
St. Luke's Episcopal Church

2023 Annual Meeting



Agenda

- Welcome and opening prayer
 - The Rev. Frank Maxwell, Interim Rector
- Approval of agenda
- Approval of minutes of 2022 Annual Meeting and Interim Rector's report
 - Pastor Frank
- Senior Warden's report
 - Betsy Rogers
- Junior Warden's report
 - George Hughes
- Treasurer's report (2022) (All financial reports are located at the end of this report)
 - Karen Malzahn
- Proposed 2023 budget
 - Karen Malzahn
- Elections
- Stewardship report
 - Betsy Rogers and Paul Newman
- Altar Guild report
 - Carol Heil and Lori Holton
- Outreach report
 - Pete Thelen
- Search Committee report
 - Ross Holton
- Unfinished business
- New business
- Adjournment and Benediction
 - Pastor Frank

St. Luke's Episcopal Church, Sister Bay
2022 Annual Meeting
Jan. 23, 2022
MINUTES

Due to the pandemic, the meeting was conducted virtually via Zoom. The meeting convened at 11:03 a.m. There were 32 attendees. Copies of the agenda, each report and last year's minutes were distributed via email to all attendees.

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

David Skidmore added one item to the agenda—a report on parish communications. George Hughes motioned to accept the amended agenda; Pat Wisner seconded; motion passed.

The agenda was then voted on and approved.

Minutes from the 2021 Annual Meeting were submitted and approved.

Pastor Frank submitted his report and added how grateful he was to serve the parish and thanked everyone for the 50th wedding anniversary gift he and Mary received.

- Senior warden's report—Betsy Rogers

Betsy amended her report, correcting the amount turned over to the Outreach Committee to \$83,697 and also corrected a typo from sit to split the tithe. Her final correction was that the number of households increasing their pledges was 20 not 21. 2022 pledges are now \$24,000 more than in 2021.

She noted that a parish-wide meeting on the question of whether to hire a full- or part-time rector will be held, via Zoom, on Saturday, Feb. 19 from 1 p.m. to 3 p.m. The proceedings will also be recorded and posted online. Signups for the meeting as well as the Zoom invitation will go out via our eNewsletter. She encouraged everyone with questions and/or concerns to attend.

Additionally she expressed, on behalf of the parish, gratitude to Frank for keeping us moving forward during difficult times, providing a steady hand and becoming a good friend to the people of St. Luke's.

- Junior warden's report—George Hughes

Submitted. George added that since that report was written he has had a locksmith fix the front door lock of the church to work more smoothly. New keys do not need to be distributed but if anyone has a problem with opening it, they should contact him for a replacement. The locksmith admired the church's poinsettias so George gave him one and he then waved the bill.

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- Treasurers' report — Karen Malzahn

Submitted and approved.

- Elections—Pastor Frank pointed out that until a permanent rector is found, no Vestry positions will change so therefore there are no Vestry elections. However we do need to elect delegates and alternates to the convention.

Convention delegates—

Peter Thelen
Roberta Thelen
Carolyn Finch

Convention alternate delegates—

Diana Wallace
Paul Finch

Frank asked for nominations from the floor. None were offered. Betsy Rogers motioned to close the nominations and vote on the slate. Pat Wisner seconded. Motion passed and all candidates were elected unanimously.

- Stewardship report—Paul Neuman and Betsy Rogers

Paul noted a new pledge was received this week bringing the total to \$123,825 for 2022 which is more than \$23,000 higher (23 percent) than 2021. A total of 35 pledges have been made. There were 39 last year. We have 4 new pledges this year, the same number of new pledges as last year. There is still time to pledge and he encouraged anyone who hasn't to do so.

- Altar Guild report—Lori Holton, Carol Heil
Submitted

- Outreach report—Peter Thelen

Pete thanked the congregation, the Vestry and his committee for their support and generosity. Carolyn Finch told him we have received many thank you notes from people who have benefitted from our outreach. Trudy Jischke asked what specifically the Sister Bay Fire Department used their dollars for. Pat Wisner responded it went to their general community outreach; using the building for vaccinations, opening it to groups for meetings and community gatherings.

- Search committee report—Ross Holton

Ross thanked the congregation and Vestry for the trust they have shown and his committee members for their work. He reported they hope to finish the Parish Profile by February which will then open the door to more active searching for candidates.

