



St. Luke's Episcopal Church

2024 Annual Meeting

Jan. 21, 2024

Agenda for Annual Meeting

Sunday, Jan. 21, 2021

- **Welcome and opening prayer**
The Rev. Brit Frazier
- **Approval of agenda**
- **Approval of minutes of 2023 Annual Meeting and Rector's report**
Mother Brit
- **Senior Warden's report**
Betsy Rogers
- **Junior Warden's report**
George Hughes
- **Treasurer's report (2023)**
Karen Malzahn
- **Proposed 2024 budget**
Karen Malzahn
- **Elections**
Senior Warden: Ralph Blankenburg
Junior Warden: Ross Holton
Vestry: Ray Osinski, Julie Hubbard, Chris Roedl
Motion in lieu of convention delegates elections
- **Altar Guild report**
Lori Holton and Carol Heil
- **Stewardship report**
Betsy Rogers and Paul Neuman
- **Outreach report**
Pete Thelen
- **Unfinished business**
- **New business**
Motion to revise bylaws to conform with Episcopal Church/national canons,
deleting the clause allowing only one member of a household to serve on the
vestry at a time
- **Adjournment**

St. Luke's Episcopal Church, Sister Bay
2023 Annual Meeting
Jan. 22, 2023
MINUTES

The meeting was conducted in the Canterbury Room and was also made available virtually via Zoom to those who could not attend in person. The meeting convened at 11:05. There were 34 attendees in person and one attendee via Zoom. The meeting was also videotaped, and the video posted on St. Luke's YouTube channel. Printed copies of The Annual Report Booklet of 2022 were made available during the Sunday Services of January 15, and January 22, 2023, and on the St. Luke's website.

- Pastor Frank opened the meeting with a prayer and asked for approval of the agenda.

The agenda was then voted on and approved.

Minutes from the 2022 Annual Meeting were submitted and approved.

Pastor Frank submitted his report and gave thanks to the Vestry and Altar Guild for their diligence and continued service to the church. In particular, he thanked Betsy Rogers for her hard work as Senior Warden as well as the distance she travels to take part in meetings during the winter months.

- Senior warden's report – Betsy Rogers

On behalf of the parish, Betsy expressed gratitude to Frank for keeping us moving forward during the difficult times of COVID and that his service to St. Luke's provided invaluable support as we moved forward to find a new Rector. She stated that he had become a very good friend to the people of St. Luke's.

She also thanked the Search Committee for being a wonderful team that has brought forward the wonderful result of having our new Rector, Mother Brit Bjurstrom Frazier, join our church in April of this year.

- Junior warden's report – George Hughes

George stated that he had submitted his report and asked if there were questions pertaining to the report. No questions were brought forward but Pat Wisner thanked George for his continued hard work as Junior warden, which then was responded to by a round of applause by everyone present.

- Treasurer's report – Karen Malzahn

Karen referred to the narrative report from the treasurers that is written in the Annual Report Booklet. She expressed appreciation for the pledges that have been received and that income was greater than anticipated. She thanked the parishioners who gave so generously. However, due to the economy, there were investment losses. She stated that the big news for the 2023 budget is that there will not be a withdrawal from our investments. The 2022 surplus of \$53,653., will be transferred into the 2023 income accounts. She referred again to the narrative of her report by saying that she predicted expenses for maintaining the building to increase as fuel prices are increasing as well as maintenance services such as snow removal, landscaping and cleaning services. She further referred to the costs for the new rector as they have been prorated to 75% since her employment does not begin until April. Karen thanked Norma Bramsen and Carolyn Finch for working alongside her to maintain the treasurer reports.

Pat Wisner questioned the amount on page 15 of the Annual Report referring to donations from other sources. Karen replied that we had received donations from Door County Medical Center for the use of the church's parking lot due to the ongoing construction of the property across the street from our building. These monies were in turn given to the Door County Food Pantry.

Betsy Rogers made a motion that the report by the treasurers be accepted. The motion was seconded by Ralph Blankenburg. The motion carried.

- Elections

The names of candidates to serve as convention delegates were put forward as follows:

Carolyn Finch and David Skidmore as convention delegates and Diana Wallace as alternate.

Frank asked for additional nominations from the floor. None were offered. Betsy Rogers motioned that the nominations be closed, and a unanimous ballot be cast for the slate as presented. George Hughes seconded. The motion passed.

Betsy Rogers stated that she had received communication from the diocese requesting that the annual meeting authorize the vestry to elect delegates and alternate to convention as a dialogue is currently underway to discern the mission of the church in Wisconsin and consider whether the three Wisconsin dioceses should unite into one.

Betsy asked Joanne Skidmore for clarification. Joanne explained that the diocese might hold a special convention to consider this issue. Betsy put forward the motion seeking authority or the vestry to elect candidates. George Hughes seconded, the motion was voted upon and carried.

- Stewardship report – Paul Newman, Betsy Rogers
Paul stated that the report of the Stewardship Committee had been submitted. He thanked the parish for their generous financial support.

- Altar Guild Report – Carol Heil, Lori Holton

Carol referred to the report submitted and thanked the members of the Altar Guild for their dedicated, behind the scenes, service during the year.

- Outreach report – Pete Thelen

Pete thanked the congregation, the Vestry and his committee for their support and generosity. He also thanked Pastor Frank for his guidance and said that St. Luke's was able to give more to the community this last year than in previous years.

- Search Committee – Ross Holton

Ross stated that he could see that everyone at St. Luke's is excited about moving forward into the future. He thanked the congregation for their support, patience and prayers during the time it took to deliberate the path forward in choosing Mother Brit to lead us forward into the future. He also thanked David Skidmore for his assistance with the photography for the Parish Profile and website postings.

- Unfinished business

Ralph Blankenburg thanked Carol Ann Osinski for her weekly efforts to keep everyone informed by preparing the E-News.

Susan Hoffert was thanked for putting the reports together for the Annual Meeting Booklet.

- New business

None

A motion was made, seconded and carried that the meeting be adjourned. Pastor Frank offered a benediction. The meeting adjourned at 11:55 a.m.

