

# 2018 ANNUAL REPORT

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# **ANNUAL PARISH MEETING AGENDA**

**February 10, 2019**

1. Opening Prayer
2. Call to Order
3. Establish a Quorum
4. Adoption of Minutes of the Annual Meeting February 4, 2018
5. Correspondence (if any)
6. Comments by the Wardens
7. Pastor's Comments
8. Treasurer's Reports: Rob Heath
9. 2019 Budget: Rob Heath
10. Presentation of Updated Bylaws
11. Report of the Nominating Committee
12. Elections
13. Acceptance of All Printed Reports
14. Other Business
15. Motion to Adjourn
16. Closing Prayer

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## **A PRAYER FOR OUR PARISH**

Almighty and everliving God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. Amen.

## **ANNUAL PARISH MEETING MINUTES**

**February 4, 2018**

**Call to Order:** Warden Connie Harasymiw officially called the meeting to order at 10:55 am.

**Opening Prayer:** Warden Rebecca Scruton opened the meeting with prayer.

**Establish a Quorum:** Connie Harasymiw determined that the 45 people present at the Annual Meeting satisfied the requirement for a quorum.

**Adoption of Minutes of the Annual Meeting February 5, 2017:** Following no suggestions or changes, it was moved and seconded that the minutes of the 2017 Annual Meeting be approved as provided in the Annual Report. The motion carried.

**Correspondence (if any):** none

**Comments by the Wardens:** Connie Harasymiw and Rebecca Scruton have served as co-wardens during this past year. Their report of the major events in this past year, as printed in the Annual Report pages 5-7, was read in its entirety. Two significant changes in the life of Trinity Parish that they noted are highlighted here. During a parish-wide meeting on Trinity's future, Sunday November 11, where we truly endeavored to "listen to the Holy Spirit and follow in the way God wants us to move", we decided that our way forward would be as a God-guided, lay-led congregation for the present time. Further, in a spontaneous act, we voted to move to a single service on Sunday mornings. Our first single-service Sunday was December 10 at 9:00 am.

**Treasurers' Reports:** Rob Heath presented the 2017 Financial report.

- Income was more than budget by \$3,400. Pledges were under by \$9,800 but non-pledge income was over by \$9,300.
- Expenses were under budget by \$59,500 because we had no rector for this past year and building expenses and utilities were less than expected.
- While 2017 was a deficit budget, it turned out actual income exceed actual expenses by \$1,800. The withdrawal of \$15,300 from our investment account will be applied to the 2018 budget.
- After a short discussion, it was moved and seconded that the 2017 Financial Report be accepted. The motion carried.

**2018 Budget:** Rob Heath presented the 2018 Budget as approved by Vestry. Expenses were reduced by \$34,200 and Income increased by \$2,000. After expected increases in income from other sources, an anticipated deficit of \$24,600 remains.

**Report of the Nominating Committee for Vestry:** This year, the vestry served as the nominating committee for the 2018 slate. The following Trinity members have agreed to serve as follows: Rose Riley, Denise Paternostro, Wardens; Carol Jones, Parish Clerk; Rob Heath, Treasurer; Donna Brown, Ray Colburn, Garth Myers, Warren Blessing, Judy Shaw, Jerry Stavola, Vestry; Rebecca Scruton, Connie Harasymiw, Marilyn Ford, 2017 Nominating Committee; and Kathy Cole, Rose Riley, Convention Delegates.

**Elections:** It was moved and seconded to accept the Nominating Committee Report. The motion carried.

**Acceptance of All Printed Reports:** A motion was made and seconded to accept all the printed reports. The motion passed.

**Other Business:** none

**Motion to Adjourn:** A motion to adjourn was made and seconded at 11:35 am. The motion passed.

**Closing Prayer:** Rebecca gave the closing prayer.

Respectfully submitted,  
Carol Jones  
Parish Clerk

## **COMMENTS BY THE WARDENS**

This has been an incredible year and we have been so honored to be your wardens during it.

Think back to last February. At an All-Parish meeting the previous November we made a commitment to go forward as a God guided, lay-led parish, understanding that it might be years before we had a priest. We had decided to go forward and be as good a church as we could be, committing ourselves to remain vibrant and active in the worship and work of God, trusting that He would provide the path. And, we had made the important decision to change to a single service on Sunday to increase our sense of community.

As the year progressed, we called frequently on the guidance of the Holy Spirit. There was so much going on at Trinity! And all of it was built on a solid foundation established in the prior two years under the leadership of Rebecca Scruton and Connie Harasymiw.

Indeed, so much has happened in this last year that we attached a page in the Annual Report for your review. We will highlight some of these happenings today.

In April, our list of newcomers had grown so much that it was time to have a Newcomer's Brunch – the first one in many years. It proved a wonderful opportunity to welcome the people who had joined our parish – new members who brought enthusiasm and energy to Trinity and quickly became active members of the parish.

Outreach, which was already a major focus of Trinity, continued and grew. It was enriched by the visit of Bishop Dogo and his wife Nana and the creation of the Nigerian scholarship fund which provided funds for tuition for 40 students. We also began to forge a partnership with the Social Services department in the Town of Wethersfield. This work will continue in 2019.

Our Christian Education programs continued to grow. Thursday morning Bible study continued to provide an opportunity for participants to explore their Christian faith. During Lent we had an evening Bible study program. Summer saw a program centered around Bishop Curry's Reclaiming Jesus position paper and a parables based Bible study. In the fall we began a monthly program, Growing in Grace, focused on those who are seeking confirmation or reception but available to all of the parish and attended by many.

We continued to celebrate Holy Eucharist every Sunday of the year. That's not easy to do when you have no assigned clergy but through the good efforts of Rebecca Scruton we had a clergy supply team of wonderful priests who each came about once a month to preach and celebrate at Trinity. We are so much richer for knowing them!