- Communications report—David Skidmore

David commended Carol Ann Osinski for her work on the eNews, which has become a vital means for connecting the congregation. He also gave kudos to Carol Ann and Norma Bramsen for their work on cleaning up the distribution lists and for Norma for creating a new digital directory. The Website was relaunched in March using our host GoDaddy's product which has proven to be more secure and easier to work with. And, it saved us money. He expects more content will be added over time.

David also reported that a parish video was created this past autumn which tells a powerful story and he encouraged anyone who has not yet viewed it to check it out online. Since we are not having in-person services through January, he will continue to videotape them and post online.

Pete Thelen had also asked him for photos from Masvingo, our sister diocese, which he has gathered into a binder for viewing. These will also be posted on the Website.

- Unfinished business

Paul Neuman thanked the Vestry clerk for her work.

Carolyn Finch reminded everyone that since we haven't had in-person services, we should remember to send in pledges. Pastor Frank will continue to monitor the Covid situation and is keeping in contact with Joanne Skidmore (who is filling in for him while he is on vacation).

Frank also encouraged people to submit their thoughts and prayers for the Lenten Devotional as there is still room.

Karen Malzahn gave kudos to George Hughes for his efforts to find a new cleaning lady. The church has never been cleaner, she said, and the service is less expensive. She also thanked Sue Raye Hughes for the music at services and our bookkeeper Julianne, for her dedication. "Our church is a family which is a community and we all work together," she said.

- New business

None

George Hughes motioned to adjourn and Pete Thelen seconded.

Pastor Frank offered a benediction. The meeting adjourned at 11:41 p.m.

Respectfully submitted,

Susan Hoffert
Vestry Clerk

St. Luke's Church

Annual Meeting Reports



Report of the Interim Rector for 2022

*“Now thank we all our God
With hearts and hands and voices,
Who wondrous things hath done,
In whom this world rejoices;
Who from our mother's arms
Hath blessed us on our way
With countless gifts of love,
And still is ours today.”*

*~ Martin Rinkart (1586-1649)
#396, #397 - The Hymnal 1982*

Preface

Germany in the seventeenth century was in the throes of the Thirty Years' War. Martin Rinkart was a Lutheran pastor in the walled city of Eilenberg in Saxony. In spite of his frail physique, he stayed there throughout the war, enduring the horrors of famine and plague. He helped refugees from other areas who came to the city. When all the other pastors had either fled or died, he ministered to the sick and dying, and conducted some 4,500 funerals, including that of his own wife. Towards the end of the war, the city was besieged or overrun, once by the Austrians and twice by the Swedes. The Swedish general demanded a vast levy from Eilenberg's already desperate citizens; Martin pleaded with him, but in vain. So he turned to his friends and said, “Come, my children; we can find no mercy with man - let us take refuge with God.” The general was so moved at seeing pastor and people praying and singing on their knees that the demand was reduced to less than a twentieth of the original sum. This hymn, which began as a family grace said before meals, was sung as a national thanksgiving at the end of the Thirty Years' War.

A Thankful People

As we consider the year just passed, we continue to be a thankful people. The members and friends of St. Luke's have much for which to be grateful. It begins with worship. A true highlight for me every week is when we gather together on Sunday morning to hear scripture, sing hymns, and share the sacred meal. I begin my report by commenting on worship as this is our primary reason for being here. We assemble weekly to “thank our God with hearts and hands and voices.” Worship is what Christians do. Worship is what sets us apart from just another civic organization. Worship gives purpose and meaning and direction to all other facets of our ministry.

These past two years have been greatly impacted by COVID-19 which has compelled us to consider alternative forms of worship. I began at St. Luke's at the end of January 2021. Each Friday morning I arrived at church and preached to an empty room except for David Skidmore who was taping the service and the volunteer reader. For weeks, we fasted from the Eucharist as one bishop put it. It was not until Palm Sunday that we were able to gather in-person—with restrictions. The good news is that we adapted! We didn't allow COVID to deprive us of this essential element of our faith life: worship. And so we do give thanks. We are thankful for technology and those who know how to use it! We are thankful for people who were willing to adapt to new ways of doing things.

As I write this, COVID-19 is still with us, however, we now know how to live with it. We are thankful for science and vaccines and medical practitioners who have guided us these past years.

