Cathedral Church of St. Luke

143 State Street

Portland, Maine 04101

Minutes of the Lesser Chapter Meeting

January 15, 2025

The meeting was held in Loring House Conference Room

Attending: Senior Warden Sam Allen, Dan McDonald, Jamie Moore, Clerk John Bancroft, Interim Dean George Stevens, Nancy Brain, Catherine Hyde, Stan Kuziel, Treasurer Randi Hogan, Junior Warden Jamie Cough, Mary Linneman, Bishop Thomas Brown, Rev. Rebecca Grant, Eleanor Roberts

Guests: Bob Hanson, Will Salomon

Worship

The meeting convened with a quorum at 6:00 PM with Daily Prayer for All Seasons, "Forgiveness" p. 53-55.

Guest Time

Bob Hanson brought the following concerns to the vestry for consideration: 1) He suggested a different approach to Christian Formation for children, led by their parents under his mentorship. 2) He described his large personal theological library of books, DVDs and VHS recordings which he offered to place at the cathedral if it provided a suitable dedicated space. He would schedule hours to provide orientation to the resources. 3) He requested remodeling of the Chapter Room to facilitate meetings of larger groups with enhanced audiovisual capabilities.

Will Salomon brought a series of requests and concerns to the vestry for consideration: 1) He pointed out that COVID activity has increased in our area. 2) He reminded the vestry that Qualified Charitable Distributions (QCD) are a mechanism commonly used by older parishioners to contribute to charitable organizations including the cathedral. He was disappointed to not receive from the cathedral a written acknowledgement of a QCD donation in 2024 and is withholding a 2025 pledge for that reason. He suggested the vestry review the current procedure for acknowledgement of such donations. 3) With concern about the risk of falls, he recommended that the verger accompany lectors moving between a pew and the lectern. 4) He suggested using volunteers to assist with basic office duties while the cathedral administrator position is vacant. 5) He requested purchase of a small laser printer for the choir room.

Approval of Minutes and Consent Agenda

Approval of the 12/24/2024 revision of the minutes of the 12/18/2024 meeting of the Lesser Chapter was moved, seconded and approved. The consent agenda (reports from the Interim Dean, Senior Warden and Junior Warden) was moved, seconded and approved.

Treasurer's Report

The financial statements for November and December 2024 were provided and reviewed. The year ended with a smaller deficit ($~81,000) than budgeted (~$108,000) for 2024. There will be additional adjustments made to the December 2024 statement, and a final will be presented after closing out the fiscal year.

Motion: At the recommendation of the Finance Committee, move $7,500 from Church Designated Restricted Account 3100, Audit Expense Reserve Fund and $19,750 from Account 3140 Special Funds Interest into Account 3110, Building Loan and Repairs Fund. The motion was seconded, discussed and approved. The transfers address a 2024 overage in unanticipated building repairs.

The Finance Committee met on 01/14/2025. They presented a very lean 2025 budget with a projected surplus of $2,200. A joint meeting of the Finance and Endowment Committees convened on 01/15/2025 to explore the current policy for use of funds from the endowment and consider the risks and benefits of a one-year increase in withdrawal from 4% to 5% of a 3-year rolling average of the endowment funds balance (providing an additional amount of ~$42,000.) The Stewardship effort brought in pledges of ~$401,000 from 121 households. ~25 households have not renewed pledges for a variety of reasons.

The presented lean 2025 budget has a small surplus of $2,200. About 90% of expenses are largely unchanged from 2024, with fixed expenses for education and hospitality, administration, diocesan support and worship. It assumes no hiring for the following positions: Christian Formation, Security, Deacon or Assisting Clergy, a ~10% decrease in the Outreach budget (although the amount is equal to what was requested by outreach leaders), and a bare bones Building and Grounds budget. The proposed budget also included additional income from a 1% increase in the endowment draw and parking lot rentals to new clients, with carve outs for certain days and times of cathedral use.

Motion: A 3% COLA in the 2025 budget for all cathedral staff and employees.
The motion was seconded and approved.

A thoughtful, extended discussion ensued about the budget challenge which extends back a few years but was mitigated by federal funds during COVID, the purpose of an endowment, the history of endowment policy over the past 15 years, and the risks of taking a higher draw from the endowment for a limited time. It was acknowledged that the Treasurer and Finance Committee have done a stellar job on the difficult task of developing the proposed budget. It was similarly acknowledged that the Endowment Committee was not able to submit a recommendation following their meeting earlier today.

Retaining the endowment draw at 4% would mean that additional revenue will be needed to close the deficit. Discussion continued exploring sources for additional revenue. In order to achieve and sustain a robust ministry at the cathedral, rental revenue and any additional endowment funds must be complemented by support from parishioners through pledges and planned giving. Engaging the parish in these discussions and planning must begin urgently.

Motion: A motion was made to adopt the budget as presented by the Finance Committee including additional revenue from parking rental and a 5% draw from the endowment.
The motion was made and seconded.
Amendment: Keep a 4% draw from the endowment.
The amendment was seconded and approved with one vote against.
The amended motion was approved with one abstention.

The 2025 budget as approved carries a ~$40,000 deficit.

Report from the Nominations Committee
There are five nominees for delegates to the Diocesan Convention and a number of nominees for vestry. The committee is still seeking a nominee for Senior Warden.

Cathedral Staffing
The cathedral administrator carries many critical responsibilities. It is vital that the vacancy be filled with a well-qualified candidate as soon as possible. Rev. Rebecca Grant, Canon Christian Clough, Junior Warden Jamie Cough and Interim Dean Rev. George Stevens are reviewing the position description with the intent to post the position in the next two weeks. The administrator works with some confidential information that is not suitable for volunteer substitutes.

Response to letter from Wardens and Vestry to Parishioners: Preparing for initiation of Dean search
Recognizing that many were quite fatigued following the earlier discussions and that this sensitive and important item will require significant time for discussion and reflection, the item was tabled until the next meeting.

Closing Prayer
The meeting was closed in prayer by the Bishop at 8:20 PM.

Respectfully,

John Bancroft

Interim Dean's Report

January 2025

Happy New Year.

It's been a busy month at the Cathedral.

We celebrated Christmas with services including a well-attended Christmas Lessons and Carols, two services on Christmas Eve and Christmas Day.

I had some much-needed time away after Christmas with my family. The Cathedral celebrated Epiphany on January 5, marking the occasion with a farewell to outgoing Admin, Avery Schott and a 'hymn sing'.

A Pause in our Search for our next Dean

After my return from North Carolina, we shared with the congregation the vestry's decision to pause our search for our next dean.

The vestry stated its intention to spend time addressing four important areas: Hospitality, Mission, Finances & Identity as a Cathedral before continuing with 'next steps' in calling new leadership.

We'll need to address how we plan to 'do this work' in the coming weeks as we prepare for our annual meeting.

I'm grateful for the vestry's willingness to answer questions from fellow parishioners. We'll have a chance to hear from you all at tonight's meeting regarding feedback you've heard.

Administrator Job Description/Role

I'd love to put together a small working group to consider the role of Office Coordinator/Admin. We have a good job description (recently updated) but want to take some time to make sure that, before the position is posted, we have an opportunity to talk through tasks and roles.

Pastoral Considerations

This Saturday we will have a Memorial Service for Sallie Smith at 11:00 a.m.

Ongoing Safety Issues with Unhoused/Drug Paraphernalia

We continue to be challenged with unhoused folks using the Cathedral property for sleeping/drug use. Since our last meeting there have been several interactions with parishioners and staff. The police have been notified to increase patrols. I'm hoping to coordinate a meeting with our police liaison about best practices.

