

2021
The One Hundred
Seventy-Eighth
Annual Report



St. Stephen's Memorial Episcopal Church



Annual Meeting
February 27, 2022

The 2021 Vestry

Christopher Trahan, *Senior Warden*

Harry Jackson, *Junior Warden*

Virginia Fuller, *Treasurer*

Sandy Wittrup, *Clerk*

Pam Alleyne

Charlotte Brown-Breckenridge

Carline Riley-Clarke

Jay Poppe

Tim Potter

Tina Robillard

Emily Sherwood

Bob Tucker

Joyce Wallace

Clergy

The Most Reverend Michael B. Curry, *Presiding Bishop and Primate*

The Right Reverend Alan M. Gates, *Bishop Diocesan*

The Right Reverend Gayle E. Harris, *Bishop Suffrage*

The Reverend Gregory Perez, *Priest in Charge*

The Reverend Joseph Ngotho, *Vicar, Christ the King*

The Reverend Zachary Kinyua, *Associate Vicar, Christ the King*

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AGENDA OF THE 178TH ANNUAL MEETING

St. Stephen's Memorial Episcopal Church

February 27, 2022

- | | |
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| 1. Call to Order | Mr. Christopher Trahan |
| 2. Opening Prayer | The Rev. Gregory Perez |
| 3. Greetings | The Rev. Gregory Perez |
| 4. Report of the Nominating Committee | Mr. Nelson Woodfork
Mrs. Pamela Alleyne |
| 5. Wardens' Comments | Mr. Christopher Trahan
Mr. Harry Jackson |
| 6. Financial Reports
2021 End of Year Finances
2022 Budget | Ms. Virginia Fuller |
| 7. By-Law Review | Mr. Christopher Trahan |
| 8. Election Results | Mr. Nelson Woodfork
Mrs. Pamela Alleyne |
| 9. Clergy Acknowledgements and Closing Remarks | The Rev. Gregory Perez |
| 10. Closing Prayer | The Rev. Gregory Perez |
| 11. Adjourn | Mr. Christopher Trahan |

ROLL CALL AT ST. STEPHEN'S

2021 Baptisms

Matthew Henry Breckenridge

Benjamin Thomas Joseph Bouchard

Laura Lee Bouchard

2021 Marriages

Alexander Bennet Newell and Audrey Heather Shaughnessy

2021 Funerals

Danny Avery

Marilyn Tansey

Virginia Breedy

Deborah Lynn Potter

Peter Prentiss

Alan Warren Scott

Alice L. McFarlane

Cheryl Mae Mowbray

William J. Elwell, II

Elaine Susan Beaupre

Valiaza Jones Harding Knight

MINUTES OF THE 177TH ANNUAL MEETING

St. Stephen's Memorial Episcopal Church

February 28, 2021

Via Zoom

Call to Order: 12:16 pm: Christopher Trahan, Senior Warden

Due to Covid-19 Pandemic, 2021 Annual Meeting was held via Zoom with 23 families participating which included:

From the sanctuary: The Rev. Gregory Perez, Priest-in-Charge; Christopher Trahan, Sr Warden; Harry Jackson, Jr. Warden, Bruce Beecroft, Choir Director

From their homes: Virginia Fuller, Treasurer; Heather Collis Puro, former Treasurer; Carolyn Hoy, Clerk; Pamela Alleyne, Bonnie Bishop & Conrad Squires, Charlotte Brown-Breckenridge, Marilyn Cloran, Robert Dixon, Carolyn Edwards, Tina Lloyd, Toby Milner, Helen Patmon, Beverly and Donald Phillips, James Poppe, Dorothy Post, Albertina Robillard, Emily Sherwood, Ruthanne Switzer, Robert Tucker, Joyce Wallace.

Annual Report was available through email and on the church website.

No election was held. All Vestry members and officers will serve another term.

2020 Ballot

Senior Warden	Christopher Trahan
Junior Warden	Harry Jackson
Treasurer	(vacant) — Virginia Fuller was appointed by the Vestry in 2021
Clerk	Carolyn Hoy

Vestry

Joyce Wallace	2-year term
Albertina "Tina" Robillard	3-year term
Emily Sherwood	3-year term
Robert "Bob" Tucker	3-year term

Delegates to Diocesan Convention

Susan Rosevear	Delegate
Steve Switzer	Delegate
Conrad Squires	Alternate

Delegates to the North Shore Deanery

Bonnie Bishop	Delegate
Susan Rosevear	Delegate
Steve Switzer	Delegate
Joyce Wallace	Delegate

Opening Prayer and Greeting: The Rev. Gregory Perez, Priest-in-Charge
Father Greg welcomed all to his first Annual Meeting. What a blessing during this unusual time.

Minutes of the 2020 Annual Meeting (vote): Carolyn Hoy, Clerk
Minutes presented from the February 23, 2020 Annual Meeting, Motion made to approve the 176th Annual Meeting minutes made by Carolyn, seconded by Dorothy Post, discussion, all in favor, none opposed, approved as presented.

Warden's Comments: Christopher Trahan, Sr. Warden

- Financial support has been appreciated during this hard time
- PPP loan has helped as there have been no fundraisers
- Reopening Committee working on technology will continue to meet

Financial Reports: Virginia Fuller, Treasurer and Heather Collis Puro, former Treasurer

- Paycheck Protection Program Loan (PPP) was received from Eastern Bank and in process of turning it into a grant.
- Financial Reports discussed
- Questions asked and answered
- Budget discussed – income based on pledges, fundraising and Endowment withdrawal
- Endowment discussed – which is at risk as we take more than we should be at this time
- Finance Committee reviewed each Endowment Fund to make sure donors' wishes are being met, noting any restrictions
- Treasurer asked that when applying for a grant, copy needs to go to treasurer's office in order to track funds when received
- Sr. Warden thanked Treasurer and Finance Committee for all their hard work

Clergy Acknowledgements and Closing Remarks: The Rev. Gregory Perez

- Bishop Gates will be visiting the church on Mother's Day in May.
- Treasurer: Esmerelda will be coming to church. Reminder to save your change. Some mite boxes and coin cards available at the church. Donations to Episcopal Relief and Development will be designated for medical.

Closing Prayer: The Rev. Gregory Perez

Adjournment: 1:10 pm



Around the church



REPORT OF THE WARDENS

The past year can best be described as one with peaks and valleys, each month bringing about new challenges and new hopes. The ongoing Covid-19 pandemic, along with the new variants of the virus, have caused the parish to operate in a reduced capacity. First, acting under the guidance of our Bishops and Diocesan leadership, parishes remained closed until after Easter. As our own Reopening Committee met and reviewed medical metrics in our community, anticipated dates were set for in-person worship but covid cases would start to spike again, delaying our reopening until Pentecost Sunday. Though the day for reopening was pushed back, it was still an exciting time for the parish to be able to worship together in the church with physical distancing guidelines and covid precautions put in place. It was a joyous occasion for the parish as it had been since March 15, 2020, the Third Sunday in Lent, that the parish had last gathered in-person for worship, having missed two Easters, two Christmases, and several Sundays together. But St. Stephen's parishioners are tenacious.

As a response to the Covid shutdowns, virtual worship through Zoom continued. With the reopening of the parish happening, the Vestry, with the advice of the Reopening Committee, felt that on-line worship also needed to continue especially for our parishioners for whom gathering in-person was still not safe for them. This required us to envision how we could broadcast our regular worship services, so that they are engaging to those watching on-line and yet not intrusive to those worshipping in-person. We hired a consultant, purchased five cameras, and now have Sunday and special holiday services recorded and broadcast through YouTube and Facebook. We continue a virtual "coffee hour" after worship for parishioners who chose to attend church via Zoom and do a group watch of the broadcast, but then stay online after to be able to remain connected with other parishioners. This has enabled us to continue to maintain parish connections with our parishioners as well as to invite new visitors on a regular basis. A new way (for us) by which we can reach out to others beyond our walls and evangelize.

The pandemic has also limited the ways by which we do our fundraising, which has required us to dip deeper into our unrestricted endowment funds to keep the parish operating at its regular capacity. The vestry realizing that this cannot be a long-term answer, made the decision to start a process of scaling back our endowment draw to a more sustainable level. This requires the help of everyone in the parish as we think about ways in which we can help sustain the parish financially—from our own personal giving to supporting fundraising efforts. Our fall pledge campaign saw an increase in financial pledging, a testament to the dedication that parishioners have for this parish. As the

generations who came before us did, so must we also make sure that future generations may also benefit from all that St. Stephen's offers.

