

Parish
Meeting

January 29

2012

St. Stephen's Episcopal Church
220 Eighth Avenue
McKeesport, PA 15132

**Scripture
Sacrament
Service**

AGENDA FOR THE ANNUAL PARISH MEETING

JANUARY 29, 2012

Opening Prayer

Lunch

Approval of 2011 meeting minutes

Sr. Warden's Report

Jr. Warden's Report

Treasurer's Report

New Business

Questions/Answers for the good of the Church

Announcement of new Vestry members

Closing remarks/ prayer

ANNUAL PARISH MEETING
January 30, 2011

The meeting opened at 11:38AM with prayer by Kerry Ochap and lunch being served.

Treasurer's Report –

- It was clarified that there will be no clergy housing expense now.
- The Vestry will continue to discuss whether or not they want to bring in an interim or continue with supply clergy. Supply clergy will receive a 1099 at year's end.
- Jim Campbell made a motion to accept the Treasurer's report as written. Ethel Balas seconded. Motion carried.

Vestry Election –

- Jim Campbell made a motion instructing the secretary to cast the ballot for the 2011 election of Vestry; John Ochap seconded. Secretary cast ballot and the following parishioners were elected as Vestry for a three-year term commencing in 2011:

Jay Ackerman
Pat Greene
John Ochap
Lani Temple

Minutes –

- John Ochap made a motion to accept the minutes from the 2010 Annual Meeting. Joyce Sipos seconded. Motion carried.

Senior Warden's Report –

- Karen Slobodian stated that due to the recent turmoil in the church we have become small. We need to move forward and try to get people to come back. There has been much confusion and hurt feelings. Karen asked those in attendance to remember why we are here and to move forward – everything will be new from this time on.

Discussion on Fundraising –

- The Vestry has been discussing the possibility of having the fish fries again this year and using the profits towards the general fund. Karen Slobodian stated that we need a huge commitment from parishioners to help as it is a lot of work. This needs to be a whole-church effort. Sharon Petterson will put an insert in the bulletin asking parishioners to commit to help with the fish fries.

Questions and Comments –

- Kerry Ochap asked if we were going to have the Shrove Tuesday Pancake Supper --- Karen Slobodian stated that this is also under consideration.
- Pat Greene reminded those congregated that there is a Sunday School every Sunday.

- The current Vestry members are: Jay Ackerman, Ethel Balas, Jim Campbell, Pat Greene, George McGinnis, Don Menzies, John Ochap, Karen Slobodian, Lani Temple and Frank Yesko.
- The Vestry has decided to call parishioners who did not pick up their envelopes. People need to hear and know that St. Stephen's is alive and well.
- Jason Togyer volunteered to help re-do the website.
- Jeff Minnicks stated that we are still on the list for International Village. Jason Togyer stated that instead of a food booth, which is a lot of work, we could have an information booth where we have items to give away. This may be a good alternative.
- The communication between the parish and the Vestry has to get better.
- Joyce Sipos asked that we put in the bulletin those parishioners who are hospitalized.

Kerry Ochap made a motion to adjourn. John Ochap seconded. Motion carried.

Fr. Wright closed the meeting with prayer.

Respectfully submitted,

Sharon Petterson

Senior Warden Annual Report

Let us take a moment and reflect on the year that has just passed. We here at St. Stephen's have weathered a storm. We have just completed a year without a Rector. Was it a difficult year? I know you will agree with me when I say - oh yes, it has been difficult. But I believe we here at St. Stephen's needed to take this past year to be calm and listen to what the Lord wanted us to do, where he wants us to head, and how we were going to be able to do His work in the future.

We as a Vestry spent many months restructuring ourselves -- the Finance Committee, Worship Committee, Pastoral Care Committee, Outreach and so on. We will have much more to accomplish as we grow stronger. We contemplated the need for the continuation of the fish fries, and under the direction of Mrs. Cassie Pratt, it was a huge success. The fish fry was a great financial boost for the beginning quarter of 2011. Thank you to all who participated in that six-week event. Every hand was needed and so appreciated.