Important Dates

Wednesday, February 19-Next Vestry Meeting

Sunday, February 23-Annual Meeting

Senior Warden's Report
January 13, 2025

It's Epiphany. We've recently celebrated Christ's birth, baptism, and the beginning of God's life among God's people. Alleluia! May we keep this big picture in mind as we work together to sustain and strengthen our Cathedral community in the months ahead.

In about one month we will hold our Annual Meeting. Much needs to be accomplished as we prepare. Our Treasurer and our Bookkeeper are working to close out our financial picture for 2024, always a daunting task. Most of our 2025 Stewardship drive is complete, and we are close to having a final budget to consider for 2025. That is the focus of much work early this week by the Finance and Endowment committees, in advance of our Lesser Chapter meeting on Wednesday. The Nominations Committee will present its slate of nominees for Senior Warden, Vestry positions, and Delegates to Diocesan Convention to the Lesser Chapter on Wednesday. We'll be assembling and distributing the Cathedral's Annual Report for 2024 in the coming weeks.

The Annual Meeting date has been moved back to Sunday, February 23 to provide more time to complete our preparations. In the meantime, we are operating with a "bare-bones" staff that includes our Interim Dean, Deacon, Canon for Music and Liturgy, Bookkeeper, Housekeeper, and Sexton. While we search for a new parish administrator, please look for opportunities to help out in the coming busy weeks.

Together we drafted, edited, and sent out a letter to Parishioners on January 6 that explained the Lesser Chapter's decision to delay commencing our search for our next Dean. Some of us have received comments on the letter and we have set aside some time on our meeting agenda to share what we've heard. I would like to have significant time at the Annual Meeting to engage the parish in a discussion about where we are and how we plan to move forward so we can resume our search. All of us need to think carefully about how best to make use of the Annual Meeting time so that we can move forward as a committed faith community.

I'm grateful for all you contribute to help the Cathedral serve our members and the wider community. May God bless our work together,

Sam Allen

Jr Warden's report

January 14th 2025

We are grateful for all the volunteers at the Cathedral that keep the lights on and the inside dry and warm. I am always amazed at how much people pitch in to help.

- With the Flower Guild, the B&G team helped remove the greens around the Nave after Epiphany. Thanks, Fred, for the high wire act on removing the wreaths!

- Security issues continue with several encounters with individuals and discarded needles, entry into the Cathedral via the Park Street portico door, encounters with police. This is becoming a more problematic issue. Sam and George have discussed options with the Bishop, including training of impacted parishoners who may likely be in contact with individuals. A concern is that we are becoming known as a safe place to go rather than going to a shelter. Some of the individuals have become belligerent. I have asked for quotes from security firms for night time patrols. These costs would run $15k-$20k for a 2x per night sweep of the area. Portland Police will start making passes through the parking lot periodically to help discourage activity. We will also place signs up as well as address the security lights that are currently out. Perhaps we can play music via speakers as well. This will be discussed with the Interim Dean and the Vestry.

- Plowing/snow removal issues with new contractor (SeaBreeze). They are a large vendor, but they have missed the mark on at least three events. We had a meeting with them to discuss this on 1/14 at St. Lukes. SeaBreeze has committed to a much higher level of service going forward.

- Parking Lot revenue. Randi has recently worked with Wright Ryan to rent spaces M-F. We are also looking into lease options for the parking lot that would work around our schedules and will have allowances for parishioner cars at anytime (basically a plate registry with the vendor). More discussions to come but revenues for St Lukes could be at least $3k/month.

- Alarm System installed and running. We are still learning the system and working out the kinks. The good news is that it is active and we have had no false alarms. The web based controls allow authorized users to disarm the system via their phone.

- Fire Suppression System-dry type-corrosion issues. Johnson Control leak survey TBD but will need to happen in the near future.

- Kitchen Fire Suppression inspection rescheduled from 1/14
- Kitchen Stove O&M 1/15
- Lighting updates-Curtis and All Phase have changed most of the lights to LED except for a few in the upper reaches of the Nave that will need a lift. This has not been scheduled. There are parking lot floods that need replacing/relamping. I have not received a date from All Phase on this work but they will be onsite 1/14 to look the job over and complete this within the next week or so.
- Parking lot was striped over the break. It did make a difference in parking last week.
- Fred repaired the roof drain leak in Christian's office
- Sam repaired the heater in the Nave entry (State Street).
- Horch Roofing Report for the Tower repairs came in. We have not received an estimate for the repairs. The copper roof needs replacing and the structure needs repointing inside and out to prevent further damage.
- Insurance review made some minor revisions to policy, but we cannot combine with Loring House to save premiums because they are legally separate. This represents 15% (or $23k) of our skinny B&G Budget. Not much savings realized but did do a review of the coverage.
- Fred has completed miscellaneous repairs throughout the Cathedral, including in the apartment. We are continually grateful for his work, and all the work of our volunteers here.

Regards,

Jamie

St. Luke's Cathedral

Treasurer's Statement of Activities

Date Range: Dec 1st 2024 - Dec 31st 2024 | Filtered by: Core Account

Accounts	Actual Dec 01, 2024 - Dec 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Revenues					
6002 Transfers from Endowment	13,428.88	161,146.56	161,147.00	0.44	148,832.28
Contribution Revenue					
4010 Pledges - current year	26,419.10	405,565.57	425,000.00	19,434.43	422,627.19
4011 Pledges - prior year	217.00	3,163.90	5,000.00	1,836.10	4,811.75
4012 Non Pledge contributions	12,888.75	37,570.66	28,000.00	(9,570.66)	32,526.30
4020 Plate contributions	752.27	10,023.46	14,000.00	3,976.54	14,029.37
4030 Special Collections	3,007.00	7,668.00	4,000.00	(3,668.00)	4,591.23
Total Contribution Revenue	43,284.12	463,991.59	476,000.00	12,008.41	478,585.84
Rental Revenue					
4110 Rent - parking	1,080.00	15,392.50	10,000.00	(5,392.50)	15,092.50
4115 Rent - Building	2,910.00	22,677.50	30,000.00	7,322.50	29,122.00
Total Rental Revenue	3,990.00	38,070.00	40,000.00	1,930.00	44,214.50
Other Operating Revenue					
4210 Codman Trust Revenue	0.00	16,680.05	13,613.00	(3,067.05)	18,013.78
4215 Hamlin Trust Revenue	0.00	6,184.68	5,448.00	(736.68)	7,215.86
4220 Music Program Revenue	0.00	913.01	2,000.00	1,086.99	1,221.00
4231 Community Kitchen Rental Fees	0.00	747.50	0.00	(747.50)	10,727.05
4240 Diocesan Use of Church	2,947.59	35,371.08	35,371.00	(0.08)	35,371.08
4245 Grants from Diocese	0.00	0.00	0.00	0.00	4,000.00
4246 Interest Income - Operating	0.00	7,565.05	4,000.00	(3,565.05)	7,258.42
Total Other Operating Revenue	2,947.59	67,461.37	60,432.00	(7,029.37)	83,807.19
Fundraising Revenue					
4310 Holiday Fair Receipts	0.00	3,489.45	10,000.00	6,510.55	5,171.30
4320 Other Fundraising Receipts	130.00	590.00	0.00	(590.00)	248.66
4330 Community Suppers	0.00	385.00	0.00	(385.00)	215.00
Total Fundraising Revenue	130.00	4,464.45	10,000.00	5,535.55	5,634.96
Total Revenues	**$ 63,780.59**	**$ 735,133.97**	**$ 747,579.00**	**$ 12,445.03**	**$ 761,074.77**
Expenses					
Pastoral Leadership					
5001 Dean's Salary	6,957.68	67,515.30	67,000.00	(515.30)	34,652.64
5002 Dean's Housing Allowance	5,503.84	53,407.65	53,000.00	(407.65)	8,307.63
5003 Dean's Pension	1,800.00	21,600.00	21,600.00	0.00	8,050.52
5004 Dean's Benefits	3,646.00	43,752.00	44,574.00	822.00	3,183.27
5005 Dean's Expenses	0.00	0.00	1,000.00	1,000.00	565.71
5006 Dean's Continuing Education	240.00	880.00	0.00	(880.00)	0.00
5007 Interim Dean's Package	0.00	0.00	0.00	0.00	55,562.67
5008 Dean Search Expenses	0.00	4,000.00	20,000.00	16,000.00	20,000.00
5009 Pastoral Leadership Background Checks	0.00	0.00	500.00	500.00	715.00
5010 Canon Priest Salary	0.00	0.00	0.00	0.00	20,000.00
5020 Deacon's Support	0.00	385.88	750.00	364.12	2,500.00
5025 Staff Clergy	0.00	4,045.98	8,092.00	4,046.02	8,011.78
5026 Staff Clergy Pension	0.00	630.17	1,568.00	937.83	1,732.20
5030 Clergy SE	963.54	9,570.21	7,328.00	(2,242.21)	6,534.29
5031 Supply Clergy	200.00	948.80	0.00	(948.80)	0.00
5032 Supply Clergy Mileage Reimb	0.00	47.88	0.00	(47.88)	0.00
5033 Sabbatical Coverage	0.00	0.00	0.00	0.00	11,025.00
Total Pastoral Leadership	19.311.06	206.783.87	225,412.00	18,628.13	180,840.71