The pandemic affected two of our parish outreach ministries, our Food Pantry and Kids-in-Community After School program. The pandemic coupled with sharply rising food prices, has only exacerbated food scarcity in the City of Lynn. The Food Pantry has been operating at an increased food level since the pandemic began in the Spring of 2019 and the lines continue to be long. Many times, lines extend out the parking lot, up Blossom Street and around the corner onto South Common Street. Our volunteers continue to make sure the pantry shelves are stocked, food is ordered from the Greater Boston Food Bank, and guests are served. Our Kids-in-Community afterschool program reopened this fall, incorporating Covid-19 precautions and physical distancing requirements. These requirements reduced our capacity limits to the number of students we could serve which then had an adverse effect on our ability to obtain sustainable grant funding levels, sadly causing the KIC advisory board to make the difficult decision to close the program. However, we are hopeful that the KIC Summer Camp will happen this coming summer. And such is life...a series of peaks and valleys; comings and goings; ebbing and flowing; waxing and waning; It reminds us that we are a congregation very much alive, answering God's call by living out our Baptismal Covenant. As our term ends, it is time for the parish to elect a new Senior Warden and Junior Warden. It has been both an honor and a privilege to serve this community of faith as wardens for the last four years.

Respectfully Submitted,
Christopher Trahan
Harry Jackson



Sunday Worship



REPORT OF THE PRIEST IN CHARGE

I am now a year and five months into my ministry as Priest in Charge. As we all know, I arrived during a difficult time. My first services and liturgical seasons (Advent, Christmas, Lent and Easter) were celebrated in front of a small camera next to a laptop. I met the majority of you from behind a screen. It was such a blessing to me when we were finally able to gather in-person for our first service, which was Pentecost Sunday, May 23, 2021. On that morning, I sensed the Holy Spirit among us, and all I could think of, was the opening verse to the hymn, *Sweet, Sweet Spirit*: “There’s a sweet, sweet Spirit in this place.” (Lift Every Voice and Sing II, pg. 120)

Proudly, I can now say that I have celebrated all the liturgical seasons with most of you in person. Although we are still in uncharted territory, I am slowly meeting new congregants, including visitors who have joined us for Sunday morning worship. Slowly, we are entering a new age where all of us will have to be open to the Spirit of God moving us to new places, opportunities, and new leadership. As my brother often reminds me, “You got this.”

We do have this! We have had to imagine what Church can be when not in the sacred building. We have learned how to stay connected virtually. We have learned how to use technology in order to bring worship to others and we have most certainly learned what Eucharist means to us when we cannot receive it. We have had to be creative in our lives together: stewardship, fundraising, ministry and service. A year ago, our annual meeting was held virtually. This year we gather in person, and while we may not yet share a meal together, our hearts are united in gratitude and love for each other.

For me, it has been a privilege to serve as Priest in Charge even during a pandemic. I too have had to explore my priesthood in challenging times. However, I am not alone; from my virtual gatherings with colleagues, the clergy have been pushed to new opportunities by the Spirit of God. That same Spirit is working among us all, forcing us to ask the right questions for the Church after the pandemic. This is the excitement that I feel in my heart.

I hope that together, we can bring life back into St. Stephen’s. I trust that we can build new relationships and restore old friendships. I believe we can heal from old wounds, and that we can embrace new dreams together. Let us make this next phase of my ministry as Priest in Charge, an exciting time as we slowly return to some sense of normalcy, but with renewed hearts and minds.

I quote from the Book of Common Prayer (p.291):

“Let the whole world see and know that things which were cast down are being raised up, and things which had grown old are being made new, and that all things are being brought to their perfection by him through whom all things were made...Jesus Christ our Lord.”

Let’s claim this prayer and embrace what can be. We got this!

Faithfully,

The Rev’d Gregory Perez



REPORT OF CHRIST THE KING ANGLICAN COMMUNITY CHURCH

The long-awaited day of Nov 13th of 2021 came, and on the same day the Kiswahili congregation adapted the new name of Christ the King. We were voted in by the 236th convention to become a mission church of the Episcopal Diocese of Massachusetts. This journey of becoming who we are today has not been an easy one.

The fact that we did not know exactly who we are in the Episcopal Church was a great hinderance to our progress. We sometimes referred ourselves as Kiswahili congregation, East African Outreach Mission, Kenyan Congregation, St. Stephen's Kenyan Congregation; all those names were referred to us. I personally didn't know my official title, whether I was a priest-in-charge or assistant priest or pastor-in-charge, but from Nov 13th I became the Vicar of Christ the King.

My great thanks go to the St. Stephen's clergy and the vestries who have been serving from the year 2004 until today. They have been very supportive despite all those confusions.

Thanks to the faithful members of St. Stephen's who have always regarded our congregation as part of the St. Stephen's Community. We shall continue to work together where the spirit leads us knowing that we are all children of the most High, God the father.

In all those years I have realized that building a church community is not easy. It takes the hand of God to build and hold together as a unit. If all of us contribute and support the church without reservation and if all of us develop the feelings of belonging, our two congregations can grow stronger and become a place of joy and of blessing to every member. "Finally, brothers and sisters, rejoice! Strive for full restoration, encourage one another, be of one mind, live in peace. And the God of love and peace will be with you. " 2 Cor. 12:11.

Let us all make St. Stephen's our home, live together in love as a family and continue welcoming new members with open hands. May God bless St. Stephen's.

Rev Joseph.
Vicar, Christ the King

REPORT FROM KEVIN NEIL'S DISCERNMENT COMMITTEE



Although our work as a discernment committee of Tina Lloyd, Lucinda McClain, Phillip Mullings, Jay Poppe, Dorothy Post, and Susan Rosevear finished before 2021, Kevin Neil has kept in touch with us, letting us know that he had finished seminary at Boston University, and was continuing to work with the MANNA program at the Cathedral while he was preparing for ordination. He told us that he was submitting his paper work to the vestry to approve his ordination to the Diaconate.

Bishop Gayle Harris ordained him a Deacon in the late spring with other new deacons. Because of diocesan limits of attendees due to the pandemic, a number of us watched and celebrated on Zoom.

Subsequently, he was called to be the Vicar of a mission parish, St. John the Evangelist Episcopal Church, San Francisco in the Diocese of California, which Kevin said shared many similarities with St. Stephen's. He started his ministry there during the summer, and on December 18, 2021, Bishop Marc Andrus, on behalf of Bishop Alan Gates, ordained him to the priesthood. Again, the service was livestreamed so we could join in the celebration!

Below is a photo of Kevin with his presenters – The Rev. Jane Gould, Annalise Deal, his fiancée, and Jamie Shore, former Intern at St. Stephen's.

Respectfully submitted,
Dorothy Post, Chair

**STEWARDS OF PHYSICAL, FINANCIAL
AND
HUMAN RESOURCES**

REPORT OF THE STEWARDSHIP MINISTRY TEAM

The Stewardship Ministry Team started the 2022 Pledge Campaign planning in July and kicked-off the pledge drive in October with the theme of “I am the bread of life” (John 6:35). The theme was especially chosen as a reminder of the many ways in which this community of faith has, and is being fed. Despite dealing with the ongoing pandemic, we have plowed through, regathering and coming back together.

Just in the blessing of our regathering, we’ve had the opportunity to be fed. Since Pentecost we have held weekly services in the church to which a small, but faithful group has gathered in the building each week to worship, while others have joined online through Zoom and live streaming. We’ve shared the bread of life through scripture, song and the eucharist. Being in community we have fed one another and reached out to those in the neighborhood who’ve come to our Food Pantry. We were even able to serve neighborhood children and have a limited summer Kids in Community and After School programs.

And, we have been blessed and fed by those who have responded to our Pledge Campaign. Many thanks to everyone who has pledged to help meet the 2022 pledge goal of \$120,00. At the time of this report, 53 pledges have been received totaling \$111,578, so we have a way to go. **If you have not pledged yet, it is never too late to do so. Every pledge, regardless of the amount, helps and is important. We need your help!**

If you need a pledge card sent to you, please contact the parish office at 781 599-4220,. Having pledge cards filled out is important for the vestry to plan our budget. You can also log onto the St. Stephen’s website (www.ststephenslynn.org) and click on Donate.

We give thanks for the many blessings that continue emanating from St. Stephen’s and all the people who make up our community. We have all been blessed, thanks to the stewardship of previous generations. Now it’s our turn to step up in gratitude to ensure that St. Stephen’s will continue to do God’s work as we start this new chapter.

Respectfully submitted,
Dorothy Post for the Stewardship Ministry Team
(Ginny Fuller, Lucinda McClain, and Tina Robillard)

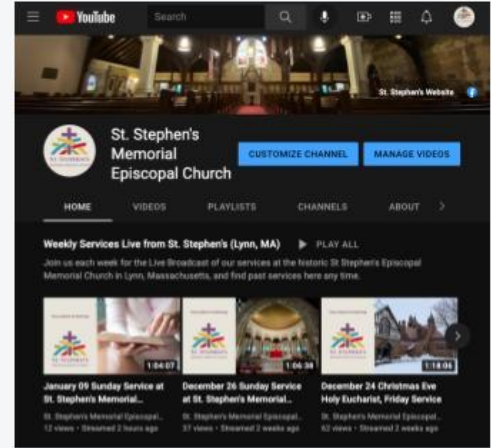
ANNUAL REPORT OF DIGITAL WORSHIP

Broadcast Summary

TuttleCo began broadcasting St. Stephen's 10am Sunday Service in May 2021, using 5 wired and wireless cameras staffed via a remotely controlled laptop.