Although we did not have a Rector throughout this year, we did have continuous support throughout the year. We were blessed with being able to utilize consistently the service of the Rev. Marty Wright for the first six months. He brought a calming presence to our congregation. When Fr. Wright was called to be Rector at Johnstown on July 3rd of 2011, we again felt a severe loss. We had come to feel that he belonged to us. Thankfully within three weeks we had found the Rev. David Kinsey to join us as a supply priest. It was apparent in a very short time that many of our parishioners liked and respected Fr. Kinsey. Although at first he was not looking to stay, the Lord had a very different idea of what was to come.

I am sure that everyone is well aware that Fr. Kinsey has agreed to commit to St. Stephen's a minimum of one year of his service. Over the last month we as a vestry have accepted his offer and have requested that during this next year he take the position of Priest in Charge. We have made that request to the Diocese and Bishop Price. All meetings and requirements have been met, and officially as of Feb. 1st, 2012 the Rev. David Kinsey is indeed Priest in Charge of St. Stephen's Church.

Hopefully I can speak for all of us when I say that our Lord has made a perfect fit for St. Stephen's with his choice of who shall walk, teach, and guide us into the future of where St. Stephen's fits in His great and glorious plan.

May our gracious Lord bless St. Stephen's and the congregation that holds it up to do his work!

Yours in Christ,
Karen L. Slobodian
Senior Warden
St. Stephen's Church

JUNIOR WARDEN'S REPORT

Events happening during the year of 2011 included updating part of our heating system, sealing and waxing the floor in the undercroft, installing a handrail leading to the pulpit and painting the undercroft. The old hot water boiler was removed and replaced with a modern 90+ efficient hot water boiler. This boiler heats the addition area of the church (this area includes the offices, nursery and bathrooms on the first floor and the Sunday school rooms above). In addition, a new thermostat was installed in the altar area for the steam boiler which heats the sanctuary.

Regular maintenance was performed throughout the church. The roofs were maintained as shingles blew off or leaks occurred. Toilets were kept in working order. We are currently seeking bids and pursuing grants to replace the flat roof on the addition.

Our kitchen was enhanced by a new upright freezer purchased by the Krafters.

The landscaping of the church has been cared for by quarterly treatment of the grass and annual pruning of the shrubbery. Also, any dead shrubs were replaced by a landscaping company.

Plans for 2012 include installing a drain near the undercroft door leading to the side parking lot. This will correct leakage during rain and melting snow. If grants are secured, we plan to install a hot tar and gravel roof on the addition area of the church.

If anyone has any concerns or suggestions regarding the upkeep of our church, please feel free to share the ideas/concerns with any vestry member.

Thanks to all who have contributed in the upkeep and maintenance of St. Stephen's church.

submitted by:

John Ochap.

Pastoral Care Committee

The Pastoral Committee appointed by the Vestry for 2011 consisted of Jeffrey Minnicks, Frank Yesko, and Ethel Balas as chairman. When Frank Yesko was no longer available, Kerry Ochap and Suzanne Jackson were added. However, any chalice bearer can serve in this capacity. The purpose of the committee is to administer the sacraments to any member of the parish who is unable to attend Sunday services. When the parishioner is unable to receive communion, he or she is anointed. In 2011 the committee visited 17 different parishioners a total of 41 times. Each chalice bearer is licensed by the Bishop to serve in this capacity.

submitted by:

Ethel Balas

Sunday School Report

Sunday School continues to remain available for any child attending in grades kindergarten through sixth. We meet upstairs. If you see someone with children in church on Sunday, please make them aware of class and where we meet. I am upstairs every Sunday.

submitted by:

Pat Greene
Christian Education Administrator

Krafters

The Krafters use their various talents to support our church by crafting. Profits made are used for outreach within and outside the church. Your support makes it possible for our group to be helpful to those in need. Listed below are some of the reasons we are so busy throughout the year raising funds.