Accounts	Actual Dec 01, 2024 - Dec 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Program Expenses					
Music					
5120 Music Director Salary	15,375.43	74,018.79	73,001.00	(1,017.79)	72,279.07
5121 Music Director Benefits	922.63	12,737.47	11,446.00	(1,291.47)	12,424.62
5122 Music Director Pension	772.50	6,570.00	6,570.00	0.00	6,378.72
5123 Music DIrector FICA	577.86	5,368.91	5,585.00	216.09	5,284.43
5124 Music Director Contractor Subs	324.00	2,213.00	4,000.00	1,787.00	3,554.00
5125 Music & Liturgy	3,346.00	9,482.75	8,000.00	(1,482.75)	6,685.30
5126 Organ & Piano Maintenance	260.00	3,810.00	3,000.00	(810.00)	2,240.00
Total Music	21,578.42	114,200.92	111,602.00	(2,598.92)	108,846.14
Altar & Flower Guild					
5130 Altar Supplies	77.80	3,545.06	2,000.00	(1,545.06)	911.38
5131 Flower Fund Support	0.00	1,000.00	1,000.00	0.00	1,000.00
Total Altar & Flower Guild	77.80	4,545.06	3,000.00	(1,545.06)	1,911.38
Worship					
5141 Worship Supplies	315.65	919.92	1,500.00	580.08	1,214.70
5142 Special Service & Holiday Advertising	0.00	556.00	1,500.00	944.00	1,112.00
Total Worship	315.65	1,475.92	3,000.00	1,524.08	2,326.70
Education					
5150 Education Coordinator Salary	0.00	5,340.36	11,108.00	5,767.64	10,997.64
5151 Education Coordinator FICA	0.00	408.57	850.00	441.43	841.29
5152 Adult Education	0.00	0.00	500.00	500.00	0.00
5155 Church School	0.00	200.88	300.00	99.12	542.74
5156 Child Care	0.00	0.00	1,000.00	1,000.00	540.00
Total Education	0.00	5,949.81	13,758.00	7,808.19	12,921.67
Fellowship & Stewardship					
5160 Parish Activities	136.34	3,254.54	5,000.00	1,745.46	12,572.46
5162 Stewardship	0.00	0.00	500.00	500.00	500.00
Total Fellowship & Stewardship	136.34	3,254.54	5,500.00	2,245.46	13,072.46
Community Kitchen					
5170 Community Kitchen Manager Salary	0.00	0.00	0.00	0.00	22,371.30
5171 Community Kitchen Manager FICA	0.00	0.00	0.00	0.00	1,711.43
Total Community Kitchen	0.00	0.00	0.00	0.00	24,082.73
Vestry					
5200 Retreat	0.00	471.79	0.00	(471.79)	0.00
5202 Other Vestry Expense	116.27	116.27	500.00	383.73	1,030.99
Total Vestry	116.27	588.06	500.00	(88.06)	1,030.99
Total Program Expenses	22,224.48	130,014.31	137,360.00	7,345.69	164,192.07
Outreach					
5300 Community Outreach	0.00	25,700.00	25,700.00	0.00	16,971.73
Total Outreach	0.00	25,700.00	25,700.00	0.00	16,971.73
Administration					
5410 Staff Salaries	5,823.45	61,681.07	61,800.00	118.93	59,423.04
5411 Staff Benefits	47.48	569.76	562.00	(7.76)	552.41
5412 Staff Pension	380.31	4,658.78	4,944.00	285.22	3,814.61
5414 Staff FICA	450.85	4,723.95	4,728.00	4.05	4,545.88
5418 Payroll Processing Fees	48.00	776.00	1,200.00	424.00	972.00
5420 Contracted Accounting Services	3,659.50	26,264.50	24,568.00	(1,696.50)	23,940.00
5425 Insurance - Workers Comp	0.00	2,270.00	4,000.00	1,730.00	3,679.00
5428 Bank Charges	309.89	2,706.96	3,000.00	293.04	2,672.26
5430 Office Supplies	177.00	2,501.49	3,000.00	498.51	2,728.71
5431 Postage	378.00	1,456.66	2,000.00	543.34	1,255.98
5432 IT Expenses	419.91	9,851.92	13,000.00	3,148.08	8,943.61
5433 Telephone & Internet	594.58	6,896.20	6,800.00	(96.20)	6,517.45

Accounts	Actual Dec 01, 2024 - Dec 31, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
5435 Printing & Equipment Lease	220.39	6,192.51	8,500.00	2,307.49	7,305.28
5437 Communications/Marketing	27.80	186.99	4,000.00	3,813.01	191.88
5440 Miscellaneous Expense	0.00	500.39	1,200.00	699.61	181.93
Total Administration	12,537.16	131,237.18	143,302.00	12,064.82	126,724.04
Building					
5501 Sexton Salary	1,072.80	11,015.55	12,000.00	984.45	21,145.45
5502 Housekeeper Salary	1,749.60	16,419.60	14,040.00	(2,379.60)	14,482.59
5503 Security Salary	0.00	6,922.43	14,270.00	7,347.57	316.65
5504 Housekeeper, Sexton & Security FICA	219.95	2,632.40	3,084.00	451.60	2,742.72
5510 Insurance - Property	0.00	20,086.00	20,200.00	114.00	17,468.00
5520 Property Tax	0.00	4,146.75	4,200.00	53.25	3,949.42
5525 Heating Fuel	993.32	20,200.68	26,000.00	5,799.32	24,950.20
5526 Electricity	1,210.88	16,135.56	22,000.00	5,864.44	20,721.84
5527 Water & Sewer	306.12	3,861.74	5,000.00	1,138.26	3,854.11
5528 Parish Hall Gas	112.90	1,516.11	1,800.00	283.89	1,604.90
5529 Rubbish Removal	470.39	5,234.70	4,000.00	(1,234.70)	3,563.54
5530 Building Repair & Maintenance	1,091.02	73,587.66	50,000.00	(23,587.66)	45,672.06
5540 Parking Lot Expense	1,950.06	11,665.06	16,000.00	4,334.94	16,050.00
5542 Building Reserve Contributuions	0.00	20,000.00	20,000.00	0.00	3,000.00
Total Building	9,177.04	213,424.24	212,594.00	(830.24)	179,521.48
Diocesan					
5601 Assessment	9,027.50	108,330.00	108,330.00	0.00	104,804.04
5603 Episcopate	77.75	933.00	1,200.00	267.00	1,059.00
5605 Theological Education	0.00	0.00	1,500.00	1,500.00	0.00
Total Diocesan	9,105.25	109,263.00	111,030.00	1,767.00	105,863.04
Total Expenses	**$ 72,354.99**	**$ 816,422.60**	**$ 855,398.00**	**$ 38,975.40**	**$ 774,113.07**
Net Total	**($ 8,574.40)**	**($ 81,288.63)**	**($ 107,819.00)**	**($ 26,530.37)**	**($ 13,038.30)**