Dorothy LaBelle continue to lead us in hymns at the organ and, with the addition of several musically talented newcomers (and a few of us "old timers" as well!), we were able to have a choir on feast days and occasionally on other Sundays throughout the year. We also had instrumentalists who enhanced our services with guitars, cello and the Celtic harp, and we ended the year with a festive Lessons and Carols service full of scripture and music.

Opportunities for fellowship continued to grow at Trinity. We had a parish picnic for the first time in many years and Sal Basile's concerts – four of them – provided a great opportunity for the parish to enjoy each other's company in a social setting (and contributed funds for Outreach and the parish

budget). Ye Olde Sugar Plum Fair as always provided an opportunity for the parish to work together and to benefit our Outreach programs. And what can we say about the wonderful coffee hours which we all enjoy so very much?

Finally, we want to mention the generosity of Trinity Parish members in their pledging in this year's stewardship campaign. The number of pledging members grew from 44 to 55. Pledge income for 2019 exceeded pledge income for 2018 by 27%. Those are both major increases, and while it is wonderful to have the funds available for parish operations (and, by the way to provide a balanced budget), it is even more wonderful to see the growth in pledging members. These numbers reflect a deep commitment to Trinity.

So how would we sum up this last year? It was about **Learning** about God, about **Giving** to those who are less fortunate than us and to our parish, about **Worshipping** with eager spirits and joyful hearts and about **Building** a stronger community.

As wardens we most want to say thank you to God our Father and our Lord Jesus Christ and to the Holy Spirit for their guidance and continued love. And thank you Trinity Parish for being the wonderful parish that you are.

As we move forward into 2019 let us do it with tremendous gratitude for our new pastor, Fr. Tom Furrer whom, as you all know, joined us January 1st. It will be such a joy to continue on our journey as a parish with Fr. Tom as our leader. And let us welcome Maryjane Furrer. We thank her for her support of Tom as he becomes Pastor here at Trinity and we celebrate her ministry as a member of Trinity Parish.

## **PASTOR'S COMMENTS**

Dear Trinity members,

I am writing an informal note (rather than a formal "report") because this is an annual report on the year 2018 and I did not become your "Missional Priest-In-Charge" until January 1, 2019. However, I did serve on occasional Sundays and one day in the middle of each week doing pastoral ministry. So, I was an "unofficial pastor" – sort of – for the past year.

So, I just want to say that my wife Maryjane and I are both overjoyed to be a more official and permanent part of the Christian community here at Trinity. We have felt very welcomed and we have come to love the people here. And what we really love is your "little engine that could" attitude about parish life and mission. You have been through some difficult times over the past few years, but you didn't give up and you kept doing what God called you to do. And we are now seeing the fruit of your steadfastness. There is a joy and a vibrancy and a missionary spirit here that is inspiring.

So, we are overjoyed to be part of the renewal the God is working here at Trinity. I don't know what the next few years will bring, but I am sure that the Holy Spirit is moving here and I can't wait to see the great things God will do in us and with us and through us. In everything we do, may God alone be glorified.

Sincerely yours in Christ,  
Fr. Tom

## 2018 HAPPENINGS AT TRINITY

### Worship Services

Morning Prayer

Choir Sundays

Three Kings Pageant

Shared Holy Week Services  
with St. Paul's

Jessie's First Sermon

Mother's Day Celebration

Season of Creation Liturgy

Blessing of Animals

All-Soul's Day

Remembrance Service

Lessons and Carols Service

Christmas Pageant

### Parish Events and Activities

Gathering Our Thoughts  
All-parish Meeting

Joy-Hope-Love Stewardship  
All-parish Meeting

Newcomers Brunch

Parish Picnic

Sal's Concerts

Ye Olde Sugar Plum Fair

Men's Club Formation

Book Clubs

Women's Luncheon Group

2018 Website Redesign

### Christian Formation

Thursday Morning Bible Study

Recharging our Faith

Reclaiming Jesus

Exploring Parables

Growing in Grace

### Outreach

Boot Party

Visit of Nigerian Bishop Marcus  
Dogo and his wife Nana

Syrian Family Outreach

Trinity T-Shirts Outreach

Nigerian Children's Scholarships

Cathedral Dinners

Sustaining Grant for  
St. Thomas Clinic – Nigeria

Chili and Rice & Beans Cook-off

South Park Inn Support

St. Vincent's School in Haiti

Hands On Hartford

## **REPORT OF THE TREASURER – 2018**

Notes to Financial Statements:

### A. Trinity Parish 2018 Budget and Actuals (pg. 9)

Income was more than budget by \$13.4k.

- Pledges were over by \$10.4k, and Non-Pledge was over by \$55.

Expenses were under budget by \$2.5k.

- Compensation was under because staff worked fewer hours than budgeted.
- Admin. under: lower supply and tech support costs, and no computer equipment purchased.
- Church Property over because of higher utility and lawn care costs (offset by Sexton). 2018 was a deficit budget. Actual expenses exceeded actual income by \$8.8k (\$15.9k lower than expected). Nothing was withdrawn from investments to cover operating expenses.

### B. Designated/ Restricted Accounts (pg. 10)

The Vestry has defined Designated and Restricted Accounts as follows:

Designated Accounts are those where money was given for a specific purpose and must be used for that purpose.

Restricted Accounts are those where money was given but without a specific purpose.

Vestry approves expenditures.

Some designated accounts, such as Outreach are managed by a group within Trinity who disburse funds from the account as appropriate. Other accounts such as Memorial Fund are used with Vestry approval.

The monies for these accounts may be in the checking account or investment accounts. Monies added to these accounts or disbursed from these accounts are not reflected in the Operating Budget. A total picture of Trinity's accounting must include both operating and designated/restricted fund activities.