*Respectfully submitted,
Lori Holton, clerk pro tem*

Rector's Report

St. Luke's Annual Report 2023

Dear friends,

As I have contemplated this brief report, the first verse of the 136th psalm continues to resound in my heart: “ Give thanks to the LORD, for he is good, * for his mercy endures for ever.” I am surely giving thanks for this parish and community as we reflect on the past year of ministry and nearly nine months since my arrival.

St. Luke's generously navigated a major transition this spring as the congregation said a grateful farewell to Pastor Frank Maxwell. It was a great blessing to celebrate my first Holy Eucharist with the parish on Sunday, April 16th, the Sunday following the great Feast of Our Lord's Resurrection at Easter. It was a joyful day marked by St. Luke's characteristic hospitality and welcome.

My priorities for this first year of ministry together have rested firmly in efforts to build a solid foundation for (God willing) the years ahead, both within my tenure as rector and beyond. I have hoped to build relationships with both the congregation and the wider community, and have sought to – as it is said – “keep the main thing the main thing”: our joy in sharing the Gospel of Jesus Christ and striving to know Him better in His Word and Sacraments. Everything else in ministry flows outward from this hope in Christ.

The summer was marked by an expanded schedule of Sunday and weekday services. Sundays from Easter through October offered opportunities for worship at both 8:00 AM and 10:00 AM, and a 5:30 PM Eucharist has become a valued part of Wednesdays year round. From January 1st, 2023 through December 31st, 2023, the average Sunday attendance at St. Luke's was 50.27 people. While a church's vitality is never accurately reflected in numbers alone, it is a testament to the strength of this community and the vibrance of our congregation that this number is a strong one in these (somewhat) post-Covid years. We welcomed several new members, and it has been a blessing to connect with visitors from around the world, particularly throughout the summer months. It has also been an unparalleled gift to have so many parishioners who have been with St. Luke's since its very beginning. Their ministry, faithfulness, and dedication has been a cornerstone of St. Luke's continued strength.

The year was also marked by several celebrations, events, ministries, and opportunities for formation. Our Outreach Committee raised well over \$2000 in funds to directly support the Door of Life Food Pantry above and beyond the appointed budget. Leaders of Canterbury Cinema offered opportunities to gather and share in learning and fellowship. July brought a perfect day for a picnic, and a great outdoor feast was enjoyed by all. Education programs that focused on the basics of our Episcopal faith and an Advent study on Julian of Norwich were met with great enthusiasm, and I heartily look forward to building upon this teaching. On July 9th, we welcomed Bishop Matthew Gunter who blessed us with his preaching and care, and September 5th brought a Service of New Ministry that marked my official installation as the third rector of St. Luke's. On a personal note, it was one of the best days of my year, and it remains a privilege to share our parish with the people I love.

In 2023, we welcomed Kenneth David Kurtz and Eden Jo Baker into the fellowship of the saints in Christian baptism. We also celebrated the lives of two beloved members of the St. Luke's family, Mrs. Jane Weis and Mrs. Jean Berkenstock. May God continue to bless and keep both these dear children and the families of those we lost this year.

This report is only a small overview of the great blessings of the past twelve months in this place. The year ahead is always accompanied by hope and a bit of uncertainty, but God is always, always faithful. May our hearts be open to the Holy Spirit's bright and living grace.

In Christ,

Mother Brit Frazier
Rector, St. Luke's Episcopal Church
Sister Bay, Wisconsin

Senior Warden's Report

To say that 2023 was a banner year at St. Luke's would be a serious understatement. We started the year with news that the Rev. Brit Frazier, then associate rector at St. Mark's Episcopal Church in Philadelphia, had accepted our call as rector. In April we bid farewell, with our gratitude, to the Rev. Frank Maxwell, our interim since 2021, with a beautiful liturgy and a dinner in St. Luke's characteristically abundant style. Two days later, on April 16, the church was packed for Mother Brit's first and very joyful service.

As warden I scrambled to keep up with our new rector as she threw herself into parish life and the wider community. Though I did not join her in becoming a volunteer firefighter (!), we did both volunteer at the community Vacation Bible School at the First Baptist Church in June. It was inspiring to see 100 kids of numerous denominations having a wonderful time together and growing in faith in the process.

Bishop Matt Gunter came for his annual visitation July 9, and a week later we reclaimed a time-honored St. Luke's tradition with a parish picnic. A large crowd gathered for burgers and brats from the grill, a lavish array of side dishes and desserts, and some friendly rounds of corn hole and croquet.

The bishop returned Sept. 5 for Mother Brit's formal institution and a reception. The parish filled the church for this joyful event.

Throughout the off-season we continued our twice-monthly zoom happy hours, a great opportunity to connect with people near and far.

We have been able to add to our ranks of volunteers in several areas of service, including lectors, chalice bearers, lay eucharistic visitors, ushers and others. Our grateful thanks to these new recruits – and a heartfelt invitation to others who would like to join in these ministries.

In this new chapter in our parish history, we are of necessity growing our budget, and St. Luke's parishioners responded with wonderful generosity to our stewardship campaign this fall. We've grown from 37 to 45 pledging households for this new year, and pledges total nearly \$140,000. These results are a wonderful expression of St. Luke's commitment to the work of the Kingdom here in Door County. The vestry is deeply grateful to all who pledged, and all who support the parish with their time, talent and treasure.

It has been my great privilege to serve as warden over these past five years. I'm grateful for the technology that makes serving long distance possible – email, phone, Zoom and other tools. Even more, I am grateful to so many of you who have stepped up to backstop me at key moments during the winter months. St. Luke's exemplifies the corporate nature of the Christian community – though many, as St. Paul says, we are one body. My heartfelt thanks to you all.

I am certain that God has amazing things ahead for this wonderful parish. May we continue to respond in gratitude and grace.

*Faithfully yours in Christ,
Betsy Rogers*

Junior Warden's Report

During the past year we accomplished all the routine property management tasks that are necessary to keep our church in good material condition.

In addition, Ross Holton and I traveled twice to Green Bay to have Reverend Frazier's name replace Reverend Sajna's name on the church's sign. We also installed the AED equipment.

