

The Cathedral Church of St. Luke
143 State Street
Portland, Maine 04101
Minutes of The Lesser Chapter Meeting
May17, 2023

The meeting was held in person

Attending in person: Rev. Suzanne Roberts, Senior Warden Sam Allen, Junior Warden Claire Hammen, Nancy Brain, Jane Briggs, Jamie Cough, Catherine Hyde, Jamie Moore, Michael Thorne and Dan McDonald.

Absent: Treasurer Tim Wilkins, Oscar Mokeme, Alfred Nyarawa.

Guests: Jon Radtke, Randi Hogan

Call to Order and Opening Prayer

The Senior Warden called the meeting to order at 6:00 p.m. The opening liturgy was Vestry Devotions.

Minutes, Consent Agenda and Elections of Treasurer and Clerk

Upon motion duly made and seconded, minutes of the April 19, 2023 meeting were **approved.**

Written reports of the Senior Warden, Junior Warden and Treasurer, attached, were accepted.

Update from John Radtke, Postulant for Ordination to the Priesthood.

John Radtke's letter to the Wardens updating his status, is attached.

Elaborating, he said he was ready to transition from Postulant to Candidate for the Priesthood. He is currently principal at Lewiston High School, the largest in the state, where 40% of its students do not speak English at home.

In March, he went on a pilgrimage for two weeks to Jordan and the Holy Land, and during COVID, he participated in Compline for almost 150 consecutive nights. He still preaches occasionally at St. Luke's and participates in the Healing Team. He originally planned to be a university chaplain because he loves spending time with teenagers, but he would like to do parish work as well.

He will report back to the Lesser Chapter as circumstances require.

Treasurer's Report

In the absence of Treasurer Tim Wilkins, the Senior Warden reported that for the year through April, revenues were \$286,860.76, expenses were \$384,297.35, and net income was a loss of \$97,436.59. Expenses include one-time payoff of the bank loan of \$50,931.51 and a \$20,000.00 contribution to the Building Reserve.

Senior Warden's Report

The Senior Warden elaborated on his report, attached.

- *Cathedral Leadership.* Sam briefly outlined his many roles and responsibilities at the present time. There was a discussion about volunteer opportunities.
- *Interim Dean Search.* There was a discussion about the language in the advertisements used to announce the Interim Dean position.
- *Next Steps in Living God's Vision Courtesy Resolution.* Sam sought guidance from the Lesser Chapter on next steps. Jamie Cough offered to help out.
- *St. Luke's Community Kitchen.* There was a brief discussion of the documents included in the Senior Warden's report. Dawn Brennan Daily is coming to meet with the Lesser Chapter at its June meeting. There was a request to make the kitchen calendar available to the public.
- *Hospitality.* This is an area that needs everyone's attention.

Meeting with New Stewardship Chair

Randi Hogan, the new Stewardship Chair, discussed her attendance at the Episcopal Parish Network Conference in Jacksonville in March. She will soon convene a meeting with a few people to kick off the Stewardship Campaign for 2024. She recognizes there are a number of broad concerns on peoples' minds including the economy, recession, individuals' financial capacity, the National Church trends in membership and giving. There are also internal concerns, including the transition situation.

Randy asked members of the Lesser Chapter to reflect on why it was important for St. Luke's to thrive today. Having broken into groups of two to consider this question, the groups reported back

- To provide examples of how one should lead one's life;
- To address the universal hunger for spirituality, maybe not using traditional "God talk";
- To offer a "product" that is useful and uplifting;
- To offer the community a spiritual life and relevant outreach which speaks to people while meeting social needs;
- To provide comfortable community relationships; and
- To provide an intergenerational family environment.

Other

There was a discussion of how to manage occasional dissatisfaction arising during the period of transition. Solutions include more community activities, more reaching out.

Jamie Cough noted that there would soon be circulated in the Diocesan Dialogue a survey about the future of Loring House.

The closing liturgy was taken from Vestry Devotions.

The meeting adjourned at 8:12 PM.

Respectfully submitted,

Dan McDonald, Clerk

Attachments: Jon Radtke's progress letter to Wardens; Senior Warden's Report with attachments, Junior Warden's Report.

Meeting with Jon Radtke, Postulant for the Priesthood

The Lesser Chapter will be meeting with Jon Radtke on May 17 for an update on his progress as Postulant for the Priesthood. This is a chance to learn more about Jon and his experiences, and to explore ways that we can continue to support Jon on his journey.

Jon summarizes his progress here:

Dear Claire and Sam,

It has been a while since the vestry put forth my name to be a postulant for the priesthood and it is time to update you all (I also think I was supposed to meet with you annually). Additionally, I will be asking for your support for the next stage in the process to move from postulant for holy orders to candidate for holy orders. Would you be willing to add me to an agenda for 20 minutes or so at your next vestry meeting?

"Since we last met the following have happened:

- I was accepted as a postulant for in June of 2020
- I completed Safe Church, Anti-Racism, Mandated Reporter, and Professional Conduct training in the spring of 2021.
- In the Fall of 2021 I enrolled at the School For Ministry run by the Diocese of New Hampshire in conjunction with the Seminary of the Southwest's Iona Collaborative. I have or will shortly complete courses in: Old and New Testament, Preaching, Church History, and Systematic Theology.
- I continue to serve a lay reader at St. Luke's
- I continue to serve on the Kitchen Committee at St. Luke's

I look forward to the opportunity to meet with you all and the other members of the vestry and answer any questions you may have."

Peace,
Jon

--

Jonathan L Radtke
207-712-8004"

Senior Warden's Report
May 15, 2023

Cathedral Leadership

We marked the completion of Rev. Paul St. Germain's three-month tenure as half-time Transition Priest-in-Charge at the 10 A.M. service on April 30. I offered these remarks on that occasion:

Today is Paul's last day serving St. Luke's as Transition Priest-in-Charge. Paul was initially engaged to cover for three months while our Dean would be on Sabbatical leave. Weeks later, we learned that our Dean would be leaving for a new position and we would be entering a lengthy period of searching for an Interim Dean and then a Dean. Paul graciously accepted his new role, with additional responsibilities, and I want to tell you how grateful I am for that. Paul, thank you.