Salvation Army (tree angels).....	\$50.22
Relay for Life.....	\$250.00
Memorial Funds	\$70.00
Freezer.....	<u>\$599.00</u>
	\$969.22

If you're looking for fellowship, fun and a little creativity, this is the group for you. We meet every Monday morning in the undercroft at 10:00 a.m. Come join us!

submitted by:

Cassie Pratt

Acolytes

In Greek, the word "acolyte" means one who follows. Our acolytes are dedicated to following the Lord Jesus Christ. At this time, we have five acolytes who range in age from 9 to 16. Periodic training sessions are held. Ribbons have been attached to the crosses that the acolytes wear. As they gain experience, the ribbon colors change as they earn service points (100) for a gold cross and chain. Their duties vary – lighting candles, carrying crosses, torches and flags, when designated, carrying the Gospel Book receiving offering plates and assisting the celebrant ministering at the altar.

submitted by:

Albert G. Lebedda

Senior Choir

We now have eight choir members who lead the service music, communion hymns and anthems every Sunday. I receive many compliments on the choir weekly. I thank all of them for bringing us the beautiful music they do each week. We practice on Wednesdays at 7:00PM. If you would like to make a joyful noise unto the Lord, please see me. We would love to have you join us. Our current choir members are: Gladys Hunt-Mason, Kelly Lewis, Pam Matta, John Ochap, Cassie and Bob Pratt, Miles Richards and Lani Temple. I would also like to thank Dave and Pam Matta for hosting the choir's Christmas party every year.

submitted by:

Georgia Lebedda

Ushers

The ushers do God's work throughout the year. Most are taken for granted without a thought of the hours taken out of their lives – and they do not get to sit with their families. The ushers serve on Sundays (they arrive an hour early) as well as several extra services during the year (Christmas, Easter, funerals, weddings, etc.) They do this to provide you with comforts for worship. I think an "atta boy" would be appreciated. Also, don't forget that we collect the monies to pay the bills; otherwise, the Lord's house would be cold or hot according to the season.

We need volunteers this year. If you are interested, please see me or any Usher.

submitted by:

George McGinnis

Computer Learning Center

In the Fall of 2011, Mr. Ed Williams resigned as the Computer Learning Centers' teacher. His resignation marked the end of six years of teaching and approximately 260 students having attended his classes. Ed taught basic computer skills, advanced computer skills, basic internet and excel. The "learners" loved the classes and many of them came back for more. We thank Ed for his tireless devotion to this class.

There are still six computers upstairs in the Computer Room. The Vestry has decided to keep them here in the hopes that someone else will take over the teaching.

submitted by:

Sharon Petterson
Registrar

Altar Guild

This is a hard-working group of individuals who care for the altar on an ongoing basis. We prepare the altar weekly for Sunday services in addition to preparing and assisting with weddings, rehearsals, funerals, baptisms, confirmation and communion. We need some new members. If you are looking for a way to serve God and the Church and are not sure where to start, come see us. We would love to have you. If you are interested and want to hear more about what we do, see either Beverly Tkach, Harriet West, Diane Beck, Ed Seddon or Cassie Pratt.

Financial Report:

Beginning Balance (01/01/2011).....	\$7,757.54
Deposits.....	\$3,166.00
Memorial Flowers	
Christmas	
Easter	
Weddings	
Expenses.....	\$2,940.21
Flowers	
Communion Wafers	
Dry Cleaning	
Supplies	
New Linens	
Wine	
Calendars	
Palms	
Ending Balance (12/31/2011)	\$7,983.33

submitted by:

Jo Ann Pratt – Altar Guild Treasurer

Stewardship and Finance Committee

The Stewardship and Finance Committee is responsible for the income and expenditures of the church. We also advise the Vestry on all financial matters concerning St. Stephen's. It is our obligation to make sure where funds come from and that expenditures are not wasteful. One of my goals is to make JoAnn Pratt's job as Treasurer easier. Being the person who pays the bills, salaries, taxes, etc., is a lot more complicated today than it was 30 years ago. With the stock market in a recession, we have lost a lot of our value in the funds that are with Private Wealth Advisors. We will be watching our spending and income as always. We had our assessment reduced by \$14,000 and are actively seeking grants for a new roof on the back part of the Church. I want to thank the members of the Finance Committee for their help in difficult times: Ethel Balas, Ron Dem, Al Lebedda, John and Kerry Ochap.

submitted by:

Lani Temple, Chair

Outreach Committee

Outreach is continuing in tradition with welcoming church visitors with a warm smile, a mug and information about St. Stephen's. There are plans to reopen the food pantry to help the community in times of need.