Prior to contracting TuttleCo to install, maintain, and host weekly broadcasts, Sunday Services were held using Zoom from a single laptop since the beginning of COVID. This format later became unsustainable as the church began reopening services to the public.

This report captures topline details about St Stephen's Weekly Broadcasts and includes future recommendations.



St. Stephen's YouTube Channel

<https://www.youtube.com/channel/UC4Y1P4tEwFczRpWGQNfFaug>

Event Report: 2021 Key Performance Indicators



KPI Broadcast Details by Channel

Below you'll find the metrics reported by channel, including Zoom attendance. As seen here, YouTube is performing best at reaching the most people, gaining views, and engaging viewers.

While Facebook is not the best platform for viewing long-form videos or broadcasts, we believe these micro-touchpoints are still beneficial to engaging the existing online social community.

YouTube	Impressions	CTR Impressions	Video Views	Hrs Watched	New Subscribers
2021 Sunday Services (May-Dec 2021)	11,598	4.90%	1,218	218.20	51

Facebook	Video Reach	Views (10s)	Views (1m)	Engagements	Hrs Watched	New Followers
2021 Sunday Services (May-Dec 2021)	6,568	855	123	114	21.48	15

Zoom	# Services	# Times PPL Attended	Avg Attendees Per Service
2021 Sunday Services (May-Dec 2021)	37	511	13.8

2022 Broadcast Support Services

Broadcast Production

TuttleCo will support weekly 1-hour broadcasts of the 10am Sunday Service at St Stephens, including:

- Broadcast scheduling and setup to YouTube, Facebook, and website, including Search Engine Optimization and community chat mgmt.
- Day-of Broadcast pre-event tech support
- Day-of Producer will management all cameras, audio, and Live chat.
- Broadcast wrap-up and post-event video trimming.

Additionally Included Without Fee

- **Broadcast Software** - In order to provide the best possible client service and production, TuttleCo utilizes numerous professional software licenses to support your broadcasts, at no additional cost to you, including Vimeo & Streamyard broadcast software
- **Music Licensing** - TuttleCo licenses organ music on your behalf for the opening video and to help ensure St Stephen's broadcasts are not interrupted or removed for copyright infringement.
- **Redundancy** - TuttleCo provides your producer for each broadcast & has additional staff on standby.



Zoom worship before opening



REPORT OF THE PARISH HISTORIAN

This biggest highlight as a parish this year was our Reopening! Due to the Covid-19 pandemic, many parish activities, including in-person worship were suspended under diocesan regulations. However, with declining metrics in the Commonwealth and in Lynn specifically, the diocese granted us permission to reopen on Pentecost Sunday, May 23, 2021. From the onset of the pandemic until May 16, 2021, regular public worship was through an online platform. To put into perspective how long the pandemic affected regular public worship, we last gathered on Sunday, March 15, 2020. Parishioners had not gathered for in-person worship for a total of sixty-one (61) Sundays, inclusive of two (2) Easter Sundays as well as other occasions as Holy Week services and two (2) Christmases. Since the reopening on May 23, 2021, the worship has been happening using a hybrid model. The 8am Sunday service is in-person only, but the 10am service, is both in-person and broadcasted simultaneously for those who cannot gather in-person.

The parish administrator, under the direct supervision of the clergy serving St. Stephen's Memorial Episcopal Church, records, maintains, and secures all vital records. Other historical parish documents and photographs are stored in the archives of the parish. Cataloging, including photographic documentation of the parish's insured property, and organizing files continues to be an ongoing process, utilizing the current recommended archival care processes. Plans for the future include exploring the digitization of parish records.

During 2021, there were no new purchases made against the Archival Line Item in the budget. As required, the parish office will send a copy of the parish's Annual Report to the Diocesan Archivist at the Diocesan offices for filing in the diocesan archives.

Respectfully Submitted,
Christopher Trahan

REPORT OF THE PARISH TREASURER

FY2021

The pandemic was still in our lives. The doors of St. Stephen's were open and in person services were held. Many were attending church in person and some are on zoom and YouTube. Fundraising did not happen for 2021. The PPP Loan of fifty thousand dollars having been paid off and all forgiveness documentation sent in, a letter was received from the Small Business Administration, Washington, DC, forgiving the Paycheck Protection Program (PPP) loan. This budget was based on taking one hundred twenty thousand dollars (\$120,000) from the endowment at ten thousand dollars (\$10,000) a month.

2022 Budget

The biggest change in this budget is the draw from the endowment. The decision was made, after consulting with DeBurlo, our management company, and discussion with the vestry, to draw less than one hundred twenty thousand dollars (\$120,000) from the endowment. This budget has an endowment draw of ninety thousand dollars (\$90,000), which is seven thousand five hundred dollars (\$7,500) a month. The budget relies on pledges and thirty thousand dollars (\$30,000) in fundraising. The calendar fundraiser is soon to be completed and the plan is for the Big Money Raffle to be held in the spring/summer. The budget does not include any increase in salary for employees.

Endowment

St. Stephen's Endowment funds have been with UBS for some time. DeBurlo recommended the funds be moved to Charles Schwab. The transfer started in the summer and was completed by the fall. The Funds are held in two locations, the unrestricted and designated endowment funds are with Schwab and are managed by DeBurlo. The fully restricted funds are held in the Diocesan Investment Trust (DIT). We receive the income generated on the DIT endowments each year. The move to Charles Schwab has been very beneficial as the endowment has grown.

Submitted by

Virginia Fuller Treasurer

Rick Cloran, Nelson Woodfork, Heather Collis Puro

**St. Stephen's Memorial Episcopal Church
Endowment Funds Report 2021**

<u>Charles Schwab Fund List</u>	<u>Market Value</u> <u>12/31/2020</u>	<u>Market Value</u> <u>12/31/2021</u>
Alice & Alvan Hicks	\$33,295.49	\$35,968.10
Armour	\$999.37	\$1,079.59
Berry	\$2,076.61	\$2,243.30
Carnegie-Nichols	\$7,633.16	\$8,245.87
Dennen-Mower	\$5,501.39	\$5,942.98
Derr	\$18,206.01	\$19,667.40
Funeral & Weddings	\$10,960.60	\$11,840.40
Graham-Haywood	\$494.82	\$534.54
Harmon	\$26,415.10	\$28,535.43
Hazen- Haddock	\$16,223.50	\$17,525.75
Inglis-Thomson	\$8,027.39	\$8,671.74
M.B. Little	\$1,622.35	\$1,752.58
M.B. Harmon	\$77,949.05	\$84,205.97
McCarthy	\$37,208.60	\$40,195.31
Munger	\$16,223.50	\$17,525.75
Nichols Family	\$9,734.10	\$10,515.45
Parsons	\$3,429.65	\$3,704.94
Perrin-Jenkins	\$3,830.37	\$4,137.83
Ruggles	\$6,489.40	\$7,010.30
Stewart	\$5,481.92	\$5,921.95
Thanksgiving & Memorials	\$159,560.26	\$172,368.06
Vera Lowe	\$40,558.75	\$43,814.38
Wagner	\$23,524.08	\$25,412.34
Webber	\$11,883.71	\$12,837.61
Wilmer Kneele	\$61,399.46	\$66,327.95
Zilpha Foote	\$8,040.37	\$8,685.76
	\$596,769	\$644,671

<u>Diocesan Investment Trust Fund List</u>	<u>Market Value</u> <u>12/31/2020</u>	<u>Market Value</u> <u>12/31/2021</u>
Sarah L. Northrup Fund	\$433,045	\$475,738
E & O Johnson Fund	\$39,756	\$43,676
St. Stephen's Church Fund	\$8,457	\$9,576
	\$481,259	\$528,990

St Stephen's Memorial Episcopal Church
Budget vs. Actuals: FY_2021 - FY21 P&L
January - December 2021