Paul has been a huge help to me while we have been adapting to being a cathedral in transition. His experience serving in other churches provided us with fresh perspectives on how St. Luke's does things well and how things can be improved. Paul has enriched my life by reminding me repeatedly that we are called to be doing God's work here and to be aware that we recognize the holy in all our endeavors. And he's laid important groundwork to help us envision how we can build an even more vibrant Cathedral community.

A team of clergy and staff have coalesced under Paul's leadership that will continue to serve as spiritual leaders in the next phase of our transition time until we secure an Interim Dean. That position has begun to be advertised and the Search Committee looks forward to receiving and reviewing applications very soon.

Tomorrow, Paul embarks on a long-planned family trip to South America. Paul will return in June and continue his part-time ministry at Trinity Church in Lewiston. So today we doing some leave-taking that needs to be acknowledged and Paul's ministry celebrated. So I offer these two prayers:

O God, you have bound us together for a time as pastor and people to work for the advancement of your kingdom in this place: We give you humble and hearty thanks for the ministry which we have shared. Amen

O God, whose glory fills the whole creation, and whose presence we find wherever we go: Preserve those who travel, in particular Paul and his family; surround them with your loving care; protect them from every danger; and bring them in safety to their journey's end; through Jesus Christ our Lord. Amen.

We are now in an unusual period where we have no Priest-in-Charge. One practical consequence is that we have gone from having a member in the Cathedral offices for two full days to not having any regular office coverage by clergy. Another is that Avery is often left in a position where he needs advice or significant decisions need to be made, and there is usually no one on-hand to provide either. As Senior Warden, I am the go-to person in these instances. As things stand currently, this situation will continue until an Interim Dean is on board. This is a lot of responsibility and I welcome a discussion of how we can organize the Lesser Chapter to help get us through this transition period without having important work and ministries suffer.

Search for Interim Dean

The Interim Dean Search Committee now has a Chair, thanks to Misha Pride's willingness to assume that role. The Committee consists of Misha Pride, Chair; Paula Gillies; Rob Goshorn; Orion Williams; Sam Allen, ex-Officio; and Claire Hammen, ex-Officio. We have been meeting weekly since April 17.

The two Town Hall meetings with parishioners held after the 10 A.M. services on Sunday April 2 and April 16 enabled us to hear and record people's views about how to describe St. Luke's to prospective applicants, and to discuss particular qualities we should be emphasizing in our search for the Interim Dean. Notes from those meetings were the basis of a "narrative" that the Committee prepared and finalized to accompany the job posting. (See the attached document.) The narrative and other materials needed for the ad were sent to the Bishop Brown's office, and Claire and I met with the Bishop and discussed the ad and the Interim search process. Around May 5–8, the job was posted on both the Diocesan website and the Episcopal News Service website (the national Church's website that includes open positions for clergy).

Within a few days I received a message from a parishioner saying that part of the narrative was inaccurate, specifically the paragraph that describes the difficulties we've experienced in antiracism work was said to misrepresent the reason that BBCC members ultimately resigned from their Committee. On May 11 I received a message from Rev. Tina Pickering, now Bishop Brown's Canon to the Ordinary, informing me that the narrative for the ad had been "taken down" because of "complaints" received about the ad. A second complaint had been made direct to ENS and expressed concern that the way in which the original incident was described trivialized the severity of the remark. Meanwhile, the Bishop is away on an extended trip in England not easily communicated with.

As of today, I understand that the basic factual information about our opening is still available on the ENS and Diocesan websites, but with no narrative. Rev. Pickering expected that the Search Committee would be encouraged to revise the narrative content and have it re-posted. The Committee met this evening and revised the narrative document (see attachment). The revised document will be submitted to the Bishop's office on May 16. In the meantime, we have yet to receive any applications.

The Committee did meet with our search consultant, Rev. Pamela Mott, for the first time on May 7 and that was helpful for preparing to interview Interim Candidates and other next steps.

Moving forward on *Living God's Vision* Courtesy Resolution on Anti-Racism work

The Courtesy Resolution adopted by the Lesser Chapter in April included that we would *"charge a Working Group to make recommendations to the Lesser Chapter that will help coordinate current and future efforts to promote actions that will help realize the Way of Love."* I extended an open invitation to parishioners to contact me if they would like to participate in the Working Group, and the invitation was well publicized in E-Pistle communications and the Sunday service bulletin. I have received six responses, five of them from past members of the Becoming Beloved Community Committee. I need guidance from the Lesser Chapter on next steps.

Coming up fast are our hosting the performance of "A Slave Ship Called Malaga" on Saturday evening, June 10, and the Juneteenth holiday, June 19. With well-coordinated efforts both occasions could be significant events that raise racial awareness in our community. I am sure volunteer help is needed on June 10. I'm not aware of any plans that are being made for the Cathedral to mark the Juneteenth holiday.

Community Kitchen

Following the April meeting of the Lesser Chapter, I have talked with Kitchen Manager Dawn

Brennan-Daly and asked her to update what is effectively the founding document for the Community Kitchen. That document, attached, was presented to the Lesser Chapter at its meeting in November 2021. That document includes a description the way in which parishioners would be trained in the use of the kitchen. I was also provided a copy of the proposal that was submitted to the Diocese in July 2022 for a grant in support of St. Luke's Community Kitchen (attached). The latter provides a compelling case for using the Kitchen for an outreach ministry. (The grant was funded.)

I have asked Dawn to present an updated version of the November 2021 document to the Lesser Chapter at our meeting on June 21, specifically detailing a process by which parishioners will be able to use the Kitchen for Cathedral events.

Hospitality

A frequent theme in the Ministry Formation Days that Paul St. Germain led on April 22 and 29 was the need for a more organized approach to hospitality. I would like to see the Lesser Chapter take some leadership in this area, especially during this time while we are in a transition of clergy leadership. One practice I'd like to reinstitute immediately is assigning two Lesser Chapter members to be greeters at each 10 A.M. service. When we did this in the past, one greeter would be positioned at each entrance from 9:45–10:00 and welcome people as they enter the building. Thanks to Meredith Cough, we have a good system in place for hosting weekly “refreshment time” after the 10 A.M. service.

