

Cathedral Church of St. Luke

143 State Street

Portland, Maine 04101

Minutes of the Lesser Chapter Meeting

February 19, 2025

The meeting was held in Loring House Conference Room and virtually.

Attending in person: Senior Warden Sam Allen, Clerk John Bancroft, Interim Dean George Stevens, Nancy Brain, Stan Kuziel, Treasurer Randi Hogan, Junior Warden Jamie Cough, Bishop Thomas Brown, Eleanor Roberts

Attending virtually: Jamie Moore, Mary Linneman, Rev. Rebecca Grant

Excused: Dan McDonald, Catherine Hyde

Guests: John Hennessy

Worship

The meeting convened with a quorum at 6:07 PM with Daily Prayer for All Seasons, "Love" p. 51-52.

Guest Time: There were no requests for time.

Approval of Minutes and Consent Agenda

Approval of the revised minutes of the January 15, 2025, meeting of the Lesser Chapter posted to Basecamp on January 20, 2025 was moved, seconded and approved. The consent agenda including reports of the Interim Dean, Senior Warden and Junior Warden was moved, seconded and approved.

Dean's Housing Allowance

**MOTION: WHEREAS** The Rev. the Rev. George R. Stevens is employed as a minister of the Gospel by the Cathedral Church of St. Luke, which does not provide a residence for him; the Lesser Chapter of the Cathedral Church of St. Luke resolves that of the total annual compensation of approximately \$120,000 to be paid to the Rev. George R. Stevens during the year 2025, \$57,000.00 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. The motion was moved, seconded and approved.

Treasurer's Report

Treasurer Randi Hogan presented corrected financial statements for 2024. The end-of-year balance was a net loss of \$18,690. The year 2025 is beginning as planned with no unexpected expenses. Pledge income in January was over \$70,000 including \$31,450 of paid-in-full 2025 pledges.

The Treasurer and Finance Committee have discussed and drafted descriptions of the roles of the Treasurer, Finance Committee and Vestry related to cathedral financial planning and management. Following additional work by the Finance Committee, the Interim Dean and Senior Warden, the role descriptions will be brought to the vestry for consideration. It was noted that similar work would be valuable for the vestry and all standing committees. Communication with the parish will also be critical.

#### Junior Warden's Report

The Junior Warden carried out extensive investigation into options for contracting management of the cathedral parking lot. Management of parking lot issues takes an extensive amount of time and is unsustainable for the Junior Warden or another volunteer. One contractor has submitted a proposal and other New England churches that contract with this vendor have been contacted to determine the quality of service. An additional vendor is preparing a proposal. The Junior Warden has spoken with a number of parishioners, answering questions and providing information. Thanks were expressed for his extensive research and communication.

Safety and security concerns continue.

#### Preparations for the Annual Meeting

The Annual Meeting will begin at 11:30 on Sunday, February 23, 2025, following the 10:00 worship. The recommendations of the Nominating Committee and the resultant ballot were reviewed. The Interim Dean, Senior Warden and Junior Warden will each speak, focusing on the areas that must be addressed to prepare for a search for a next Dean: Our Mission, Financial Issues (long-term capital needs, stewardship, annual budget development, and compensation/housing for the next Dean), Hospitality and how we treat one another, and what it means to be the cathedral of the Maine Diocese. A period of open discussion will follow voting, allowing time for questions and feedback from parishioners.

Discussion ensued about beginning our work on the four areas of concern. Some expressed the desire to start work as soon as possible, recognizing that thoughtful exploration of these questions will take time and parishioners are anxious to move ahead. Others felt it important to wait until after the election of a new Senior Warden and vestry members so that they are participants in the launch of these efforts. It was acknowledged that these are two legitimate perspectives with the shared goal of moving ahead with the work needed to prepare the cathedral for a search. The Bishop offered to talk with any parishioners who are anxious to launch the search.

#### Cathedral Staffing

The Parish Administrator position was posted this week on Indeed, Maine Nonprofit, and the Diocesan email. Two alternatives are described: Part-time parish administrator or Full-time Parish administrator/Website and IT manager, services

previously outsourced. Candidates for the Full-time position must already have the requisite training and experience to fulfill the IT requirements.

#### Walking Together

John Hennessy described continued work in the diocese to respond to the needs of people living in fear due to recent changes in federal policies. Episcopal Migration Ministries sponsored a webinar focused on the work at the National Cathedral applying a model called "Walking Together".