	December 2021 Actual	2021 Actual	2021 Budget	Over / Under Budget
Income				
4000 Regular Support (3)				0.00
4010 Plate Offerings Income	1,234.00	2,947.90	4,000.00	-1,052.10
4020 Pledge Income	8,087.00	105,260.00	105,000.00	260.00
4025 Pledges Previous Year		4,211.00	1,500.00	2,711.00
4030 Special Offerings Income	1,080.00	4,270.17	24,000.00	-19,729.83
4050 Flowers & Candles	2,455.00	5,120.00	3,500.00	1,620.00
Total 4000 Regular Support (3)	\$ 12,856.00	\$ 121,809.07	\$ 138,000.00	-\$ 16,190.93
4100 Withdrawals from Funds (4)				0.00
4110 Endowment Withdrawals	20,000.00	120,000.00	120,000.00	0.00
Total 4100 Withdrawals from Funds (4)	\$ 20,000.00	\$ 120,000.00	\$ 120,000.00	\$ 0.00
4300 Space use (5)				0.00
4310 Funeral/Wedding Fees Income	300.00	550.00	500.00	50.00
4320 Community Gifts Income		6,100.00	9,400.00	-3,300.00
Total 4300 Space use (5)	\$ 300.00	\$ 6,650.00	\$ 9,900.00	-\$ 3,250.00
4400 Fundraisers (5)				0.00
4410 Parish Fair Income			8,000.00	-8,000.00
4430 Special Events Income	1,660.00	2,450.00	350.00	2,100.00
4440 Program Book Income			5,000.00	-5,000.00
4450 Big Money Raffle Income		490.00	15,000.00	-14,510.00
Total 4400 Fundraisers (5)	\$ 1,660.00	\$ 2,940.00	\$ 28,350.00	-\$ 25,410.00
4500 Parish Orgs, Other (5)				0.00
4510 Tower Gifts Income		0.00		0.00
4520 Dividends, Interest, etc.	21.01	20,854.01	16,497.00	4,357.01
4590 Income - Other		1,250.00	1,500.00	-250.00
Total 4500 Parish Orgs, Other (5)	\$ 21.01	\$ 22,104.01	\$ 17,997.00	\$ 4,107.01
4600 Bequests Used for Ops (6)	250.00	35,378.33	33,000.00	2,378.33
4900 Housing Corp Grant Used for Ops	1,431.00	61,431.00	60,000.00	1,431.00
Total Income	\$ 36,518.01	\$ 370,312.41	\$ 407,247.00	-\$ 36,934.59
Gross Profit	\$ 36,518.01	\$ 370,312.41	\$ 407,247.00	-\$ 36,934.59
Expenses				
6100 Compensation Expenses (14)				0.00
6110 Rector (TCC)	8,500.34	103,993.24	102,004.00	1,989.24
6140 Salary-Office Manager	1,235.00	21,305.00	28,080.00	-6,775.00
6145 Bookkeeper	520.00	5,933.97	5,000.00	933.97
6160 Salary-Sexton	1,080.00	3,300.00	14,040.00	-10,740.00
6165 Salary-Organist	1,179.75	14,157.00	14,157.00	0.00
6180 Medical Insurance	1,220.00	15,428.00	14,208.00	1,220.00
6185 Travel Allowance		35.28	2,100.00	-2,064.72
6190 FICA	267.35	2,213.84	6,000.00	-3,786.16
6195 Pension	2,280.06	29,106.72	20,887.00	8,219.72
Total 6100 Compensation Expenses (14)	\$ 16,282.50	\$ 195,473.05	\$ 206,476.00	-\$ 11,002.95
6200 Worship Expense				0.00
6210 Music Ministry	500.00	4,342.43	2,400.00	1,942.43
6220 Altar and Worship Supplies	1,368.45	4,913.50	5,000.00	-86.50
6230 Supply Clergy		1,022.40	1,000.00	22.40
Total 6200 Worship Expense	\$ 1,868.45	\$ 10,278.33	\$ 8,400.00	\$ 1,878.33
6300 Education Expenses				0.00
6310 Christian Formation - Young People			500.00	-500.00
6320 Cont.Clergy Education		-193.25	1,500.00	-1,693.25
6340 Christian Formation - Adult	875.00	1,511.00	1,500.00	11.00
6380 Hospitality Expense		837.28	750.00	87.28
Total 6300 Education Expenses	\$ 875.00	\$ 2,155.03	\$ 4,250.00	-\$ 2,094.97

	December 2021 Actual	2021 Actual	2021 Budget	Over / Under Budget
6400 Communications Expense				0.00
6410 Printing Expense	99.00	143.61	1,500.00	-1,356.39
6420 Postage Expense	241.10	1,549.14	1,500.00	49.14
6430 Publicity Expense		1,437.24	150.00	1,287.24
6440 Communications Initiative		13,320.00	3,640.00	9,680.00
Total 6400 Communications Expense	\$ 340.10	\$ 16,449.99	\$ 6,790.00	\$ 9,659.99
6500 Administration Expenses				0.00
6510 Office Supplies	393.33	2,216.00	600.00	1,616.00
6520 Paper Expense			1,200.00	-1,200.00
6530 Machine Lease/Serv.Contract	459.15	5,407.40	5,000.00	407.40
6540 Archival Expenses			150.00	-150.00
6550 Service Charges		78.00	100.00	-22.00
6552 Annual Audit Expense		500.00	500.00	0.00
6570 Payroll Expenses	75.33	1,019.52	1,500.00	-480.48
6583 IT Equipment			500.00	-500.00
6585 Tech Support		5,584.50	750.00	4,834.50
6586 Software Subscription	324.09	3,732.54	3,500.00	232.54
6595 Administrative Other		99.99		99.99
Total 6500 Administration Expenses	\$ 1,251.90	\$ 18,637.95	\$ 13,800.00	\$ 4,837.95
6600 Utilities Expenses				0.00
6610 Fuel Expense	2,665.82	32,469.19	25,500.00	6,969.19
6620 Gas Expense	80.04	897.82	800.00	97.82
6630 Electricity Expense	1,225.27	11,888.72	11,500.00	388.72
6640 Water Expense		929.21	1,000.00	-70.79
6650 Telephone Expense	329.38	5,602.64	4,200.00	1,402.64
Total 6600 Utilities Expenses	\$ 4,300.51	\$ 51,787.58	\$ 43,000.00	\$ 8,787.58
6700 Plant Expenses				0.00
6720 Building Supplies Expense		905.15	1,000.00	-94.85
6730 Repairs/Maintenance Expense	157.08	24,847.19	15,000.00	9,847.19
6734 Snowplowing	400.00	6,550.00	8,000.00	-1,450.00
Total 6700 Plant Expenses	\$ 557.08	\$ 32,302.34	\$ 24,000.00	\$ 8,302.34
6800 Major Unrelated Expenses				0.00
6810 Diocesan Assessment (12)		39,694.00	39,694.00	0.00
6820 Insurance Expense	8,102.50	42,228.25	33,500.00	8,728.25
6840 Capital Expenses (15)		6,771.65	12,000.00	-5,228.35
Total 6800 Major Unrelated Expenses	\$ 8,102.50	\$ 88,693.90	\$ 85,194.00	\$ 3,499.90
7000 Fundraising Exp (Non-Op) (-5)				0.00
7010 Stewardship Expense		35.49	250.00	-214.51
Total 7000 Fundraising Exp (Non-Op) (-5)	\$ 0.00	\$ 35.49	\$ 250.00	-\$ 214.51
7200 Other Non-Operating Expenses				0.00
7210 Summer Camp Scholarships (18)			1,000.00	-1,000.00
7215 College Scholarships		750.00	1,500.00	-750.00
7230 Rector's Discret'y Fund (18)			1,500.00	-1,500.00
7260 Sabbatical Fund (9)			1,000.00	-1,000.00
7270 ECCO Dues (13)		1,000.00	1,000.00	0.00
Total 7200 Other Non-Operating Expenses	\$ 0.00	\$ 1,750.00	\$ 6,000.00	-\$ 4,250.00
Total Expenses	\$ 33,578.04	\$ 417,563.66	\$ 398,160.00	\$ 19,403.66
Net Operating Income	\$ 2,939.97	-\$ 47,251.25	\$ 9,087.00	-\$ 56,338.25