We have many opportunities to do things in addition. How will we present ourselves when we host “A Slave Ship Called Malaga” on June 10? Should a group be organized to help with the Parish Picnic on June 11? (Thankfully Sarah Dowling has already organized a core team to help with that, but isn't this an instance where a hospitality committee should be helping?) Should the Cathedral make an effort to welcome visitors at the upcoming Bach festivals? What will we do to welcome new residents at the former Mercy Hospital building? These are just a few ideas of activities that arise and need a coordinated approach to be done consistently well. What can the Lesser Chapter do to help launch such an effort?

Vestry reminders

- Avery still needs to collect short biographical notes and photographs from several vestry members to put on St. Luke's website and on our corridor bulletin board. Please get them in! If you need to have a photograph taken, I'm sure Avery can take one for you.
- Wardens and Vestry of St. Luke are asked to maintain up-to-date Safe Church training. If you have not done so already, please see the Diocesan website at: <https://episcopalmaine.org/resources/safe-church-training/> and from there click on the “Download document” link to access complete instructions and learning modules. I have recently completed my training and can provide assistance if you need it.
- In recent years Vestry members have been asked to be “liaisons” for each of the Cathedral's major committees and ministries. I would like to learn your preferences for

such an assignment prior to assigning these responsibilities. Please let me know via email to smallen@mit.edu.

Thank you for all you helping St. Luke's as we manage our transition!

May God bless us all in our work together,

Sam Allen

[Attachments](#)

Interim Dean Search Committee's narrative 5/5/23

Revised Interim Dean Search Committee narrative 5/15/23

Kitchen Proposal to Vestry, November 2021

Community Kitchen proposal to Diocese August 2022

5/4/23

Advertisement for the Interim Dean search

The Cathedral Church of St. Luke in Portland, Maine is seeking a Priest to serve as Interim Dean for a period of approximately 12–18 months.

St. Luke's is a Eucharist-centered, liturgically traditional, and musically excellent diocesan cathedral and parish church in an urban setting. Up to now the congregation has reflected the demographics of our community by being dominantly white and aging. These characteristics are beginning to change both in the community and in the congregation. The number of people of color attending our worship services is increasing slowly, and we attract visitors to our services. A group of young parishioners who call themselves "The Young and the Restless" has begun to have a significant impact on the parish. The congregation also reflects the surrounding community by being generally politically aware and progressive. Adaptation to life in the pandemic has shown the congregation to be relatively open to change and to new ways of doing things. Our use of communication technology improved significantly during the pandemic thanks to the efforts of a few talented people and some new equipment. Comments at our focus groups indicated that some people believe that our use of communications technology continues to be a work in progress.

The Cathedral has hosted the Bach Virtuosi Festival for several years as well as numerous concerts including the Renaissance Voices, St. Mary's Schola, and the Maine Pops Concert Band. A local Shakespeare company has found Emmanuel Chapel to be a

powerful location to stage plays. Many of these activities are just beginning to recover from the pandemic interruption. Our 150-year-old building is an icon and an important resource both for liturgical and community purposes, but it also comes at a high monetary cost for maintenance and repair which represents a financial challenge.

St. Luke's has taken steps to begin addressing its racist past and its place in the systemic racism of the present. A statement recognizing that the land on which the church is built was taken from the Wabanaki people is read at each Sunday eucharist though no action has been taken in response to this acknowledgement. A significant number of parishioners have participated in Sacred Ground groups. Addressing the effects of racism in our community has also been a source of conflict. A remark in a committee meeting that was interpreted as being racist resulted in a prominent black member leaving the parish. Though the remark was most likely clueless rather than malicious, it resulted in considerable turmoil and the resignation of the entire Becoming Beloved Community Committee. Two meetings of the Vestry and former Committee members were held to affect reconciliation, and a resolution was adopted by the Vestry to chart a new path for future anti-racism efforts at St. Luke's. Addressing wounds related to this and other issues will be an important task in our interim ministry period.

St. Luke's has been active in charitable community outreach hosting a food pantry, a Family Promise group, participating in the Preble Street Soup Kitchen, and hosting the St. Elizabeth's Essentials Pantry, which has been designated a Jubilee Ministry of the Episcopal Church. Offering our newly renovated commercial-quality kitchen as a community kitchen serves as a form of empowering community outreach. St. Luke's has adopted the National Church's mission statement, but currently does not have its own specific statement focused on our current circumstances, challenges, and opportunities. Several comments during focus groups preparing for our interim period mentioned an apparent lack of focus and clarity regarding mission.

Another ongoing area of discussion about our mission is how best to fulfill our role as a cathedral for the Diocese and for the city of Portland. Our Dean has served in several important community roles including as a member of the Board of Preble Street. The Cathedral has hosted Diocesan events and Diocesan Youth gatherings. Comments at our focus groups suggest that there may be unaddressed challenges and opportunities in this area.

Comments we received regarding desired qualities in an Interim Dean include:

- Loving
- Filled with hope
- Effective social media user
- Pastoral

- Great sense of humor
- Someone to enliven and heal us
- Skilled in transitional leadership
- Experienced with personnel management

We look forward to the search process, and we are excited to discern who the Holy Spirit is calling to serve as Interim Dean in this challenging but hope-filled time.

Applicants should supply a cover letter, curriculum vitae, and a copy of their Office of Transition Ministry Profile (if available) to:

Misha Pride
540 Highland Avenue
South Portland, ME
04106
mishapride@gmail.com

5/15/23

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Misha Pride
540 Highland Avenue
South Portland, ME
04106
mishapride@gmail.com

St. Luke's Episcopal Cathedral

A Report to the Vestry

OPENING OUR KITCHEN TO SERVE THE COMMUNITY

Submitted by:

Thomas Flinn, *Chair of the Kitchen Management Committee*

Dawn Brennan-Daly, *Pilot Program Kitchen Manager*

November 17, 2021

The Kitchen Management Pilot Program – An Interim Report to the Vestry

At its September meeting, the vestry voted to approve Dean Shambaugh's request for a \$5,000 expenditure to fund a part-time manager for the three-month pilot project. Dawn Brennan-Daly was hired for this position and has since October 18 been working to accomplish the pilot's objectives as outlined in the committee's proposal submitted to the vestry in September. Working with individual committee members she has laid the foundation for a broad coalition of parishioners, neighbors, community representatives, funders, nonprofit organizations, entrepreneurs, the food and hospitality industries and corporations. **Some important developments are:**