St. Luke's Cathedral

Statement of Financial Position

As of: Dec 31st 2024

Accounts	Balance Dec 31, 2024	Balance Nov 30, 2024	$ Change
Assets			
Checking			
1001 Operating Account 1506	131,919.59	146,176.61	(14,257.02)
1002 Restricted Fund Account 3754	301,098.19	272,826.41	28,271.78
1003 Dean's Discretionary Account 1549	5,242.64	3,916.12	1,326.52
1005 Canon Priest Discretionary Account 0410	1.00	1.00	0.00
Total Checking	438,261.42	422,920.14	15,341.28
Investments			
1011 Investment Account 91248257	3,955,454.49	4,040,362.42	(84,907.93)
Total Investments	3,955,454.49	4,040,362.42	(84,907.93)
Other Assets			
1400 Pre Paid Expenses	6,241.25	0.00	6,241.25
Total Other Assets	6,241.25	0.00	6,241.25
Total Assets	**$ 4,399,957.16**	**$ 4,463,282.56**	**($ 63,325.40)**
Liabilities & Net Assets			
Liabilities			
2020 Accrued Expenses	8,106.42	0.00	8,106.42
2070 Pre Paid Pledges	10,900.00	7,300.00	3,600.00
Total Liabilities	19,006.42	7,300.00	11,706.42
Net Assets			
Unrestricted Funds			
3000 Operating Fund	129,476.13	128,526.61	949.52
Total Unrestricted Funds	129,476.13	128,526.61	949.52
Restricted Funds			
Church Designated Restricted Funds			
3100 Audit Expense Reserve Fund	7,500.00	7,500.00	0.00
3110 Building Loan & Repairs Fund	23,000.00	23,000.00	0.00
3140 Special Funds Interest	21,788.63	20,916.35	872.28
3160 Vestry Restricted Fund - Pastoral Salaries	136,500.00	136,500.00	0.00
3175 New Dean Search Fund	13,460.00	13,460.00	0.00
Total Church Designated Restricted Funds	202,248.63	201,376.35	872.28
Donor Designated Restricted Funds			
3201 Capital Campaign Fund	37.43	37.43	0.00
3208 Family Promise Fund	12,226.07	12,226.07	0.00
3210 Flowers Fund	6,149.58	4,577.32	1,572.26
3213 Food Pantry Fund	28,786.47	25,217.25	3,569.22
3215 Haiti Outreach Fund	13,732.38	12,149.64	1,582.74
3218 Luke's Garden Fund	110.71	110.71	0.00
3224 Kneelers Fund	1,279.98	1,279.98	0.00
3233 Ashes to Ashes Fund	2,516.03	2,516.03	0.00
3236 Memorial Gifts Fund	557.84	527.84	30.00
3239 Music Fund	8,152.14	9,132.14	(980.00)
3241 Outreach Fund	1,075.86	1,075.86	0.00
3244 Prayer Shawls Fund	173.00	173.00	0.00
3253 St Elizabeths Fund	1,194.83	169.14	1,025.69
3259 Youth and Young Adult Fund	12,545.53	12,607.65	(62.12)
3260 Dean Discretionary Fund	5,232.64	3,916.12	1,316.52

Accounts	Balance Dec 31, 2024	Balance Nov 30, 2024	$ Change
3266 Canon Priest Discretionary Fund	1.00	1.00	0.00
Total Donor Designated Restricted Funds	93,771.49	85,717.18	8,054.31
Endowment Designated Funds			
3301 Endowment Building Fund	1,733,712.29	1,771,153.86	(37,441.57)
3302 Endowment Flowers Fund	25,880.94	26,441.67	(560.73)
3303 Endowment Music Fund	72,800.31	74,457.01	(1,656.70)
3304 Endowment Outreach Fund	206,325.10	210,692.00	(4,366.90)
3305 Endowment Prayer Books Fund	16,194.53	16,542.86	(348.33)
3306 Endowment Unrestricted Fund	1,278,700.55	1,305,802.18	(27,101.63)
3307 Howard/St Theresa Fund	621,840.77	635,272.84	(13,432.07)
Total Endowment Designated Funds	3,955,454.49	4,040,362.42	(84,907.93)
Total Restricted Funds	4,251,474.61	4,327,455.95	(75,981.34)
Total Net Assets	4,380,950.74	4,455,982.56	(75,031.82)
Total Liabilities & Net Assets	**$ 4,399,957.16**	**$ 4,463,282.56**	**($ 63,325.40)**

Cathedral Church of St. Luke
Portland, Maine

Treasurer's Report - November 2024
Randi Hogan, Treasurer

This report covers our financial position as of November 30, 2024.

Overall Financial Position: As of November 30, 2024, the Cathedral's total assets stand at $4,463,942.34 with $432,579.92 in cash and $4,040,362,42 in investments. Our total liabilities are $7,300 (all pre-paid 2025 pledges), resulting in a net asset position of $4,456,642,34.

Through November, our revenues were $671,353,38, expenses were $744,455.25, and net income (loss) was ($73,101.87).

Income: In November, we received total income of $95,360.02. Key income sources were:

- Pledges and contributions: $65,707.34
- Transfer from endowment: $13,428.88

Pledge payments were up considerably, and the current remaining pledges to reach the 2024 budget is $45,853.53.

Expenses: Total expenses for November were $53,337.48, which included:

- Facilities and maintenance: $8,893.62
- Pastoral leadership: $15,382.90
- Administration: $10,185.38

Budget Performance: Year-to-date, our income is at 90% of budget, while expenses are at 87%.

Net Assets Breakdown: Our net assets of $4,456,642.34 are categorized as follows:

1. Unrestricted operating fund: $128,314.11
2. Endowed funds: $4,040,362.42
3. Church designated funds: $202,248.63
4. Donor designated funds: $85,717.18