(<https://edow.org/wp-content/uploads/sites/2/2021/08/WalkingTogether202124.pdf>)

The mission of the model is to walk together as Beloved Community in prayer, relationship building, advocacy, education and service. All six Episcopal churches in Portland are working to adapt and apply this model.

The Bishop requested that all parishes recognize March 9 as Migrant Sunday.

**MOTION: Plate offering from Sunday, March 9, 2025, will be split between St. Elizabeth's Essentials Pantry and the St. Luke's Food Pantry to help meet growing needs.** The motion was moved, seconded and approved.

#### Vestry Resolution

The following resolution of the Lesser Chapter was presented in gratitude to Senior Warden Sam Allen:

### Resolution Honoring Samuel Miller Allen

WHEREAS, Sam has faithfully and tirelessly served the Cathedral Church of St. Luke's, Portland, Maine, as Junior (2015-2018) and Senior Warden (2019-2020 and 2023-2025); and

WHEREAS, as Junior Warden and Chair of the Buildings and Grounds Committee, Sam learned everything there is to know about the buildings and their systems and kept them in good repair, including reconstruction of the Lancet windows, new window inserts; cleaning of the Sanctuary floor, construction and installation of pew racks for hymnals and prayer books; acquisition of cushions for all the pews, and countless other unknown projects; and

WHEREAS, Sam oversaw the modernization of the Cathedral's bylaws; and

WHEREAS, As Tech Pro, Sam facilitated live-streaming of services during Covid; procured hearing assistance devices; and enhanced internet access throughout the Cathedral; and

WHEREAS, Sam was Ecclesiastical Authority the summer of 2023, oversaw everything and generally served as the "Go to Guy" for anything having to do with the Cathedral, all the while serving with competence, confidence, modesty and patience,

NOW, THEREFORE, BE IT RESOLVED BY THE LESSER CHAPTER OF THE CATHEDRAL CHURCH OF ST. LUKE, IN MEETING ASSEMBLED, THAT THE UNDERSIGNED MEMBERS THEREOF HEREBY

Express their gratitude, thanks, and admiration for Sam's abundant service to the Cathedral over many years; and further

Express their appreciation for Sam's friendship, character, gentleness, reliability, patience, trust, discretion and wisdom; and further

Look forward to Sam's continued presence among us as he takes on new responsibilities and challenges in the years to come.

DONE IN PORTLAND, MAINE, THIS 19th DAY OF FEBRUARY, 2025.

Thomas Brown, Bishop of Maine

George Stevens, Interim Dean

James Cough, Junior Warden

Randi Hogan, Treasurer

Nancy Brain

Catherine Hyde

Stan Kuziel

Mary Linneman

Dan McDonald

Jamie Moore

Eleanor Roberts

John Bancroft, Clerk

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

John Bancroft

Clerk

## Interim Dean's Report

February 2025

It's been another busy month at the Cathedral-with the last two weeks impacted by significant snow and bad weather.

### **Weather/Snow Concerns**

The last two weeks have been impacted by a series of storms. Sunday, February 9 and Sunday, February 16, we moved our worship into Emanuel Chapel. Other meetings, including Walking Together and 2025 Budget Discussion were moved online. The only service that was canceled was the 5:15 p.m. service on the 16th. On Tuesday, Sam Allen and Jack Swanton met with our audio specialist to

### **Preparation for Annual Meeting**

This weekend is our Annual Meeting. I'm grateful for the work of our Clerk, John Bancroft, in compiling the reports from the various ministries. Likewise, Randi Hogan, has done a wonderful job of closing the 2024 books. Randi led a Zoom 'financial town hall on Sunday, February 9 to interested parishioners.

### **Administrator Job Description/Role**

The Administrator Job posting is live at Non-Profit Maine, Indeed and the Diocese of Maine Newsletter. A posting will also be made in our weekly email in the hope that folks will share it with candidates.

### **Pastoral Considerations**

On Wednesday, February 26 at 1:00 pm we will host a memorial service for William 'Bill' Becker.

### **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. Most recently, a door (emergency exit in choir room) has been intentionally left open for overnight sleeping of an unhoused man. I imagine this

### **Important Dates**

Wednesday, March 5 Ash Wednesday

Sunday, March 9 Migrant Sunday

Sunday, March 16 The Rev. Rebecca Grant's final Sunday.