### C. Budget 2019 (pg. 11)

Expenses remained about the same, and Income was increased by \$25k (successful pledge campaign) giving us a balanced budget. Pledge amount was increased by \$35k, non-pledge down by \$8k. Staff reduced by \$2k because of fewer hours, Program increase by \$2.4k for Supply Clergy, and Property increased \$2.5k for utilities and lawn care. Diocese and Deanery Expenses reduced by \$5.3k due to lower Diocese assessment.

Fiscal Year 2018 accounts were processed using Power Church Plus software, a modified accrual accounting system.

Respectfully submitted,  
Rob Heath, Treasurer

## 2018 ACTUAL TO BUDGET

	2018 Actuals	2018 Budget
<b>Income</b>		
Support	114,870	102,536
Investment Income	0	0
Other Income	9,842	8,800
<b>Total Income</b>	<b>\$124,712</b>	<b>\$111,336</b>
<b>Expenses</b>		
Rector Compensation	28,193	25,920
Staff Compensation	30,588	34,659
Christian Formation	677	800
Music	4,289	4,124
Program	1,779	1,650
Office	9,580	11,630
Property Church	39,357	37,910
Diocese & Deanery	18,999	19,245
Other	0	0
<b>Total Expenses</b>	<b>\$133,462</b>	<b>\$135,938</b>
<b>Deficit: Income Less Expenses</b>	<b>-\$8,750</b>	<b>-\$24,602</b>

**NOTE: In 2018 nothing was transferred from Investments to cover operating expenses.**

### Cash Accounts

Checking Account Balance: **\$37,853**

### Investment Accounts

	**** Episcopal Fund	Merrill Lynch
Beginning Balance	2,518	493,802
Additions	0	0
Withdrawals	0	0
Income/Dividends	-140	7,959
Chg. in Market Value	0	-23,782
Ending Balance	2,378	477,979
<b>Total Investments</b>	<b>\$480,357</b>	

**\*\*\*\* Episcopal Fund is from Dec 1, 2017 – Dec 31, 2018 because the Dec 31, 2017 statement was not available for last year's report.**

## 2018 DESIGNATED/RESTRICTED ACCOUNT ACTIVITY

Account Name	Beg. Balance	Transfers In	Transfers Out	Ending Balance
<b>Designated Accounts</b>				
Memorial Fund-Designated	15,292	0	15,292	0
Special Gifts	22,759	623	22,482	900
Physical Improvements	1,197	46,725	10,385	37,537
Flower Fund	5,738	2,990	2,828	5,900
Memorial Garden	5,857	250	132	5,975
Discretionary Fund-Rector	287	1,811	1,043	1,055
Outreach-General	680	23,179	22,980	879
Outreach-Special	3,100	130	3,230	0
Outreach-Copprome Orphanage	2,857	496	3,353	0
Outreach-Good Shepard Partnership	923	0	0	923
Theological Seminary	136	24	0	160
Stained Glass Windows	1,296	0	0	1,296
Church School	407	0	0	407
Music	1,343	0	79	1,264
<b>Affiliated Groups</b>				
Altar Guild	2,275	0	94	2,181
<b>Total Designated Accounts and Affiliated Groups</b>	<b>64,147</b>	<b>76,228</b>	<b>81,898</b>	<b>58,477</b>
<b>Restricted Account</b>				
Memorial Fund-Restricted	163,253	854	3,258	160,849
Sale of Rectory (net)	101,131	0	0	101,131
<b>TOTAL</b>	<b>\$328,531</b>	<b>\$77,082</b>	<b>\$85,156</b>	<b>\$320,457</b>

NOTE: there are "correcting entries" included in the "In" and "Out" amounts.

### Comments on Designated/Restricted Accounts:

Memorial Fund-Designated: Disbursement was made to clear the account and move balance to Physical Improvements to fund Parish Hall renovation.

Special Gifts disbursements: Transfer of \$22,402 to Physical Improvements to help fund the Parish Hall renovation, and clear undocumented money from the Special Gift account.

Physical Improvements additions: Transferred \$37,694 from Special Gifts and Memorial Fund-Designated to fund Parish Hall renovation, received \$1,000 donation, and \$8,600 for final insurance payment for ice damage of several years ago.

Physical Improvements disbursement: spent \$2,300 on office area ceiling repair and new lights, and \$7,500 for new air conditioning unit.

Outreach-General: Received/spent \$2,150 for Nigerian Scholarship Fund. Received/spent \$14,766 Diocesan grant for new Kateri medical clinic. Received \$526 from Church Fair profits (25%). Sent \$400 to South Park Inn, \$800 to Wethersfield Fuel Bank, \$500 to Rector's Discretionary Fund, and \$550 for the Syrian family.

## 2019 BUDGET

Income	
Support	128,267
Investment Income	0
Other Income	7,842
<b>Total Income</b>	<b>\$136,109</b>
Expenses	
Rector Compensation	28,278
Staff Compensation	32,838
Christian Formation	600
Music	4,900
Program	4,000
Office	11,739
Property Church	40,216
Diocese & Deanery	13,538
Other	0
<b>Total Expenses</b>	<b>\$136,109</b>
<b>Deficit: Income Less Expenses</b>	<b>\$0</b>

NOTE: Balanced Budget. NO withdrawals from Investments to cover operating expenses.

**TRINITY PARISH**  
**Wethersfield, Connecticut**  
**BYLAWS**

PREAMBLE

Trinity Parish, Wethersfield, Connecticut, has been duly constituted as such by the Bishop of the Protestant Episcopal Church in the Diocese of Connecticut. It is organized and exists as a non-profit religious corporation under an act of the Connecticut State Legislature passed on March 23, 1877, as appears in the Connecticut General Statutes Section 33-265. The Parish promulgates the following as its Bylaws and hereby rescinds all Bylaws hitherto in effect.