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St. Luke's Cathedral

Treasurer's Statement of Activities

Date Range: Nov 1st 2024 - Nov 30th 2024 | Filtered by: Core Account

Accounts	Actual Nov 01, 2024 - Nov 30, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Revenues					
6002 Transfers from Endowment	13,428.88	147,717.68	161,147.00	13,429.32	136,429.59
Contribution Revenue					
4010 Pledges - current year	61,804.48	379,146.47	425,000.00	45,853.53	388,138.11
4011 Pledges - prior year	0.00	2,946.90	5,000.00	2,053.10	4,811.75
4012 Non Pledge contributions	2,664.81	24,681.91	28,000.00	3,318.09	19,545.90
4020 Plate contributions	1,238.05	9,271.19	14,000.00	4,728.81	10,104.53
4030 Special Collections	0.00	4,661.00	4,000.00	(661.00)	3,856.00
Total Contribution Revenue	65,707.34	420,707.47	476,000.00	55,292.53	426,456.29
Rental Revenue					
4110 Rent - parking	1,860.00	14,312.50	10,000.00	(4,312.50)	12,692.50
4115 Rent - Building	1,215.00	19,767.50	30,000.00	10,232.50	25,297.00
Total Rental Revenue	3,075.00	34,080.00	40,000.00	5,920.00	37,989.50
Other Operating Revenue					
4210 Codman Trust Revenue	4,344.27	16,680.05	13,613.00	(3,067.05)	18,013.78
4215 Hamlin Trust Revenue	1,361.20	6,184.68	5,448.00	(736.68)	7,215.86
4220 Music Program Revenue	392.00	913.01	2,000.00	1,086.99	6,013.00
4231 Community Kitchen Rental Fees	0.00	747.50	0.00	(747.50)	10,401.05
4240 Diocesan Use of Church	2,947.59	32,423.49	35,371.00	2,947.51	26,528.31
4245 Grants from Diocese	0.00	0.00	0.00	0.00	4,000.00
4246 Interest Income - Operating	698.35	7,565.05	4,000.00	(3,565.05)	6,566.08
Total Other Operating Revenue	9,743.41	64,513.78	60,432.00	(4,081.78)	78,738.08
Fundraising Revenue					
4310 Holiday Fair Receipts	3,405.39	3,489.45	10,000.00	6,510.55	5,331.66
4320 Other Fundraising Receipts	0.00	460.00	0.00	(460.00)	248.66
4330 Community Suppers	0.00	385.00	0.00	(385.00)	215.00
Total Fundraising Revenue	3,405.39	4,334.45	10,000.00	5,665.55	5,795.32
Total Revenues	**$ 95,360.02**	**$ 671,353.38**	**$ 747,579.00**	**$ 76,225.62**	**$ 685,408.78**
Expenses					
Pastoral Leadership					
5001 Dean's Salary	5,153.84	60,557.62	67,000.00	6,442.38	34,652.64
5002 Dean's Housing Allowance	4,076.92	47,903.81	53,000.00	5,096.19	8,307.63
5003 Dean's Pension	1,800.00	19,800.00	21,600.00	1,800.00	8,050.52
5004 Dean's Benefits	3,646.00	40,106.00	44,574.00	4,468.00	3,183.27
5005 Dean's Expenses	0.00	0.00	1,000.00	1,000.00	565.71
5006 Dean's Continuing Education	0.00	640.00	0.00	(640.00)	0.00
5007 Interim Dean's Package	0.00	0.00	0.00	0.00	26,199.21
5008 Dean Search Expenses	0.00	4,000.00	20,000.00	16,000.00	20,000.00
5009 Pastoral Leadership Background Checks	0.00	0.00	500.00	500.00	715.00
5010 Canon Priest Salary	0.00	0.00	0.00	0.00	20,000.00
5020 Deacon's Support	0.00	385.88	750.00	364.12	2,500.00
5025 Staff Clergy	0.00	4,045.98	8,092.00	4,046.02	7,251.84
5026 Staff Clergy Pension	0.00	630.17	1,568.00	937.83	1,478.50
5030 Clergy SE	706.14	8,606.67	7,328.00	(1,278.67)	5,452.23
5031 Supply Clergy	0.00	748.80	0.00	(748.80)	0.00
5032 Supply Clergy Mileage Reimb	0.00	47.88	0.00	(47.88)	0.00
5033 Sabbatical Coverage	0.00	0.00	0.00	0.00	11,025.00
Total Pastoral Leadership	15,382.90	187,472.81	225,412.00	37,939.19	149,381.55

Accounts	Actual Nov 01, 2024 - Nov 30, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
Program Expenses					
Music					
5120 Music Director Salary	4,886.32	58,643.36	73,001.00	14,357.64	65,423.28
5121 Music Director Benefits	899.49	12,193.56	11,446.00	(747.56)	11,509.35
5122 Music Director Pension	547.50	5,797.50	6,570.00	772.50	5,315.60
5123 Music DIrector FICA	406.53	4,791.05	5,585.00	793.95	4,756.65
5124 Music Director Contractor Subs	0.00	1,889.00	4,000.00	2,111.00	2,976.00
5125 Music & Liturgy	581.03	6,136.75	8,000.00	1,863.25	8,775.99
5126 Organ & Piano Maintenance	1,450.00	3,550.00	3,000.00	(550.00)	1,880.00
Total Music	8,770.87	93,001.22	111,602.00	18,600.78	100,636.87
Altar & Flower Guild					
5130 Altar Supplies	421.49	3,467.26	2,000.00	(1,467.26)	911.38
5131 Flower Fund Support	0.00	1,000.00	1,000.00	0.00	1,000.00
Total Altar & Flower Guild	421.49	4,467.26	3,000.00	(1,467.26)	1,911.38
Worship					
5141 Worship Supplies	0.00	604.27	1,500.00	895.73	428.28
5142 Special Service & Holiday Advertising	0.00	556.00	1,500.00	944.00	556.00
Total Worship	0.00	1,160.27	3,000.00	1,839.73	984.28
Education					
5150 Education Coordinator Salary	0.00	5,340.36	11,108.00	5,767.64	9,954.48
5151 Education Coordinator FICA	0.00	408.57	850.00	441.43	761.49
5152 Adult Education	0.00	0.00	500.00	500.00	0.00
5155 Church School	0.00	200.88	300.00	99.12	486.41
5156 Child Care	0.00	0.00	1,000.00	1,000.00	540.00
Total Education	0.00	5,949.81	13,758.00	7,808.19	11,742.38
Fellowship & Stewardship					
5160 Parish Activities	577.97	3,118.20	5,000.00	1,881.80	12,039.41
5162 Stewardship	0.00	0.00	500.00	500.00	500.00
Total Fellowship & Stewardship	577.97	3,118.20	5,500.00	2,381.80	12,539.41
Community Kitchen					
5170 Community Kitchen Manager Salary	0.00	0.00	0.00	0.00	20,260.80
5171 Community Kitchen Manager FICA	0.00	0.00	0.00	0.00	1,549.98
Total Community Kitchen	0.00	0.00	0.00	0.00	21,810.78
Vestry					
5200 Retreat	0.00	471.79	0.00	(471.79)	0.00
5202 Other Vestry Expense	0.00	0.00	500.00	500.00	1,030.99
Total Vestry	0.00	471.79	500.00	28.21	1,030.99
Total Program Expenses	9,770.33	108,168.55	137,360.00	29,191.45	150,656.09
Outreach					
5300 Community Outreach	0.00	25,700.00	25,700.00	0.00	16,971.73
Total Outreach	0.00	25,700.00	25,700.00	0.00	16,971.73
Administration					
5410 Staff Salaries	4,753.84	55,857.62	61,800.00	5,942.38	53,619.20
5411 Staff Benefits	47.48	522.28	562.00	39.72	505.61
5412 Staff Pension	380.31	4,278.47	4,944.00	665.53	3,445.38
5414 Staff FICA	363.68	4,273.10	4,728.00	454.90	4,101.89
5418 Payroll Processing Fees	48.00	728.00	1,200.00	472.00	888.00
5420 Contracted Accounting Services	2,055.00	22,605.00	24,568.00	1,963.00	21,945.00
5425 Insurance - Workers Comp	0.00	2,270.00	4,000.00	1,730.00	3,679.00
5428 Bank Charges	283.13	2,397.07	3,000.00	602.93	2,512.89
5430 Office Supplies	434.30	2,324.49	3,000.00	675.51	2,527.41
5431 Postage	177.43	1,078.66	2,000.00	921.34	885.98
5432 IT Expenses	377.46	9,432.01	13,000.00	3,567.99	8,525.15
5433 Telephone & Internet	592.42	6,301.62	6,800.00	498.38	5,960.02