Senior Warden's Report  
February 18, 2025

The Cathedral's Annual Meeting on February 23 will mark the end of my term as your Senior Warden. My service began just days after Dean Shambaugh announced that, rather than taking a four-month sabbatical leave, he would be resigning and moving on to become Rector of St. Luke's Episcopal Church in East Hampton, Long Island.

The overarching focus of my time as Senior Warden has been working to set the stage for the search for the Cathedral's next Dean. It was clear from the outset that there was a strong desire of many to launch a search effort as soon as possible. There were also strong signals that much work needed to be done to heal some wounds that had opened before Ben's departure, and because his leaving seemed to occur precipitously.

St. Luke's has now been in "transition" with interim clergy leadership for two years and in many ways the time has been challenging. When I was elected Senior Warden in 2023, we were beginning to experience the "new normal" after the worst of the COVID pandemic had passed. Being thrust into "interim time" didn't give us much time to take a longer view on where St. Luke's was headed. It took eight months for us to get an Interim Dean on board and to take some tentative steps in anticipation of searching for our next Dean. One year into my tenure as Senior Warden we received the results of our parish-wide Congregational Assessment Tool survey that indicated the need for focusing on conflict transformation within our community prior to launching the Dean search. Another six months passed while we carried out three separate phases of that work.

The past six months began with a series of very successful events in rather quick succession: the final round of conflict transformation work that used the World Café model; a parish-wide meeting with search consultant the Rev. Pamela Mott to begin to formulate responses to the Office of Transition Ministry's twelve questions that parishes searching for new leaders need to address; performances of Fauré's Requiem mass that included a 10 A.M. service of Holy Eucharist; hosting a Holiday Bazaar and Open House for parishioners and our neighbors; and hosting the Holy Eucharist for the 205<sup>th</sup> Convention of the Diocese of Maine. All seemed on track to pursue next steps in launching the Dean Search. Then in November the Lesser Chapter came to the realization that we'd need to step back from launching the Dean search by renewed focus on Cathedral mission, stewardship, hospitality, and identity. To further complicate things,

our Parish Administrator Avery Schott took on a new job in January and we have yet to fill that position.

As I step down from my role as Senior Warden, I remain hopeful that the Cathedral will continue building momentum and actively begin the search that will bring us an excellent new Dean. This will require nurturing existing programs and ministries that strengthen our ties to each other and our surrounding community, and engaging more parishioners in that work. The Lesser Chapter has the responsibility to guide and oversee these efforts. I will pray that all of you, continuing and newly elected members, achieve great success in the coming year.

I'm deeply grateful for the Lesser Chapter's support during the past two years. I know that we have accomplished a great deal. Plenty remains to be done, and we have a good foundation to build upon. God bless us all and those whom we serve.

With great respect,

Sam Allen

## January Jr. Warden Report

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

- Security issues continue with several encounters with individuals, entry into the Cathedral via the Park Street portico door, the choir room door, and encounters with police. This is a continuing problematic issue. I am not sure we made much progress last month, but there are a few more police patrols, signage was placed, and our church members and guests have been asked to not confront folks who may seem to be in distress. We need to continue to use 911 as the appropriate tool. The police can get them to the help they need. We still need to work on this though.

- Lighting, Cameras, Security Personal are all options that are being discussed but no solid plan is in place yet.

- Parking and Plowing/snow removal issues.

- We have been working more closely with the contractor after some missteps. We have also had cars towed because we are being charged for return trips. The cars were not affiliated with St. Lukes or our activities. We will continue to tow vehicles if it is snow plow issue. We did leave signs in three languages as well contacted the Rosa True property manager as well. I did talk to several folks in the area who had parked there and gave them warnings about towing.
  - Parking Lot revenue. We are 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 and could start as early as May.

- Other Issues:

Alarm System installed and running after another upgrade of the system. 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.

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.

**Heating System:** We had Trane on site and repairs were completed on the Nave, but at the expense of another heater's parts.

**Kitchen:** We had the stove repaired. One of the igniters had failed. It is now fully operational.

Cathedral Church of St. Luke  
Portland, Maine

**Treasurer's Report** - January 2025

Randi Hogan, Treasurer

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This report provides an overview of the Cathedral's financial position as of January 31, 2025.