ARTICLE I

As a parish of the Protestant Episcopal Church in the Diocese of Connecticut and of the Protestant Episcopal Church in the United States of America, Trinity Parish is subject to the constitutions and canons of both ecclesiastical governing bodies insofar as these affect parishes generally and Trinity Parish specifically.

ARTICLE II – MEMBERSHIP

Section 1. In accordance with Canon I of the Diocese of Connecticut, any person who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in Trinity Parish or in another Christian church, and whose Baptism has been duly recorded by Trinity Parish is a member thereof. Such members sixteen years of age and over are considered adult members. All members of this Church who have received Holy Communion in this Church at least three times during the preceding year are to be considered communicants of the Church and all communicants sixteen years of age and over are adult communicants. An adult member shall meet the registration requirements by having been registered in the Parish register of Trinity Parish, or by having been confirmed or received by a Bishop in communion with this church in the parish, or by presentation of a letter of transfer in due form signed by the appropriate authority of another parish in the Anglican Communion. Should such a letter be unobtainable for valid reason beyond the person's control, this requirement may be waived in the judgment of the Minister or Warden.

Any member of Trinity Parish shall remain as such until the relationship is terminated by death or written notice of withdrawal or by vote of the Parish at the annual Parish meeting. The reason for termination of such relationship in the last mentioned case shall be done in accordance with the canons of the Episcopal Diocese of Connecticut.

ARTICLE III – OFFICERS

Section 1. The officers of this parish shall be a Rector, two Wardens, a Clerk, a Treasurer and six (6) other communicants of the Parish. The foregoing shall constitute the Vestry of the church; the Rector shall be chairman ex-officio.

Section 2. Each member of the Vestry shall have one vote.

Section 3. Two thirds of all voting Vestry members shall constitute a quorum.

Terms of office are as follows:

Wardens; terms of one (1) year with a three (3) year term limit.

Treasurer; a term of two years with a six (6) year term limit.

Clerk; a term of one year with a three (3) year term limit.

Six other communicants; for two year terms with three (3) members elected each annual meeting in a rotating manner

Positions on the Vestry that require specialized skills (Treasurer and Clerk) can exceed the specified term limits for each, by a majority vote of the Vestry upon request from the Nominating Committee prior to the annual meeting, on a year to year basis. This provision is not applicable to Wardens or general members.

No Vestry person shall be re-elected at the end of a full term, but may serve again after an interval of one (1) year.

Section 4. The Vestry, at its meeting subsequent to the Annual meeting, shall designate a Senior and a Junior Warden.

Any vacancy occurring by death or otherwise in the office of Warden during the course of the year may be filled for the unexpired balance of the term at a special Parish meeting duly called for that purpose.

Any vacancy of Treasurer, Clerk or general Vestry member may be filled at the next Annual Meeting or may be filled until the next Annual Meeting by the Vestry or at a special Parish meeting duly called for that purpose as the Vestry in its discretion may determine.

Section 5. The term of any Parish Officer, except the Rector, may be terminated at any time, by vote of the Annual Parish Meeting or of any special Parish Meeting called for that purpose, provided that notice of such proposed action is included in the call of such meeting and written notice is given simultaneously to the person affected thereby, and that such person be given due opportunity to be heard at such meeting. A vacancy occurring as a result of such action shall be filled by election at a subsequent meeting.

Section 6. The Parish Clerk shall be Clerk of the Vestry ex-officio.

Section 7. Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its clergy.

Section 8. The regular meetings of the Vestry shall be held monthly except when there is no church business to be conducted, e.g., July/August, to be determined by the Rector in consultation with the Wardens. Special meetings of the Vestry may be called by the Rector or by three (3) members of the Vestry upon one (1) week's written or electronic notice to all members. At all Vestry meetings, two thirds of the voting members shall constitute a quorum. All matters at such meetings shall be decided by

a majority of those present. Emergency church business, as determined by the Wardens or Rector, may also be conducted via telephone or other electronic medium, e.g., email.  
Vestry meetings shall be open to all members of the congregation except when the Vestry adjourns to executive session.

#### ARTICLE IV – PARISH MEETINGS

Section 1. There shall be an Annual Meeting of this Parish on the third (3<sup>rd</sup>) Sunday in January, or on such other date as designated by the Vestry, but no later than the end of February, for the purpose of electing Parish officers other than the Rector, and for transacting such other business as may legally come before the meeting.

Special parish meetings shall be called by vote of the Vestry or upon written request of ten percent (10%) of the voting members of the parish.

Notice of any parish meeting shall be signed by the Clerk, or if absent, by one of the Wardens; and shall be posted at the door of the Parish Church, and sent by the Clerk to every parish household at least one week before the time of the meeting.

Notice of any parish meeting, except the Annual Meeting, shall contain a statement of purpose for which the meeting is called; and at all meetings the Rector of the Parish, if present, shall preside. In the absence of the Rector of the Parish, the person designated as Senior Warden shall preside.

The Vestry of each Parish shall from time to time, and always within one month preceding the annual parish meeting, revise the roll of members of the Parish and of those entitled to vote at Parish meetings, in accordance with the provisions of these Canons, and such roll shall be presented by the Vestry to the annual Parish meeting, and when adopted by said meeting shall be the roll of that meeting.

Section 2. At the Annual Parish Meeting, the Nominating Committee shall present the following slate of nominations:

Two (2) Wardens

Clerk

Treasurer (at completion of 2 year term)

Three (3) Vestry persons

Four (4) Delegates: Two (2) of who become delegates to the Diocesan Convention and two (2) become alternates (at completion of 3 year term)

A Nominating Committee of four (4). (Note Paragraph below)

Each February, the Vestry shall appoint one (1) of the members who is serving the last year of *a* term to be the fifth (5<sup>th</sup>) member of the Nominating Committee. This person shall convene the Committee prior to the Vestry meeting of the following October. In the event the person cannot serve at that time, the Vestry will appoint another such member. The Nominating Committee shall elect its own chairperson.

