

2023 ANNUAL REPORT

including Agenda for the Annual Meeting on February 18, 2024



Sharing
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Action

ST JAMES

EPISCOPAL CHURCH, MANITOWOC

An inviting safe community for all

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The Rev'd Brian Staude, *Transition Pastor*

Chris Dee Eggert-Rosenthal, *Senior Warden* Mary Green, *Junior Warden*

Nick Doszkewycz & Tony Karl, *Vestrypersons*

Tony Karl, *Clerk*

Linda Molitor, *Treasurer*



AGENDA FOR THE 2/18/2024 ANNUAL MEETING

1. **CALL TO ORDER & OPENING PRAYER:** *Pastor Brian will moderate, in the Sanctuary, following 10AM Worship. He will explain voting eligibility; all others are welcome to attend and participate.*
2. **2023 ANNUAL REPORT:** *The following are included: Minutes of the 2/19/2023 Annual Meeting; Official Acts; Reports from the Clerk, Pastor, Wardens, and Worship Coordinator; Connect & Engage Ministry report; Sextons' Report; Missions Report; and Treasurer's Report/Budget.*
3. **APPROVE MINUTES OF THE 2/19/2023 ANNUAL MEETING**
4. **RESOLUTION REGARDING 2024 CONVENTIONS** *(page 5 in this Annual Report)*
5. **ELECTIONS:** *One nomination was received in advance for each position (listed below). Additional nominations may be made from the floor. If there are no additional nominations, the complete slate may be elected in one vote. Otherwise, elections will take place in the order listed.*
 - a. **Trustee** - 1 position. Nominee: **Teri Wagner** (3-year term).
 - b. **Vestrypersons** – 3 positions. Nominees: **Eleanor Agnew, Dave Dillman, & Fred Hass.**
 - c. **Diocesan Convention Delegates & Alternates** – Our 2023 Delegates and Alternates remain in place for the special 5/4/2024 Special Convention. Delegates: **Eleanor Agnew** and **Ron Hansen** and Alternates: **Marian Doszkewycz & Nick Doszkewycz.**
 - d. **Wardens:** Per the Diocese, our Wardens will remain in place this year.
6. **RECOGNIZING THOSE WHO ARE COMPLETING, CONTINUING, OR BEGINNING MINISTRY ROLES:** *In addition to those elected at this meeting, we extend our appreciation to these people.*
 - a. **Convention Delegates & Alternates:** **Eleanor Agnew & Ron Hansen** were elected our 2023 Delegates and **Marian Doszkewycz & Nick Doszkewycz** were elected our 2023 Alternates.
 - b. **Trustees:** **Eleanor Agnew** is continuing a 2022-2024 term; **Sherry Paszkiewicz** is continuing a 2023-2025 term; **Mike Laughrin** completed a partial term.
 - c. **Vestry:** **Chris Dee Eggert-Rosenthal** and **Mary Green** are continuing as Senior Warden and Junior Warden. **Nick Doszkewycz** and **Tony Karl** have completed their Vestryperson terms.
 - d. **Officers elected by the Vestry:** **Tony Karl** just completed his 10th year serving as our Clerk; he is choosing to rotate off the Vestry completely following our 2024 Annual Meeting. **Linda Molitor** has served as our paid Treasurer since Fall 2021.
7. **TRANSITION & OTHER UPDATES:** *Updates from Pastor Brian, the Vestry, and Search Team.*
8. **REVIEW TREASURER'S REPORT:** *The report includes the 2023 year-end financial reports and 2024 budget, along with other information and explanation. The Vestry has adopted this 2024 budget for use and invites congregational feedback and ideas now and throughout the year.*
9. **CELEBRATIONS & GRATITUDES:** *Vestry will share and invite others to share celebrations and gratitudes about our congregation in the past year and moving into the future together.*
10. **CLOSING PRAYER & ADJOURNMENT**