	December 2021 Actual	2021 Actual	2021 Budget	Over / Under Budget
Other Income				
8000 Receipts for Funds (10)				0.00
8030 Christmas Presents Fund		780.00		780.00
8035 Gould Fund for Comm Programs		10.00		10.00
8050 ECM Grant	-1,500.00	6,738.85		6,738.85
8070 Food Pantry Fund	15,425.00	28,893.00	5,000.00	23,893.00
8130 Preservation Bldi'g General (8)	2,665.00	7,869.00		7,869.00
8135 Preservation Windows (8)		137.00		137.00
8170 Prepaid Pledges (NR)	780.00	800.00		800.00
8190 KIC Program		28,500.00		28,500.00
8195 KIC Music Program Fund		12,114.53		12,114.53
8198 KIC/MAP Program	7,785.94	59,131.81		59,131.81
8210 Receipts from Insurance (NR)		403.00		403.00
8225 Pass Thru Towers Transactions		3.00		3.00
8235 Pass Thru Scholarships		3,500.00		3,500.00
8240 Pass Thru Discretionary Fund		625.00		625.00
8245 Pass Thru Various Other		160.00		160.00
8290 Kenyan Congregation Contribution	2,668.25	36,019.00		36,019.00
Total 8000 Receipts for Funds (10)	\$ 27,824.19	\$ 185,684.19	\$ 5,000.00	\$ 180,684.19
Total Other Income	\$ 27,824.19	\$ 185,684.19	\$ 5,000.00	\$ 180,684.19
Other Expenses				
9000 Disbursements from Funds (16)				0.00
9030 Christmas Presents Fund		2,300.00		2,300.00
9050 ECM Grant		6,206.85		6,206.85
9052 Rodrigue Scholarship Fund		750.00		750.00
9070 Food Pantry Fund	402.56	14,347.10	5,000.00	9,347.10
9155 Rector Search Expenses		2,186.99		2,186.99
9190 KIC Program Expenses		20,669.28		20,669.28
9198 KIC/MAP Program Expenses	8,124.93	89,201.99		89,201.99
9235 Pass Thru Scholarships		3,000.00		3,000.00
9250 COVID-19 Expenses		2,161.96		2,161.96
9290 Kenyan Congregation Salaries	2,659.91	32,007.28		32,007.28
Total 9000 Disbursements from Funds	\$ 11,187.40	\$ 172,831.45	\$ 5,000.00	\$ 167,831.45
Total Other Expenses	\$ 11,187.40	\$ 172,831.45	\$ 5,000.00	\$ 167,831.45
Net Other Income	\$ 16,636.79	\$ 12,852.74	\$ 0.00	\$ 12,852.74
Net Income	\$ 19,576.76	-\$ 34,398.51	\$ 9,087.00	-\$ 43,485.51



St Stephen's Memorial Episcopal Church

Profit and Loss
January - December 2021

	TOTAL
Income	
4000 Regular Support (3)	
4010 Plate Offerings Income	2,947.90
4020 Pledge Income	105,260.00
4025 Pledges Previous Year	4,211.00
4030 Special Offerings Income	4,974.46
4050 Flowers & Candles	5,120.00
Total 4000 Regular Support (3)	122,513.36
4100 Withdrawals from Funds (4)	
4110.1 Endowment Principal Withdrawals (Schwab)	120,000.00
Total 4100 Withdrawals from Funds (4)	120,000.00
4300 Space use (5)	
4310 Funeral/Wedding Fees Income	550.00
4320 Community Gifts Income	6,100.00
Total 4300 Space use (5)	6,650.00
4400 Fundraisers (5)	
4430 Special Events Income	2,940.00
Total 4400 Fundraisers (5)	2,940.00
4500 Parish Orgs, Other (5)	
4510 Tower Gifts Income	0.00
4520 Dividends, Interest, etc.	20,854.01
4590 Income - Other	1,250.00
Total 4500 Parish Orgs, Other (5)	22,104.01
4600 Bequests Used for Ops (6)	35,378.33
4900 Housing Corp Grant Used for Ops	60,000.00
Total Income	\$369,585.70
GROSS PROFIT	\$369,585.70
Expenses	
6100 Compensation Expenses (14)	
6110 Rector (TCC)	103,993.24
6140 Salary-Office Manager	21,305.00
6145 Bookkeeper	5,933.97
6160 Salary-Sexton	3,300.00
6165 Salary-Organist	14,157.00



St Stephen's Memorial Episcopal Church

Profit and Loss
January - December 2021

	TOTAL
6180 Medical Insurance	15,428.00
6185 Travel Allowance	35.28
6190 FICA	2,213.84
6195 Pension	29,106.72
Total 6100 Compensation Expenses (14)	195,473.05
6200 Worship Expense	
6210 Music Ministry	4,342.43
6220 Altar and Worship Supplies	4,913.50
6230 Supply Clergy	1,022.40
Total 6200 Worship Expense	10,278.33
6300 Education Expenses	
6320 Cont.Clergy Education	-193.25
6380 Hospitality Expense	837.28
Christian Formation - Adult (deleted)	1,511.00
Total 6300 Education Expenses	2,155.03
6400 Communications Expense	
6410 Printing Expense	143.61
6420 Postage Expense	1,564.34
6430 Publicity Expense	1,437.24
6440 Communications Initiative	13,320.00
Total 6400 Communications Expense	16,465.19
6500 Administration Expenses	
6510 Office Supplies	2,234.60
6530 Machine Lease/Serv.Contract	5,407.40
6550 Service Charges	122.93
6552 Annual Audit Expense	500.00
6570 Payroll Expenses	1,019.52
6585 Tech Support	5,584.50
6586 Software Subscription	3,732.54
6595 Administrative Other	99.99
Total 6500 Administration Expenses	18,701.48
6600 Utilities Expenses	
6610 Fuel Expense	32,469.19
6620 Gas Expense	897.82
6630 Electricity Expense	11,888.72
6640 Water Expense	929.21



St Stephen's Memorial Episcopal Church

Profit and Loss

January - December 2021

	TOTAL
6650 Telephone Expense	5,602.64
Total 6600 Utilities Expenses	51,787.58
6700 Plant Expenses	
6720 Building Supplies Expense	1,128.11
6730 Repairs/Maintenance Expense	24,847.19
6734 Snowplowing	6,550.00
Total 6700 Plant Expenses	32,525.30
6800 Major Unrelated Expenses	
6810 Diocesan Assessment (12)	39,694.00
6820 Insurance Expense	42,228.25
6840 Capital Expenses (15)	6,771.65
Total 6800 Major Unrelated Expenses	88,693.90
7000 Fundraising Exp (Non-Op) (-5)	
7010 Stewardship Expense	35.49
Total 7000 Fundraising Exp (Non-Op) (-5)	35.49
7200 Other Non-Operating Expenses	
7215 College Scholarships	750.00
7270 ECCO Dues (13)	1,000.00
Total 7200 Other Non-Operating Expenses	1,750.00
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$417,865.35
NET OPERATING INCOME	\$ -48,279.65
Other Income	
8000 Receipts for Funds (10)	
8030 Christmas Presents Fund	780.00
8035 Gould Fund for Comm Programs	10.00
8050 ECM Grant Income	10,500.00
8070 Food Pantry Fund	28,893.00
8130 Preservation Bld'g General (8)	7,869.00
8135 Preservation Windows (8)	137.00
8170 Prepaid Pledges (NR)	800.00
8190 KIC Program Income	28,500.00
8195 KIC Music Program Fund Income (deleted)	12,114.53
8198 KIC/MAP Program Income (deleted)	59,131.81
8200 Women's Group Income(10)	1,431.00
8210 Receipts from Insurance (NR)	403.00



St Stephen's Memorial Episcopal Church

Profit and Loss
January - December 2021

	TOTAL
8225 Pass Thru Towers Transactions	3.00
8235 Pass Thru Scholarships	3,500.00
8240 Pass Thru Discretionary Fund	625.00
8245 Pass Thru Various Other	160.00
8290 Christ The King (Kenyan Congregation) Contribution	36,019.00
Total 8000 Receipts for Funds (10)	190,876.34
Total Other Income	\$190,876.34
Other Expenses	
9000 Disbursements from Funds (16)	
9030 Christmas Presents Fund	2,300.00
9050 ECM Grant Expense	9,968.00
9052 Rodrigue Scholarship Fund	750.00
9070 Food Pantry Fund	14,145.82
9155 Rector Search Expenses	2,186.99
9190 KIC Program Expenses	20,709.64
9198 KIC/MAP Program Expenses (deleted)	88,872.99
9230 Pass Thru Episcopal Affiliates	704.29
9235 Pass Thru Scholarships	3,000.00
9250 COVID-19 Expenses	2,161.96
9290 Christ The King (Kenyan Congregation) Salaries	32,007.28
Total 9000 Disbursements from Funds (16)	176,806.97
Total Other Expenses	\$176,806.97
NET OTHER INCOME	\$14,069.37
NET INCOME	\$ -34,210.28



St Stephen's Memorial Episcopal Church

Balance Sheet
As of December 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Eastern - Main Operating Account	21,796.16
1010 Eastern - Main MM Account	192,751.19
1020 KIC checking	67,258.68
1032 Rector's Checking Account	1,245.73
1041 Assistant Rector's Checking	0.00
Total Bank Accounts	\$283,051.76
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
1301 Undeposited Funds	0.00
1350 Prepaid Expenses	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$283,051.76
Other Assets	
1400 Investment Accounts	
1410 DIT - Northrup Account	475,738.40
1420 DIT - Johnson Account	43,675.82
1430 DIT - St. Stephen's Account	9,576.23
1440 Schwab Investment Account	836,627.55
1445 UBS Short Term	0.00
1450 UBS Preserv Windows	0.00
1470 Eastern Wealth Management	0.00
1480 Sealed Air Stock	0.00
Total 1400 Investment Accounts	1,365,618.00
1600 Church (as assessed)	3,093,100.00
Total Other Assets	\$4,458,718.00
TOTAL ASSETS	\$4,741,769.76