Thank you Stan Hoffert for sealing every crack in the church parking lot. This will extend its life by a couple of years.

We reduced sound reverberation in the Canterbury Room by installing damping clouds and extending wall panels.

We eliminated candle guttering at the altar by redirection air flow from the HVAC system away from the area.

I thank all of those who helped me by assisting me during my tenure as Junior Warden —it was a privilege to serve our church.

Now it is my high honor to pass the Golden Pipe Wrench, a symbol of office, to Ross Holton, our new Junior Warden.

George Hughes



Treasurer's Report (2023)

St. Luke's started the budget year with a carryover of \$53,453 of cash from 2022 since new rector costs did not begin until 2023. This was more than enough to enable us to skip taking 4% from our endowment and give our investment funds a year to recover from previous losses. In summer 2023, we moved our Fidelity holdings to Nicolet Bank's wealth manager, which was initially TD Ameritrade but Nicolet changed to Schwab in September. During the summer, the vestry also decided to transfer another part of our endowment --the CDs and the savings account-- to Nicolet's wealth management arm. All of our investment holdings are now with Schwab and the Diocesan Common Trust, under oversight of the St. Luke's investment committee.

Giving was strong in 2023, thanks to all of you. Pledgers stayed on target all year. After a slow summer, 40% of the year's non-pledge gifts arrived in December, a wonderful Christmas blessing. In 2023 plate giving was particularly strong, reaching \$7,477, nearly double 2022 levels. St. Luke's received important gifts in return for use of the church and the parking lot, bringing in \$2,520 of new income. Parishioners gave checks to cover costs including coffee, convention lodging, parking lot repairs, and to increase our outreach giving. The unusual size of the cash carryover allowed St. Luke's to budget \$4,000 more for outreach than the \$10,000 norm for St. Luke's in past years, and parishioner giving expanded outreach funding even further. Earmarked gifts for the food pantry were particularly strong, exceeding 2023 pantry needs by \$561 (these funds will be carried over to 2024 for the pantry) and freeing up outreach funds for other recipients selected by the outreach committee, which previously spent much of their budget on the pantry.

The new rector's arrival in April brought the expected new costs of insurance, pension, moving, and paperwork. Our bookkeeping expenses were also pushed up by IRS changes, new computer software systems, the introduction of online giving and the retirement of our bookkeeper, Juliana Neuman. In November Juliana started training her replacement, Snezhana Reifsnnyder, who took over as bookkeeper at the end of the year (Juliana is now a paid consultant). Cleaning, supply clergy and printing costs rose significantly more than projected; other costs were much lower than budgeted, including repairs and maintenance. Another mild winter reduced costs as well.

Despite higher operating expenses, income (boosted by the cash carryover from 2022) was strong enough to allow us to end 2023 with an operating surplus of \$10,595 to carry over to 2024 (separate from the \$561 for the pantry).

Karen Malzahn

Proposed 2024 Budget

St. Luke's Episcopal Church - Sister Bay WI Presentation Budget Report

Sunday, January 14, 2024

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Account # Account Name

Yr Beg 01/2024

INCOME

INCOME FOR OPERATIONS

Pledging Income

4.0001	General Pledge	\$ _____	138,860.00
Total Pledged			\$138,860.00

Other Revenue for Operations

4.0400	Canterbury Room Use	\$ _____	1,000.00
Total Other Revenue for Operations			\$1,000.00

Non-Pledge Gifts for Operations

4.0002	Giver of Record	\$ _____	16,570.00
4.0003	General Plate	\$ _____	7,477.00
4.0005	Visitor	\$ _____	880.00
4.0012	Christmas Offering	\$ _____	340.00
4.0015	Easter Offering	\$ _____	665.00
Total Non-Pledge Giving for Operations			\$25,932.00

Carryover Cash for Operations

4.0030	Operating Cash Carried Over From Last Year	\$ _____	10,595.00
Total Carryover Cash for Operations			\$10,595.00

Transfers from Investments to Operating Fund

4.0025	Transfer from Diocesan Fund for Operations	\$ _____	22,000.00
Total Transfers from Investments to Operating Fund			\$22,000.00

TOTAL INCOME FOR OPERATIONS

\$198,387.00

INCOME FOR NON-OPERATING PURPOSES

Pass-Through (Outreach) Gifts

Total Pass-Through (Outreach) Giving Income **\$0.00**

Gifts for Outreach

4.4081	Outreach Gifts for Food Pantry	\$ _____	2,000.00
Total Gifts for Outreach			\$2,000.00

Other Non-Operating Income

Total Other Non-Operating Income **\$0.00**

Carryover Cash for Non-Operating Uses

4.3030	Cash for Food Pantry Carried Over From Last Year	\$ _____	561.00
Total Carryover Cash for Non-Operating Uses			\$561.00

Non-Operating Transfers from Investment

4.0300	Transfer from Diocesan Trust for Non-Operating Use	\$ _____	1,791.00
4.0310	Transfer from Schwab for Non-Operating Use	\$ _____	18,024.00