Accounts	Actual Nov 01, 2024 - Nov 30, 2024	Actual This Year Year to Date	Annual Budget This Year Year	Annual Budget Remaining This Year Year	Actual Last Year Year to Date
5435 Printing & Equipment Lease	555.34	5,972.12	8,500.00	2,527.88	7,084.89
5437 Communications/Marketing	116.99	159.19	4,000.00	3,840.81	191.88
5440 Miscellaneous Expense	0.00	500.39	1,200.00	699.61	0.00
Total Administration	10,185.38	118,700.02	143,302.00	24,601.98	115,872.30
Building					
5501 Sexton Salary	936.00	9,942.75	12,000.00	2,057.25	18,913.73
5502 Housekeeper Salary	1,296.00	14,670.00	14,040.00	(630.00)	13,132.59
5503 Security Salary	0.00	6,922.43	14,270.00	7,347.57	0.00
5504 Housekeeper, Sexton & Security FICA	170.74	2,412.45	3,084.00	671.55	2,444.51
5510 Insurance - Property	0.00	20,086.00	20,200.00	114.00	17,468.00
5520 Property Tax	0.00	4,146.75	4,200.00	53.25	3,949.42
5525 Heating Fuel	358.18	19,207.36	26,000.00	6,792.64	23,908.23
5526 Electricity	1,295.56	14,924.68	22,000.00	7,075.32	19,723.95
5527 Water & Sewer	305.52	3,555.62	5,000.00	1,444.38	3,552.90
5528 Parish Hall Gas	110.19	1,403.21	1,800.00	396.79	1,484.84
5529 Rubbish Removal	435.39	4,764.31	4,000.00	(764.31)	3,192.29
5530 Building Repair & Maintenance	3,986.04	72,505.56	50,000.00	(22,505.56)	24,744.80
5540 Parking Lot Expense	0.00	9,715.00	16,000.00	6,285.00	15,850.00
5542 Building Reserve Contributuions	0.00	20,000.00	20,000.00	0.00	20,000.00
Total Building	8,893.62	204,256.12	212,594.00	8,337.88	168,365.26
Diocesan					
5601 Assessment	9,027.50	99,302.50	108,330.00	9,027.50	96,070.37
5603 Episcopate	77.75	855.25	1,200.00	344.75	970.75
5605 Theological Education	0.00	0.00	1,500.00	1,500.00	0.00
Total Diocesan	9,105.25	100,157.75	111,030.00	10,872.25	97,041.12
Total Expenses	**$ 53,337.48**	**$ 744,455.25**	**$ 855,398.00**	**$ 110,942.75**	**$ 698,288.05**
Net Total	**$ 42,022.54**	**($ 73,101.87)**	**($ 107,819.00)**	**($ 34,717.13)**	**($ 12,879.27)**

St. Luke's Cathedral

Statement of Financial Position

As of: Nov 30th 2024

Accounts	Balance Nov 30, 2024	Balance Oct 31, 2024	$ Change
Assets			
Checking			
1001 Operating Account 1506	145,964.11	90,192.54	55,771.57
1002 Restricted Fund Account 3754	273,698.69	269,292.04	4,406.65
1003 Dean's Discretionary Account 1549	3,916.12	3,096.34	819.78
1005 Canon Priest Discretionary Account 0410	1.00	1.00	0.00
Total Checking	423,579.92	362,581.92	60,998.00
Investments			
1011 Investment Account 91248257	4,040,362.42	3,906,395.86	133,966.56
Total Investments	4,040,362.42	3,906,395.86	133,966.56
Total Assets	**$ 4,463,942.34**	**$ 4,268,977.78**	**$ 194,964.56**
Liabilities & Net Assets			
Liabilities			
2070 Pre Paid Pledges	7,300.00	4,000.00	3,300.00
Total Liabilities	7,300.00	4,000.00	3,300.00
Net Assets			
Unrestricted Funds			
3000 Operating Fund	128,314.11	86,192.54	42,121.57
Total Unrestricted Funds	128,314.11	86,192.54	42,121.57
Restricted Funds			
Church Designated Restricted Funds			
3100 Audit Expense Reserve Fund	7,500.00	7,500.00	0.00
3110 Building Loan & Repairs Fund	23,000.00	23,000.00	0.00
3140 Special Funds Interest	21,788.63	19,975.63	1,813.00
3160 Vestry Restricted Fund - Pastoral Salaries	136,500.00	126,500.00	10,000.00
3175 New Dean Search Fund	13,460.00	13,460.00	0.00
Total Church Designated Restricted Funds	202,248.63	190,435.63	11,813.00
Donor Designated Restricted Funds			
3201 Capital Campaign Fund	37.43	37.43	0.00
3208 Family Promise Fund	12,226.07	12,226.07	0.00
3210 Flowers Fund	4,577.32	4,529.82	47.50
3213 Food Pantry Fund	25,217.25	25,744.52	(527.27)
3215 Haiti Outreach Fund	12,149.64	11,340.90	808.74
3218 Luke's Garden Fund	110.71	123.70	(12.99)
3224 Kneelers Fund	1,279.98	1,279.98	0.00
3233 Ashes to Ashes Fund	2,516.03	2,166.03	350.00
3236 Memorial Gifts Fund	527.84	497.84	30.00
3239 Music Fund	9,132.14	6,972.14	2,160.00
3241 Outreach Fund	1,075.86	1,075.86	0.00
3244 Prayer Shawls Fund	173.00	173.00	0.00
3253 St Elizabeths Fund	169.14	81.47	87.67
3259 Youth and Young Adult Fund	12,607.65	12,607.65	0.00
3260 Dean Discretionary Fund	3,916.12	3,096.34	819.78
3266 Canon Priest Discretionary Fund	1.00	1.00	0.00
Total Donor Designated Restricted Funds	85,717.18	81,953.75	3,763.43
Endowment Designated Funds			
3301 Endowment Building Fund	1,771,153.86	1,712,137.44	59,016.42

Accounts	Balance Nov 30, 2024	Balance Oct 31, 2024	$ Change
3302 Endowment Flowers Fund	26,441.67	25,557.83	883.84
3303 Endowment Music Fund	74,457.01	71,845.66	2,611.35
3304 Endowment Outreach Fund	210,692.00	203,808.76	6,883.24
3305 Endowment Prayer Books Fund	16,542.86	15,993.81	549.05
3306 Endowment Unrestricted Fund	1,305,802.18	1,262,951.51	42,850.67
3307 Howard/St Theresa Fund	635,272.84	614,100.85	21,171.99
Total Endowment Designated Funds	4,040,362.42	3,906,395.86	133,966.56
Total Restricted Funds	4,328,328.23	4,178,785.24	149,542.99
Total Net Assets	4,456,642.34	4,264,977.78	191,664.56
Total Liabilities & Net Assets	**$ 4,463,942.34**	**$ 4,268,977.78**	**$ 194,964.56**

2025 Budget Proposal

Prepared for the Lesser Chapter by Randi Hogan, Treasurer
January 15, 2025

Summary
The current draft of the 2025 budget projects:

- **Total Revenues**: $796,155
- **Total Expenses**: $793,945
- **Net Total**: $2,200

Fixed Budget Items (Not for Discussion)

Approximately **90% of the budget** consists of fixed expenses, including:

- **Programs**
  - Education and hospitality
- **Administration**
  - IT, communications, and office expenses
- **Diocesan Support**
  - Assessment, Episcopate, and education
- **Worship**
  - Includes new allocations for:
    - **$2,500** for musicians and clergy for the 5:15 PM Sunday service
    - **$2,000** for supply clergy for the 7:30 AM and 10:00 AM Sunday services

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Key Notes

1. **Unfilled Positions**
   - The budget assumes no hiring for the following positions:
     - Education
     - Security
     - Deacon
     - Assistant Clergy
2. **Outreach Budget**
   - Slight reduction of $2,000, with a total of **$23,700** allocated as requested by ministry leaders.

2025 Budget Proposal

Key Discussion Points

The following primary changes require discussion:

1. **Endowment Draw**
    - Proposal for a **5% draw** from the endowment, contributing an additional **$42,000** to revenue.
2. **Parking Lot Revenue**
    - Increased parking rentals are expected to generate **$17,000** more than the 2024 budget due to a new renter and the potential introduction of a lot operator.
3. **Building and Grounds Expenses**
    - A bare-bones allocation of **$134,513** is included.