St Stephen's Memorial Episcopal Church

Balance Sheet
As of December 31, 2021

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
2100 Visa Credit Card	647.58
Total Credit Cards	\$647.58
Other Current Liabilities	
2400 Employees Insurance Liability	112.00
2405 403B / RSVP Contributions	88.56
Total Other Current Liabilities	\$200.56
Total Current Liabilities	\$848.14
Total Liabilities	\$848.14
Equity	
3000 Donor Permanently Restricted Funds	
3010 DIT- Northrup Perm Restricted	475,738.40
3020 DIT- Johnson Perm Restrict Fund	43,675.82
Total 3000 Donor Permanently Restricted Funds	519,414.22
3100 Diocese Restricted Real Estate	3,093,100.00
3200 Donor Temp. Restricted Funds	
3210 Rector's Discret. Fund	1,845.73
3220 Assistant Rector's Fund	0.00
3230 Prepaid Pledge	800.00
3250 Congregational Development Fund	6,500.00
3260 ECM Fund	6,910.57
3300 KIC Fund	-9,833.78
3305 KIC (checking)	67,258.68
3310 Pass Thrus - Unpaid	-536.29
Total 3200 Donor Temp. Restricted Funds	72,944.91



St Stephen's Memorial Episcopal Church

Balance Sheet

As of December 31, 2021

	TOTAL
3400 Unrestricted/Designated Funds	
3410 Endowment Fund (Schwab)	587,940.03
3415 Preservation General Fund (cash)	74,063.04
3420 Preserv Windows Fund (Schwab)	191,956.29
3425 Preserv Windows Fund (cash)	100,092.71
3440 Mission Trip Fund	2,005.39
3450 Christmas Present Fund	3,513.70
3460 Sabbatical Fund	10,946.90
3470 Acolyte Festival Fund	5,291.63
3480 Food Pantry Fund	25,150.04
3490 Women's Group Fund	3,260.00
3500 DIT- St. Stephen's Fund	9,576.23
3510 Be You Donation Fund	4,913.39
3520 Rodrigue Scholarship Fund	1,634.00
3530 Gould Fund for Youth	14,576.00
3550 Rector Search Fund	4,140.38
3560 Covid Fund	-1,032.27
3570 Christ The King (Kenyan Congregation) Fund	3,970.77
3580 Scholarship Fund	500.00
3600 Operating Fund (Schwab)	56,868.23
3610 Operating Fund (cash)	-44,752.11
Total 3400 Unrestricted/Designated Funds	1,054,614.35
3900 Fund Adjustments	34,210.28
3995 Less Total Liabilities	848.14
OBE [do not use]	0.00
Net Income	-34,210.28
Total Equity	\$4,740,921.62
TOTAL LIABILITIES AND EQUITY	\$4,741,769.76



St Stephen's Memorial Episcopal Church

Budget Overview: 2022 Budget

January - December 2022

	TOTAL
Income	
4000 Regular Support (3)	
4010 Plate Offerings Income	2,500.00
4020 Pledge Income	110,000.00
4025 Pledges Previous Year	2,500.00
4030 Special Offerings Income	9,000.00
4040 Fuel Donation	5,000.00
4050 Flowers & Candles	3,500.00
Total 4000 Regular Support (3)	132,500.00
4100 Withdrawals from Funds (4)	
4110.1 Endowment Principal Withdrawals (Schwab)	70,000.00
4110.2 Endowment Income Receipts (Schwab)	20,000.00
4130 Endowment Income Receipts (DIT)	22,000.00
Total 4100 Withdrawals from Funds (4)	112,000.00
4300 Space use (5)	
4310 Funeral/Wedding Fees Income	500.00
4320 Community Gifts Income	2,000.00
4321 ECCO	8,400.00
4322 Christ the King	12,000.00
4323 KIC	6,000.00
Total 4300 Space use (5)	28,900.00
4400 Fundraisers (5)	
4410 Parish Fair Income	8,000.00
4420 Calendar Raffle	3,000.00
4430 Special Events Income	350.00
4440 Program Book Income	5,000.00
4450 Big Money Raffle Income	10,000.00
4490 Fundraisers - Other	5,000.00
Total 4400 Fundraisers (5)	31,350.00
4500 Parish Orgs, Other (5)	
4590 Income - Other	1,500.00
Total 4500 Parish Orgs, Other (5)	1,500.00
4600 Bequests Used for Ops (6)	33,000.00
4900 Housing Corp Grant Used for Ops	80,000.00
Total Income	\$419,250.00
GROSS PROFIT	\$419,250.00
Expenses	



St Stephen's Memorial Episcopal Church

Budget Overview: 2022 Budget

January - December 2022

	TOTAL
6100 Compensation Expenses (14)	
6110 Rector (TCC)	102,004.00
6140 Salary-Office Manager	29,640.00
6145 Bookkeeper	6,000.00
6160 Salary-Sexton	15,000.00
6165 Salary-Organist	14,157.00
6180 Medical Insurance	17,500.00
6185 Travel Allowance	2,100.00
6190 FICA	6,500.00
6195 Pension	30,000.00
Total 6100 Compensation Expenses (14)	222,901.00
6200 Worship Expense	
6210 Music Ministry	2,400.00
6220 Altar and Worship Supplies	5,000.00
6230 Supply Clergy	1,100.00
Total 6200 Worship Expense	8,500.00
6300 Education Expenses	
6310 Christian Formation	2,000.00
6320 Cont.Clergy Education	750.00
6380 Hospitality Expense	750.00
Total 6300 Education Expenses	3,500.00
6400 Communications Expense	
6410 Printing Expense	1,000.00
6420 Postage Expense	1,750.00
6430 Publicity Expense	1,500.00
6440 Communications Initiative	13,000.00
Total 6400 Communications Expense	17,250.00
6500 Administration Expenses	
6510 Office Supplies	2,000.00
6520 Paper Expense	2,500.00
6530 Machine Lease/Serv.Contract	6,000.00
6552 Annual Audit Expense	550.00
6570 Payroll Expenses	1,250.00
6583 IT Equipment	1,000.00
6585 Tech Support	2,500.00
6586 Software Subscription	4,000.00
6595 Administrative Other	550.00
Total 6500 Administration Expenses	20,350.00



St Stephen's Memorial Episcopal Church

Budget Overview: 2022 Budget

January - December 2022

	TOTAL
6600 Utilities Expenses	
6610 Fuel Expense	40,000.00
6620 Gas Expense	1,000.00
6630 Electricity Expense	12,500.00
6640 Water Expense	1,200.00
6650 Telephone Expense	6,800.00
6660 Trash Expense	4,800.00
Total 6600 Utilities Expenses	66,300.00
6700 Plant Expenses	
6720 Building Supplies Expense	1,000.00
6730 Repairs/Maintenance Expense	17,500.00
6734 Snowplowing	8,000.00
Total 6700 Plant Expenses	26,500.00
6800 Major Unrelated Expenses	
6810 Diocesan Assessment (12)	39,694.00
6820 Insurance Expense	40,000.00
6840 Capital Expenses (15)	12,000.00
Total 6800 Major Unrelated Expenses	91,694.00
7000 Fundraising Exp (Non-Op) (-5)	
7010 Stewardship Expense	250.00
7020 Special Events Expenses	150.00
7025 Big Money Raffle Expenses	2,250.00
7030 Parish Fair Expenses	750.00
Total 7000 Fundraising Exp (Non-Op) (-5)	3,400.00
7200 Other Non-Operating Expenses	
7215 College Scholarships	1,500.00
7230 Rector's Discret'y Fund (18)	750.00
7260 Sabbatical Fund (9)	1,000.00
7270 ECCO Dues (13)	1,000.00
Total 7200 Other Non-Operating Expenses	4,250.00
Total Expenses	\$464,645.00
NET OPERATING INCOME	\$ -45,395.00
Other Income	
8000 Receipts for Funds (10)	
8050 ECM Grant Income	10,500.00
8290 Christ The King (Kenyan Congregation) Contribution	33,500.00
Total 8000 Receipts for Funds (10)	44,000.00



St Stephen's Memorial Episcopal Church

Budget Overview: 2022 Budget

January - December 2022

	TOTAL
Total Other Income	\$44,000.00
Other Expenses	
9000 Disbursements from Funds (16)	
9050 ECM Grant Expense	10,500.00
9290 Christ The King (Kenyan Congregation) Salaries	33,500.00
Total 9000 Disbursements from Funds (16)	44,000.00
Total Other Expenses	\$44,000.00
NET OTHER INCOME	\$0.00
NET INCOME	\$ -45,395.00

FEBRUARY 2022 CALENDAR RAFFLE

Once again, the Annual Fair had to be postponed due to the pandemic. To make up for part of the loss, a Calendar Raffle was planned for February 2022 but initiated in October of 2021. The parish was very generous in donations of prizes and money, solicitation of prizes and selling of tickets. Nearly \$3000 was raised in 2021 and another \$2800 in 2022 as of the printing of this report. The full report will appear in the 2022 annual report. Thank you to all who participated in this fun event.