**St. Luke's Episcopal Church - Sister Bay WI
Presentation Budget Report**

Sunday, January 14, 2024

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Account # Account Name

Yr Beg 01/2024

Total Investment Transfers for Non-Operating Uses		\$19,815.00
TOTAL INCOME FOR NON-OPERATING PURPOSES		\$22,376.00
 <i>INVESTMENT GAINS (SEE ALSO LOSSES)</i>		
TOTAL INVESTMENT GAINS		\$0.00
TOTAL INCOME		\$220,763.00
 EXPENSES		
STAFFING		
<i>Rector Salary and Benefits</i>		
5.0010	Rector Pension	\$ _____ 10,800.00
5.0500	Rector Salary	\$ _____ 57,800.00
5.0501	Rector Housing Allowance	\$ _____ 22,200.00
5.0502	Rector Insurance (Health, Dental, Life, HSA)	\$ _____ 27,139.00
5.0550	Rector Education	\$ _____ 1,000.00
5.0551	Rector Travel	\$ _____ 4,200.00
Total Rector Salary and Benefits		\$123,139.00
 <i>Other Parish Staff Salaries</i>		
5.0553	FICA/Medicare	\$ _____ 921.00
5.0600	Parish Bookkeeper	\$ _____ 6,760.00
5.0601	Parish Organist	\$ _____ 5,280.00
Total Other Parish Staff Salaries		\$12,961.00
 <i>Other Personnel Costs</i>		
5.0103	Supply Clergy Salary	\$ _____ 520.00
5.0116	Direct Deposit	\$ _____ 160.00
5.0504	Supply Clergy Travel	\$ _____ 760.00
5.0506	Workers Comp Insurance	\$ _____ 700.00
5.0740	Diocesan Convention Delegation	\$ _____ 300.00
Total Other Personnel Costs		\$2,440.00
Total STAFFING		\$138,540.00
 MINISTRIES		
<i>Worship & Music Ministries</i>		
5.0111	Printed Materials for Worship	\$ _____ 1,800.00
5.0112	Altar Supplies	\$ _____ 1,300.00
5.0127	Christmas/Easter Flowers	\$ _____ 1,250.00
5.0507	Videography of Sermons	\$ _____ 600.00
Total Worship & Music Ministries		\$4,950.00
 <i>Fellowship Ministries</i>		

**St. Luke's Episcopal Church - Sister Bay WI
Presentation Budget Report**

Sunday, January 14, 2024

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Account #	Account Name		Yr Beg 01/2024
5.0145	Video Fees / Zoom/Website	\$ _____	430.00
	Total Fellowship Ministries		\$430.00
	Total MINISTRIES		\$5,380.00
 <i>Administration</i>			
5.0101	Diocesan Pledge	\$ _____	22,496.00
5.0102	Financial Review	\$ _____	500.00
5.0110	Advertising	\$ _____	1,700.00
5.0113	Office Supplies (incl. Postage)	\$ _____	1,100.00
5.0117	Nicolet, Post Office and Tax Fees	\$ _____	300.00
5.0119	Accounting Software and support	\$ _____	800.00
	Total ADMINISTRATION		\$26,896.00
 <i>FACILITIES</i>			
<i>Utilities</i>			
5.0122	Trash Service	\$ _____	450.00
5.0701	Electricity	\$ _____	3,800.00
5.0703	Propane	\$ _____	2,300.00
5.0704	Landline and Internet	\$ _____	1,900.00
5.0705	Water & Sewer	\$ _____	1,000.00
	Total Utilities		\$9,450.00
 <i>Building Maintenance and Protection</i>			
5.0115	Repairs & Maintenance	\$ _____	3,500.00
5.0120	General Cleaning	\$ _____	4,300.00
5.0121	General Supplies	\$ _____	600.00
5.0130	Landscaping Services	\$ _____	1,500.00
5.0131	Lawn Mowing	\$ _____	1,150.00
5.0132	Snow Removal / Salting	\$ _____	2,800.00
5.0135	Grounds Supplies (salt, mulch, etc.)	\$ _____	500.00
5.0690	Building Insurance	\$ _____	4,100.00
	Total Building Maintenance and Protection		\$18,450.00
	Total FACILITIES		\$27,900.00
 <i>BENEVOLENCES</i>			
	Total BENEVOLENCES		\$0.00
 <i>NON-OPERATING EXPENSES</i>			
<i>Outreach Spending</i>			
5.0080	Outreach Barb Sajna Camp Scholarship Spending	\$ _____	1,000.00
5.0081	Outreach Food Pantry Spending	\$ _____	2,000.00
5.0100	Outreach General Spending	\$ _____	10,315.00

**St. Luke's Episcopal Church - Sister Bay WI
Presentation Budget Report**

Sunday, January 14, 2024

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Account # Account Name

Yr Beg 01/2024

		Total Outreach Spending	\$13,315.00
<i>Pass-Through (Outreach) Spending</i>			
		Total Pass-Through (Outreach) Spending	\$0.00
<i>Other Non-Operating Expenses</i>			
5.0016	Non-Operating Reserve Fund from Investments	\$ _____	5,000.00
5.0082	Memorial Garden Expenses	\$ _____	3,500.00
		Total Other Non-Operating Expenses	\$8,500.00
		TOTAL OUTREACH AND OTHER NON-OPERATING EXPENSES	\$21,815.00
<i>Memorial and Burial Fund Expenses</i>			
		Total MEMORIAL AND BURIAL FUND EXPENSES	\$0.00
<i>Investment Losses & Expenses</i>			
		Total INVESTMENT LOSSES AND EXPENSES	\$0.00
		TOTAL EXPENSES	\$220,531.00

Balance Sheet as of December 31st, 2023

St. Luke's Episcopal Church - Sister Bay WI
Balance Sheet as of December 31, 2023