MINUTES OF THE 2/19/2023 ANNUAL MEETING

1. **CALL TO ORDER & OPENING PRAYER:** Senior Warden **Chris Dee Eggert-Rosenthal**, presided. The meeting took place in the Sanctuary and was called to order at 11:20AM with a quorum present.
2. **2022 ANNUAL REPORT:** 3/6/2022 Annual Meeting minutes; Official Acts; Reports from the Clerk, Rector, Wardens, and Worship Coordinator; other reports; and 2022 financials.
3. **2022 MINUTES:** Minutes from the 3/6/2022 Annual Meeting were reviewed. A motion was made and seconded to approve the minutes with special thanks to Clerk Tony Karl; motion carried.
4. **2023 ELECTIONS:**
 - a. **Endowment Fund Trustee** (two positions; a full 3-year term and a partial term following Hugh Foster's death): **Mike Laughrin** (2023) and **Sherry Paszkiewicz** (2023-2025) were nominated during the nomination period. No nominations from the floor.
 - b. **Lay Delegate to Diocesan Convention** (two positions; 1-year terms): **Eleanor Agnew** and **Ron Hansen** were nominated during the nomination period. No nominations from the floor.
 - c. **Lay Alternate to Diocesan Convention** (two positions; 1-year terms): **Marian Doszkewycz** and **Nick Doszkewycz** were nominated during the nomination period. No nominations from the floor.
 - d. **Voting:** With one nominee for each required position, a motion was made and seconded to close nominations and elect the complete slate of candidates; motion carried.
 - e. **SPECIAL NOTE:** Per diocesan guidance as we begin our transition the current Vestry will stay in place throughout 2023 (no elections for Wardens or Vestrypersons).
5. **TRANSITION PROCESS UPDATES:** The Vestry and Search Team gave updates on the first phase of our clergy transition following **The Rev'd Diane M Murray's** retirement on 12/31/2022.
6. **REVIEWED FINANCIAL REPORTS & BUDGETING PLAN:** Year-end financials were included in the report. The 2023 budget is still being adapted to reflect our transition. The congregation was invited to give feedback and ideas.
7. **RECOGNIZING THOSE WHO ARE COMPLETING, CONTINUING, OR BEGINNING MINISTRY ROLES:**
In addition to those elected at this meeting, we extended our appreciation to these people.
 - a. **Vestry:** **Chris Dee Eggert-Rosenthal** and **Mary Green** served as Senior Warden and Junior Warden. **Nick Doszkewycz, Joan Estes, and Tony Karl** served as Vestrypersons.
 - b. **Trustees:** **Eleanor Agnew** is continuing a 3-year term (2022-2024). **Mike Laughrin** completed a 3-year term and was re-elected to a partial term (2023--**Hugh Foster** passed away during his term). **Sherry Paszkiewicz** was elected to a 3-year term (2023-2025).
 - c. **Convention Delegates & Alternates:** **Mike Laughrin & Sharon Laughrin** were our 2022 Delegates; **Mary Green, Chris Eggert-Rosenthal, Eleanor Agnew, & Ron Hansen** were our Alternates (*we ended up with extra alternates due to change in diocesan delegate counts*).
 - d. **Officers elected by the Vestry:** **Tony Karl** just completed his 9th year serving as our Clerk. **Linda Molitor** has served as our paid Treasurer since Fall 2021.
8. **CELEBRATIONS & GRATITUDES:** Everybody was invited to share celebrations and gratitudes about our congregation in the past 12-15 months and moving into the future together.
9. **ADJOURNMENT & CLOSING PRAYER:** Business being concluded at 12:05PM, a motion was made and seconded to adjourn the meeting; motion carried.

Respectfully submitted,
 Tony Karl, Clerk

RESOLUTION REGARDING 2024 CONVENTIONS

The Diocese of Fond du Lac has issued the following guidance...

Important Announcement about Electing Lay Delegates at Annual Meetings

Most congregations in the Diocese of Fond du Lac hold an annual meeting in January/February. One regular item of business is election of lay delegates to the Annual Diocesan Convention. As explained here, your congregation should NOT elect such lay delegates.

1. A Special Convention will be held May 4, 2024. Diocesan Canon 1.4 is clear that its lay delegates are those certified to the most recent Annual Convention (2023 in Menasha). If any of those lay delegates are unable to attend, then they may resign those elected alternates may be appointed. It is possible that a congregation may run out of alternates or may not have elected such.
2. Whether there is reunion or not, there is a need for lay delegates to the next Annual Convention (Fond du Lac/Wisconsin). Details of election to a Wisconsin Convention have not been determined, but we know lay delegates will be needed.

Based on these two issues and to assure appropriate representation from each congregation, the annual meeting should pass the following resolution:

Whereas, diocesan Canon 9 allows the annual meeting to authorize other forms of election of lay delegates than its action, and;

Whereas, it is possible lay delegates and alternates certified to the 2023 Annual Diocesan Convention may be unable to attend the 2024 Special Convention, therefore be it:

Resolved, that the Annual Meeting of St James Episcopal Church, Manitowoc, authorizes the Transition Pastor and Wardens to fill a lay delegate vacancy to the Special Convention, first from the alternates previously elected or second, from qualified lay members if no alternates remain, and be it further

Resolved, that the Annual Meeting of St James Episcopal Church, Manitowoc, authorizes the Vestry to elect the appropriate number of lay delegates to the 2024 Annual Convention.

If there are questions of clarification needed, please contact our Parliamentarian, Mathew Payne, at the Diocesan Office at (920) 830-8866.

2023 OFFICIAL ACTS

BAPTISMS

None in 2023

CONFIRMATIONS/RECEPTIONS

None in 2023

NEW MEMBERS

Lisa Bruere

MARRIAGES

None in 2023

FUNERALS/MEMORIALS/INTERMENTS

None in 2023



FROM THE CLERK

Your St James Episcopal Church Vestry met or Zoomed for prayer, study, discussion, and planning throughout the year, in regular meetings, special meetings, and retreats. Dates and highlights include:

- 1/10/2022 – Special Meeting: Initial meeting of full Vestry and Mother Meredyth Albright, our Diocesan Transition Minister; overview of process—1-2 years is common now; she gave us guidance on assembling Search Team, Vestry discerning Search Team candidates to invite.
- 1/24/2022 – Regular Meeting: started with Mother Meredyth, who helped us review and finalize our order to invite Search Team candidates; approved \$500 for CARElink program; Linda is wrapping up 2022 financials, we're still discerning options to proceed in 2023; Annual Meeting planning, Tony will assemble the report; homeless to be discussed next Congregational Chat; at next Vestry Retreat we'll start to figure out parish inventory.
- 1/31/2022 – Five accepted our invitation, so we have a Search Team; will announce.
- 2/14/2023 – Special Meeting: transition updates; reviewed plan to get written feedback and ideas from the congregation to help in our further budget planning; finished planning Annual Meeting.
- 2/21/2023 – Began putting together plan for pastoral support during our transition.
- 2/28/2023 – Voted to call The Rev'd Brian Staude as our Transition Pastor effective 4/1/23; various building work; Mark & Sally Hunner assembling Stewardship Team; planned for Vestry retreat.
- March 2023 - Regular meeting and retreat postponed as we finished preparing for Pastor Brian.
- 4/11/2023 – Regular Meeting: discussed intentional language use; re-scheduled retreat; reviewed and approved 2022 Parochial Report; reviewed congregational feedback on budget, finalized, and approved our 2023 budget.
- 4/25/2023 – Special Meeting: discussed report from Stewardship Team; reviewed Dedicated Funds.
- 5/2/2023 – Vestry Retreat: Heard and approved proposal for Connect & Engage ministry; building and property walk-around; approved \$500 sponsorship of 7/29 Lakeshore Pride event and having a table; discussed inventory project; made plan for Vestry book discussion and teambuilding.
- 6/6/2023 – Special Meeting: book discussion and teambuilding facilitated by Pat Hanson.
- 6/27/2023 – Regular Meeting: received June report from Connect & Engage and approved recommendations (begin forming ministry related to greeting/welcoming visitors; \$500 marketing expense budget for promotion and giveaways for Lakeshore Pride and following events; approve conclusions in target audience investigation report); Stewardship Team update.
- 7/17/2023 – Special Meeting: book discussion and teambuilding facilitated by Pat Hanson.
- 7/25/2023 – Regular Meeting: updates from Connect & Engage, Search, and Stewardship; beginning to add new money counters to rotation; accepted Joan Estes' resignation as Vestryperson; ordered new ambo and lectern for increased safety.
- 8/21/2023 – Special Meeting: book discussion and teambuilding facilitated by Pat Hanson.
- 8/22/2023 – Regular Meeting: Connect & Engage update; authorized Eleanor Agnew to write a grant proposal for St James from The Wisconsin Board for People with Developmental Disabilities, to help St James become a more accessible church for people with disabilities and their families/caregivers so they will feel welcomed and involved; fixed kitchen wiring; various building issues.
- 9/12/2023 – Special Meeting: accepted Dave Haefke's resignation as Sexton; decided to order a defibrillator this Fall.
- 9/25/2023 – Special Meeting: Vestry "Defining the Win" facilitated by Pat Hanson.
- 10/10/2023 – Special Meeting: various building updates; discussed Sexton vacancy.



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- 10/24/2023 – Regular Meeting: Eleanor Agnew presented about the \$5000 grant she received for St James from The Wisconsin Board for People with Developmental Disabilities; Connect & Engage updates; training an additional money counter; Began discussing how to implement the Vestry's "Defining the Win" results.
- 10/28/2023 – Email Meeting: approved revised Sexton position description.
- 11/6/2023 – last session of teambuilding facilitated by Pat Hanson; identified areas our leadership team and congregation can work on to continue to grow and thrive moving forward.
- 11/28/2023 – Regular Meeting: received, reviewed, and accepted the 2022 Report of Financial Review and Summary of Actions (annual diocesan financial review); approved increasing Treasurer Linda Molitor's 2023 compensation due to additional time spent on her tasks; begin to plan for consulting work with ChurchWerkes; approved \$14,062 pledge to diocese; approved \$9,324 distribution from Diocesan Common Trust for 2024; Stewardship planning; Advent deliveries/cookies planning; Nick & Marian Doszkewycz began serving as our Sextons on a voluntary basis starting in November; scheduled Annual Meeting and began planning.
- December 2023 – The Vestry did not meet or conduct business.
- 1/3/2024 – Regular Meeting: made another Stewardship plan; approved 3% compensation increase for Pastor Brian; approved \$3000 for initial phase with ChurchWerkes; Annual Meeting planning; prepared nomination report/form; AED (defibrillator) was installed; other building projects.
- 1/23/2024 – Special Meeting: Approved 42% compensation increase for Treasurer Linda Molitor; approved reallocating \$16,510.96 from Dedicated Funds (\$2,123 from Outreach Fund, \$12,000 from Technology Fund, and \$2,387.96 from Youth Ministry Fund) to be used for our 2024 operations.
- 2/13/2024 – Regular Meeting: final Annual Meeting preparation.



As you can see, your St James Vestry has been quite busy the past year!

On a personal note, it has been a privilege to serve our congregation as Clerk for the past 10 years. My Vestryperson term ends following our 2024 Annual Meeting; I have decided now is a good time for me to rotate out of the Clerk position, as well. I am grateful for all that I've been able to learn from and share with the many wonderful siblings in Christ on the Vestry over the years. Thanks especially to the team that has been working so hard this past year, and for the invaluable help Pat Hanson gave us. 2023 surprised us in some ways we didn't anticipate or expect, and we have all grown stronger as a result.