The Year in Review

Prior to my accepting the appointment to work with St. Luke's, Mary and I had reserved a six week time slot in St. Augustine, Florida as we looked forward to celebrating our 50th anniversary. I am indebted to Mother Joanne Skidmore who filled in while we were away.

When we returned from Florida, Lent was underway. Besides the Sunday morning services, I offered a midweek Eucharist on Wednesdays.

Palm Sunday ushered in a busy Holy Week. The additional newspaper articles and ads brought in first time visitors at each and every Holy Week service! Thanks to everyone who made the Seder Meal a very special event.

Beginning on Easter Sunday, we returned to our "summer" worship schedule with the addition of a 9:00 a.m. worship service.

A worship "highlight" in May was the "baccalaureate" service for three of our young people: Sophia Abel, Emiliano Marvin and Jenna Riley.

I put together a brochure highlighting a number of opportunities for worship and fellowship during the summer. The brochure was distributed in June. It included a monthly Canterbury Cinema offering as well as concerts by the Griffon String Quartet.

At the end of June and into July, I offered a three week class — Resiliency: *Faith Practices in Tough Times*. For the five Sundays in July, I preached a sermon series entitled “*My Faith Practices: Prayer, Reading Scripture, Sharing Resources, Worshiping Regularly and Serving at St. Luke’s & Beyond.*”

Chalice Bearer Training: A couple of members asked for a chalice bearer “refresher” session. In response, I put together a small instruction sheet which we revised during the session. Copies are now available for any of our chalice bearers.

In October, we opened the parking lot for Fall Fest visitors. We asked for a \$10 donation with all monies going to the food pantry. We raised nearly \$1,000!!

My fall educational offering was “*Living Our Baptism~The Five Gifts of Discipleship.*”

Along with Carolyn Finch and David Skidmore, I attended the Convention of the Diocese of Fond du Lac on Saturday, October 29th.

Again, this year we had a noontime Thanksgiving Eve day worship service followed by a potluck luncheon. A grand time was had by all.

The final Sunday in November was the first Sunday in Advent. For the four Wednesday mornings in Advent, we had a 9:00 a.m. morning prayer Eucharist followed by a light breakfast.

St. Luke’s participated in a Service of Nine Lessons and Carols with our sister congregations Christ the King and Holy Nativity. The service was held at Holy Nativity in Jacksonport.

I was especially looking forward to Christmas Eve this year as we were going to sing a number of carols (which we haven’t been able to due to COVID). However, we had to cancel the service due to a major storm which produced a heavy snowfall, blowing snow and sub-zero temperatures. All was calm(er) by Christmas morning!

Pastoral Acts

Throughout the year, we have people in the hospital in Sturgeon Bay as well as Green Bay. Calling on the sick and shut-in has always been a high priority in my ministry.

In July I presided at a grave side service in Peninsula State Park for a non-member family.

The Year Ahead

This is the section where I would normally list goals and dreams for the coming year. However, our time together is short. Your new priest will assume their duties after Easter. It will be an exciting time for St. Luke's . . . a young priest with new ideas and vision and energy. Of course, I am happy for St. Luke's but please know that we will miss the fellowship and the spirit of St. Luke's.

Thank You

It goes without saying that ours is a corporate ministry. There are numerous people who share in this vital ministry. I'm not going to name any specific people at the risk of excluding some. So I thank *ALL* of you for sharing in this ministry. Mary and I very much appreciate the care and concern that you have provided these past years.

Allow me to close with these words: *"Now thank we all our God . . . (who) hath blessed us on our way with countless gifts of love, and still is ours today."*

Blessings on the new day . . .

A handwritten signature in black ink that reads "FRANK". The letters are written in a cursive, slightly stylized font.

Senior Warden's Report

To say that 2022 was a momentous year for St. Luke's would be a serious understatement! As a parish we have traveled a long, sometimes challenging and ultimately very rewarding road as we moved through the search for a new rector, an on-site visit with a candidate and a successful call. We look forward with great anticipation to the arrival of the Rev. Brit Frazier in April and the beginning of her ministry with us.

We owe our deep gratitude to our Search Committee, who put in many hours of work, prayer and discernment all through the process and concluded with the nomination of this exceptional candidate. We will honor them in due course, but meanwhile I encourage everyone to extend personal thanks to Ross Holton, Trudy Jischke, Emily Roedl, Emiliano Marvin, Anne Egan, Mike Eischen, John Hauser, Susan Hoffert, and Roberta Thelan.