Comparison with 2024 Budget

Category	2024 Budget	2025 Budget	Change
Total Revenues	$748,079	$796,155	**+$48,076**
Total Expenses	$855,398	$793,945	**- $61,453**
Net Total	**($107,319)**	**$2,200**	**+$109,519**

This draft reflects a more balanced financial outlook for 2025; however, it is essential to evaluate how this budget aligns with and supports our community goals. Your feedback and insights on the key discussion points will be invaluable as we work together to finalize this budget.

2025 Budget Proposal

(dollars in thousands, totals do not add due to rounding)

Income

Budget Year	2024	2025	Notes
Total budgeted	**748**	**796**	
Pledges	430	404	Pledges to date
Endowment draw	161	211	5% draw
Contributions	46	49	Plate, gifts
Space rentals	75	92	Parking, building use
Fundraising	10	5	Grants, music, special events
Trusts + interest	19	28	Codman, Hamlin trusts
Other	7	7	Music program, interest, other income

Expenses

Budget Year	2024	2025	Notes
Total budgeted	**855**	**794**	
Personnel	471	452	COLA 3% Dean, clergy, music, education, admin, building
Programs	34	30	Worship, music, education, hospitality
Outreach	26	24	Food pantry, Haiti, St. Elizabeth's
Administration	43	43	IT, communications, office expenses
Buildings & Grounds	169	135	Utilities, maintenance, repair
Diocese Assessment	111	111	

Net Total	**+$2**

FY25 BUDGET DRAFT

	2024 Actuals as of 11.30.24	Approved Budget 2024	Proposed Budget 2025	Budget 2023	notes for 2024 YTD #s & 2025 proposed #s
Revenues					
6001 Other Income	-	500.00		500.00	
6002 Transfers from Endowment	147,717.68	161,147.00	211,284.00	148,832.00	5% draw (increase of $42K)
Contribution Revenue					
4010 Pledges - current year	379,146.47	425,000.00	401,000.00	470,000.00	as of 1/14/25
4011 Pledges - prior year	2,946.90	5,000.00	3,000.00	2,500.00	est based on 24 actuals
4012 Non Pledge contributions	26,481.91	28,000.00	30,000.00	60,000.00	est based on 24 actuals - checked 1/8/25
4020 Plate contributions	9,271.19	14,000.00	12,000.00	8,000.00	est based on 24 actuals - checked 1/8/25
4030 Special Collections	4,661.00	4,000.00	7,000.00	4,000.00	est based on 24 actuals - checked 1/8/25
Total Contribution Revenue	422,507.47	476,000.00	453,000.00	544,500.00	
Rental Revenue					
4110 Rent - parking	14,312.50	10,000.00	29,000.00	8,000.00	New $9K rental + potential $20K with lot operator
4115 Rent - Building	19,767.50	30,000.00	28,000.00	20,000.00	less $2K in 2025 from Bach Festival
Total Rental Revenue	34,080.00	40,000.00	57,000.00	28,000.00	
Other Operating Revenue					
4210 Codman Trust Revenue	16,680.05	13,613.00	20,000.00	12,000.00	Per George Cooper, projected 21.465% increase in budgeted
4215 Hamlin Trust Revenue	6,184.68	5,448.00	7,500.00	6,000.00	income for 2025
4220 Music Program Revenue	913.01	2,000.00	2,000.00	2,000.00	
4240 Diocesan Use of Church	32,423.49	35,371.00	35,371.00	35,371.00	
4245 Grants from Diocese	-	-	-		
4246 Interest Income - Operating	6,866.70	4,000.00	5,000.00		
Total Other Operating Revenue	63,067.93	60,432.00	69,871.00	55,371.00	
Fundraising Revenue					
4310 Holiday Fair Receipts	3,489.45	10,000.00	5,000.00	10,000.00	est based on modest increase of 24 actuals
4320 Other Fundraising Receipts	460.00	-	-		
4330 Community Suppers	385.00	-	-		
Total Fundraising Revenue	4,334.45	10,000.00	5,000.00	10,000.00	
Total Revenues	671,707.53	748,079.00	796,155.00	787,203.00	
Expenses					
Pastoral Leadership					
5001 Dean's Salary	60,557.62	67,000.00	67,000.00	33,202.00	
5002 Dean's Housing Allowance	47,903.81	53,000.00	53,000.00	8,000.00	
5003 Dean's Pension	18,000.00	21,600.00	23,252.38	8,438.00	
5004 Dean's Benefits	41,906.00	44,574.00	44,040.00	3,192.00	
5005 Dean's Expenses	-	1,000.00	1,000.00	1,500.00	
5006 Dean's Continuing Education	640.00	-	-		
5007 Interim Dean's Package	-	-	-	80,000.00	
5008 Dean Search Expenses	4,000.00	20,000.00	20,000.00	20,000.00	
5009 Pastoral Leadership Background Checks	-	500.00	500.00		
5010 Canon Priest Salary	-	-	-	20,000.00	

5020 Deacon's Support	385.88	750.00	-	750.00	
5025 Staff Clergy	4,045.98	8,092.00	-	7,856.00	
5026 Staff Clergy Pension	630.17	1,568.00	-	1,522.00	
5030 Clergy SE	8,606.67	7,328.00	9,180.00	3,753.00	
5031 Supply Clergy	748.80	-	3,250.00		new entry for all services, including 5:15pm
5032 Supply Clergy Mileage Reimb	47.88	-	-		
5033 Sabbatical Coverage	-	-	-	10,238.00	
Total Pastoral Leadership	**187,472.81**	**225,412.00**	**221,222.38**	**198,451.00**	
Program Expenses					
Music					
5120 Music Director Salary	58,643.36	73,001.00	75,191.00	70,875.00	
5121 Music Director Benefits	12,193.56	11,446.00	13,157.28	11,431.00	
5122 Music Director Pension	5,797.50	6,570.00	6,767.19	6,379.00	
5123 Music DIrector FICA	4,791.05	5,585.00	5,752.11	5,422.00	
5124 Music Director Contractor Subs	2,239.00	4,000.00	5,250.00		added $1250 for 5:15 service music
5125 Music & Liturgy	6,136.75	8,000.00	8,000.00	6,500.00	Randi emailed Christian 11/14
5126 Organ & Piano Maintenance	3,550.00	3,000.00	4,000.00	4,000.00	Organ $3K, Piano $960
Total Music	**93,351.22**	**111,602.00**	**118,117.58**	**104,607.00**	
Altar & Flower Guild					
5130 Altar Supplies	3,467.26	2,000.00	2,000.00	2,500.00	
5131 Flower Fund Support	1,000.00	1,000.00	1,000.00	3,500.00	
Total Altar & Flower Guild	**4,467.26**	**3,000.00**	**3,000.00**	**6,000.00**	
Worship					
5141 Worship Supplies	604.27	1,500.00	1,500.00	1,750.00	
5142 Special Service & Holiday Advertising	556.00	1,500.00	1,500.00	1,200.00	
Total Worship	**1,160.27**	**3,000.00**	**3,000.00**	**2,950.00**	
Education					
5150 Education Coordinator Salary	5,340.36	11,108.00	-	10,784.00	no current employee in position
5151 Education Coordinator FICA	408.57	850.00	-	825.00	no current employee in position
5152 Adult Education	-	500.00	500.00	500.00	
5155 Church School	200.88	300.00	300.00	300.00	
5156 Child Care	-	1,000.00	1,000.00	1,800.00	
Total Education	**5,949.81**	**13,758.00**	**1,800.00**	**14,209.00**	
Hospitality & Stewardship					
5160 Parish Activities	3,118.20	5,000.00	4,000.00	3,500.00	Renamed from Fellowship & Stewardship
5162 Stewardship	-	500.00	500.00	500.00	more in line with 2024 actuals
Total Fellowship & Stewardship	**3,118.20**	**5,500.00**	**4,500.00**	**4,000.00**	
Vestry					
5200 Retreat	471.79	-	-	100.00	
5202 Other Vestry Expense	-	500.00	500.00		
Total Vestry	**471.79**	**500.00**	**500.00**	**100.00**	
Total Program Expenses	**108,518.55**	**137,360.00**	**130,917.58**	**131,866.00**	
Outreach					