- Bishop Brown announced in his address to the Diocesan Convention in October about a **new initiative working with Maine's organic farmers** to better serve the people of Maine. He advised that more information on this topic would be forthcoming in the next two months. (Please view the address via the Dialogue). Since the Kitchen Management Committee is in active talks with organizations representing farmers across Maine, many founded by and serving immigrant communities, it is committed to supporting the bishop in his effort, sharing our

work to date, and proposing collaboration that could benefit other parishes and communities;

- The **Maine Community Foundation** has invited us to submit grants to two separate programs in February 2022 that would, if awarded, support the funding of an FTE Kitchen Manager and programs. The Foundation's representative also confirmed that due to the innovation, potential reach and timeliness of the proposal, the loan office will bring the proposal before several donor-advised funds;
- We have had over thirty (30) meetings with community, neighborhood leaders, and food professionals to explore their current and future needs for space and support. These include but are not limited to: **West End Neighborhood Association**, current and former partners/users of the **Reiche School's** community center, which has shrunk over the past decade, as have its programmatic offerings. The center does not have a kitchen. The KMC committee members who serve on the WENA board continue to connect us to those in the West End who wish to collaborate or who are looking for meeting space, kitchens and special event venues; we have contacted former clients of **the Fork Food Lab** who are, due to the lab's move and higher prices, are seeking alternative kitchen that is smaller in scale and more affordable. Three (3) have expressed great interest in the SLC kitchen and four are interested in booking rentals both short and long-term in 2022; **Southern Maine Community College Foundation's** culinary center/program; **Hannaford Corporate Office** and **Springworks** to explore entrepreneurial food and farming programs targeting Maine high-school students; and the **Hannaford Charitable Foundation**. We have just scheduled an exploratory meeting with the **Maine Organic Farmers and Gardeners Association (MOFGA)**;
- SLC's inhouse ministries are talking with the kitchen project about opportunities to expand the reach and depth of current work, and new ministries that will reach underserved communities. Three (3) requests have been made to launch new projects, one (1) from MIRC (Maine Immigrant Resource Committee) which would start as soon as possible and two (2) which are the Homework Clinic & Tutoring program and the St. Luke's Speakers Series;
- The influx of new Mainers from a host of cultures over the past several years poses excellent opportunities for collaborative ministry and service. We are using our committee and parish to discuss ideas for resource/personnel sharing and/or collaboration. These include [Hope Acts](#) to identify needs and opportunities amongst newcomer communities, a program of the **Montreal City Mission** that has trained and supported immigrant women to form their own catering collective. **4-H**

Clubs through the UMaine Cooperative extension have a large number of immigrant and Mainers and may provide an avenue for connecting middle and high school students and food professionals, organic farmers, and entrepreneurs to provide career training and counseling in emerging industries such as sustainable, local farming and locally sourced feeding programs.

While more meetings are anticipated and being scheduled, response to date has made it increasingly clear that St. Luke's Kitchen could be a hub for community service and innovative programming.

Tasks Completed and Accomplishments - October 18 – November 17:

Creating New Management & Administrative Systems

- The final draft of the **standard operating procedures/user manual** for use of the new kitchen will be distributed to the Dean and kitchen committee the **last week of November**. It is currently being reviewed by several members of the committee, vendors and industry professional who have volunteered their time and expertise.
- This manual is far more extensive than originally planned and has become the primary reference and training document for cathedral procedures and safety guidelines. It will also include a new, comprehensive directory of all vendor and city contacts as well as up-to-date inspections and instructions. The Dean has requested a list of items be included so they can be addressed both for training and reference starting in December and beyond.
- The following documents are completed or in final draft. They will become part of the User Package (along with the manual described above):
 - In-Take Form (completed);
 - User Agreement (fourth draft)
 - Check in/out lists including cleaning and equipment check lists (completed);
 - St. Luke's Quarterly Calendar of Events (in progress).
- **Scheduling procedures** have been instituted for the kitchen, lower hall, and related support services. **Google calendar** is being used, and in-house ministries are being booked through the pilot period and into 2022. These include preCovid uses by current ministries (e.g., Community Suppers, Holiday Fair, etc.) which will resume in 2022, and new or expanded uses by these ministries (e.g., monthly Neighborhood Dinners through the SLC Food

Pantry and Wayside) for the kitchen, lower hall, and related support services. The committee has received **three new or expanded use requests** from internal committees/ministries, and **eleven new requests** from individuals, nonprofit and neighborhood organizations.

- The pilot manager was one of the first to meet with **Tracy O'Clair of TOC** and outlined the needs that a Community Kitchen Program will have. These would be met not only through the new website but Instagram and direct, targeted outreach. A member of the kitchen committee – Mary Brighthaupt – is and will be working directly with TOC and the kitchen manager (pilot) to finalize the plan and produce collaterals needed if the project continues. Dawn Brennan-Daly has developed a comprehensive directory of all contacts and constituents developed during the pre- and pilot phases which she will provide to TOC as requested.
- We expanded our current **market study** during the first weeks of the pilot. Mac McCabe, an expert in the food industry and shared kitchens is serving as an advisor to the manager and the committee. Mac has provided current information on several local operating concerns that relate in all or some aspects to St. Luke's proposed model. In addition, we have contacted seven (7) Portland-

area churches, two (2) community centers, two (2) universities, five (5) conference venues, three (3) caterers and two (2) clubs, all of which rent their kitchen and/or public rooms. This study provided valuable operating, marketing, and scheduling procedures, as well as client base and financial information.

Informing, Educating and Engaging the SLC Community

1. There is a **Trainers' Team** of committee members who will be fully trained in kitchen and safety procedures during the second week of December. This group of six (Sarah Dowling, Claire Hammen, Eileen Honor, Jon Radtke, Meredith Cough, Jamie Cough) will starting late December train parishioners who are interested in kitchen use and procedures. Should the program continue beyond the pilot, they would serve as on-site kitchen managers as needed ensuring proper use of the kitchen as well as providing hospitality and support and for anyone using the kitchen.
2. The manager has tentatively scheduled **informational workshops** to introduce the SLC community to the work of the committee, the proposed program and the vision

for future programming and support. Speakers will include trainers and committee members, and sessions will offer hands-on demonstrations, question & answer periods, and a take-away user packet. These would begin the first week of January. Should the Community Kitchen receive funding and continue into 2022, these workshops would be offered to the Diocese and potential users monthly.