I look forward to the continued renewal our congregation will experience through our ongoing collaboration with ChurchWerkes. Episcopalians first began meeting in Manitowoc in 1841, and that wonderful legacy continues! I remain excited and optimistic about our St James church family and all that God has in store for our future.

In Christ,
Tony Karl, Clerk

FROM PASTOR BRIAN

First of all, let me say a big "Thank You" to each person at St James for your gracious and loving welcome to both myself (as your Transition Pastor) and my wife Barb. Also, a big "Thank You" for helping me to grow in learning about the Episcopal Church. My coming from an ELCA Lutheran background and now serving an Episcopal Church has allowed my faith and spirituality to grow in new and exciting ways. Serving God's Church wherever that might be is a true blessing and each one of you have been a part of that blessing.

As I now begin my eighth month with you [*when written*] I want to share with you these words and ask that you let them ponder in your hearts and minds. In the 2nd chapter of Luke, Mary questions the angel Gabriel about all that he says will be happening to her by asking, "How is this possible?" the angel responds by saying, "With God nothing is impossible."

There have been times I am sure in the 175+ years of St James as a congregation that Mary's words have been ours. How can this be? How will



we find dedicated people to support the dream and its ministry? How will we find Rectors to serve? How will we pay for what needs to be done? How will we know what God wants us to do? Above all, how will we be faithful to Christ's mandate to share the Good News of His Word to this community and world?

The angel Gabriel's words to Mary are as powerful today as in the first day they were shared. "How can this be?" "With God nothing is impossible."

During this coming year here at St James there are going to be many things taking place. The Vestry in the coming months will be working with ChurchWerkes to help us look at our ministry and what are the things we can do to help us work closer together to further the ministry. This working together and growing includes not only the Vestry, but each and every person. Another ministry that we want to concentrate on is how we serve this community and world in which we live. How can St James better be involved in our community and let people know who we are and what we are about as a Church? How can we continue to be an inviting community for all? And one last but very important thing, and that is preparing for your new Rector and continued support for your Search Team.

Please look carefully at this Annual Report and look at all that is happening and see where maybe you could fit in to share your gifts of time and talents.

Finally, before I close, I want to thank the entire staff, Vestry, and Lay ministers that do so much to keep God's ministry going here at St James. I appreciate their hard work, their leadership, their unwavering love for God's Church, and so many other things.

"Thank You," St James Episcopal Church!

Serving together with you in Christ,
Pastor Brian (PB) – serving as Transition Pastor since 4/1/2023

FROM THE WARDENS

Last year we began the Wardens' Report with:

"For everything there is a season, a time for every activity under heaven. A time to be born and a time to die. A time to plant and a time to harvest. A time to kill and a time to heal. A time to tear down and a time to build up. A time to cry and a time to laugh. A time to grieve and a time to dance. A time to scatter stones and a time to gather stones. A time to embrace and a time to turn away. A time to search and a time to quit searching. A time to keep and a time to throw away. A time to tear and a time to mend. A time to be quiet and a time to speak. A time to love and a time to hate. A time for war and a time for peace." ~Ecclesiastes 3. 3-8 (New Living Translation)

It seems appropriate to start this way again. 2023 was a Year of Learning. We aren't kidding—"we didn't know what we didn't know." There were things left undone or missed. We put our hearts and energies into making this transition smooth. We made it through the year, and we are stronger in Faith for the learning and struggles. The Vestry learned together this year. We learned that many duties were not well-defined and were not evenly distributed. We were fortunate that Tony Karl has been at St James so long and could fill us in on what needed to be done and indeed did much of the work needed. Communication, work division, and a strong desire to have everything in place for our next Rector had us reach out for some additional advice and we have started working with the consulting group ChurchWerkes to help us clearly define roles and have up-to-date job descriptions, among other things. There will be updates on this soon.

Pastor Brian Staude has been a blessing to all of us and has added so much to our St James family. He is participating in many diocesan events and learning much more about The Episcopal Church. He has also brought fresh ideas in his sermons and outreach. We are grateful for him. The 2024 budget projects another deficit and we know we need new ways to support our church. We have faithful members who continue to support our family to best of their capabilities. We continue to be available with multiple hybrid opportunities to worship and share community.

St James activities are open to all. At St James, membership is not a participation requirement for any of our opportunities (other than elected leadership):

- Our Friday Morning Prayer group meets with joyful praises and indeed sometimes there are only two or three, yet the Spirit keeps us together. Please join in and share the joy we experience each Friday at 7AM. This group hopes more will join us (occasionally or regularly) in 2024.