Throughout the year we worked with Mother Meredyth Albright, diocesan transitions minister, whose help has been invaluable. She joined our vestry meetings as needed to guide us in our role in the search process. We are all grateful to her for her wise counsel and ready availability when we needed her.

As the year began, more than 40 people attended a parish-wide zoom meeting Feb. 19 to consider the question of whether we should define our rector position as full- or part-time. After listening to thoughtful comments from many parishioners and reviewing additional comments submitted afterward, the vestry voted, unanimously, to make the position full-time. It was not a foregone conclusion, but after much conversation — and serious soul-searching — we concluded that it was the right decision.

In April the vestry agreed to revise our policy on undesignated bequests to stipulate that we will tithe 10 percent of any bequests or legacy cash gifts over \$10,000 to outreach and place the remainder in our investment funds.

Our annual stewardship campaign in October/November was a good success, thanks to the generous support of many parishioners. Details appear elsewhere in this packet.

We are researching the feasibility of installing an “arrow sign” with our name at the intersection of Canterbury Lane and Highway 57. We hope to accomplish this installation in 2023.

The list of people to thank at St. Luke's is long! — and I will not in this brief list include everyone worthy of thanks. Briefly: I'm deeply grateful to Pastor Frank Maxwell, our interim, who has so steadfastly served our parish and kept things going through all the complications of the covid pandemic. Frank and Mary have been a wonderful addition to our community, and we treasure them! Many thanks also to Carol Ann Osinski, who keeps us connected through the E-News and special communications as needed; to our treasurers, Norma Bramsen, Carolyn Finch and Karen Malzahn, who put in very long hours managing our budget and related matters; to Carol Heil and Lori Holton, who supervise the Altar Guild with diligence and grace; to Paul Neuman, associate senior warden, who has provided key

leadership on the vestry and tends to warden's tasks when I'm not in the county; and to Junior Warden George Hughes and our vestry, in my honest opinion the best team ever! I am so very thankful for their wise and dedicated leadership.

And now we begin what promises to be a wonderful new chapter at St. Luke's. I am convinced that God has led St. Luke's every step of the way along this path, and that He will bless us richly as we move forward in ministry and mission with Mother Brit.

Faithfully,
Betsy Rogers

Junior Warden's Report

The following are the major projects and accomplishments for 2022. There are numerous smaller but time-consuming tasks that were also done but if added, the report would become overly long and boring.

- The parking lot was sealed, lined and marked. Sealtec performed the work, coming in at their quoted price.
- The northwest corner window was caulked to seal out flies. The caulking seems to have worked as flies are no longer a problem.
- All emergency lights and exit signs were checked by Action Electric. Repairs were made to lights and signs as necessary.
- A new ceiling panel was placed over the altar to redirect air flow from the HVAC system away from the candles. This reduced the flame flutter to zero.
- The Columbarium pathway was weeded and fresh gravel applied.
- Hardware on the southwest emergency exit in the Canterbury Room was repaired.

Thank you to Ross Holton, Karen and Doug Schwartz and Ray Osinski. Without their help I would have miserably failed as your Junior Warden

G. Hughes
Junior Warden

Treasurers Report

2022 was a unique year for St. Luke's finances. While income was greater than anticipated, so were investment losses. We propose to use our surplus cash income from last year to cover new rector expenses and outreach. We will keep the substantial financial cushion that was built up in previous years in our Nicolet accounts.

Last year pledges were received, investment withdrawals set and accounts budgeted to reflect projected costs for a new rector although a new rector was not called in time to start in 2022. Parishioners and others still gave very generously to St. Luke's and we took most (but not all) of our scheduled withdrawal of 4% of value of our investments. Most price increases did not hit us until late in the year and some vendors have not raised prices. As a result, we took in \$188,281.46 but only spent \$134,628.95, leaving a surplus of \$53,652.51.

The big news for the 2023 budget is that we will NOT WITHDRAW ANYTHING from our investments in 2023, giving them a chance to recover lost value. Instead, we have transferred our 2022 surplus of \$53,653 into our 2023 income accounts. This means that not only are we covering the \$25,000 annual subsidy for rector costs but also \$14,000 in outreach funding and the one-time line item of \$15,000 for rector moving and startup costs out of our surplus. 2023 pledge income is about the same as in the 2022 budget but that other donation income projections have risen in line with the actual amount given in 2022. On the expense side, propane, utilities and snow removal have all seen big increases. Additionally, we project more hours for the cleaner and the bookkeeper, and the cleaner will receive a 10% raise. We projected a potential upgrade to add a second HVAC zone upstairs. Other costs associated with the rector's upstairs office will come under moving costs.