**Overall Financial Position:** As of January 31, 2025, the Cathedral's total assets stand at \$4,510,117.21, including \$493,976.74 in cash and \$4,016,140.47 in investments. The Cathedral carried no outstanding liabilities as of this date. Prepaid 2025 pledges received in 2024 have been recognized as contributions this month. Our net asset position remains at \$4,510,117.21.

**Income:** In January, the Cathedral received total income of \$109,708, with the majority coming from 2025 pledge payments totaling \$76,713. Of these, 13 pledges were paid in full, contributing \$31,450. Additional revenue sources included non-pledge and plate contributions, rental income, and endowment distribution.

**Expenses:** Total expenses for January amounted to \$58,748. The primary expense categories included pastoral leadership, administration, building expenses, and the Diocesan assessment. At this point in the year, expenses are tracking as expected.

**Net Total:** For January, the Cathedral operated at a surplus of \$50,960, with income of \$109,708 exceeding expenses of \$58,748.

**Net Assets Breakdown:** Our net assets of \$4,510,117.21 are categorized as follows:

1. Unrestricted operating fund: \$218,039.52
2. Endowed funds: \$4,016,140.47
3. Church designated funds: \$180,114.14
4. Donor designated funds: \$95,823.08

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# T: Treasurer's Statement of Activities

Date Range: Jan 1st 2025 - Jan 31st 2025 | Includes Open Transactions | Filtered by: Core Account

Accounts	Actual Jan 01, 2025 - Jan 31, 2025	Actual This Year Year to Date	Annual Budget This Year Year	Budget Over/Under This Year Year to Date	Actual Last Year Year to Date
<b>Revenues</b>					
Contribution Revenue					
4010 Pledges - current year	76,713	76,713	401,000	43,297	59,965
4011 Pledges - prior year	750	750	3,000	500	1,366
4012 Non Pledge contributions	4,472	4,472	30,000	1,972	2,745
4020 Plate contributions	518	518	12,000	( 482 )	533
4030 Special Collections	0	0	7,000	( 583 )	100
Total Contribution Revenue	82,453	82,453	453,000	44,703	64,709
Rental Revenue					
4110 Rent - Parking	1,880	1,880	29,000	( 537 )	750
4115 Rent - Building	8,268	8,268	28,000	5,934	1,600
Total Rental Revenue	10,148	10,148	57,000	5,398	2,350
Other Operating Revenue					
4200 CSSL Endowment Revenue	14,100	14,100	169,195	0	13,429
4220 Music Program Revenue	0	0	2,000	( 167 )	0
4231 Community Kitchen Rental Fees	0	0	0	0	748
4246 Interest Income - Operating	921	921	5,000	505	859
4247 CC Rewards	188	188	0	188	0
Total Other Operating Revenue	15,209	15,209	176,195	526	15,035
Trusts Revenue					
4210 Codman Trust Revenue	0	0	20,000	0	0
4215 Hamlin Trust Revenue	0	0	7,500	0	0
Total Trusts Revenue	0	0	27,500	0	0
Diocese of Maine					
4240 Use of Church	0	0	35,371	( 2,948 )	0
4241 Salary Support	1,458	1,458	8,749	729	0
4242 Other Support	400	400	2,400	0	0
Total Diocese of Maine	1,858	1,858	46,520	( 2,219 )	0
Fundraising Revenue					
4310 Holiday Fair Receipts	0	0	5,000	0	0
4320 Other Fundraising Receipts	40	40	0	40	0
Total Fundraising Revenue	40	40	5,000	40	0
<b>Total Revenues</b>	<b>\$ 109,708</b>	<b>\$ 109,708</b>	<b>\$ 765,215</b>	<b>\$ 48,448</b>	<b>\$ 82,095</b>
<b>Expenses</b>					
Pastoral Leadership					
5001 Dean's Salary	3,350	3,350	67,000	2,233	3,865
5002 Dean's Housing Allowance	2,650	2,650	53,000	1,767	3,058
5003 Dean's Pension	1,800	1,800	23,252	138	1,800
5004 Dean's Benefits	3,646	3,646	44,040	24	3,646
5005 Dean's Expenses	0	0	1,000	83	0
5008 Dean Search Expenses	0	0	20,000	1,667	0
5009 Pastoral Leadership Background Checks	0	0	500	42	0
5025 Staff Clergy	0	0	0	0	467
5030 Clergy SE	478	478	9,180	287	565
5031 Supply Clergy	200	200	3,250	71	0
Total Pastoral Leadership	12,124	12,124	221,222	6,311	13,401
Program Expenses					
Music					