Account #	Account Name	YTD Balance	Beginning Balance
Sunday, January 14, 2024			Page 1 of 2
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CURRENT ASSETS			
ENDOWMENT ASSETS			
Investment Fund Holdings			
1.0003	Fidelity Fund	0.00	343,645.20
1.0004	Diocesan Common Trust Fund	594,774.83	566,824.33
1.0005	TDA/Schwab Investment Fund	481,027.82	0.00
	Total Investment Fund Holdings	\$1,075,802.65	\$910,469.53
CD Investment Holdings			
1.1902	Nicolet CD 6190818 due 2-21	0.00	5,185.97
1.1903	Nicolet CD 6193282 due 3-20	0.00	5,158.28
1.1904	Nicolet CD 6195088 due 4-15	0.00	5,144.78
1.1905	Nicolet CD 6197146 due 5-21	0.00	5,148.87
1.1906	Nicolet CD 6198357 due 6-18	0.00	5,128.71
1.1907	Nicolet CD 6199715 due 7-23	0.00	5,114.59
1.1908	Nicolet CD 6200702 due 8-20	0.00	5,099.30
1.1909	Nicolet CD 6201514 due 9-17	0.00	5,092.46
1.1910	Nicolet CD 6202655 due10-21	0.00	5,073.61
1.1911	Nicolet CD 6203523 due11-18	0.00	5,073.61
1.1912	Nicolet CD 6204601 due12-16	0.00	5,072.60
1.2001	Nicolet CD 6205679 due 1-27	0.00	5,069.41
	Total CD Investment Holdings	\$0.00	\$61,362.19
	TOTAL ENDOWMENT ASSETS	\$1,075,802.65	\$971,831.72
Cash Operating Funds on Hand			
1.0001	Checking Account Nicolet Bank	31,756.81	91,194.57
1.0002	Operations Money Market Acct	20,314.32	52,096.20
	TOTAL REGULAR FUNDS ON HAND	\$52,071.13	\$143,290.77
	TOTAL CURRENT ASSETS	\$1,127,873.78	\$1,115,122.49
LIABILITIES			
Payroll Liabilities			
2.0005	944/941 Federal Tax Withholding	1,738.94	334.54
2.0006	Wisconsin Tax Withholding	1,958.29	13.90
	Total Payroll Liabilities	\$3,697.23	\$348.44
2.0020	Prepaid Pledges	6,195.00	9,370.00
	TOTAL LIABILITIES	\$9,892.23	\$9,718.44
FUND BALANCES			
GENERAL OPERATING FUNDS BALANCE			
3.0001	Operating Fund Balance	38,903.90	81,376.13
	TOTAL OPERATING FUNDS BALANCE	\$38,903.90	\$81,376.13
BEQUEST, BURIAL & MEMORIAL FUND BALANCE			
3.0049	Burial Fund Balance	1,100.00	0.00
3.0050	Memorial Fund Balance		
3.0052	Ted Laitner Memorial Fund Balance	700.00	0.00
3.0057	Barry Teicher Memorial Fund Balance	0.00	50.00
3.0059	Joan Timm Memorial Fund Balance	0.00	50.00
3.0060	Jean Berkenstock Memorial Fund Balance	125.00	0.00
3.0061	Jane Weis Memorial Fund Balance	1,350.00	0.00
	<i>Total Memorial Fund Balance</i>	<i>\$2,175.00</i>	<i>\$100.00</i>
	TOTAL BEQUEST, BURIAL & MEMORIAL FUNDS BALANCE	\$3,275.00	\$100.00
TOTAL ENDOWMENT FUNDS BALANCE			

St. Luke's Episcopal Church - Sister Bay WI
Balance Sheet as of December 31, 2023

Sunday, January 14, 2024

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Account #	Account Name	YTD Balance	Beginning Balance
Investment Funds			
3.0005	TDA/Schwab Investment Fund Balance	481,027.82	0.00
3.0025	Diocesan Common Trust Fund Balance	594,774.83	566,824.33
3.0300	Fidelity Fund Balance	0.00	343,645.20
	Total Investment Fund Holdings	\$1,075,802.65	\$910,469.53
Total Other Investment Holdings			
3.0004	FORMER SAVINGS FUND	0.00	52,096.20
3.1902	Nicolet CD 6190818 due 2-21 Balance	0.00	5,185.97
3.1903	Nicolet CD6193282 due 3-20 Balance	0.00	5,158.28
3.1904	Nicolet CD 6195088 due 4-15 Balance	0.00	5,144.78
3.1905	Nicolet CD 6197146 due 5-21 Balance	0.00	5,148.87
3.1906	Nicolet CD 6198357 due 6-18 Balance	0.00	5,128.71
3.1907	Nicolet CD 6199715 due 7-23 Balance	0.00	5,114.59
3.1908	Nicolet CD 6200702 due 8-20 Balance	0.00	5,099.30
3.1909	Nicolet CD 6201514 due 9-17 Balance	0.00	5,092.46
3.1910	Nicolet CD 6202655 due 10-21 Balance	0.00	5,073.61
3.1911	Nicolet CD 6203523 due 11-18 Balance	0.00	5,073.61
3.1912	Nicolet CD 6204601 due 12-19 Balance	0.00	5,072.60
3.2001	Nicolet CD 3205679 due 1-27 Balance	0.00	5,069.41
	Total Other investment Holdings	\$0.00	\$113,458.39
	TOTAL ENDOWMENT FUNDS BALANCE	\$1,075,802.65	\$1,023,927.92
	TOTAL FUND BALANCES	\$1,117,981.55	\$1,105,404.05
	Total LIABILITIES and FUND BALANCES	\$1,127,873.78	\$1,115,122.49

Treasurer's Report as of December 31st 2023

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2023

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
<hr/>				
INCOME				
Pledge Income for Operations				
4.0001	General Pledge	128,084.00	128,390.00	306.00
	Total Pledge Income for Operations	\$128,084.00	\$128,390.00	\$306.00
Total Income Carried Over from Last Year				
4.0030	Operating Cash Carried over from Previous Year	0.00	53,453.00	53,453.00
	Total Income Carried Over from Last Year	\$0.00	\$53,453.00	\$53,453.00
Non-Pledge Gifts for Operations				
4.0002	Giver of Record	16,570.00	17,430.00	860.00
4.0003	General Plate	7,476.87	3,910.00	(3,566.87)
4.0005	Visitor	880.00	300.00	(580.00)
4.0010	Designated Parishioner Gifts for Operations	5,525.00		
4.0012	Christmas Offering (incl. flowers)	340.00	640.00	300.00
4.0015	Easter Offering (incl. flowers)	665.00	370.00	(295.00)
4.0106	Online General Giving	122.00		
4.0118	Online Giving Fees Paid by Donor	3.36		
4.0405	Coffee Hour Cash Donations	45.00		
	Total Non-Pledge Gifts for Operations	\$31,627.23	\$22,650.00	(\$3,281.87)
Revenue for Operations				
4.0006	Misc Income for Operations (incl Facilities Use)	2,520.05		
4.0008	Nicolet Interest and Refunds	115.45		
	Total Other Income for Operations	\$2,635.50		
Pass Through Income				
4.0009	Pass Through to Discretionary Account	100.00		
4.0020	Pass Through for Episcopal Ingatherings Income	627.44		
	Total Pass Through Income	\$727.44		
Other Gifts for Non-Operating Purposes				
4.0080	Gift for Outreach: Barb Sajna Camp Scholarships	50.00		
4.0081	Gift for Outreach: Food Pantry	1,952.00		
4.0100	Gift for General Outreach	1,100.00		
	Total Other Gifts for Non-Operating Purposes	\$3,102.00		
Memorial and Burial Fund Income				
4.0007	Burial Plots	1,100.00		
4.0052	Ted Laitner Memorial Income	700.00		
4.0057	Barry Teicher Memoiral Income	50.00		
4.0060	Jean Berkenstock Memorial Income	125.00		