The church building itself is being offered as a resource to the community for various meetings of organizations and hall rental for private events.

Pat Greene has been doing a great job with preparing for the coffee hour each Sunday. The coffee hour donations are appreciated.

submitted by:

Kerry Ochap

St. Stephen's Episcopal Church
Description of Investments

The Memorial Fund

The Memorial Fund was established to receive monetary gifts to the parish at the time of bereavement of loved ones. The gifts are acknowledged to the donor as well as the family of the deceased. The money is used to purchase items approved by the Vestry to be used in the church building or grounds.

The Endowment Fund

The Endowment Fund is made up of bequests and gifts to the parish. The original principal amount must remain intact. The income may be used at the discretion of the Vestry. (Unless directed otherwise by the donor)

Retirement Grants

The Retirement Account was established several years ago with a grant of principal from the Endowment Fund. At the present time, the proceeds of this fund are being received by Sally Haberman.

The Elmer J. & Florence M. Lowery Memorial Fund

The income from this fund is channeled into the operating budget of St. Stephen's.

The Building Fund

The Building Fund is a depository for funds from the Century II contributions and building rentals. It is used for extraordinary expenses pertaining to maintenance of the church properties that have not been included in the church operating budget.

The Century II Campaign

This fund was established to finance the restoration of the church building and grounds. These contributions have financed projects such as the paving and landscaping of the west parking lot and the purchase and demolition of the old post office.

The Dorothy and Lee Bevan Memorial Fund

The Lee Bevan Memorial Fund was established several years ago by Mrs. Dorothy Bevan. The gift provides for 75% of the income of the fund to be used at the discretion of the Vestry. The remaining 25% of income is added to principal.

Charles and Dorothy Campbell Memorial Fund

The Charles & Dorothy Campbell Memorial Fund was established in December of 2001 by Mrs. Dorothy Campbell. 25% of the yearly earnings (dividends, interest or growth value) must be maintained in the fund as "principal." The other 75% of the yearly earnings may be used for the maintenance of or for special projects relating to the church building or property.

**ST. STEPHEN'S EPISCOPAL CHURCH
SUMMARY OF ACCOUNTS
AS OF: DECEMBER 2011**

ACCOUNT NAME	Ending Balance 12/31/2011	Beginning Balance 1/1/11
BUILDING FUND	\$ 6,576.36	\$ 4,176.36
MEMORIAL FUND	\$ 11,058.55	\$ 10,123.49
SPECIAL ACTIVITIES	\$ 6,551.81	\$ 5,936.81

DECEMBER 2011

ACCOUNT	NAME	ACCOUNT BALANCE	AS OF	PREVIOUS	DIFFERENCE
HPW-010076	LOWERY FUND	\$ 14,697.11	12/31/2011	\$ 14,793.06	\$ (95.95)
HPW-007502	RECTORY SETTLEMENT	\$ 101,209.64	12/31/2011	\$ 99,913.60	\$ 1,296.04
HPW-010175	LOWERY FUND	\$ 13,786.47	12/31/2011	\$ 15,622.67	\$ (1,836.20)
HPW-000390	RETIREMENT FUND	\$ 9,823.25	12/31/2011	\$ 10,068.44	\$ (245.19)
HPW-050049	ENDOWMENT FUND	\$ 85,487.59	12/31/2011	\$ 84,779.49	\$ 708.10
HPW-010688	CAMPBELL ACCOUNT	\$ 10,408.34	12/31/2011	\$ 10,326.83	\$ 81.51
HPW-000408	BEVAN FUND	\$ 36,833.99	12/31/2011	\$ 36,642.30	\$ 191.69
	CURRENT COMBINED	\$ 272,246.39	PREVIOUS COMBINED	\$ 272,146.39	\$ 100.00