3. Depending on funding, all SLC's standing **in-house ministries** will be invited to a special **brainstorming session** in early January to explore program expansion, collaboration, and resource sharing, merging with other ministries, or developing new in-house ministries aimed at serving underserved communities.

An Update: Planning for and Funding the Vision

In October 2021, the KMC submitted a grant to the Diocese's **NIG – New Grants Initiative** for the November 1 deadline requesting \$10,000 for the purpose of bridge-funding the manager position. It was hoped that this award would not only show Diocesan support of the model but fund the manager position until spring of 2022, when private and public funding would – if approved – be awarded. We were informally notified within days of our submission that the request was denied. Several members of the committee are disappointed.

We were asked to resubmit an application for a purpose other than salary/stipend. The committee was split on its decision to submit. At least half of the members felt that the program as envisioned could not operate without a manager whose sole purpose and focus was starting and growing the program. In addition, those members were and are concerned that the unwillingness of the Diocese to invest in the effort sends a negative message to potential funders who are always looking for an organization's tangible support of its own proposal. While everyone acknowledges the \$5,000 to fund the pilot, Maine Community Foundation and other private and public funders will be looking for an ongoing commitment that would go beyond the pilot.

The committee did submit a new NIG request on Sunday November 14 for capital improvements and equipment for the kitchen, lower-hall, and upper hall kitchenette. That request will be reviewed the first week of December.

A financial plan for 2022- 2025 (projecting use and rental income for the next three years and identifying specific steps to reach clients and increase their numbers) is in the progress but has been held until we receive notification about the NIG submission for capital and equipment. If funding does not allow for a manager, no contracting with users can be done, nor reliable projections made.

Committee Members & Areas of Focus:

Tom Flinn - KMC Chair & Vestry Member

Administration, Liaison with Vestry & Finance Committee

Tom26Flinn@gmail.com

Claire Hammen – *Junior Warden & Capital Campaign Member*

Asset Management, Capital Improvements, Funding

cfhammen@gmail.com

Dawn Brennan-Daly – *Vestry Member, Pilot Project Manager (PTE)*

Organization Planning, Funding & Committee Documents, Outreach & Collaborations

dbrennandaly@gmail.com

Mary Brighthaupt – *Parishioner, Graphic Designer & Marketing Volunteer*

Marketing Plan, Website & social media

marybrighthaupt@gmail.com

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Training and Outreach to Food E
Community Outreach
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Mission Priorities

2023 Grant Application

**Proposal
on behalf
of
St. Luke's Community Kitchen**

Submitted 30 July 2022

DEMOGRAPHIC INFORMATION

Name of Applicant Program	St. Luke's Community Kitchen (SLCK)
Location of Applicant Program	Cathedral of St. Luke
Name of person completing this application	Elizabeth C. Parsons
Relationship/Role to the applicant group	Member, SLCK Management Committee
Sponsoring Congregation	Cathedral of St. Luke
Address	143 State Street, Portland
Your email address	ecparsons33@hotmail.com
Your phone/cell number	207-899-2206 (land line)

MINISTRY INFORMATION

Please provide the mission statement of this group and describe the group's purpose:

St. Luke's Community Kitchen's *mission statement* is "A community kitchen dedicated to providing affordable rental of a fully licensed, commercial kitchen located in downtown Portland for entrepreneurs, businesses, and organizations."

The *purpose* of St. Luke's Community Kitchen is 1) to offer an empowerment, rather than a charity, mission model¹ of engagement that will unfold over time in our community and 2) to produce a new source of revenue for the Cathedral that will help maintain St. Luke's presence as a house of prayer and service within Portland, offering an example other parishes and congregations might emulate.

¹ Insights from an Anglican/Episcopal perspective on these differing mission models may be found in J. Andrew Kirk's *What Is Mission? Theological Explorations* (Fortress Press, 1999); Sam Wells' *A Nazareth Manifesto: Being With God* (Wiley, 2015); and C. Andrew Doyle's *Citizen: Faithful Discipleship in a Partisan World* (Church Publishing, 2020).

Describe how your ministry is Christ-centered and Gospel-oriented according to the Seven Criteria for Mission (page 2):

First, the Gospels contain more images and stories of food and table fellowship (e.g., the wedding at Cana; feeding the five thousand; the Passover meal) than vignettes involving formal worship and instruction. This suggests the writers wanted Christ's followers to understand the relational way Jesus envisioned building the Kingdom of God. For instance, he

used practical connections between food and sustenance as teaching opportunities (e.g., plucking grain on the Sabbath) to convey how holiness, or sacredness, can pervade everyday activities. We believe this new project is in the spirit of understanding that transformation can take place amidst the ordinary—especially when *ordinary* involves food and fellowship. Renovating and renting out a portion of the Cathedral complex might typically be considered an administrative or operational responsibility. We see it as a chance to express the meaning of Church in ways that hearken back to Jesus' model.

Second, Jesus stressed the notion of welcoming the stranger (e.g., Mt 10:40-42 and Mt 25-35). Over the past several years, new Mainers from around the world have come to Portland. Many are settling in this neighborhood. These new residents may bring with them perspectives of Christianity shaped by other cultures. They may bring perspectives steeped in other faiths or in no particular faith. No matter what their faith backgrounds, we know they possess skills and energies they wish to put to work. While policies here mean that many newcomers cannot perform the same work in the US that they did in their home countries, Maine's newest residents typically exhibit resourcefulness that allows them to shift careers. Often, their career shifts involve the food industry and small business startups. But they cannot carry out these sorts of qualitative life changes without support. Additionally, experience to date suggests that entrepreneurial women of all nationalities have a more difficult time becoming self-sufficient than do men. So, the Community Kitchen's focus on under-served populations of women and newcomers as kitchen clients means we can welcome

newcomers and neighbors in ways that range beyond what civil society and churches have typically done.