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
4.0061	Jane Weis Memorial Income	1,350.00		
	Total Memorial and Burial Fund Income	\$3,325.00		
Investment Gains (See Also Losses)				
4.0004	FORMER SAVINGS FUND INTEREST	132.98		
4.0026	Diocesan Fund Gains	46,527.62		
4.0027	TDA/Schwab Investment Fund Gains	76,754.37		
4.0301	Fidelity Fund Gains	22,226.78		
	Total Investment Gains	\$145,641.75		
CD Investment Interest Income				
4.1902	Nicolet CD 6190818 due 2/21/23 interest	68.57		
4.1903	Nicolet CD 6193282 due 3-20-23 interest	47.81		
4.1904	Nicolet CD 6195088 due 4-15-23 interest	33.49		
4.1905	Nicolet CD 6197146 due 5-21-23 interest	39.04		
4.1906	Nicolet CD 6198357 due 6-18-23 interest	27.29		
4.1907	Nicolet CD 6199715 due 7-23-23 interest	50.69		
4.1908	Nicolet CD 6200702 due 8-20-22 interest	44.67		
4.1909	Nicolet CD 6201514 due 9-17-22 interest	38.96		
4.1910	Nicolet CD 6202655 due 10-21-22 interest	67.44		
4.1911	Nicolet CD 6203523 due 11-18-22 interest	77.53		
4.1912	Nicolet CD 6204601 due 12-19-22 interest	77.91		
4.2001	Nicolet CD 3205679 due 1-27-22 interest	80.85		
	Total CD Investment Interest Income	\$654.25		
TOTAL INCOME		\$315,797.17	\$204,493.00	\$50,477.13
EXPENSES				
STAFFING				
Rector Salary and Benefits				
5.0010	Rector Pension	10,800.00	10,800.00	0.00
5.0065	Interim Rector Insurance	140.73	141.00	0.27
5.0076	Rector Travel (interim)	0.00	150.00	150.00
5.0500	Rector Salary	55,229.94	55,230.00	0.06
5.0501	Rector Housing Allowance	20,775.00	20,775.00	0.00
5.0502	New Rector Insurance (Health, Dental, Life, HSA)	21,142.50	19,873.00	(1,269.50)
5.0550	Rector Education	320.00	750.00	430.00
5.0551	Rector Travel (new)	0.00	2,700.00	2,700.00
5.0552	Moving and Startup Expenses	14,989.40	15,000.00	10.60
5.0700	Cell Phone	165.00	165.00	0.00

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
Total Rector Salary and Benefits		\$123,562.57	\$125,584.00	\$2,021.43
<i>Other Parish Staff Salaries</i>				
5.0600	Parish Bookkeeper	6,759.40	4,200.00	(2,559.40)
5.0601	Parish Organist	4,320.00	4,240.00	(80.00)
Total Other Parish Staff Salaries		\$11,079.40	\$8,440.00	(\$2,639.40)
<i>Other Personnel Costs</i>				
5.0103	Supply Clergy Salary	910.00	840.00	(70.00)
5.0116	Direct Deposit	159.23	160.00	0.77
5.0504	Supply Clergy Travel	569.85		
5.0506	Workers Comp Insurance	559.00	1,160.00	601.00
5.0553	FICA/Medicare	815.83	600.00	(215.83)
5.0740	Diocesan Convention Lay Delegation	85.05	300.00	214.95
Total Other Personnel Costs		\$3,098.96	\$3,060.00	\$530.89
Total STAFFING		\$137,740.93	\$137,084.00	(\$656.93)
MINISTRIES				
<i>Worship & Music Ministries</i>				
5.0111	Printed Materials for Worship	1,164.31	500.00	(664.31)
5.0112	Altar Supplies	1,132.45	1,000.00	(132.45)
5.0127	Christmas/Easter Flowers	856.98	1,000.00	143.02
5.0140	Music License	210.00	200.00	(10.00)
5.0507	Videography of Sermons	600.00	700.00	100.00
Total Worship & Music Ministries		\$3,963.74	\$3,400.00	(\$563.74)
<i>Fellowship Ministries</i>				
5.0069	Website/E-news	383.76	200.00	(183.76)
5.0075	Gifts of Appreciation	0.00	350.00	350.00
5.0125	Coffee Hour Supplies	273.61	200.00	(73.61)
5.0145	Video Fees / Zoom	387.40	350.00	(37.40)
5.0505	Sunday School	0.00	200.00	200.00
5.0750	Adult Education	0.00	500.00	500.00
5.0900	Welcome Kits	0.00	100.00	100.00
Total Fellowship Ministries		\$1,044.77	\$1,900.00	\$855.23
Total MINISTRIES		\$5,008.51	\$5,300.00	\$291.49
<i>Administration</i>				
5.0102	Financial Review	300.00	300.00	0.00
5.0110	Advertising	1,606.49	1,550.00	(56.49)
5.0113	Office Supplies (incl. Postage and stewardship)	778.88	950.00	171.12