- The St James Book Group continues to read, discuss, and share thoughts about various books throughout the year. The group grew in 2023 and has begun sharing food at meetings as the community grows.
- Our Discover & Grow ministry continues to help us learn together about faith. Our lay-led 8:30AM Sunday morning class continues to explore both the Bible and contemporary issues to help us Share God's Love with all. This group studied books of the Bible, The Episcopal Church, and Life Questions in 2024. This lay-led group is open to all suggestions for discussion leading to spiritual growth.
- The Search Team met regularly throughout the year. In April, they organized a congregational meeting with our diocesan shepherd. Using the information collected they created our Parish Profile and began preparing interview questions. Our search will continue in earnest once ChurchWerkes, the Vestry, and Bishop Matt agree that our congregation is ready to move forward with a new Rector. Thank you to Glenn Davidowich, Marian Doszkewycz, Bob Feller, Mary Green (*chair*), and Stephen Phillips for their hard work this year.
- Thanks to Pat Hanson, Stephen Phillips, and Tony Karl for handling the behind-the-scenes technology with our live-streaming. Thanks to Barb Cook who volunteers regularly as a pianist throughout the year.
- Thanks to Nick Doszkewycz and Marian Doszkewycz for their service as our Sexton team, and to Dave Haefke for providing this wonderful service for several years.
- Thanks to Eleanor Agnew, Glenn Davidowich, and Mary Green for their work as our regular Altar Guild, along with many helpers.
- Thanks to Pat Hanson and Tony Karl for facilitating the new Connect & Engage ministry.
- Thanks to Eleanor Agnew for obtaining a \$5,000 grant to help St James become a more accessible church for all.
- Thanks to Teri Wagner for printing bulletins and other help.
- Thanks to Sherry Paszkiewicz for maintaining/distributing our prayer list and birthday/anniversary lists.
- Thanks to our money counters Chris Couris, Chris Dee Eggert-Rosenthal, Mary Green, Tony Karl, Stephen Phillips, & Teri Wagner, as well as former counters Nick Doszkewycz & Marian Doszkewycz.

The St James family is a vital part of this community. We need all of our family to help us grow and thrive.

Dear Lord: We pray for your guidance and the ability to see and hear you in our endeavors. Be with us, today and always, to guide our journey. AMEN!

Yours in Christ,

Mary Green, *Junior Warden* & Chris Dee Eggert-Rosenthal, *Senior Warden*

FROM THE WORSHIP COORDINATOR

"Q: Why do we praise God? A: We praise God, not to obtain anything, but because God's Being draws praise from us." ~from *An Outline of the Faith, Book of Common Prayer 845*



As a liturgical denomination, the routine of our church calendar gives most years a similar feel and flow. We add new songs, new prayers, new physical items, and new people, but there is a continuity to our worship. Scripture, liturgical forms, music, and rituals are comforting parts of our traditions that we carry forward year-to-year. Advent, Christmas, Epiphany, Lent, Holy Week, Easter, Pentecost, Ordinary Time, repeat. In the post-quarantine years, we've found ways to add more

color and used frequent displays of religious art and other meaningful items in our Sanctuary. We regularly used ikons, paintings, statues, and candles on displays near the altar or in other spots. Which have been your favorites?

We continue to find that, while many participate in our hybrid (in-person/streamed) Worship at 10AM on Sundays, we have others that watch later in the day or throughout the week. This includes regular attenders as well as visitors from around the world. Our inviting safe community for all has a more global reach than it did in February 2020, thanks to our investment in technology. We also offer Morning Prayer at 7AM every Friday, coordinated by Chris Eggert-Rosenthal, a lay-led tradition at St James for about 25 years. In Summer 2023, we tried out Evening Prayer Sundays at 10PM, an idea offered by Lisa Bruere.

In addition to our liturgical seasons and Holy Days, some special observances in 2023 included: Martin Luther King Jr/Beloved Community; Episcopal Relief & Development Sunday; Creation Care Sunday; Mental Health Awareness; Mothers & Mother Figures; Pastor Brian's ordination



anniversary; Companion Diocese Sunday; Memorial Day; LGBTQ+ Awareness; Fathers and Father Figures; World Refugee Day; A New School Year; Labor/Vocations of All; a 4-week Season of Creation series culminating with blessing of animals; Homelessness Awareness; and Veterans & Military. We've been intentional about including these themes over the years to help raise awareness of the values and priorities of our denomination/diocese/congregation, and most of them serve as good opportunities to invite a friend!

Barb Cook has been playing piano/keyboard since late 2021. I am so grateful for Barb and her willingness to share her gifts and her humor. Other weeks, I provide a variety of accompaniments using our Digital Hymnal to generate live music or occasionally use recorded music. Are you an instrumentalist or singer who'd like to share music? You can offer a special piece for a one-time occasion, or music on an occasional/regular basis. Accompanists are welcome for a one-time occasion or to provide music on a more regular basis. Talk to me if you're interested in sharing your musical gifts in any way.

We are blessed with a dedicated and creative media team to prepare resources and operate the equipment for our livestreams. Pat Hanson and Stephen Phillips are the primary rotation of live stream operators. They control the cameras and angles, display graphics, and send it all to YouTube. We are blessed to have these volunteers, when many churches need to pay operators from outside the congregation. As part of my Worship Coordinator position, I prepare the PowerPoints, videos, and other resources for on-screen display along with the weekly operator scripts/notes.