Describe how your ministry collaborates, integrates, or supports other churches, organizations, or affinity groups and list those groups:

The following points will demonstrate how SLCK's spirit of collaboration and support has begun to bear fruit in the six months it has been operational:

- **During this project's first phase, SLCK intentionally seeks those starting or expanding food catering businesses, especially individuals and/or groups representing underserved and/or under-represented communities. As indicated above, clients to date are predominantly women just starting their own businesses. So, the Kitchen Manager conceived of a women's business roundtable where new rental client/entrepreneurs can learn from experienced female leaders and each other. [New Ventures Maine](#) has offered to cosponsor monthly roundtable workshops in the Lower Parish Hall starting in this fall. This twelve-session program will offer training in all aspects of business management, finance, and marketing. Through current SLCK clients, the Advisory Committee, Black Owned Maine, and connections within the West End community, marketing is underway to reach women of color, those displaced due to COVID, and those new to Maine.**
- **SLCK worked closely with the Diocese of Maine to help host three events in June: a reception for retired clergy; a luncheon and program for deacons; and an Ordination service reception. As a result of this collaborative work, Bishop Brown announced and explained the Community Kitchen model and Kitchen Manager at a recent Diocesan clergy gathering. Immediately thereafter, the Manager received multiple inquiries from parishes interested in replicating this ministry in their own locales.**
- **The League of Women Voters Maine (LWVME) chapter has recently contracted to rent the parish lower hall and kitchen for several events, including their annual**

meeting. This arrangement was facilitated by the engagement of a long-time parishioner active in LWVME and a Kitchen Advisory Committee member.

- St. Luke's location in Portland's West End invites relationship building with the [West End Neighborhood Association \(WENA\)](#). One past-president/current board member of WENA sits on the Management Committee and another on the Advisory Committee. Conversations are already underway regarding possible co-hosted "Who is my neighbor?" themed events to welcome new Mainers living in the West End; to become acquainted with residents who will eventually inhabit the redeveloped Mercy Hospital campus; and particularly to express solidarity with those, who like Jesus' own family, experience marginalization and displacement.
- Earlier this summer, the Kitchen Manager contacted [Fork Food Lab](#) for informational purposes and a new partnership has formed. (More information about Fork Food as a collaborative partner appears below.) In 2023, Fork Food will move to a larger location in South Portland adjacent to a new Preble Street facility. The Cathedral's historic ties to Preble Street and our nascent partnership with Fork give us relational ties and experience to launch innovative, collaborative programming.

Does your ministry have ecumenical partners? Please list.

The nature of this endeavor means our engagement ranges more broadly than traditional understandings of *ecumenical* partnerships as involving faith communities. We see this sort of boundary crossing as in the spirit of Jesus' approach to his ministry. So, the following points illustrate the types of partners on our growing list.

- SLCK's Advisory Committee is a mix of St. Lukans and outside community members with a range of professional experiences. This dynamic combination has yielded the Kitchen's first rental clients via referrals from the heads of [Coffee By Design](#), [Coastal Enterprises Institute](#) and Fork Food Lab. Our new clients consistently praise the supportive aspect of working in St. Luke's Community Kitchen, often mentioning that the small, comparatively intimate setting is key to their work.

- Lynne Rowe, owner of [Tortilleria Pachanga](#), member of the Management Committee and wife of St. Lukan Jon Radtke, brings an inter-faith perspective and food industry expertise to her support of the Kitchen when providing community outreach and liaising with other food entrepreneurs.
- Via a long-standing relationship with one Kitchen Management Committee member, [Montreal City Mission](#) (MCM), a ministry of the United Church of Canada, has offered to advise on helping empower female new Mainers using their experience creating a [women's catering collective](#) run by new Canadians.
- The only other shared rental kitchen in Portland is Fork Food Lab, mentioned above. Fork Food leaders have demonstrated strong support of SLCK via advising on licensing matters and client cultivation. Fork Food is a considerably larger operation than is our Community Kitchen and their referrals typically involve entrepreneurs who might find the Food Lab's working conditions daunting and/or who could benefit from more support than Fork is able to supply.

Does your ministry have experienced and passionate leaders? Check the one that most closely describes your situation:

This proposal concentrates on elements critical to the further unfolding of this project, thus influencing our response below. In addition to our Kitchen Manager who had led for two years or more, Kitchen Management and Advisory Committee members with experience and passion number far more than three leaders who have led for more than ten years.

- One leader who has led for two years or more. **X**
- Two leaders who have led for a combined total of five years or more. -----
- Three (or more) leaders who have led for a combined total of ten years or more. -----
- At least one additional member who will step up to fill in when needed. -----

Kitchen Manager and St. Lukan, Dawn Brennan-Daly, is a special events and catering professional with over three decades of experience. She trained at the Académie de Cuisine in Gaithersburg, MD and has master's degrees from Boston College

and Harvard's Kennedy School of Government. Before moving to Maine, Ms. Brennan-Daly owned and operated a successful consulting company for nonprofits in the Boston area and eventually founded Profunders which specialized in fundraising events and catering. In Portland, Ms. BrennanDaly worked for Aurora Provisions and managed the Portland Museum of Art's café.

As a member of St. Luke's Cathedral, Ms. Brennan-Daly has served three terms on the Vestry. Since 2015, she has also overseen numerous successful fundraising events including the annual holiday fair; silent auctions; receptions and open houses. Under her leadership, fair revenues increased annually from \$8,000 in 2015 to \$20,000 in 2019. Attendance in 2019 was also at an alltime high of 1,621. Shortly before the pandemic, a silent auction Ms. Brennan-Daly conceived and oversaw raised \$21,000 for the Cathedral.

Recruited to the Kitchen Manager position by St. Luke's Vestry, Ms. Brennan-Daly brings an unusual combination of skills and experiences to the job. These qualifications are crucial to running SLCK as an empowerment missional effort. And early evidence shows the Vestry's foresight in this appointment is yielding fruit: the preponderance of people whom the Kitchen Manager recruits and engages as clients do not represent the Cathedral's typical demographic.