<b>Accounts</b>	<b>Actual Jan 01, 2025 - Jan 31, 2025</b>	<b>Actual This Year Year to Date</b>	<b>Annual Budget This Year Year</b>	<b>Budget Over/Under This Year Year to Date</b>	<b>Actual Last Year Year to Date</b>
5120 Music Director Salary	3,819	3,819	75,191	2,447	4,212
5121 Music Director Benefits	2,609	2,609	13,157	( 1,513 )	2,523
5122 Music Director Pension	548	548	6,767	16	0
5123 Music Director FICA	295	295	5,752	184	318
5124 Music Director Contractor Subs	0	0	5,250	438	263
5125 Music & Liturgy	541	541	8,000	125	673
5126 Organ & Piano Maintenance	130	130	4,000	203	130
<b>Total Music</b>	<b>7,942</b>	<b>7,942</b>	<b>118,118</b>	<b>1,901</b>	<b>8,118</b>
<b>Altar &amp; Flower Guild</b>					
5130 Altar Supplies	0	0	2,000	167	0
5131 Flower Fund Support	0	0	1,000	83	0
<b>Total Altar &amp; Flower Guild</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>250</b>	<b>0</b>
<b>Worship</b>					
5141 Worship Supplies	0	0	1,500	125	0
5142 Special Service & Holiday Advertising	689	689	1,500	( 564 )	0
<b>Total Worship</b>	<b>689</b>	<b>689</b>	<b>3,000</b>	<b>( 439 )</b>	<b>0</b>
<b>Christian Formation</b>					
5150 Education Coordinator Salary	0	0	0	0	641
5151 Education Coordinator FICA	0	0	0	0	49
5152 Adult Education	0	0	500	42	0
5155 Church School	0	0	300	25	0
5156 Child Care	0	0	1,000	83	0
<b>Total Christian Formation</b>	<b>0</b>	<b>0</b>	<b>1,800</b>	<b>150</b>	<b>690</b>
<b>Hospitality &amp; Stewardship</b>					
5160 Parish Activities	83	83	4,000	251	104
5162 Stewardship	0	0	500	42	0
<b>Total Hospitality &amp; Stewardship</b>	<b>83</b>	<b>83</b>	<b>4,500</b>	<b>292</b>	<b>104</b>
<b>Vestry</b>					
5202 Other Vestry Expense	116	116	500	( 75 )	0
<b>Total Vestry</b>	<b>116</b>	<b>116</b>	<b>500</b>	<b>( 75 )</b>	<b>0</b>
<b>Total Program Expenses</b>	<b>8,830</b>	<b>8,830</b>	<b>130,918</b>	<b>2,080</b>	<b>8,912</b>
<b>Outreach</b>					
5300 Community Outreach	0	0	23,700	0	0
<b>Total Outreach</b>	<b>0</b>	<b>0</b>	<b>23,700</b>	<b>0</b>	<b>0</b>
<b>Administration</b>					
5410 Staff Salaries	458	458	63,654	4,846	3,565
5411 Staff Benefits	( 47 )	( 47 )	570	95	47
5412 Staff Pension	0	0	5,092	424	380
5414 Staff FICA	37	37	4,870	368	273
5418 Payroll Processing Fees	111	111	1,200	( 11 )	76
5420 Contracted Accounting Services	3,543	3,543	25,398	( 1,426 )	2,055
5425 Insurance - Workers Comp	488	488	1,900	( 13 )	729
5428 Bank Charges	273	273	3,000	( 23 )	377
5430 Office Supplies	0	0	3,100	258	17
5431 Postage	0	0	2,000	167	207
5432 IT Expenses	1,300	1,300	13,000	( 217 )	875
5433 Telephone & Internet	594	594	6,800	( 27 )	557
5435 Printing & Equipment Lease	1,205	1,205	8,500	( 496 )	220
5437 Communications/Marketing	28	28	5,000	389	0
5440 Miscellaneous Expense	1,522	1,522	1,500	( 1,397 )	0
<b>Total Administration</b>	<b>9,512</b>	<b>9,512</b>	<b>145,584</b>	<b>2,937</b>	<b>9,379</b>
<b>Building</b>					
5501 Sexton Salary	670	670	10,075	169	637
5502 Housekeeper Salary	862	862	15,113	398	900
5503 Security Salary	0	0	0	0	885
5504 Housekeeper, Sexton & Security FICA	125	125	1,927	36	185