The Calendar Raffle Team

February 2022 Calendar Raffle

Winners will be notified by mail, email or phone and listed in the St. Stephen's Bulletin and on the website: www.ststephenslynn.org
Contact: Sandy Witttrup at sjwitttrup@gmail.com; 617-312-6069



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
\$10 Donation 28 chances to win 	Daily Drawings	1 Waterfront Hotel 1 night, breakfast \$300 value	2 Groundhog Day \$100 Antique Table Restaurant	3 \$50 Tropical Nails	4 Wine & Candy \$100 value *	5 \$100 Marshalls
6 \$100 Cash 	7 \$100 G Bar & Kitchen	8 \$50 Cash	9 \$100 Hawthorne Hotel	10 Elements Massage \$119 value	11 \$50 Christopher's Café	12 \$50 Target & \$50 Market Basket
13 \$100 Cash 	14 Valentine's Day Wine (red & white) & Candy \$100 value *	15 \$50 Pizza World & \$20 Barnes & Noble	16 \$100 The Ledger Restaurant	17 \$50 Yoga & \$25 Adriatic Restaurant	18 \$50 & \$25 Antique Table Restaurant	19 \$100 Amazon
20 \$100 Cash 	21 President's Day \$100 Cheese Shop	22 \$50 Cake Service & \$50 Periwinkles Food Shoppe	23 \$100 Rossetti Restaurant	24 \$40 Periwinkles Food Shoppe & \$25 Stop & Shop	25 Wine & Cheese Basket with Glasses \$100 value *	26 \$50 Mission on the Bay Restaurant
27 Annual Meeting \$100 Cash 	28 \$100 Lottery Tickets *	Over \$2,700 in cash and prizes available	Makes a great gift or stocking stuffer	28 chances to win for only \$10	* must be 18 years old to claim lottery prize and 21 years old to claim prize with alcohol	

All Proceeds benefit St. Stephen's Memorial Episcopal Church, 74 S. Common St., Lynn, MA 01902

\$10 donation per calendar

NURTURING THE CONGREGATION



Pumpkin painting on the Commons



REPORT OF THE LAY EUCCHARISTIC MINISTERS

Now that the Church has reopened the Lay Eucharistic Ministers Team has resumed it's previous duties. The LEM team serves at the 10:00am service every Sunday and on other special occasions. The responsibilities of the team are to lead the Procession, Process the Gospel Book, Prepare the Table, work with the Acolytes and generally support the Clergy. As of now the group consists of Pam Alleyne, Bob Dixon, Dorothy Post, Emily Sherwood and Nelson Woodfork. Scheduling is done by Dorothy Post. Thanks to all.

Respectfully submitted,
Nelso Woodfork

REPORT OF THE ALTAR GUILD OF SAINT MARY

The dedicated people who stand as the Altar Guild are: Christopher Trahan, Robert Dixon, Pamela Alleyne, Emily Sherwood, Marilyn Cloran, Joyce Wallace, Albertina (Tina) Robillard, and Virginia Fuller.

The Duty of the Altar Guild is to prepare all things necessary for the celebration of the Eucharist or any of the other sacraments and offices of the church. All of these services can be found in the Book of Common Prayer and the Book of Occasional Services. The preparations are done in a manner that any service may be conducted in order and beauty.

During this Pandemic Tina and Chris have prepared the flowers for the Altar. The floral arrangements are set by Tina using fresh flowers and sometimes silk flowers augmenting the beauty of the altar.

Please speak to anyone of the members if you would like to give your time and talent one Sunday a month to care for the worship space.

Respectfully Submitted
Virginia Fuller

REPORT OF THE MUSIC DIRECTOR

And then there were four.....

Covid has thrown a wet blanket on the world. Many of my organist friends have been discouraged. Virtual services have been all we had. However, that is not a liver and iron shot. We needed voices and then there were four. They have added so much to both in-person and virtual services. We are not singing The Mozart Requiem, but we are enhancing worship and are sounding wonderful.

Steven and Ruthanne Switzer, Carolyn Edwards, and Charlene Leigh-Koser have been coming to choir rehearsal every Saturday morning at 10:00am. People have told myself and the choir how much they enjoy it.

Christmas Eve was outstanding. We are looking at Lent, Holy Week, and Easter. In all these years, I have discovered that St. Stephen's is an Easter church. I love Easter and am looking forward to it. We thank you all for your encouragement. God bless you all. Things are looking up.

Submitted by
Bruce Beecroft

REPORT OF THE BELOVED COMMUNITY TEAM

In this our seventh year, we continued the journey of personal transformation and living out our transformed selves in the community at large. To this end, several of our members have actively participated in the activities of ECCO. We worked on getting the Lynn Police Department to, at long last, wear body cameras to ensure accountability in regards to race and equitable and appropriate responses when engaging with the public. Also, we have been working to ensure that police departments of the North Shore are anti-racist and are examining and implementing alternative policing that is unarmed and specifically meets the needs of those members of the community, who have historically been harmed by contact with the police. In addition to police reform, we participated in ECCO's efforts to bring affordable housing to each community on the North Shore. In all these efforts, St. Andrew's of Marblehead members have worked diligently by our side. This year we were honored to welcome new parishioners from St. Andrew's of Marblehead. These new members eagerly participate and are supported by existing members as they journey towards living a life that is anti-racist.

Our programming this year was again underwritten by a grant from the Episcopal City Mission. We believe that to do the works of being anti-racist in the world we must always work on individual transformation. It is a lifelong process. To meet this need of personal growth and accountability requires one to always work in a loving and caring community. With this in mind we continued to meet every month to discuss anti-racist strategies that are contemporary and effective toward real change in American institutions. To do the work of challenging anti-racist institutions and individuals, inevitably means that there will be conflict. So, this year we invited Hazel Monae and Angel Figueroa to come to our monthly meeting and help us improve our conflict skills. This workshop challenged us in ways that we hope will bring about significant change in the way we engage monthly and provide a skill that sustains us as we maneuver in our families and the world at large. In addition to the aforementioned workshop, we invited the Mission Institute to help us find new ways to engage with the institution of the church since we have struggled to effectively bring our churches to be more anti-racist. To accomplish this goal, Hazel Monae and Katie Ernst lead us in a discussion of "I'm Still Here: Black Dignity In A World Made For Whiteness" by Austin Channing Brown. The group embraced the ideas of the book and look forward to including them in all their endeavors. We have traditionally looked at race relations through the lens of African Americans and European

Americans. This year we decided to expand and supplement our gaze by peering through a Hispanic lens. To this end, Rev. Ema Rosero-Nordalm met with the core group to present this perspective. This workshop was engaging and helped us grow as we try to understand and become agents of change in the fight for racial equality. To end this year's programming, we planned an event that will be held in May of 2022. Whites in the groups have studiously worked to dismantling racism and African Americans in the group have stood by and with their white sisters and brothers as White Allies. The work however never ends. African Americans and other People of Color have been in this fight for a long time. However, for many European Americans have only began to become racially aware. To attack this challenge, we have contracted Debbie Irving, the author of "Waking Up White" to come work with us and the communities of the North Shore. It is our hope that this concerted effort will inspire folks to seek personal transformation that propels them into the community to attack institutional racism. Furthermore, this workshop/discussion hopefully will feed the souls of those who have been on the journey for some time.

Covid has forced us to meet online. Thus, we have missed the positive energy and heart that transpires when we support each other in this difficult work. The gently touch or a hug or simply a smile goes a long way. Consequently, we look forward to resuming these life-giving meetings in person as soon as possible.

Respectfully Submitted,
Helen Patmon, Leader Beloved Community Team

HOSPITALITY TO CHILDREN, YOUTH, AND YOUNG ADULTS

REPORT OF KIDS IN COMMUNITY (KIC)

We are sad to report that, due to a variety of COVID related stresses, the Advisory Board of Kids in Community has made the painful decision to close both our summer and afterschool programs. KIC started in the summer of 2003 under the name Sanctuary with 40 children. It grew every year until in the summer of 2020 when we enrolled about 120 children and met at the Washington Stem school while renovations were being completed to the church's basement. Last summer we served about 25 children with a four-week daily camp.

In 2017, responding to requests from families and with a grant from the Diocese, KIC began an afterschool program, providing keyboard and drumming lessons, plus homework help. That program soon doubled in size, to serve about 40 children.

We are grateful to all who helped financially. Recent funders include Mission Initiatives at EDOM, Episcopal City Mission, City of Lynn Youth Outreach, Thomas Demakes, The Demoulas Foundation, The American Recovery Act, St. Andrew's Episcopal Church, St. Michaels's Episcopal Church, the Unitarian Universalist Church of Greater Lynn, the Trustees of the Sears Foundation, Someone Else's Child, First Jobs/Mass Hire, the Amelia Peabody Foundation, and private individuals. The UUCGL has been an especially generous donor over the years.