My staff position originally developed to support our congregation's decision to have a part-time Rector, allowing our pastor to focus on other priorities. One extra benefit of having someone in this position has been no disruptions in our Worship during our clergy transition. We were able to connect with local ELCA-ordained priest Brian Staude to be our main supply priest, and shortly after that we called him to be our 1/3-time Transition Pastor starting April 1. We also enjoyed visits from Episcopal supply priests including Father Chris Arnold, Mother Portia Corbin, Mother Bobbi Kraft, Father Jim Trainor, Pastor Mary Trainor, and a Palm Sunday visit from Bishop Matt Gunter. Twelve of our Sundays featured lay-led worship, giving us more opportunity to share the gifts of our laity.

Our Worship is made better by the service of our wonderful Readers, Crucifers, Acolytes, Thurifers, and Eucharistic Ministers. Thanks to all of you who help in those ministries. Thanks also to our Altar Guild, newly re-formed in 2023 after a long hiatus. I'm grateful to our teams and individuals who have worked to ensure our Worship services have continued smoothly throughout another unique year, and to all who have continued to participate!

In Christ,
Tony Karl, *Worship Coordinator*

CONNECT & ENGAGE MINISTRY REPORT

Our St James Episcopal Church family is the family we choose. We all want this family to thrive, evolve, and grow. The Connect & Engage ministry uses a big-picture holistic approach to help us:

- identify and connect with the people we are best equipped to reach with our resources.
- engage new people long-term in the life of our St James family once they are in our midst.

The Vestry approved the proposal to form the Connect & Engage ministry in May 2023, with Tony Karl and Pat Hanson serving as facilitators, forming ad hoc teams as needed for various tasks. In May and June, we worked with a small team of volunteers to investigate the "market" in our area to determine realistic expectations for our audience. In June 2023, the Vestry approved recommendations from the group (begin forming ministry related to greeting/welcoming visitors; \$500 marketing expense budget for promotion and giveaways for Lakeshore Pride and following events; approve conclusions in target audience investigation report). In July, we coordinated St James participation in the first Lakeshore Pride event, where we had a chance to be present and visit with dozens of people throughout the day.

The Dine & Discuss series is a monthly opportunity to learn about and discuss topics of interest to the congregation, while enjoying a potluck meal together. In May, our Dine & Discuss series introduced the Connect & Engage ministry and each month after we began to address related topics. In June, Dine & Discuss talked about



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strategies to “invest & invite” (investing in this case refers to relationships) and shared and discussed ideas for a welcoming/greeting ministry. In July, Dine & Discuss shared stories about our own experiences at St James and how we might apply that to others we can invite, and began looking at our building through the eyes of others. Each month, August through November, Dine & Discuss participants continued to look at our building through different eyes, learn about sharing our stories, discuss tips for inviting people, and share ideas about welcoming/greeting.

Based on the input from the Dine & Discuss series, Connect & Engage put together a proposal for a Welcome Team. The Vestry decided to table implementing a Welcome Team for now but asked that general information be shared with everybody. In December 2023, our Dine & Discuss focus was on welcoming. In early 2024, the Dine & Discuss themes will focus on accessibility for all. Every month we discussed upcoming events/worship themes we can promote and invite people to attend; we made the promotional materials and other resources available in the church for everybody's use.

The Connect & Engage ministry looks forward to continuing to help our congregation find ways to connect with new people and engage them long-term in our St James family.

In Christ,
Tony Karl & Pat Hanson

SEXTONS' REPORT

2023 was an active year for the Sextons (custodians). This year we concentrated on deep cleaning the St James church and office spaces. The sanctuary was completed as was the chapel, gathering room, bathrooms, and kitchen area.

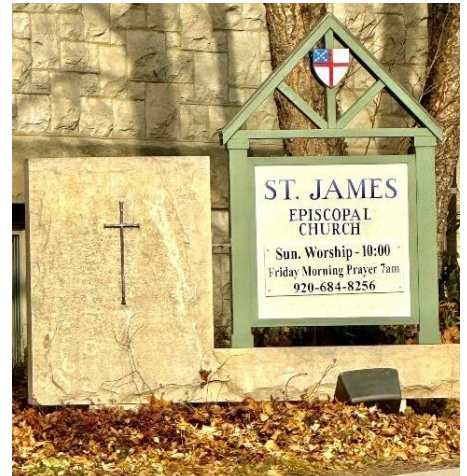
During 2023, the Sextons repainted the church sign, planted new grass around the new utility boxes, and trimmed the bushes and trees around the church property. The main lower doors had new bottom pins installed allowing the doors to lock properly. Loose stonework was repaired on the church building.

The church boilers were cleaned, and maintenance was performed. One circulation pump was replaced as was one pressure relief valve. The system is working properly.

The elevator received its annual inspection as did the fire extinguishers. One AED and first aid kit were installed in the worship space.

Items needing attention during 2024 are the driveway approach into the parking lot, continued work on the landscaping, continued deep cleaning, and installation of a second AED in the gathering space. There are several areas downstairs that will need some light sheet rock replacement.