<b>Accounts</b>	<b>Actual Jan 01, 2025 - Jan 31, 2025</b>	<b>Actual This Year Year to Date</b>	<b>Annual Budget This Year Year</b>	<b>Budget Over/Under This Year Year to Date</b>	<b>Actual Last Year Year to Date</b>
5510 Insurance - Property	5,753	5,753	23,013	0	4,938
5520 Property Tax	0	0	4,300	0	0
5525 Heating Fuel	3,630	3,630	25,000	( 1,547 )	2,811
5526 Electricity	0	0	21,000	1,750	1,382
5527 Water & Sewer	472	472	4,000	( 138 )	317
5528 Parish Hall Gas	130	130	1,200	( 30 )	159
5529 Rubbish Removal	435	435	6,000	65	424
5530 Building Repair & Maintenance	4,187	4,187	35,000	( 1,271 )	172
5540 Parking Lot Expense	2,915	2,915	15,000	( 1,665 )	0
Total Building	19,180	19,180	161,628	( 2,234 )	12,810
<b>Diocesan</b>					
5601 Assessment	9,042	9,042	108,509	0	9,028
5603 Episcopate	60	60	723	0	78
5605 Theological Education	0	0	1,500	125	0
Total Diocesan	9,103	9,103	110,732	125	9,105
<b>Total Expenses</b>	<b>\$ 58,748</b>	<b>\$ 58,748</b>	<b>\$ 793,784</b>	<b>\$ 9,220</b>	<b>\$ 53,607</b>
<b>Net Total</b>	<b>\$ 50,960</b>	<b>\$ 50,960</b>	<b>( \$ 28,568 )</b>	<b>\$ 57,668</b>	<b>\$ 28,488</b>

**T: Statement of Financial Position**

As of: Jan 31st 2025 | Includes Open Transactions

<b>Accounts</b>	<b>Balance Jan 31, 2025</b>	<b>Balance Dec 31, 2024</b>	<b>\$ Change</b>
<b>Assets</b>			
<b>Checking</b>			
1001 Operating Account 1506	218,039.52	186,119.38	31,920.14
1002 Restricted Fund Account 3754	271,746.62	275,681.52	( 3,934.90 )
1003 Dean's Discretionary Account 1549	4,189.60	5,242.64	( 1,053.04 )
1005 Canon Priest Discretionary Account 0410	1.00	1.00	0.00
Total Checking	493,976.74	467,044.54	26,932.20
<b>Investments</b>			
1011 Investment Account 91248257	4,016,140.47	3,955,454.49	60,685.98
Total Investments	4,016,140.47	3,955,454.49	60,685.98
<b>Other Assets</b>			
1400 Pre Paid Expenses	0.00	6,241.25	( 6,241.25 )
Total Other Assets	0.00	6,241.25	( 6,241.25 )
<b>Total Assets</b>	<b>\$ 4,510,117.21</b>	<b>\$ 4,428,740.28</b>	<b>\$ 81,376.93</b>
<b>Liabilities &amp; Net Assets</b>			
<b>Liabilities</b>			
2020 Accrued Expenses	0.00	7,634.05	( 7,634.05 )
2070 Pre Paid Pledges	0.00	16,900.00	( 16,900.00 )
Total Liabilities	0.00	24,534.05	( 24,534.05 )
<b>Net Assets</b>			
<b>Unrestricted Funds</b>			
3000 Operating Fund	218,039.52	167,826.58	50,212.94
Total Unrestricted Funds	218,039.52	167,826.58	50,212.94
<b>Restricted Funds</b>			
<b>Church Designated Restricted Funds</b>			
3110 Building Loan & Repairs Fund	27,250.00	27,250.00	0.00
3140 Special Funds Interest	2,904.14	2,038.63	865.51
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	180,114.14	179,248.63	865.51
<b>Donor Designated Restricted Funds</b>			
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	6,169.58	6,149.58	20.00
3213 Food Pantry Fund	33,758.95	36,108.84	( 2,349.89 )
3215 Haiti Outreach Fund	11,687.82	13,742.38	( 2,054.56 )
3218 Luke's Garden Fund	110.71	110.71	0.00
3224 Kneelers Fund	1,429.98	1,279.98	150.00
3233 Ashes to Ashes Fund	2,516.03	2,516.03	0.00
3236 Memorial Gifts Fund	587.84	557.84	30.00
3239 Music Fund	8,177.14	8,157.14	20.00
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	1,136.54	1,752.50	( 615.96 )
3259 Youth and Young Adult Fund	12,545.53	12,545.53	0.00
3260 Dean Discretionary Fund	4,189.60	5,242.64	( 1,053.04 )
3266 Canon Priest Discretionary Fund	1.00	1.00	0.00