The largest changes show in the rector salary and benefits section. The costs associated with the new rector have all been prorated to 75% since her employment starts April 1. The interim rector costs are prorated through April 9, Easter Sunday, Pastor Frank's last day with us. The benefits are slightly different for the two so some categories have overlap but others do not. All the costs in this section for the new rector are set out in the signed covenant.

Outreach is funded at \$14,000 this year, which is a higher level than the \$10K-\$11,200 range of previous years, reflecting in part the carryover of \$1788 in unspent funds and donations from sources such as Door Ministry Health (our new neighbor).

Our investments had a turbulent year. The results for the Diocesan Common Trust (DCT) are not yet available for October through December, but so far our investments together lost \$137,967.11 in value. We also had \$27,237.84 in scheduled withdrawals from the DCT. We took no money out of Fidelity (which has outperformed the DCT so far in 2022, although that has not always been the case). We rounded out our investment withdrawals by liquidating the remaining funds in the Wright account, which were awaiting placement in our investment vehicles. These withdrawals are all part of what we rolled over into the 2023 budget.

Considering our substantial cash surplus, we are giving our investments a year to recover and deploying our surplus to cover new rector and outreach expenses. The projected deficit in the 2023 budget is \$7607, an amount in line with St. Luke's usual practice of keeping it under \$10,000. Should we not incur projected HVAC expenses for the new rector's office, we will have no deficit. In 2024, we expect to be back to relying on a 4% withdrawal from investments to fund outreach and the \$25,000 rector costs subsidy. We lost a few big donors this year. Others made up for the loss this year, but our largest donors are carrying an increasing share of pledge income. Most of the new pledgers have given in different categories in previous years to St. Luke's, so their gifts are not new income to our church and most of them are not new faces. It is vital that we continue to replace donations (and donors) at the attrition rate just to keep the status quo. To wean ourselves from the \$25,000 subsidy for rector costs, our church must expand so it can generate extraordinary growth in giving and new streams of income. This is a challenge we and our new rector face in the time to come.

PENDING CORRECTIONS TO 2022 ACCOUNTS:

- On Balance Sheet, Checking Account Balance will be reduced by \$2000 because of a duplicate entry
- On Treasurers Report, Pledge Income will be reduced by \$1200 and Givers of Record Income by \$2300 because of prepaid 2023 pledges.

Elections

Convention delegates:

Carolyn Finch

David Skidmore

Convention alternate delegate:

Diana Wallace

Stewardship Report

St. Luke's parishioners were characteristically generous in their response to the autumn stewardship canvass. For the year 2023, 39 households have pledged. Eleven increased their pledges, 14 remained at the same level and eight decreased. There are six new pledges. Pledge income is expected to be \$128,390. The median pledge is \$2000.

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 October and would like one, please contact Betsy Rogers (betsyrogers1945@gmail.com or 618.210.3808).

Paul Neuman
Betsy Rogers

Altar Guild Report

After St. Luke's beautiful celebration of Christmas 2021, Altar Guild members experienced a forced sabbatical when Covid surged, causing suspension of in-person worship. What joy we felt when the virus waned in mid-February, and we were able to meet again to serve God and our church family.

How quickly Ash Wednesday came! In Pastor Frank's absence, Altar Guild helped M. Joanne Skidmore prepare for Lent. The empty baptismal font was draped in purple and filled with nails and stones, reminders of Jesus' wilderness days and ultimate sacrifice. As customary, fresh altar flowers were replaced with bare branches in a rustic vessel, surrounded by more stones.

A Seder was added to St. Luke's schedule for Holy Week. While not an Altar Guild function, AG members Carol Ann Osinski, Carol Heil, and Lori Holton, with Marcia Eischen's help, planned and prepared traditional items on a Seder plate. Pastor Frank introduced the foods in order, with explanations. Braised brisket followed, enjoyed by all.