MEMBERSHIP INFORMATION

Active Members	From these Congregations (name/location)
Less than 5 active members	
6-10 active members	
11-19 active members	
More than twenty active members	St. Luke's Cathedral (includes Baker's Guild, Management Committee, Advisory Committee, and other volunteer corps members)

Describe your membership

Select one from each column:²

Our Ministry Serves	From
Less than 50 participants	Less than 5 congregations
51-75 participants	6-10 congregations
75 to 99 participants	11-25 congregations
More than one hundred participants	More than 25 congregations

Over the past two years,³ participation has been (circle one):



Holding steady

Declining

Are you actively recruiting new members and training them to take on leadership in the future? **YES**

What is your plan to develop leadership for your ministry?

- 1. Secure funding for part-time professional kitchen manager to recruit/contract/work with clients until paying client base can support this position.**

² The newness of this effort, combined with its boundary-crossing emphasis, cannot be described via the chart above. We have chosen the best option to represent the program at present.

³ Planning for SLCK began in 2021; the Kitchen officially launched in early 2022.

- a. During this phase, conduct education and outreach about the Kitchen project amongst parishioners, Diocesan staff, and clergy, and expand community networks.
 - b. Identify and recruit additional members to the Management and Advisory Committees.
- 2. As the first phase rental client base expands and stabilizes, begin service-oriented programming:

-
- a. Launch Women's Business Roundtable to help entrepreneurial women succeed and to encourage them to become leaders in their communities.
 - b. Identify and recruit parish leaders to organize a homework clinic for neighborhood school children; apply for grant funding to support this effort.
 - c. Identify and recruit parish leaders to organize and run a speakers' series open to the public that would concentrate on current events with an emphasis on ethics and values; apply for grant funding to support this effort.
 - 3. As second phase service-oriented programming becomes established:
 - a. Develop a presentation on this missional effort that can be used to inspire emulation by parishes within the Diocese of Maine and nearby congregations of other denominations.
 - b. Make and/or strengthen ties with nearby educational institutions such as SMCC and USM to enlist students from a variety of fields such as culinary arts; education; and social work. Student engagement could take the form of field placements; homework clinic tutors; and/or mentors.
 - i. One envisioned outgrowth of these ties would be to run intergenerational/inter-cultural cooking classes.
 - c. Gather and study metrics associated with all service-oriented programming to evaluate and adapt as necessary.

- d. **Use accumulated experience and contacts to identify potential future leadership for all aspects of this project.**

IMPACT ASSESSMENT

How does this ministry evaluate its value to the community, congregation(s), or Diocese?
What are the ways your ministry impact is measured and/or evaluated?

Evaluation of SLCK's value to the community, congregations, and the Diocese will be assessed by observing and tracking the expansion and longevity of the kitchen rental client base; the successful implementation of service programming such as the examples noted above; the collaborative strength of community partnerships established as a result of SLCK involvement; positive media coverage of the Kitchen and associated programming; anecdotal feedback from clients, neighborhood residents, program participants, and St. Lukans who become involved with the programs; and members of the Diocese on the whole who are exposed to this effort.

Empirical measurements we can use to assess ministry impact, particularly in its first phase, include:

- **Number of external clients signed on and actively using the Kitchen (including client turnover)**
- **Number of contracted outside rental events (kitchen and lower hall)**
- **Number of Diocesan contracted events (kitchen and lower hall)**
- **Income generated by kitchen rentals and contracted events that contributes to Cathedral's operating expenses**
- **Number of parish-inspired collaborative events/programs offered**
- **Number of public endorsements obtained, and referrals made by clients, partners, and/or community leaders**

How does your ministry share its successes, failures, challenges, or triumphs with others doing similar work? Please list those partners.

There are no other entities nearby doing similar work. The closest comparison is Fork Food Lab, with which we have an ongoing collegial relationship, as illustrated above. Additionally, the only other shared rental kitchen in the entire state is Merry Meeting in Brunswick. At this stage of development, our plans for sharing successes, failures, challenges, and triumphs involve engagement with partners listed throughout this proposal. By this time next year, we strongly hope that St. Luke's Community Kitchen's activities will have inspired other parishes to launch similar missional efforts.

How will this ministry move from delivering a program to participants to making the program self-sustaining? How do you plan to grow your ministry? How will you move from teaching to coaching? (dependence to independence).

Making the program self-sustaining:

This move is built into the Kitchen's concept, as noted in the above reference to an empowerment mission model. In terms of making the Kitchen self-sustaining, and eventually revenue producing for the Cathedral, the most crucial aspect for success is maintaining a manager who has experience in the food industry *and* in faith community life.

- **SLCK's business plan projects that the self-sustaining point will be reached when the Kitchen has 8-10 contracted clients each paying an average of \$350 plus fees per month, and 2-3 event rentals in the Lower Hall each at \$300 - \$500. Until then, donations and**

grant funds—such as those we are requesting here—will be needed to support the manager position. The Kitchen Manager position will remain part time until a sufficiently robust paying client base warrants a full-time position.

- **Fork Food attracts clients solely through an online presence and has strongly recommended that SLCK develop such a presence as well. Our dedicated website is scheduled to launch in early August.**

Growing the ministry:

- As noted above, our target population of entrepreneurs in this first phase includes those from under-represented and/or under-served populations. Therefore, a key to growing the ministry is establishing relationships with and mentoring new kitchen clients.
- As the Kitchen client base becomes well established, we can launch service-oriented programming of the sorts mentioned above. These efforts will widen the circle of those who become exposed to the Community Kitchen and, by extension, the Cathedral and Diocese.
- Additionally, public events of the sort envisioned above will strengthen our community ties and widen the scope of how *ministry* is conceived within the parish.
- While public special events may involve admission fees to offset costs; service-oriented programs will undoubtedly require grant funding support. To this end, the Kitchen Management Committee has already compiled a list of prospective program funders and a grant proposal writing schedule.

Moving from teaching to coaching:

- This is already happening based largely on the experience our Kitchen Manager brings to the position. Her relationship building with food industry leaders in greater Portland and her commitment to sharing her experience and leveraging these relationships so that SLCK clients can succeed are crucial qualities for the success of this project. For example, the Manager meets with each client at least 1-2 hours per week to listen to their needs and concerns and to provide resources and support.
- Contacts already made throughout the Diocese indicate that there is interest beyond

Portland where many parishes have under-used kitchens and unmet community needs. Once St. Luke's Community Kitchen is more firmly established, a presentation can be developed for use throughout the Diocese. All involved in the leadership of this effort can be available for consultation and coaching.