<b>Accounts</b>	<b>Balance Jan 31, 2025</b>	<b>Balance Dec 31, 2024</b>	<b>\$ Change</b>
Total Donor Designated Restricted Funds	95,823.08	101,676.53	( 5,853.45 )
<b>Endowment Designated Funds</b>			
3301 Endowment Building Fund	1,760,433.96	1,733,712.29	26,721.67
3302 Endowment Flowers Fund	26,281.12	25,880.94	400.18
3303 Endowment Music Fund	73,982.69	72,800.31	1,182.38
3304 Endowment Outreach Fund	209,441.72	206,325.10	3,116.62
3305 Endowment Prayer Books Fund	16,443.13	16,194.53	248.60
3306 Endowment Unrestricted Fund	1,298,130.75	1,278,700.55	19,430.20
3307 Howard/St Theresa Fund	631,427.10	621,840.77	9,586.33
Total Endowment Designated Funds	4,016,140.47	3,955,454.49	60,685.98
Total Restricted Funds	4,292,077.69	4,236,379.65	55,698.04
Total Net Assets	4,510,117.21	4,404,206.23	105,910.98
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 4,510,117.21</b>	<b>\$ 4,428,740.28</b>	<b>\$ 81,376.93</b>

## Resolution Honoring Samuel Miller Allen

WHEREAS, Sam has faithfully and tirelessly served the Cathedral Church of St. Luke's, Portland, Maine, as Junior (2015-2018) and Senior Warden (2019-2020 and 2023-2025); and

WHEREAS, as Junior Warden and Chair of the Buildings and Grounds Committee, Sam learned everything there is to know about the buildings and their systems and kept them in good repair, including reconstruction of the Lancet windows, new window inserts; cleaning of the Sanctuary floor, construction and installation of pew racks for hymnals and prayer books; acquisition of cushions for all the pews, and countless other unknown projects; and

WHEREAS, Sam oversaw the modernization of the Cathedral's bylaws; and

WHEREAS, As Tech Pro, Sam facilitated live-streaming of services during Covid; procured hearing assistance devices; and enhanced internet access throughout the Cathedral; and

WHEREAS, Sam was Ecclesiastical Authority the summer of 2023, oversaw everything and generally served as the "Go to Guy" for anything having to do with the Cathedral, all the while serving with competence, confidence, modesty and patience,

NOW, THEREFORE, BE IT RESOLVED BY THE LESSER CHAPTER OF THE CATHEDRAL CHURCH OF ST. LUKE, IN MEETING ASSEMBLED, THAT THE UNDERSIGNED MEMBERS THEREOF HEREBY

Express their gratitude, thanks, and admiration for Sam's abundant service to the Cathedral over many years; and further

Express their appreciation for Sam's friendship, character, gentleness, reliability, patience, trust, discretion and wisdom; and further

Look forward to Sam's continued presence among us as he takes on new responsibilities and challenges in the years to come.

DONE IN PORTLAND, MAINE, THIS 19th DAY OF FEBRUARY, 2025.

Thomas Brown, Bishop of Maine

George Stevens, Interim Dean

James Cough, Junior Warden

Randi Hogan, Treasurer

Nancy Brain

Catherine Hyde

Stan Kuziel

Mary Linneman

Dan McDonald

Jamie Moore

Eleanor Roberts

John Bancroft, Clerk



## **WALKING TOGETHER**

Washington National Cathedral Sanctuary Ministry  
Strategic Plan 2021 – 2024

*If you want to walk fast, walk alone.  
If you want to walk far, walk with others.*

*African Proverb*

## **VISION**

We envision a world in which every immigrant is welcome in our church, society and nation so that we carry out Jesus's words: *I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me* (Mt. 25:35).