If a duly elected member of the Nominating Committee is not able to serve when the committee is convened, the Vestry shall appoint a replacement at the next Vestry meeting.

The delegates shall be elected at the Annual Meeting to serve until the third Annual Meeting following their election, and until their successors be chosen and qualified. No person may be re-elected after

serving for two (2) complete terms until the Annual Meeting following the meeting at which such term expired.

Section 3. One-third of all voting members shall constitute a quorum at any parish meeting.

Section 4. Except as may be otherwise provided herein, or by Canon, all questions shall be decided by a majority vote of those voting members present.

Section 5. Any questions of Parliamentary procedure not herein covered shall be governed by Robert's Rules of Order.

## ARTICLE V – COMMITTEES

Section 1. The Rector and/or Vestry shall appoint members of the congregation to the following standing committees of Trinity Parish:

- Christian Formation
- Worship
- Finance
- Outreach
- Stewardship
- Fellowship and Parish Life
- Property and Rental

The Rector/and or Vestry shall designate the chair of each committee, and require such reports as will assist the Vestry with its work.

The Rector may authorize other standing and special committees with the approval of the Vestry and will be an ex-officio member of each.

All standing committees shall be responsible to the Rector. Each organization shall present at the Annual Meeting of the Parish a report containing a summary of its activities and finances and a list of its officers.

The Vestry may from time to time create and charge Ad Hoc Committees to undertake specific tasks in the governance of the parish. Committee members shall be appointed by the Rector and/or Vestry. Each such committee shall be dissolved upon the completion of its work.

Section 1a. The Finance Committee shall meet regularly to review parish finances and budgets and prepare an annual budget for presentation to and approval of the Vestry.

## ARTICLE VI – AMENDMENTS

Section 1. Any bylaw may be adopted or amended by two-thirds (2/3) vote of the voting members present at an Annual or special meeting, provided that the full text of such proposed amendment is in accordance with Canon Law and is available in the Parish Office and at Sunday worship services prior to the Annual Meeting. Unless specified otherwise, such adoption or amendment of any bylaw shall become effective upon passage.

Section 2. These bylaws shall be reviewed by a committee of five (5) members appointed by the Rector at least every ten (10) years. This committee shall report to the next Annual Parish Meeting following their appointment.

LAST REVIEW:

September 19, 2006	Recommended by the Bylaws Committee
October 17, 2006	Adopted by the Vestry
February 4, 2007	Adopted at Parish Annual Meeting
October 25, 2018	Recommended by the Bylaws Committee
January 28, 2019	Adopted by the Vestry
February 10, 2019	Adopted at Parish Annual Meeting

## **NOMINATING COMMITTEE REPORT**

Warden	1. Rose Riley 2. Denise Paternostro
Treasurer	Rob Heath
Clerk	Carol Jones
Vestry	1. Warren Blessing 2. Judith Shaw 3. Leslie Jones 4. Tina LaMorte 5. Cheryl Lewis 6. Linda Traue
2018 Nominating Committee:	1. Rebecca Scruton 2. Donna Brown 3. Marilyn Ford 4. Connie Harasymiw
Convention Delegate	1. Rose Riley 2. Ray Colburn
Alternate Convention Delegate	1. Lynda Blessing 2. Kathy Cole

# INDIVIDUAL COMMITTEE REPORTS

## ALTAR GUILD

The faithful and the few are the members of the Altar Guild who prepare our church for celebration of the Holy Eucharist each Sunday. For Christmas, we polish the silver and brass and decorate the church. This year, we purchased a new set of kings and a shepherd for the nativity set. In Holy Week, we strip the palms for Palm Sunday and, on Maundy Thursday, we carry out the symbolic stripping of the church in preparation for Good Friday and we decorate the church for Easter. This year we also assisted in preparations for one adult baptism and one funeral.

In 2018, our members were Susanna Brown, Kathy Cole, Helen Desrochers, Marilyn Galek, Jennifer Gebhardt, Carol Jones, Marty Koehler, Cheryl Lewis, Barbara Rowley, and Joyce Tomlinson. We warmly invite you to shadow members of the Altar Guild some weekend to help you discern if this ancient, sacred ministry might be one that God is calling you to join.

Each year, we give thanks for the skill and dedication of Nan Heath, our Flower Coordinator, who supervises the floral arrangements throughout the year and helps us out in many other ways. We are grateful to the Trinity members who support the Flower Fund through our biannual appeals.

We are also grateful to Susanna and Joyce for their diligent care of our fair linens.

### Altar Guild Treasurer's Annual Report 2018

#### 1. Designated AG Account

Account Balance – December 31, 2017	\$ 2,274.88
Linens (two purificators & lavabo towel)	<u>-93.85</u>
Account Balance – December 31, 2018	\$ 2,181.03

#### 2. Flower Fund Account

Account Balance – December 31, 2017	\$ 5,738.06
2018 Contributions	\$ 2,990.00
2018 Expenditures	\$ 2,828.52
	<u>Net \$ 161.48</u>
Account Balance – December 31, 2018	\$ 5,899.54

Respectfully submitted,  
Carol Jones  
Altar Guild Director

## **CHRISTIAN FORMATION**

The responsibility of the Christian Formation Committee is to organize opportunities for parishioners to expand their spiritual growth. During 2018 the committee expanded the number of Bible study classes at Trinity. The Thursday morning Bible study continued to grow under the leadership of Rebecca Scruton. A new class based on the Parables called “Walking in the Word” began in the summer and ran through the fall. During the summer the discussion of the Parables was combined with a walk through Old Wethersfield.

Carol Jones and Rose Riley led a course based on Bishop Michael Curry’s *Reclaiming Jesus* position paper. The Rev. Thomas Furrer led a Lenten program called “Charting Your Faith” which met on Wednesday nights. The program combined a light supper and Bible study. Another new course was created by the Rev. Thomas Furrer and the Rt. Rev. Gordon Scruton. The course, called “Growing in Grace”, covers Confirmation, Reception and Reaffirmation in the Episcopal Church. The course meets once a month and will continue into the spring of 2019.