Shared by Nick Doszkewycz & Marian Doszkewycz



MISSIONS REPORT

St James continues to support Manitowoc CARElink and the Manitowoc Warming Center. CARElink is an ecumenical effort designed to efficiently help Manitowoc County residents who need assistance. By combining resources and carefully maintaining client files, financial aid can be managed. Clients can be referred to appropriate resources designed to reduce the need for future or repetitive assistance.

The Manitowoc Warming Shelter (MWS) is an ecumenical group of churches, organizations, and friends working together to provide a safe, warm, non-judgmental facility for any adult that needs overnight shelter. MWS has been housed across the street at First Presbyterian Church for 2 years with a conditional use permit, but a new location will need to be found by Fall 2024.

Shared by Nick Doszkewycz

2023 – SJEC - Treasurer's Report

Asset	Balance 1/1/2023	Balance 12/31/2023
Checking	69,787.31	47,243.47
Money Market	0.00	29,198.90
7-month CD	0.00	20,558.68
<i>Total funds at BankFirst</i>		97,001.05
Diocesan Common Trust	208,125.41	251,124.76
Total Assets		348,125.81

Asset Overview:

The checking account holds the funds available to pay bills plus \$28,031.83 which is held in Dedicated Funds.

The funds held at BankFirst in the Money Market and 7-month CD are our newly established Cash Reserves for emergencies and future improvements.

The Diocesan Common Trust (DCT) is a pooled investment with other churches of the Diocese of Fond du Lac, which minimizes costs and maintains maximum return on investment. In 2023 the market made a stellar recovery in the fourth quarter. The income earned over the entire year not only covered our quarterly withdrawals totaling \$10,000, but also the maintenance fees, resulting in an increase of \$20,654.35 in the balance of the account. This income along with the reinvestment of \$22,345 which was a result of the 2022 Capital Campaign reinvestment pledges and a bequest specified for reinvestment in the DCT brings us to the 2023 year-end balance to \$251,124.75.

Rector's Discretionary Fund:

The Rector's Discretionary is a separate checking account, outside the operating budget of the church, which is for the use of the Rector only, in emergency aid situations as laid out in the Diocesan policy. This account is fed by parishioner donations: the first Sunday's loose plate offering in even numbered months, or any time by check with "Rector" noted on the memo line. The account is reviewed yearly by another clergy member. The balance as of 12/31/2023 is \$622.67.

Dedicated Funds	Balance 1/1/2023	Receipts	Disbursements	Balance 12/31/2023
Columbarium Fund	2,875.39	0.00	0.00	2,875.39
Capital Replenishment	22,345.00	0.00	22,345.00	0.00
Family Fund	2,500.00	2,000.00	2,000.00	2,500.00
Memorial Fund	2,037.24	125.00	1,489.52	672.72
Music Fund	200.00	0.00	0.00	200.00
Outreach	4,153.99	2.50	530.00	3,626.49
Sanctuary Decor	1,422.92	625.00	788.34	1,259.58
Scrip	0.00	0.00	0.00	0.00
Technology Fund	13,478.53	1,500.00	479.67	14,498.86
Youth Ministry Fund	2,387.96	0.00	0.00	2,387.96
Transient Fund - Rector Discretion	0.00	273.00	273.00	0.00
Transient Fund - Manty Warm Shelter	4.00	286.00	290.00	0.00
Transient Fund - Misc	0.00	91.83	81.00	10.83
Total:	51,405.03	4,903.33	28,276.53	28,031.83

Dedicated Funds:

Dedicated Funds are set aside for a specific purpose, whether designated by the donor or the vestry. The Family Fund is a large dollar extension of the Rector's Discretionary Fund. When money is used from this fund, it is replenished out of our next quarterly distribution from the DCT. At the end of each year, 10% of new unrestricted Memorial donations are given to Outreach. The ambo and lectern were purchased in memory of those who have gone before us from the Memorial and Sanctuary Décor Funds. Transient Funds are pass-thru accounts from the donor to the designated recipient.

Financial Health:

Thank you for your continued support of your parish and its ministries. However, as you are seeing happening in your own home budgets, the churches utilities and fixed costs continue to rise. Unfortunately, parishioner contributions have not kept pace with our expenses. So, just like you have planned your income for the year from wages, Social Security, Pensions, IRAs, or other investments, the church must do the same. In order for us to have a realistic projection of our income, it is very important that each household return the census/pledge, even if you are not able to make a financial commitment at the present time.