## **MISSION**

We will walk together as members of the Beloved Community in prayer, relationship building, advocacy, education and service.

PRAYER: Our Ministry will ground its work in regular prayer for and with refugees, migrants, asylum seekers and those at risk of profiling, detention and deportation. In English, Spanish, French and other immigrant languages, we will:

- Worship in parishes of the Episcopal Diocese of Washington, especially those with large immigrant populations.
- Celebrate the Holy Eucharist annually to commemorate Oscar Romero and other Church leaders for social justice.
- Hold prayerful gatherings, beginning and closing our meetings in prayer and lifting up particular needs of those in attendance. Our daily Ministry prayer group will gather Monday through Friday to pray for immigrants, this Ministry and the Church.

RELATIONSHIP BUILDING: Walking together, we will develop new relationships and strengthen existing ones with parishes and other communities that include substantial immigrant populations. We will:

- Reach out to our immigrant brothers and sisters with sensitivity, considering their cultural norms of social connection so that we might operate with understanding as a resource for them.
- Partner with Episcopal Diocese of Washington (EDOW) Deacons to create a conduit for conversation, sharing and empowering, which will lead to greater mutual understanding and action.
- Provide opportunities for small, kind acts that keep people engaged in helping their neighbor and engaged in our ministry, actions which foster outreach in a loving and personal way.
- Create opportunities for churches with immigrant populations to come together in celebration and fellowship.
- Grow the Ministry's membership and empower the leadership of its members to become a more vital and potent force in all aspects of ministry.

ADVOCACY: Our Ministry will advocate for immigrants and refugees with governments in D.C., Maryland and Virginia and with members of the U.S. Congress and executive agencies. In coordination with Episcopal Migration Ministries and the Episcopal Church Office of Government relations as well as with the Congregation Action Network, United we Dream and TPS Alliance, among others, we will:

- Promote: 1) a path to citizenship for currently undocumented immigrants residing in the United States; 2) humane policies on the U.S./Mexico border consistent with U.S. and international laws governing the asylum process; and 3) broader welcoming of refugees from nations around the world.
- Call for a re-imagined immigrant detention system that relies on humane means of maintaining contact with immigrants and minimizes the need for physical detention.
- Promote cash relief for workers whose immigration or other status has excluded them from federal cash relief payments including unemployment insurance. We will advocate with the DC Council for inclusion in the budget of such relief in coordination with the DC Excluded Worker Coalition.
- Support migrant-led groups to advocate local and regional authorities to break ties between local law enforcement and ICE.
- Coordinate with the Prince George's County (Maryland) State Attorney's Multicultural Commission to support broad representation including unrepresented communities in the Commission as it responds to its priorities of equality under the law.

EDUCATION: Our Ministry will serve as a resource in English, Spanish, French and other languages used by immigrants in the Washington, D.C. area by:

- Providing fact sheets on timely and specific issues of importance to immigrants and refugees and those who support them.
- Coordinate the compilation of listings of organizations and networks (nonprofit, faith-based and governmental) providing resources for immigrants or for churches in the diocese.
- Compile a listing of immigrants who are willing to tell their story and of Ministry members who will give briefings upon request on specific topics.
- Encouraging clergy, community engagement committees and Sunday school classes to include worship services and learning opportunities about immigrants as part of their annual programming.

SERVICE: We will walk together with immigrants in tangible acts of service and care for migrants, asylum seekers, and those in ICE detention. Our Ministry will:

- Welcome asylum seekers to our congregations and communities and help them adjust to living in their new surroundings in partnership with local parishes and with the Neighbor-to-Neighbor initiative of Episcopal Migration Ministries.
- Support with contributions and hands-on assistance the food distribution efforts of congregations serving immigrant communities. We will continue to support the Episcopal Diocese of Washington's Covid-19 Emergency Relief Fund for as long as needed.
- Support and assist the EDOW Missioners for Equity and Justice and Latino/Hispanic Ministries in their work on behalf of immigrant congregations in our diocese.

*If you have come to help me you are wasting your time. If you have come because your liberation is bound up with mine, then let us work together.*

Dr. Lilla Watson, Australian aboriginal activist