KIC also thrived on people power. Since 2017, Brandon Mayes taught drumming to our children. We have had as many as 30 literacy volunteers who read to and with the children during the summer and helped with homework after school. These folks were not only from St. Stephens, but also from the Unitarian Universalist Church of Greater Lynn as well as St. Andrews and St. Michaels in Marblehead.

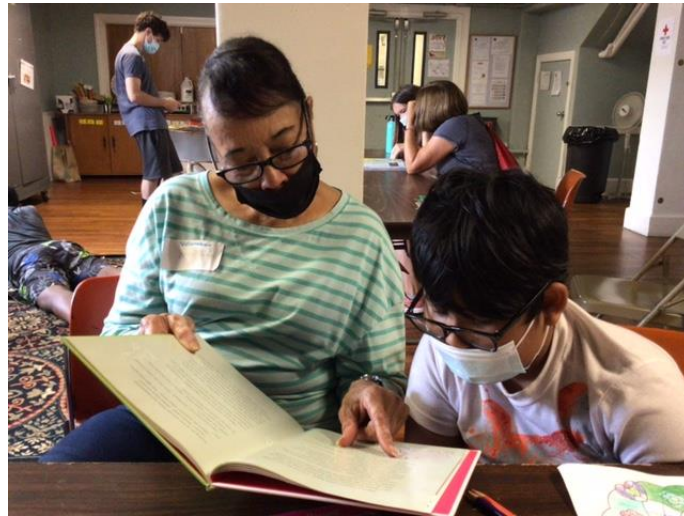
Some of our KIC campers grew up to become staff. We hired many Lynn teens as mentors, often as their first jobs. Some became program assistants and a few have chosen to pursue careers in social work, teaching, and child care, in part because of their experiences with KIC. There are also a number of St. Stephen's parishioners who have supported KIC behind the scenes, particularly Josephine Russo, and we are grateful to all of you as well.

A special thanks goes out to our directors over the years—Audrey Gutfreund, Sheyla Veras, James Liberge, and Shannon Morrissey. And abundant gratitude to those who served on the Advisory Board—Rev. Jane Gould, Barbara Boucher, Rev. Tom Barrington,

Helen Patmon, Nelson Woodfork, Ginny Fuller, Rev. Greg Perez, Suzanne Forgione, Beth Hecht, Patricia Blackmer, and Bonnie Bishop.

No one can say what the future will bring, but given time, we hope that St. Stephen's ministry to the children of our neighborhood and our parish may somehow revive and flourish once again.





REPORT OF THE SCHOLARSHIP AWARDS COMMITTEE

Thanks to the generosity of current and former members of St. Stephen's, we provided seven members of the congregation with scholarships for higher education totaling \$5200.00.

Scholarship	Awarded to	Majors
Martha "Pat" and James M. Harriss Scholarship	Kiara Wilson	Suffolk University, Biology & playing soccer
Michael Jude Provost Scholarship	Kati Whitcomb	University of New England, Applied Exercise Science and Physical Therapy
George Burkholder Scholarship <i>(preference given to a student studying math, science, computer science or engineering)</i>	Christopher Pozo	U Mass Lowell, Biomedical Engineering
William and Dorothy Robinson Scholarship	Gzane` Williams	U Mass Boston, Early Education and Teaching
Shawn Robinson Scholarship	Elizabeth Trahan	Gordon College, Biology with a Pre-veterinarian concentration
Babette Dickens Scholarship and Inglis-Thomsen Scholarship	Kayla McCellon	Bucknell University, Psychology
William Rodrigue Scholarship	Jared Zimiroski	Northeastern University, Music Industry and Music Recording

DEEPENING COMMUNITY ENGAGEMENT

REPORT OF TRAILS AND SAILS

Tours of our Tiffany Windows as part of the 2021 Essex Heritage Trails and Sails Events

On Saturday, September 25 from 10 am to 2 pm we were able to open the church once again as part of the events of Essex Heritage Trails and Sails days. We have been doing this for 8 years. Sixty people from Lynn, the North Shore and one from New Hampshire listened to a presentation by Rick Cloran on our Tiffany windows. He provided exquisite photographs of closeups of sections of the windows to go along with his talk. This year because of the Covid issues, people sat in the church to hear the presentation so they could be spaced out. This turned out to be very beneficial since they could look at the windows as he spoke. They were then allowed to inspect the prints.

Chris Trahan followed with a talk on the building and its history telling many of his interesting stories. Many wonderful comments were received on how thorough and enjoyable the presentations were. Some people had seen them before and returned for a second time. Several people said they never knew there was such a place in Lynn and may come to a service some time.

Donations were received, cards were purchased as well a one of our momentos. It was a happy occasion for all involved. Marilyn Cloran and Sally Gosselin greeted the people as they came in and guided them into the church. We are thankful for another year of sharing the beauty of our church.



REPORT OF THE FOOD PANTRY MINISTRY TEAM

This year our numbers have held pretty much the same as last year. Our average number of people each week is 170. However, if you look at the numbers, we have doubled the number of people we serve.

In 2018 we served 2,464 households

In 2019 we served 3,176 households

In 2020 we served 6,131 households

In 2021 we served 6,285 households

Financially we have been blessed with the following grants, as well as much appreciated donations from parishioners, especially Marilyn and Rick Cloren.

\$5,000 from the Eastern Bank Charitable Foundation

\$9,000 from the United Universalist Church

\$6,700 from the Beth Israel Senior Citizens Housing, Inc (BISCHI) group who work with the Greater Boston Food Bank choosing grantees such as ourselves, providing the balance of much needed equipment we needed to help the food pantry accommodate the doubling of food storage needed. This grant is restricted to the items we requested; replacement folding tables, replacement tents, a refrigerator, shelving and a conveyor ramp. We are ordering and replacing items now.

Last year the Greater Boston Food Bank gave us \$2,000 and Eastern Bank Charitable Foundation gave us \$5,000. We then used those funds to purchase a commercial double-fridge and double-freezer and 3 carts to transport items.

A big thank you to ALL of our volunteers. Again, we are blessed that the Unitarian Universalist Church of Greater Lynn (U.U. Church) comes with volunteers to help us with the 9,000 to 11,000 pounds of food that is delivered every month. Michael Celona, church leadership at the U.U. Church volunteers at our pantry, and puts out a call for folks who could do some heavy lifting. Michael also submitted the \$9,000 grant request. Several folks from the U.U. Church volunteer at our pantry, and the U.U. Church regularly donate food items and are a gracious partner and help to our pantry.

We still need folks to help in the pantry. Please consider helping on a Thursday morning,

or Friday afternoon. Get in touch with Pam Poppe who coordinates all volunteer help. The food pantry is open every Friday except the first Friday of the month. We need volunteers every Thursday from 11am to 1pm and every Friday from 1 to 4pm –except the first Friday of the month. We have hired a trucking company to pick up the food. This is working out well. We are considering adding another delivery date.

Submitted by
Pam Alleyne
Joyce Wallace
Pam Poppe





REPORT OF ESSEX COUNTY COMMUNITY ORGANIZATION (ECCO)

ECCO welcomes a new Executive Director: Rabbi Margie Klein Ronkin. At their last community meeting, they celebrated their recent immigration victory and their progress on unarmed crisis response. ECCO leaders of color chose this fall to work on affordable housing as their primary campaign. Together, they will be working in cities and towns across the North Shore to advance local legislation for affordable housing and redress the legacy of racist housing policy that has maintained racial segregation and driven the racial wealth gap. In particular, ECCO will urge local municipalities to adopt a statewide law that would create zones near public transit for multifamily housing, which is more affordable to build, buy, or rent than single family housing. Working on town/city-based teams, community leaders will be researching the barriers to affordable housing in each locale and exploring the best strategy to create not only multifamily housing, but *affordable* multifamily housing.

ECCO will be holding a series of town/city-based team meetings over the next month (March 2022). Please see below to find out when your town's team will be meeting. Please contact aviva@eccoaction.org with any questions.

Meeting Schedule for Town-Based Affordable Housing Teams

- Marblehead - 3/7/22, 3-4:30pm
- Hamilton Wenham - 3/8/22, 6-7:30pm
- Lynn - 3/10/22, 6-7:30pm
- Cape Ann - 3/18/22, 3-4:30pm
- Beverly - In the process of being scheduled
- Peabody - In the process of being scheduled
- Salem - In the process of being scheduled
- Swampscott - In the process of being scheduled

If you live in one of the towns listed above but are not yet receiving team emails, please contact aviva@eccoaction.org. And, if you live in a town that is not listed above, please *also* contact aviva@eccoaction.org; ECCO will support teams in any Essex County town where five or more ECCO leaders are ready to work for affordable housing!

Submitted by The Rev. Gregory Perez



ECCO

ESSEX COUNTY COMMUNITY ORGANIZATION