St. Stephen's Episcopal Church
Profit & Loss YTD Comparison
December 2011

	<u>Dec 11</u>	<u>Jan - Dec 11</u>
Income		
Beginning Balance 12/1/11	27,788.23	16,759.73
2011 Checks not processed	1,092.50	1,092.50
Advent	2,865.00	3,005.00
Altar Guild - reimbursement	156.85	873.23
Baptism Donations	0.00	100.00
Birthdays/Anniversaries	0.00	82.00
Building - Donations for use	0.00	175.00
Building Fund	0.00	14,376.00
Building Grants	0.00	14,376.00
Carolyn Keller Food Pantry	0.00	395.00
Century II/AAW/Immodausis	74.00	7,051.75
Christmas	515.00	570.00
Columbarium	0.00	200.00
Crawford Estate	500.00	1,000.00
Endowment Investment	1,837.00	22,044.00
Envelopes	3,631.00	65,906.82
Envelopes - 2010	0.00	1,444.00
Fellowship	14.00	71.00
Flea Market	0.00	1,131.60
Food Cupboard	0.00	62.00
Initial Offering	0.00	118.00
Insurance Premium Refund	124.00	124.00
Lenten Fish Fry	0.00	7,775.95
Lenten/Ash Wednesday/Easter	0.00	640.00
Loose Offerings	357.00	1,447.49
Macy Cards	0.00	110.00
Maundy Thursday Meal	0.00	119.00
Memorial Fund	0.00	330.00
Memorial Fund - Transfer	0.00	362.47
Miscellaneous Income	0.00	201.87
Monthly Dinners	0.00	309.00
Musician Handbook	0.00	30.00
Office Reimbursement	0.00	307.54
Retirement Fund	433.00	5,196.00
SAM's Club	0.00	302.55
Shrove Tuesday	0.00	259.50
Special Activities - transfer	0.00	200.00
Thanksgiving	0.00	135.00
Utilities	120.00	703.50
Wage Taxes	35.58	142.32
	<u>39,543.16</u>	<u>169,529.62</u>

**St. Stephen's Episcopal Church
Profit & Loss YTD Comparison
December 2011**

	<u>Dec 11</u>	<u>Jan - Dec 11</u>
Expenses		
Adult Education Expenses	0.00	45.00
Altar Supply Expenses	31.85	401.11
Bank Fee	0.00	66.26
Building Fund Transfer	0.00	14,376.00
Building Maintenance Expense	69.35	18,637.13
Carolyn Keller	395.00	395.00
Deacon	200.00	2,992.00
Deposit Correction	500.00	503.00
Fellowship Expense	0.00	537.87
Fish Fry Expense	0.00	3,031.14
Food Cupboard	0.00	200.00
Instalment Loan - Church Sign	0.00	1,034.13
Insurance Premiums	1,879.00	8,227.00
Memorial Fund Expense	0.00	325.94
Memorial Fund Transfer	330.00	330.00
Miscellaneous	125.00	1,011.38
Music Expense	175.00	1,340.00
Office/Administrative Expenses	309.66	4,369.86
Organist Salary	1,185.92	14,231.04
Parish Secretary Salary	1,454.10	15,207.60
Payroll - Local Government Tax	0.00	331.00
Payroll Taxes	277.58	3,330.88
Payroll Taxes - State	0.00	0.03
Retirement	223.00	2,676.00
SAM's Misc. expense	0.00	189.37
SHARONS 403B HOLDING	600.00	2,400.00
Shrove Tuesday Expense	0.00	37.38
Substitute Personnel	1,692.32	9,365.87
Substitute Sexton	975.00	11,700.00
Telephone Expenses	272.96	2,434.32
Treasurer Stipend	200.00	2,400.00
Utility Expense	1,675.60	20,324.75
Wage Tax - Lebedda - Quarterly	35.58	142.32
Total Expenses	<u>12,606.92</u>	<u>142,593.38</u>
Ending Balance 12/31/11	<u>26,936.24</u>	<u>26,936.24</u>