	St James Episcopal Church - 2024 Budget				
	2023 Actual	2023 Budget	Over/Under	2024 Budget	Notes
Income					
Pledges & General Giving	85,777.00	84,202.00	1,575.00	76,156.00	25 of 45 cards returned
Loose Offering	264.00	0.00	264.00		
Investment Income	6,500.00	8,500.00	-2,000.00	9,324.00	'23 replenished Family Fund
Interest Income	87.19	0.00	87.19		
Christian Formation	0.00	0.00	0.00		
Facility Use	0.00	100.00	-100.00		
Rebates/refunds	133.10	0.00	133.10		
Fellowship Donation	40.00	0.00	40.00		
Facility Maintenance/Utilities	1,400.00	0.00	1,400.00	2,400.00	
Bequests	0.00	0.00	0.00		
Music Fundraiser				150.00	
Total Income:	94,201.29	92,802.00	1,399.29	88,030.00	
Expense					
<i>Diocesan Expense:</i>					
Diocesan Pledge	11,016.00	11,016.00	0.00	14,064.00	
Diocesan Convention costs	0.00	240.00	240.00	240.00	
Diocesan financial review	0.00	0.00	0.00	500.00	
<i>Insurance:</i>					
Church Insurance	12,974.50	12,300.00	-674.50	13,679.00	
Worker's compensation	631.00	330.00	-301.00	330.00	
Rector's compensation:					When Rector is hired:
Rector's Stipend	0.00	0.00	0.00		~Stipend & Housing range:
Housing Allowance	0.00	0.00	0.00		33,000 - 37,000~ for ½ time
Church Pension	0.00	0.00	0.00		18% of compensation
Health Insurance	0.00	0.00	0.00		up to ½ of premiums
Continuing Education	0.00	0.00	0.00		
Mileage	0.00	0.00	0.00		
<i>Transition Pastor:</i>					
Stipend	6,161.00	10,161.00	4,000.00	12,672.00	
Housing Allow	11,875.00	7,875.00	-4,000.00	12,000.00	
Pension ELCA	2,568.60	2,569.00	0.40	3,515.76	
Benefits ELCA	306.63	307.00	0.37	409.00	
Continuing Ed	120.00	250.00	130.00	250.00	
Mileage	560.03	200.00	-360.03	1,000.00	
<i>Search:</i>					
Consultant Fees	991.96	500.00	-491.96	500.00	
Job Advertising	0.00	500.00	500.00	500.00	
<i>Candidate Interview:</i>					<i>Not likely in 2024</i>
Lodging	0.00	600.00	600.00	600.00	
Meals	0.00	300.00	300.00	300.00	
Mileage/Transportation	0.00	600.00	600.00	600.00	
<i>Personnel:</i>					
Worship Coordinator	8,580.00	8,580.00	0.00	8,580.00	
Sexton	0.00	0.00	0.00		
Treasurer	6,480.00	5,040.00	-1,440.00	7,200.00	
Payroll Tax Expense 7.65%	1,152.09	1,042.00	-110.09	1,207.00	

	2023 Actual	2023 Budget	Over/Under	2024 Budget	Notes
<i>Professional services:</i>					
Payroll Services	1,100.00	1,100.00	0.00	1,200.00	
Leadership Consultant			0.00	3,640.00	
<i>Worship</i>					
Supply Clergy	2,360.00	3,000.00	640.00	1,820.00	
Supply Clergy mileage	935.45	1,000.00	64.55	1,400.00	
Copyright/streaming licenses	530.90	900.00	369.10	900.00	
Altar Guild	151.62	300.00	148.38	300.00	
Other Worship Expense	33.14	300.00	266.86	100.00	
<i>Formation/Care</i>					
Christian Formation ministry	381.70	300.00	-81.70	300.00	
Video license	237.50	238.00	0.50	250.00	
Fellowship	328.18	200.00	-128.18	200.00	
Congregational Care	1,669.91	100.00	-1,569.91	100.00	
<i>Communication</i>					
Website & Email services	70.00	70.00	0.00	70.00	
Email Distribution	357.70	168.00	-189.70	190.00	
Video Conferencing	149.90	150.00	0.10	150.00	
Advertising/Marketing	429.01	0.00	-429.01		
<i>Administrative/office</i>					
Copier	434.16	1,600.00	1,165.84	1,000.00	
Office software	425.00	500.00	75.00	500.00	
Postage	113.46	700.00	586.54	200.00	
Office supplies/expenses	153.95	400.00	246.05	300.00	
Bank service charges and fees	12.25	0.00	-12.25	12.00	
Fundraising costs			0.00	50.00	
<i>Utilities</i>					
Electric/water/sewer	1,875.94	2,400.00	524.06	2,000.00	
Gas	8,887.86	11,000.00	2,112.14	9,000.00	
Trash/recycling	377.52	380.00	2.48	380.00	
Internet & elevator phone	2,137.87	1,980.00	-157.87	2,383.00	
VoIP telephone	2,031.79	2,035.00	3.21	2,050.00	
<i>Property</i>					
Repairs/replacements	994.34	3,000.00	2,005.66	2,000.00	
Building Improvements	0.00	3,000.00	3,000.00		
Elevator	733.00	700.00	-33.00	750.00	
Boiler	328.00	102.00	-226.00	1,346.00	
Fire and safety	0.00	375.00	375.00	375.00	
Lawn maintenance	325.00	500.00	175.00	500.00	
Snow Removal	3,327.50	2,550.00	-777.50	3,400.00	
Contracted Services	476.00	1,500.00	1,024.00	1,000.00	
Custodial supplies	503.33	800.00	296.67	700.00	
Miscellaneous			0.00		
Total Expenses:	95,288.79	103,758.00	8,469.21	116,712.76	
Surplus or Deficit:	-1,087.50	-10,956.00		-28,682.76	
Dedicated Funds - Reallocated by Vestry for 2024				16,510.96	
2024 Deficit				-12,171.80	