Respectfully submitted,  
Denise Paternostro

## **THURSDAY MORNING BIBLE STUDY**

Bible Studies for 2018 continued to thrive and evolve here at Trinity. During this past year the Thursday Morning Bible Study had various approaches to the exploration of Scriptures including lecture, DVD sessions and the South African Study format. Father Tom Furrer, Sal Basile and Rebecca Scruton facilitated sessions throughout the year. The style of teaching and the focus differed according to the individual leader. Each experience drew us into a deeper ‘knowing’ of Scripture and our relationship with God and each other. Our groups varied in numbers throughout the year with the average being 12-14. Our time together is fluid and welcoming. Please join us at any time on Thursdays from 10:30-12:00 in the Seabury Room.

Respectfully submitted,  
Rebecca Scruton

## **FRIENDS AND NEEDLES**

Friends and Needles continues to meet on Thursday afternoons in the Seabury Room. We average 10 to 13 ladies and at least half are not members of Trinity, as we are open to the community. We help each other with difficult patterns, we discuss books, we share patterns and ideas, but most of all we laugh and enjoy each other and our knitting and crocheting. We knit prayer shawls for the parish and tiny hats for pre-mature babies and special blankets that are given as a gift to any child baptized at Trinity. All are welcome, and knowing how to knit is not a prerequisite.

Respectfully submitted,  
Connie Harasymiw, on behalf of all the ladies

## **FINANCE COMMITTEE**

Current Members (2018): Barbara Rowley (Chair), Rob Heath, Kathy Cole and Anne Marie Stavola

During 2018, the Finance Committee met monthly to:

- Review financial performance
- Compare monthly income and expenditures to budget
- Review actual checks written/account activity

The Treasurer presented financial reports monthly to the Vestry.

The Committee reviewed investment performance and met with our investment advisor.

Members of the Committee reviewed the auditor's comments/report on 2017 financial policy and procedures.

The Finance Committee collected information from parishioners responsible for a committee or budget line to create the 2018 budget. The Committee also looks at the budget as it relates to the guidelines required by the diocese. Our budget planning work began in August and culminated in presenting a proposed budget to the Vestry.

If anyone is interested in volunteering for this Committee for 2019, please see Barbara Rowley or any Committee member.

Respectfully submitted,  
Barbara Rowley

## **IT TECHNOLOGY AND SOCIAL MEDIA**

Trinity continues to address the importance of technology within 21<sup>st</sup> century communities. A technology replacement plan and network security need to be examined in 2019.

<b>GOAL: Upgrade the network in Power Church, update equipment and general improvements to increase cost savings and stability</b>	
Configure copier for network copying and scanning	Completed
Create a plan for computer replacement equipment	On hold
Improve network security	On hold

Trinity continues to address the goals set forth in 2016. In addition, 2018 saw a complete overhaul of Trinity's website as well as an increased presence on Facebook.

Respectfully submitted,  
Donna Brown and Joan Joseph

## MEMORIAL GARDEN



*“Think of them faring on as dear  
In the love of There as the love of Here.”*

From “Away” by James Whitcomb Riley

There is little to report since there were no interments in the Garden in 2018.

As always, a heartfelt thank you to Keri Milne, who has done so much work over the past years to make the Memorial Garden beautiful. This means so much to everyone, but especially to those of us who have relatives interred in the Garden.

Contributions for the upkeep and flowers for the Garden were given by Donna Brown, Diane Didden, Arline Hallisey and Ellie Steidel.

### Memorial Garden Account Activity 2018

Beginning Balance		\$5,857.56
Contributions	150.00	
Expenses	(32.00)	
Ending Balance		\$5,975.56

Respectfully submitted,  
Barbara Napolitano

## MUSIC COMMITTEE REPORT

The music program at Trinity changed significantly in 2018. Although the choir, due to dwindling numbers, no longer sang on a regular basis at Sunday morning services, Dorothy LaBelle continued to provide organ and piano music for congregational singing. An effort was made to introduce new hymns for congregational music and inserts were used more frequently to augment the 1982 hymnal.

Around Easter, new Trinity members joined the choir and made it possible to begin to have the choir participate in the service periodically, especially on feast days. Small groups of singers and musicians made other holidays special – Mother's Day with a procession singing *When the "Moms" Come Marching In* and Earth day with guitars and men singing the St. Francis prayer. Linda Traue's Celtic harp and Sal Basile's guitar added to a number of Sunday and special services.

The choirs of Trinity and St. Paul's Lutheran Church continued to sing together at special services: Ash Wednesday and Thanksgiving at St Paul's, and Maundy Thursday at Trinity.

The year ended with a festive Lessons and Carols service at the 9 am service on the fourth Sunday in Advent, followed by an equally festive Christmas Eve service. Linda Traue's Celtic harp graced both of these services as did the voice of guest soprano Rose Gottfried. Patrick and Hannah Gebhardt added to the Christmas Eve service with a guitar and cello rendering of *O Holy Night* at communion.

The choir, with the addition of a number of new Trinity members and the return of several past choir members, continues to grow. A music committee was formed and continues to work on the planning for monthly Choir Sundays and special services and events. The Choir Committee consists of Linda and Tom Traue, JR Stanko, Kathy Cole and Rose Riley with occasional participation by other choir members.

We look forward to many more special musical events and regularly scheduled choir Sundays as we move forward into 2019.

Music expenses this year consisted of payments to Dorothy LaBelle for playing at services and rehearsals, fees for tuning of the organ and subscription to two music licensing services.