5300 Community Outreach	25,700.00	25,700.00	23,700.00	17,800.00	Outreach leaders requested $23,700 2025
Total Outreach	**25,700.00**	**25,700.00**	**23,700.00**	**17,800.00**	
Administration					
5410 Staff Salaries	55,857.62	61,800.00	63,654.00	54,600.00	
5411 Staff Benefits	522.28	562.00	569.76	2,500.00	
5412 Staff Pension	4,278.47	4,944.00	5,092.32	3,686.00	
5414 Staff FICA	4,273.10	4,728.00	4,869.53	4,177.00	
5418 Payroll Processing Fees	728.00	1,200.00	1,200.00	1,000.00	
5420 Contracted Accounting Services	22,605.00	24,568.00	25,398.00	23,940.00	
5425 Insurance - Workers Comp	2,270.00	4,000.00	1,900.00	3,500.00	reflects reduced wages
5428 Bank Charges	2,397.07	3,000.00	3,000.00	4,000.00	
5430 Office Supplies	2,324.49	3,000.00	3,100.00	3,200.00	
5431 Postage	1,078.66	2,000.00	2,000.00	2,500.00	
5432 IT Expenses	9,432.01	13,000.00	13,000.00	15,000.00	
5433 Telephone & Internet	6,301.62	6,800.00	6,800.00	6,500.00	
5434 Audit Expense	-	-	-	6,000.00	
5435 Printing & Equipment Lease	5,972.12	8,500.00	8,500.00	8,000.00	
5437 Communications/Marketing	159.19	4,000.00	5,000.00	5,000.00	website work for 2025
5440 Miscellaneous Expense	500.39	1,200.00	1,500.00	1,500.00	
Total Administration	**118,700.02**	**143,302.00**	**145,583.61**	**145,103.00**	
Building					
5501 Sexton Salary	9,942.75	12,000.00	10,075.00	16,848.00	
5502 Housekeeper Salary	14,670.00	14,040.00	15,113.00	14,040.00	
5503 Security Salary	6,922.43	14,270.00	-	-	no current employee in position
5504 Housekeeper, Sexton & Security FICA	2,412.45	3,084.00	1,789.94	2,363.00	
5510 Insurance - Property	20,086.00	20,200.00	23,013.00	18,000.00	
5520 Property Tax	4,146.75	4,200.00	4,300.00	3,900.00	
5525 Heating Fuel	19,207.36	26,000.00	25,000.00	24,000.00	
5526 Electricity	14,924.68	22,000.00	21,000.00	19,000.00	
5527 Water & Sewer	3,555.62	5,000.00	4,000.00	5,500.00	
5528 Parish Hall Gas	1,403.21	1,800.00	1,200.00	2,000.00	
5529 Rubbish Removal	4,764.31	4,000.00	6,000.00	3,000.00	
5530 Building Repair & Maintenance	72,501.10	50,000.00	35,000.00	28,000.00	
5540 Parking Lot Expense	9,715.00	16,000.00	15,000.00	13,000.00	
5542 Building Reserve Contributions	20,000.00	20,000.00	-	20,000.00	deferred in 2025
Total Building	**204,251.66**	**212,594.00**	**161,490.94**	**169,651.00**	
Diocesan					
5601 Assessment	99,302.50	108,330.00	108,330.00	104,804.00	
5603 Episcopate	855.25	1,200.00	1,200.00	1,059.00	
5605 Theological Education	-	1,500.00	1,500.00	3,000.00	
Total Diocesan	**100,157.75**	**111,030.00**	**111,030.00**	**108,863.00**	
Total Expenses	**744,800.79**	**855,398.00**	**793,944.51**	**771,734.00**	
Net Total	**(73,093.26)**	**(107,319.00)**	**2,210.49**	**15,469.00**	

Cathedral Church of St. Luke
2025 BUDGET

Vestry approved January 15, 2025

INCOME	
Endowment Payout	196,784.00
Pledges and Contributions	453,000.00
Space Rentals	57,000.00
Music Program	2,000.00
Diocesan Use of Church	35,371.00
Interest	5,000.00
Fundraising	5,000.00
Total Income	**754,155.00**

EXPENSES	
Pastoral Leadership	221,222.38
Music Program	118,117.58
Altar & Flower Guilds	3,000.00
Worship	3,000.00
Christian Formation	1,800.00
Hospitality & Stewardship	4,500.00
Vestry	500.00
Outreach	23,700.00
Administration	145,583.61
Buildings and Grounds	161,490.94
Diocesan Support & Assessment	111,030.00
Total Expenses	**793,944.51**

Surplus/(Deficit)	**(39,789.51)**

A Letter from the Wardens and Vestry of the Cathedral Church of St. Luke

January 8, 2024

To our fellow Parishioners:

Our cathedral community has done critical work together this year, learning healthier ways to have crucial conversations and navigate conflicts. This culminated in the World Café gathering when we practiced sharing our concerns and dreams for the cathedral while listening closely to one another.

Many are anxious to begin the search for a new dean. Over the past month, however, as we worked to form committees supporting a search, it became evident that we have more work to do as a community to prepare ourselves for a successful search and to be ready to call a new dean.

Through prayerful consideration and conversation, including the Interim Dean, the Rev. George Stevens, and the Bishop the Rt. Rev. Thomas Brown, we identified four areas of focus. All of these were raised by parishioners during the World Café gathering:

Mission: Refining and restating the mission of St. Luke's Cathedral.

Stewardship: Faithfully and creatively addressing the cathedral budget deficit.

Hospitality: Increasing our practice of hospitality with our parish family and community.

Identity: Clarifying the relationship between the cathedral parish and the Diocese of Maine to answer the question, "What does it mean to be a Cathedral?"

We concluded that not addressing these issues will impede even the most diligent search, fail to attract the best candidates, and hamper the efforts of a new dean. While this decision may delay the arrival of our next dean, we gratefully have

assurance that our Interim Dean George Stevens will continue his service here as we conduct our search.

Our goals remain proclaiming the Good News of the Gospel, sharing God's love with each other and our neighbors, and calling a new dean to guide us in that work. In a spirit of transparency and humility, we ask you to join us in the work that prepares the cathedral for a successful search and the next chapter of our life together.

Our Annual Meeting is scheduled for Sunday, February 23 following the 10:00 a.m. service. The meeting agenda will include: the election of a new Senior Warden, three new members of the Vestry, and Delegates to Diocesan Convention; the opportunity to ask questions about the 2024 Annual Report; a community-wide discussion about next steps in the process of our search for our next dean. Please join us for this important meeting.

Going forward, we will plan regular opportunities for you to join us in exploring these critical issues.

Many of us use navigation tools in our cars or on our phones to map the best route to our destination. As conditions change, we are often "rerouted". Our destination remains the same, but rerouting helps us avoid pitfalls and arrive safely. Directing our efforts to address these issues together is a rerouting to achieve our shared goals.

If you have any questions, please speak with a member of the Vestry or the Interim Dean.

Your Wardens and Vestry,

Sam Allen, Jamie Cough, Dan McDonald, Catherine Hyde, Nancy Brain, Jamie Moore, Randi Hogan, Stan Kuziel, Eleanor Roberts, Mary Linneman