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
5.0114	Custom Printing	0.00	100.00	100.00
5.0117	Bank, Post Office and Tax Fees	593.84	230.00	(363.84)
5.0118	Online Giving Fees (VANCO)	6.79		
5.0119	Computer Support (incl. Church Windows)	637.00	1,110.00	473.00
	Total ADMINISTRATION	\$3,923.00	\$4,240.00	\$323.79
FACILITIES				
<i>Utilities</i>				
5.0701	Electricity	3,317.75	3,600.00	282.25
5.0703	Propane	1,843.33	2,800.00	956.67
5.0704	Landline and Internet	1,902.82	1,860.00	(42.82)
5.0705	Water & Sewer	726.63	965.00	238.37
	Total Utilities	\$7,790.53	\$9,225.00	\$1,434.47
<i>Building Maintenance and Protection</i>				
5.0036	Budgeted Capital Improvements (2nd HVAC Zone)	0.00	8,000.00	8,000.00
5.0115	Repairs & Maintenance	1,616.31	3,200.00	1,583.69
5.0120	General Cleaning	6,537.50	4,000.00	(2,537.50)
5.0121	General Supplies	510.48	350.00	(160.48)
5.0122	Trash Service	339.45		
5.0130	Landscaping Services	1,350.00	1,140.00	(210.00)
5.0131	Lawn Mowing	1,050.00	1,000.00	(50.00)
5.0132	Snow Removal / Salting	2,610.00	3,650.00	1,040.00
5.0135	Grounds Supplies (salt, mulch, etc.)	343.32	500.00	156.68
5.0690	Building Insurance	3,881.50	3,750.00	(131.50)
	Total Building Maintenance and Protection	\$18,238.56	\$25,590.00	\$7,690.89
	Total FACILITIES	\$26,029.09	\$34,815.00	\$9,125.36
BENEVOLENCES				
<i>Outreach Ministries</i>				
5.0080	Outreach: Barbara Sajna Camp Scholarship Fund	1,000.00	1,000.00	0.00
5.0081	Outreach: Food Pantry Expenses	1,391.18		
5.0100	Outreach Committee Regular Activities	15,320.00	14,000.00	(1,320.00)
	Total Outreach Ministries	\$17,711.18	\$15,000.00	(\$1,320.00)
<i>Other Benevolences</i>				
5.0095	Rector Discretionary Account	1,965.87		
5.0096	Bishops Discretionary Account	313.00		
5.0101	Diocesan Pledge	15,615.00	15,615.00	0.00
	Total Other Benevolences	\$17,893.87	\$15,615.00	\$0.00

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
Total BENEVOLENCES		\$35,605.05	\$30,615.00	(\$1,320.00)
<i>Pass Through Expenses</i>				
5.0022	Pass Through Expense to Episcopal Ingatherings	627.44		
5.5009	Pass Through to Discretionary Account Expense	100.00		
Total Pass Through Expenses		\$727.44		
<i>Investment Fund Losses & Expenses</i>				
5.0004	FORMER Savings Acct fees	10.00		
5.0025	Diocesan Fund Management Charges	1,873.25		
5.0026	Diocesan Fund Losses	16,703.87		
5.0027	TDA/Schwab Investment Fund Losses and Fees	51,018.59		
5.0301	Fidelity Fund Losses and Fees	24,579.94		
Total Investment Fund Losses & Expenses		\$94,185.65		
TOTAL EXPENSES		\$303,219.67	\$212,054.00	\$8,333.56
Difference		\$12,577.50	(\$7,561.00)	

Altar Guild Report

The year 2023 was filled with changes and opportunities for the St. Luke's Altar Guild to enhance capability in the blessings of this ministry. The Lenten season began quietly as we sadly realized Interim Pastor Frank Maxwell and his wonderful wife Mary would be leaving after serving St. Luke's for more than two years. Holy Week services were conducted by Pastor Maxwell and on Easter Sunday, the lovely arrangement of branches that had been created by Kathy Blankenburg to observe the solemnity of the Lenten season was joyfully replaced with lilies and spring flowers. On April 14, an Evensong Service of Farewell was held for the Maxwells. Following the service, a reception was held where Mary was gifted with a beautiful framed needlework creation by Carol Heil. Carol designed a cross in Frisian (Dutch) whitework embroidery in honor of Mary's heritage and the Maxwell's dedication to Christian ministry.

On April 16, our new Rector Brit Bjurstrom Frazier and her husband Mark were welcomed into the St. Luke's family. Soon after her arrival, Mother Brit began to lead two services each Sunday. In June, Mother Brit invited members of the Altar Guild and interested congregants to a breakfast, after which we learned the sacred tasks involved in setting up the altar and the symbology of serving the elements during Eucharist.

In July, the Bishop of the Episcopal Diocese of Fond du Lac, Bishop Mathew Gunter, conducted a Sunday Service. Bishop Gunter and his wife Leslie remained for a luncheon and a question and answer session.

Two Sunday morning Services were conducted throughout the summer into September. At the conclusion of that schedule, a weekly Wednesday evening Eucharist was added. The Wednesday service is planned to continue throughout the year.

To celebrate and honor the Feast of St. Luke in October, the lectern in the nave was graced with a new red hanging, woven by Carol Heil. The weaving is a white cross with flecks of gold on a red background.

St. Luke's is blessed to have the talents of Kathy Blankenburg, who creates beautiful arrangements and schedules flower donations for each Sunday. For Advent, Kathy created a lovely window arrangement of greenery that complimented our Advent wreath. Purple and pink Advent candles were

progressively lit at the start of each service, with the white Christ candle lit on Christmas Eve through Epiphany.

On Dec.. 16, the Altar Guild lovingly put together all of the Eucharist and altar supplies to take to the Memorial Service for Jane Weiss, held at the Shepherd of the Bay Lutheran Church. Jane would have smiled knowing the same altar supplies that she once lovingly readied were taken to her celebration of life.

St. Luke's Christmas decorators went above and beyond this year. Because Advent ended the morning of Christmas Eve, all Advent decor came down after the morning service, with poinsettias, garlands, trees and the creche placed in time for the 4 p.m. Christmas Eve Service. Between Christmas Eve and Christmas Day, four services were conducted at St. Luke's. The nave looked truly beautiful, thanks to many volunteers.