Respectfully submitted,  
Rose Riley

## **OUTREACH REPORT**

Trinity's recorded outreach commitment goes back to the early 1980s when we began supporting an Episcopal school in Haiti. In 2003 our Outreach Committee was reorganized to focus on **local, regional, and worldwide organizations**. Outreach activities reported for 2018 include projects under the "Outreach Umbrella" in addition to those administered by the Outreach Committee. Trinity also provides access to our building for outside organizations.

**Kateri Medical Services, Inc.** I want to thank the outreach committee and Vestry and the whole parish for the support you all have given to the mission work that I am doing in Nigeria through my non-profit corporation called "Kateri Medical Services, Inc."

First of all, the outreach committee warmly welcomed Bishop Markus Dogo and his wife Nana from the Diocese of Kafanchan in central Nigeria when they came to speak at Trinity in June. At that meeting, Marilyn Ford presented us with a check for \$1,500 which was used to buy medicine and other medical supplies for our newest medical facility in Kafanchan Diocese.

Secondly, members of the outreach committee organized a "Christmas in June, July and August" event to raise funds to support students, many of them orphans, in Kafanchan Diocese to go to primary school. Many people contributed to this effort and we raised \$2,000. This was enough to buy uniforms, books and tuition for 40 students in two different schools. The photographs of these students are on the bulletin board in the parish hall.

Thirdly, the Wardens and Vestry supported a proposal to our Diocese here in Connecticut for a "Sustainable Development Fund" Grant to help purchase diagnostic medical equipment for our next clinic (now being constructed) in Port Harcourt, Nigeria. Trinity's Vestry agreed to contribute \$2,000 and the Diocese contributed \$14,766 for a combined total of \$16,766. The grant will allow us to move ahead with our new clinic fully equipped to serve thousands of poor residents every year.

We are very grateful for the enthusiastic support of Trinity's outreach committee, Vestry and the whole parish. Your generosity is making a HUGE DIFFERENCE in the lives of hurting people in Nigeria.

*Fr. Tom Furrer, President and Executive Director of Kateri Medical Services, Inc.*

**South Park Inn, Hartford.** Trinity's wonderful outreach efforts in support of South Park Inn continued throughout 2018. We collected donations using the list of items identified on South Park Inn's "wish list". Periodically – about once a month or every six weeks – large bags full of Trinity donations were brought to South Park Inn. Occasional special themed giving drives, such as the Lenten Season drive, helped us to focus on special needs of South Park Inn residents and clients.

*Rose and Ray Riley, liaisons to South Park Inn*

**St. Vincent's Center for Children with Disabilities in Haiti.** St. Vincent's is the only Episcopal school in Haiti which provides academic, clinical, and residential services for blind, deaf, and physically disabled children. Many wonderful changes have happened at St. Vincent's during 2018 as they are developing their new facilities at Santo 17. Daily, the students "gather together to ask the Lord's blessing." And we are told in a recent communication Trinity is part of that blessing. Our contributions provide school supplies, food, and teachers' salaries. "This gives hope to the children with disabilities: deaf, blind, unable to walk, impoverished, and living in Haiti; and yet joyous, loved, and loving. These are the 200 children who are students at St. Vincent's." Their lives have been changed by classes taught in Braille and sign language, Creole and French.

Irvika Francois, a multi-talented and experienced educator, was hired as the first Principal of the school. She has already beta-tested a curriculum that is more rigorous, more practical, and more child centered than the previous one. Dolphin Mentor became the first ever Buildings and Grounds Supervisor. He has planted a variety of crops such as pumpkins, spinach, corn, okra to improve the students' nutrition, as well as overseen many needed repairs without the need of outside contractors. The crumbling part of the perimeter wall has been replaced and a new reinforced entrance gate has been installed to ensure the security of the students, residents, and staff. New child-height wash basins and running water have been built adjacent to the bathrooms, enabling better hygiene and sanitation for the children.

St. Vincent's is operated by a Board of Directors: eight Haitians and seven North Americans who work tirelessly "discussing, deliberating, deciding the best path forward for their students." Their headquarters is in Memphis, Tennessee. As their mission statement attests, the children are growing into their full potential with the skills to negotiate life.

**Christ Church Cathedral Dinners.** Trinity volunteers continue to support the homeless at Christ Church Cathedral in Hartford. We support five Cathedral dinners a year by donating the food, preparing and serving the meals. Parishioners support by donating monetary gifts, food and/or their time in serving on the evening of the dinners. We plan and prepare for serving 100 dinners each time.

**Hands On Hartford.** We have supported new endeavors for this organization. Parishioners this year have participated in their Holiday luncheons that support the Hartford neighborhoods for the under-served population. We participated in the set-up, cooking, serving, and clean-up of the luncheons, as well as mingling with the clients.

**Footwear with Care's Boot Party** took place at Christ Church Cathedral and served the needs of 500 homeless and disenfranchised people in the Greater Hartford Region. Volunteers assisted with distributing morning snacks, cleaning feet, and handing out lunches, socks, and personal care packages. Clients also had their feet examined by medical professionals and were given a new pair of winter boots. Trinity members donated funds and some of the personal care packages which were handed out. Along with that several members attended to volunteer their services for the day's events.

*Warren & Lynda Blessing, liaisons to Christ Church Cathedral Dinners and Hands On Hartford*

**Copprome Orphanage, El Progreso, Honduras.** I have been going to Copprome twice a year for 15 years. Currently there are 38 children there. I last visited in October 2018. I was very disturbed to find a serious lack of good food, especially eggs, milk, meat and vegetables. I spent half of my money on food, took the children on a day trip to the ocean which they loved and bought everyone new shoes. I also had a pizza party for them. *Ginger Smith, liaison to Copprome Orphanage*

**Wethersfield Food Bank.** Due to the generosity of our Trinity community, I deliver two bags of groceries to the Wethersfield Food Pantry on an average week. Staples such as pasta, canned goods, tuna fish and peanut butter are much in demand. The occasional addition of personal care items such as shampoo and toothpaste are appreciated since these items are not covered by food stamps. I'm working on a method of weighing contributions so that Trinity members, as well as the food bank have an idea of the extent of our involvement. *Anne Tranberg, liaison to Wethersfield Food Bank*

**Annual Christmas Toy Drive.** Thanks to Trinity for once again supporting the **Christmas Toy Drive sponsored by Wethersfield Social Services.** Trinity members also helped with the distribution of toys on December 18 at the town hall. Families who received the toys were appreciative of this support.