Do other organizations offer financial resources to support this ministry? List the organizations and the amount of their annual contribution.

Contributions received to date:

- **St. Luke's Cathedral - \$10,000 (2021-22) start up support for kitchen manager during pilot phase**
- **Diocese of Maine - \$3,500 (2022) capital improvements to kitchen area**
- **Individual gift solicitations conducted by KMC and KAC members (2022) - \$9,300 funding to support kitchen manager beyond the pilot phase**

FINANCIAL INFORMATION

Has your program group, committee, or ministry been previously funded by any Diocesan Grant Program (please list the grant program and the year of the award) or is this a first-time request?

Category	Amount Budgeted
Administration (postage, paper, supplies)	
Training	
Educational Materials	
Communications	
Digital/Electronic Support (please list)	
Meetings	
Mileage Reimbursement for Meetings	
Seminar/Program/Advancement Training Opps	
Travel for Above	
Other (specify) Capital improvements	\$3,500 from New Initiative Fund (2022)
Other (specify)	
Other (specify)	

<p>TOTAL 2023 Mission Priority REQUEST</p>	<p>\$20,000:</p> <ul style="list-style-type: none"> • \$10,000 for support of Kitchen Manager position while growing client base • \$10,000 for capital improvements (see Appendix A)
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How do you plan to track any funding received from the Diocese? **The Kitchen Manager works closely with St. Luke's Treasurer and Bookkeeper. This team has developed detailed systems for tracking expenses and income. The team conducts budget reviews multiple times per month, furnishing regular reports to the Kitchen Management Committee and Cathedral leadership. Funding received from the Diocese has been and will be subject to this monitoring method.**

TELL US MORE

Is there anything else you would like the members of the Mission Priority Subcommittee to know about your program group, committee, or ministry?

Mainline church attendance in the United States has been dropping for decades.⁴ All church communities—including St. Luke's—must find new ways of supporting particularly the missional/outreach aspects of our work. Moreover, church attendance is falling while secular social service nets are fraying and economic disparity is growing. So, the need for service and presence in this community is as great, if not greater, than before. This proposal represents a hope that new use of and innovative programming in one area of the Cathedral building will bring individuals and groups into St. Luke's who might not otherwise come through our doors. We believe this work echoes elements of how Jesus conducted his ministry and respectfully ask the Mission Priorities Grants Committee to support this proposal. Thank you.

ENDORSE YOUR APPLICATION

Digital Signature and Date

Elizabeth C. Parsons, member Kitchen Management Committee

30 July 2022

⁴ For more information, see the [Pew Research website](#).

Appendix A: Lower and Upper Hall Kitchenette Capital Improvements Estimate⁴

1. Large folding-screen door (chair/table storage area)	\$ 4,000
2. Rebuild and extend Lower Hall credenza	\$ 400
3. Replace counter-top – Lower Hall credenza	\$ 100
4. Large drop-down projection screen	\$2,000
5. Projection/Sound System	\$2,500
6. Replace counter-top – Upper Hall kitchenette	\$ 150
7. Two (2) new stove-top burners - Upper Hall kitchenette	\$ 150
8. Backsplash - Upper Hall kitchenette	\$ 175
9. New shelf – back wall - Upper Hall kitchenette	\$ 150
10. Cabinets – extend, expand - Upper Hall kitchenette	\$ 300
TOTAL	\$9,925

⁴ Improvements to the upper parish hall kitchenette will make this easily accessible area more functional for informal Cathedral-related use, leaving the commercial kitchen downstairs available for the project described in this proposal.

**Appendix B: St. Luke's Community Kitchen Operating Budget
Projections January - December 2022**

Expenses		Income	
PT project manager ⁶	\$20,800	St. Luke's Cathedral Seed Money	\$ 5,000
Capital Improvements	\$ 3,500	Diocesan New Initiative Fund	\$ 3,500
Graphic Design & Communications	\$ 2,000	Individual Gifts	\$10,000
Development & Fundraising	\$ 5,000	Rental Income	\$ 5,800
		In-kind Graphic Design & Communications	\$ 2,000
		In-kind Development & Fundraising	\$ 5,000
TOTAL EXPENSES	\$31,300	TOTAL INCOME	\$31,300

⁶ 2 hours/week @ \$20/hour x 52 weeks

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Junior Warden Report, May, 2023

Please see summaries below.

Roof and Skylight:

- The Building and Grounds Committee has received a quote from a recommended roofer who will repair the leaking skylight, improve the pitch of the roof, and better mitigate water run-off. Seasonal cleaning and the removal of debris will be important in maintaining the roof. Work should take place over the summer and disruption should be minimal. Parking spots near the kitchen and back entries might be compromised for a day or two.

Nave Lighting:

- Jamie Cough has received several bids for a new lighting system that will accommodate the needs in the nave. The Building and Grounds Committee has decided to move forward with All Phase Electric. Timeline is TBD. Special thanks to Jamie for his thoughtful work on this project.

Lower Level Lighting:

- We are awaiting quotes for installation of LED lighting in the Sunday school hallway and classrooms.

Handicapped Accessible Door:

- A handicapped accessible door for the Park Street entrance that includes a push button for entry has been installed. This new door is a huge improvement and allows people with wheelchairs or walkers easier access to the building. Special thanks to Fred Fowler for overseeing this project.

City Inspection:

- The Code Enforcement Officer of the City of Portland Permitting and Inspections Department has finalized our Certificate of Occupancy after we installed newly required explosive gas detectors in the basement and in the kitchen. Fire inspections continue to occur regularly throughout the building.

Spring / Summer Projects:

New Front Yard Sign:

- M&H Signs (who designed and constructed the sign for Trinity Church on Forest Ave.) has provided a quote for a new sign. It will consist of HDU material which can be carved and painted. This material looks like wood but does not rot. Several designs will be presented for consideration and will need to be approved by the Historic Preservation board of the city. Before we submit designs, I am trying to get in touch with Episcopal USA to determine if they are changing the Episcopal Church logo.

Other Upcoming Projects:

- Capital improvements to lower and upper halls
- Improve accessibility to the Healing Chapel for potential public use
- Rehab outside chapel doors
- Secure chapel doors to nave
- Install handrails at chapel front entrance
- Improve bathrooms

Claire Hammen