\$ 9,750.94	\$ 12,131.56	24.4%
Building and Grounds Expenses				
Carpet Cleaning	\$ 175.00	\$ 1,457.40	\$ -	-100.0%
CCCC Matching Funds	\$ -	\$ 118.70	\$ -	-100.0%
Property Insurance	\$ 6,565.00	\$ 6,858.50	\$ 7,152.00	4.3%
Property Upkeep	\$ 17,500.00	\$ 19,478.14	\$ 19,000.00	-2.5%
Rectory Refurbishment	\$ -	\$ 2,601.95	\$ -	-100.0%
Utilities and Telephone	\$ 13,700.00	\$ 16,218.75	\$ 16,000.00	-1.3%
SubTotal Building and Grounds Expenses	\$ 37,940.00	\$ 46,733.44	\$ 42,152.00	-9.8%
Diocesan Assessment	\$ 45,152.00	\$ 45,151.80	\$ 44,636.17	-1.1%
Ministry Expenses				
12th Night Party	\$ 500.00	\$ 622.27	\$ -	-100.0%
Camperships/Leaders in Training	\$ 400.00	\$ 400.00	\$ 400.00	0.0%
Christian Education/Formation	\$ 1,500.00	\$ 1,212.48	\$ 1,000.00	-17.5%
College Ministry Support	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	

Account	2021 Budget (YTD Dec 2021)	2021 Actuals (YTD Dec 2021)	2022 Budget	Variance
Nursery	\$ 80.00	\$ 304.16	\$ 500.00	64.4%
Parish Activities	\$ 225.00	\$ -	\$ 750.00	
Supplies/Coffee etc.	\$ 150.00	\$ 346.87	\$ 800.00	130.6%
SubTotal Ministry Expenses	\$ 3,855.00	\$ 3,885.78	\$ 4,450.00	54.2%
Outreach Expenses				
Miscellaneous Outreach	\$ -	\$ -		
Common Ministry	\$ -	\$ 156.48		-100.0%
Rectors Discretionary Fund	\$ 600.00	\$ 802.06	\$ 600.00	-25.2%
SubTotal Outreach Expenses	\$ 600.00	\$ 958.54	\$ 600.00	-37.4%
Rector Expenses				
Continuing Education	\$ 290.00	\$ 806.06	\$ 250.00	-69.0%
Health Insurance	\$ 11,676.00	\$ 12,158.00	\$ 12,576.00	3.4%
Pension Fund	\$ 8,200.00	\$ 10,371.36	\$ 8,200.00	-20.9%
Professional Expenses	\$ -	\$ -	\$ 700.00	
Rectory Utilities	\$ 3,300.00	\$ 3,459.53	\$ 3,750.00	8.4%
Sabbatical plan	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.0%
Salary	\$ 40,937.00	\$ 40,937.28	\$ 43,495.95	6.3%
Stipend Part 2	\$ 4,714.00	\$ 4,714.32	\$ 5,008.99	6.3%
Travel	\$ 700.00	\$ 2.00	\$ 500.00	24900.0%
SubTotal Rector Expenses	\$ 70,817.00	\$ 73,448.55	\$ 75,480.93	2.8%
Staff expenses				
Adjunct Clergy & Deacon Expenses	\$ 250.00	\$ -	\$ 250.00	
Child Care Provider	\$ 789.00	\$ 123.60	\$ 1,000.00	709.1%
Christian Ed Director	\$ 3,233.00	\$ 3,467.49	\$ 3,663.08	5.6%
Office Manager	\$ 10,553.00	\$ 11,283.13	\$ 11,992.97	6.3%
Organist Choir Director	\$ 7,228.00	\$ 7,228.32	\$ 7,680.09	6.3%
Payroll Taxes	\$ 1,500.00	\$ (328.82)	\$ 1,500.00	-556.2%
Supply Clergy	\$ 500.00	\$ 135.00	\$ 500.00	270.4%
SubTotal Staff expenses	\$ 24,053.00	\$ 21,908.72	\$ 26,586.13	21.3%
Stewardship Expenses				
Congregational Development	\$ -	\$ -	\$ 200.00	
SubTotal Stewardship Expenses	\$ -	\$ -	\$ 200.00	
Worship Expenses				
Altar Supplies	\$ 400.00	\$ 1,843.90	\$ 1,800.00	-2.4%
Music Expenses	\$ 200.00	\$ 176.00	\$ 200.00	13.6%
SubTotal Worship Expenses	\$ 600.00	\$ 2,019.90	\$ 2,000.00	-1.0%
Total Expenditures	\$ 193,932.00	\$ 203,857.67	\$ 208,236.80	2.7%
Profit	\$ 7,440.00	\$ (7,818.63)	\$ 210.81	-103.1%