**Syrian Family in Wethersfield.** The outreach committee was presented with an opportunity to help a refugee family living in Wethersfield. We have developed a wonderful relationship with this family of five and they are very appreciative of the household and personal care items as well as gift cards given to them by Trinity members. Yaman, the wife/mother met many parishioners when she participated in our 2018 Chili + Rice & Beans Cook-Off and won first prize in two categories.

**Golden Oldies Concerts,** presented by our own **Sal Basile** in May and November, were a big highlight of the outreach committee's year. The attendance in 2018 was the biggest by far thanks to some of Sal's "followers". Many thanks to Sal for generously giving his time and talent for the benefit of the outreach committee with the proceeds going to the organizations we support.

**Annual Chili + Rice & Beans Cook-Off.** Once again this annual event "took on a life of its own" for the 11<sup>th</sup> year in a row with a crowd of over 90 people attending. St. James', Glastonbury participated with Trinity for the second year. There were 14 cooks with great recipes – 7 Rice & Beans and 7 Chili. It is a fund-raiser for those less fortunate, and this year the proceeds went to "Hands On Hartford" as both Trinity and St. James' support this organization which helps Hartford's neediest residents in the areas of food, housing, and health. The Cook-Off has become a multi-community event with parishioners of both St. James' and Grace, Newington joining with Trinity.

The outreach committee also supported the Wethersfield Fuel Bank with a monetary gift, brought Teddy Bears and friends to the Connecticut Children's Medical Center, and food for Thanksgiving Baskets to Wethersfield Social Services.

The Outreach Committee is grateful to the Vestry for providing 25% of the 2018 Fair proceeds and to all of our parishioners who supported us in so many ways. Together we make a difference! 2018 has once again shown that Trinity is a GIVING CHURCH! We feel privileged to participate in being the hands and hearts of Jesus locally, regionally, and worldwide.

Respectfully submitted,  
Marilyn H. Ford  
Outreach Committee Chair

## **PROPERTY COMMITTEE REPORT**

The Property Committee has continued to be an active group and has happily received a couple of new members and would like to welcome any other willing parishioners. There are always enough tasks that need to be done in our old building. We have attempted to be a more pro-active group and choose the prioritized projects that need to be done. There are always the things that go astray that we must attend to, such as the following –

The following is a partial list of the accomplishments completed this year:

- 2015 Winter Storm Insurance claim for building damage was finalized.
- We continue as landlord for the Family Literacy Program of the Wethersfield School system.
- Repainted two Bathrooms off the parish hall. Added handicap aids as well.
- Repaired the emergency lighting throughout the church and ensure it works properly.
- Drains in between buildings in the courtyard are cleaned on a regular basis to keep the lower level rooms from having water leaks.
- Replaced the hot water heater.
- Oversaw the installation of a new air conditioning unit for the office wing.
- Refinished the church's sign on the front lawn.
- Had all the gutters cleaned.

A list of large projects that need to be accomplished was created and prioritized. Two items from that list we have completed in 2018 are:

- Installation of new LED lights in the office wing (includes Rector's Office and Sacristy).
- Facilitated repairing the ceiling in the lobby area outside the office.

We spent a good deal of time planning and preparing for new suspended acoustical ceilings to be installed in the parish hall, back hall (upstairs and down), nursery, yarn room, sexton office and the old sacristy. We are also having new LED lighting installed and additional insulation added. Painting will take place after that to finish up the job. The work will be completed in January and February 2019.

Respectfully submitted,  
Warren Blessing

## **WORSHIP TEAM**

The Worship Team is part of the Worship Ministries at Trinity Parish. Our role is to help organize Sunday and special feast day services by:

- \* Providing liturgical support by selecting intercession and communion prayers
- \* Reviewing hymns and selecting service music, and assisting with special musical offerings
- \* Supporting preparation of the Sunday bulletin
- \* Developing customaries for special services
- \* Coordinating special services such as:
  - Epiphany service
  - Memorial Garden service
  - Earth Day service
  - Mother's Day service
  - Father's Day service
  - Season of Creation services
  - St. Francis Day service
  - Remembrance Service
  - Lessons and Carols
  - Christmas Eve Service
- \* Communicating worship details with supply clergy
- \* Coordinating with the team leaders of Altar Guild and Lay Worship Ministries (lectors, ministers of communion, ushers, etc.)

We met 14 times in 2018.

2018 Worship Team Members: Gordon Scruton – Clergy Advisor, Donna Brown, Kathy Cole, Carol Jones, Dorothy LaBelle, Denise Paternostro, Rose Riley, Janice Rouse

Respectfully submitted,  
Rose Riley

## **YE OLDE SUGAR PLUM FAIR**

Ye Olde Sugar Plum Fair was held on November 17, 2018. It was a parish wide endeavor and many parishioners participated by helping with set-up and take-down, and manning tables. We had tables of books and puzzles and games, baked goods, handmade gifts, Christmas collectibles among many others. We again received 40 poinsettias plants from St. Paul's to sell. Although the crowds were not as large as in the past, it was a day of coming together and working together for the good of Trinity. As in past years, the Vestry voted to give 25% of the fair proceeds to the Outreach committee with the requested distribution to local, regional and international charities.

Respectfully submitted by co-chairs  
Connie Harasymiw  
Rose Riley