How very blessed Altar Guild felt in 2023, with Paul Ahrens, Norma Bramsen, Sue Raye Hughes, Trudy Jischke, Carol Ann Osinski, Betsy Rogers, Karen Schwartz, Diana Wallace and our Altar Guild Emeritus Jane Weiss, steadfastly attending to everything necessary for the services at St. Luke's. They washed and pressed linens, prepared Eucharist elements and vessels, decorated and undecorated the nave, replaced candles, changed lectern hangings based on the liturgical calendar, created and printed bulletin inserts for the dedication of holiday flowers and maintained an ever-overflowing Altar Guild closet. Every act was done with grace and love, remembering the reason for our dedication to this ministry. No amount of *Thank You* is sufficient. We are blessed to serve alongside you and wish you God's continued guidance as we serve together and welcome all who feel called to join St. Luke's Altar Guild.

Carol Heil and Lori Holton

Stewardship Report

St. Luke's parishioners once again responded with wonderful generosity to our fall stewardship canvass. A remarkable 21 households increased their giving from last year. We have five entirely new pledgers, and seven new pledgers who have given regularly in the past but not pledged. Seven households maintained their previous level of giving, and five decreased. The total number of pledges is 45, meeting the vestry's goal for pledging households and a strong increase over last year's 39. Total pledged is \$138,860, short of our \$150,000 goal but positioning us to maintain our ministries at St. Luke's, in the wider community and the world. The vestry is considering ways to raise the additional \$11,000.

The vestry is deeply grateful to all who pledge for the support of ministry and mission at St. Luke's. ***Thank you.***

For any who have not yet pledged, it is certainly not too late! If you no longer have the pledge form sent in September and would like one, please contact Betsy Rogers (618.210.3808 or betsyrogers1945@gmail.com).

Betsy Rogers and Paul Neuman, co-chairs

Outreach Committee Report

OUTREACH GENERAL SPENDING

\$2,000 Secret Santa
\$2,000 Doctors Without Borders
\$2,000 Zuni Youth Enrichment Project
\$2,000 Pillars Shelter
\$2,520 Diocese of Fond du Lac (for Masvingo)
\$500 Door County Fire Chiefs First Responders
\$500 Sister Bay Fire Department
\$1,000 Northern Door Children's Center
\$1,000 American Friends of Episcopal Diocese of Jerusalem
\$800 Door County Housing Partnership
\$1,000 Children's School/Mexico

\$15,320 TOTAL OUTREACH GENERAL SPENDING

\$14,000 Outreach Income from 2023 Budget
\$1,100 Income from Donations for General Outreach (does not include donations earmarked for Food Pantry)
\$100 Income from Barry Teicher Memorial Fund (per Jude Teicher's request)

\$15,200 TOTAL OUTREACH GENERAL INCOME

Deficit: \$120 (Note: As of Dec 31, Nicolet had not billed the church for the wire transfer)

OUTREACH FOOD PANTRY SPENDING

\$1,003.68 Piggly Wiggly Invoices
\$387.50 Reusable Signage for Parking Lot Food Pantry Fundraiser

\$1,391.18 TOTAL OUTREACH FOOD PANTRY SPENDING

\$1,952 Donations Earmarked for Food Pantry (Holton, Barrett/Neuman, Zapffe, Weis, Cotter, cash)

\$1,952 TOTAL OUTREACH FOOD PANTRY INCOME (Note: Does not include money from the jar or Abbott Labs match for Jean Barrett's check—that is still pending with Benevity)

Surplus: \$560.82 (Note: Will be carried over to be spent in 2024)

Pete Thelen

Investment Committee Report

During the 4th quarter of 2022, while Pastor Frank was still serving as our interim pastor, St. Luke's Investment Committee was reorganized. The committee was then given the task of finding a new investment service for approximately 40 % of our endowment. At the March, 2023 vestry meeting the committee recommended Nicolet Wealth Management and the vestry voted to approve. The transfer to Nicolet's recommended brokerage began in March. We have a history with Nicolet as St. Luke's has been using Nicolet National Bank for our banking needs for some time.

The Diocesan Common Trust (DCT) is the investment fund in which approximately 60% of our endowment is invested. The DCT is a pooled investment fund that has been in existence since 1956. Any Episcopal Diocese of Fond du Lac congregation or affiliated entity may participate in it.

Nicolet Wealth Management is using the Charles Schwab brokerage for our investments. The DCT uses Morgan Stanley Wealth Management and their affiliate Graystone Consulting. We receive monthly statements from Nicolet Wealth Management. We receive only quarterly statements for the DCT and they typically are received 2-3 weeks into the next month, so we do not have year-end figures from the DCT yet. However, 2023 was a good year for the stock market, despite three consecutive months of decline during August, September and October. The gains realized from the Schwab account in November and December more than made up for those declines, and we expect the same results from the DCT. St. Luke's has a healthy endowment fund and it is being managed so that we can withdraw funds for Outreach and other needs while sustaining and even growing the fund's principle.

There was a total of \$481,027.82 invested with Nicolet Wealth Management/Schwab as of 12/31/23. There was a total of \$594,774.83 invested with the Diocesan Common Trust as of 9/30/23 - after three quarters of the year. We are currently awaiting the fourth quarter statement from the DCT.

Paul Neuman

New Business

Our bylaws state that:

“There will be only one person from a family on the Vestry at any time.”
This provision conflicts with Episcopal Church canons, which specify that:
“No one shall be denied rights, status or access to an equal place in the life, worship, governance, or employment of this Church because of race, color, ethnic origin, national origin, marital or family status (including pregnancy or child care plans), sex, sexual orientation, gender identity and expression, disabilities or age, except as otherwise specified by Canons” (Title I, Canon 17.5). Our household clause violates the “marital or family status” provision.

Our bylaws provide for amendment by majority vote at the annual meeting. Notice of amendment must be sent to parishioners at least 30 days in advance. Accordingly, please be advised that we will submit the following bylaws amendment to our annual meeting Sunday, Jan. 21, 2024:

Whereas, Episcopal Church canons specify that “marital or family status” shall not limit vestry participation; and

Whereas, St. Luke’s bylaws’ limit vestry participation to one person from a family, thus conflicting with the national canons;

Therefore be it resolved, that St. Luke’s bylaws be amended to delete this provision, thus:

~~2.14 There will be only one person from a family on the Vestry at any time.~~