Altar Guild takes special care and delight in Easter preparations. 2022 was no different. Diana Wallace polished the brass candleholders and replaced candles; Carol Heil draped the altar with a freshly laundered fair linen; and Lori Holton and helpers arranged and cared for lilies and spring flowers provided through donations from our members. We thank you. We thank you, too, for weekly altar flowers. Whether simple or spectacular, your floral gifts add beauty, joy and meaning to worship.

After Easter, Pastor Frank added a second worship service. Altar Guild was happy to provide support by cleaning up and resetting for communion between services through Labor Day. Occasionally, one of us would forget about "between service duties," arriving at church to find the credence and communion cup tables perfectly set for 10 a.m. worship. We would look around the sanctuary to see whose halo shone brightest among so many at St. Luke's!

Not having met as a ministry group since 2019, Altar Guild gathered in June at Goose & Twigs. We were pleased to welcome Paul Ahrens to our ministry, and

to have Betsy Rogers and Norma Bramsen rejoin us for the season. Announcements included an invitation to make new communion linens. Carol Ann Osinski and Carol Heil took on the mantle, sewing and embroidering crosses on purificators, lavabo towels and liners for communion cup receptacles. The project will continue into 2023.

In December, we resumed our annual appreciation breakfast at White Gull Inn. Thank you, Pastor Frank, for hosting and regaling us with wedding and funeral stories. We laughed, and sighed, and missed our seasonal ministers and Hilary Ford, who served on Altar Guild for many years. May God bless you in your new home, Hilary and Martin.

With Advent and Christmas come a new year and a new birth, filling us with hope. Our sanctuary reflects that hope, adorned with its candled wreath, lighted trees, poinsettias and the creche. Thank you, Trudy Jischke, Carol Ann Osinski, Sue Raye Hughes, Dick & Carol Heil, Lori & Ross Holton. It doesn't escape notice that Magi are following a star, to arrive at the stable in 2023. Arriving, too, in the coming year will be St. Luke's new priest. How excited we are for another opportunity to deepen our faith through service on St. Luke's Altar Guild.

Blessings to all,

Carol Heil and Lori Holton for St. Luke's Altar Guild December 2022

Outreach Report

2022 was another year of generous sharing with our community and beyond:

- Pillars Shelter in Appleton
- Tricklebee Cafe in Milwaukee
- Episcopal Migration DPMS-Protestant Episcopal Church in St. Louis, MO
- Fuller Homes in Clarksdale, MS
- Secret Santa in Ellison Bay
- Door County Habitat for Humanity in Sturgeon Bay
- Northern Door Children's Center in Sister Bay
- Door of Life Food Pantry in Sister Bay
- Door County Housing Project in Sister Bay
- Relay for Life Scandia Village Group in Sturgeon Bay
- Episcopal Relief Fund — Ukraine

Our dispersed funds totaled \$11,147.00

Thank you for your utmost generosity.

Pete Thelen
Outreach Committee

Search Committee Report

The Search Committee began its work in June of 2021 and has completed all of the process requirements set forth by the Diocese. After multiple in-depth interviews, reference checks and discernment, the committee unanimously agreed to recommend our candidate Mother Brit Frazier to the Vestry for the position of Rector at St. Luke's.

The vestry undertook their own in-person interviews with Mother Brit and attended a Eucharist Service Mother Brit conducted in the Sanctuary at St. Luke's in October, 2022. After their own time of discernment, the Vestry has extended a "Call" to our candidate and she has accepted the position. Though she officially begins at St. Luke's April 1, her first Sunday with us will be on April 16th, 2023.

Mother Brit is currently associate rector at St. Mark's Episcopal Church, Philadelphia, where in addition to preaching and celebrating the Eucharist she has built up children's and youth ministries, established a summer camp, and provided pastoral care for parishioners and families. Before her call to St. Mark's, she was associate rector for liturgy and formation at All Saints', Chevy Chase, Maryland, where in addition to liturgical responsibilities she led adult education, including multiple courses, lecture series, book clubs, scripture studies and a Spiritual Classics Reading Group.

Mother Brit is a graduate of Wellesley and Virginia Theological Seminary. She has a deep interest in foreign languages, speaks French and Spanish and can read and write in Latin and classic Greek.

While she has lived her adult life on the west and east coasts, Brit has deep Wisconsin and Sister Bay roots. She was born in Milwaukee, raised in Cedarburg, and spent summers in Sister Bay, where her parents have a summer home.

Mother Brit is married to Mark Frazier, an actor and professional carpenter. In her spare time she enjoys camping, reading history, cheering for the Green Bay Packers, cycling, fitness, Star Trek and making rosaries.

Bishop Matt Gunter will preside at her formal installation, on a date to be announced.

As Search Committee Chair I thank our committee members for their dedicated service to St. Luke's over the last year and a half accomplishing all of the requirements prescribed by the Diocese. Their contributions are great and will have a lasting positive influence on St. Luke's. They are: Co-Chair Trudy Jischke, Secretary - Emily Roedl, Co-Secretary – Emiliano Marvin, Susan Hoffert, Mike Eischen, John Hauser, Roberta Thelen and Anne Egan.

Submitted on behalf of the Search Committee –
Ross Holton - Chair

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Annual Budget	Over/Under YTD +(-)
INCOME				
General Fund Income				
4.0001	General Pledge	128,041.00	122,825.00	5,216.00
4.0002	Giver of Record	19,730.00	14,430.00	5,300.00
4.0003	General Plate	3,910.01	1,975.00	1,935.01
4.0005	Visitor	300.00	550.00	(250.00)
Total General Fund Income		\$151,981.01	\$139,780.00	\$12,201.01
Interest Income				
4.0004	Savings Account Interest	65.07		
4.1902	Nicolet CD 6190818 due 2/21/23 interest	2.58		
4.1903	Nicolet CD 6193282 due 3-20-23 interest	2.58		
4.1904	Nicolet CD 6195088 due 4-15-23 interest	2.57		
4.1905	Nicolet CD 6197146 due 5-21-23 interest	27.13		
4.1906	Nicolet CD 6198357 due 6-18-23 interest	26.88		
4.1907	Nicolet CD 6199715 due 7-23-23 interest	21.05		
4.1908	Nicolet CD 6200702 due 8-20-22 interest	20.98		
4.1909	Nicolet CD 6201514 due 9-17-22 interest	20.76		
4.1910	Nicolet CD 6202655 due 10-21-22 interest	2.54		
4.1911	Nicolet CD 6203523 due 11-18-22 interest	2.54		
4.1912	Nicolet CD 6204601 due 12-19-22 interest	2.54		
4.2001	Nicolet CD 3205679 due 1-27-22 interest	2.53		
Total Interest Income		\$199.75		
Transfer from Investments (4% of asset value)				
4.0025	Investment Transfer from Diocesan Common Trust	27,237.84	27,238.00	(0.16)
4.0032	Investment Transfer of Final Wright Funds Balance	8,952.86		
4.0300	Investment Transfer from Fidelity	0.00	13,107.00	(13,107.00)
Total Transfer from Investments(4% of asset value)		\$36,190.70	\$40,345.00	(\$13,107.16)
Miscellaneous Budgeted Income				
4.0012	Christmas Offering (Flowers)	640.00	300.00	340.00
4.0015	Easter Offering (Flowers)	370.00	300.00	70.00
4.0400	Canterbury Room Use	100.00		
Total Miscellaneous Budgeted Income		\$1,110.00	\$600.00	\$410.00
Miscellaneous Unbudgeted Income				
4.0006	Miscellaneous Income	500.00		
4.0010	Parishioner Gift	500.00		
Total Miscellaneous Unbudgeted Income		\$1,000.00		

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Annual Budget	Over/Under YTD +(-)
<i>Outreach Ministries Income</i>				
4.0080	Barb Sajna Camp Scholarship Fund	100.00		
4.0100	Outreach Committee Income	1,200.00		
	Total Outreach Ministries Income	\$1,300.00		
<i>Pass Through Income</i>				
4.0020	Pass Through Income	5,698.82		
	Total Pass Through Income	\$5,698.82		
<i>Investment Gains (See Also Losses)</i>				
4.0301	Fidelity Fund Gains	86,827.01		
	Total Investment Gains	\$86,827.01		
	TOTAL INCOME	\$284,307.29	\$180,725.00	(\$496.15)
EXPENSES				
STAFFING				
<i>Rector Salary and Benefits</i>				
5.0010	Rector Pension	0.00	11,116.00	(11,116.00)
5.0065	Life / Disability Insurance	562.92	560.00	2.92
5.0076	Rector Moving Cost	0.00	15,000.00	(15,000.00)
5.0500	Rector Salary	43,200.00	46,753.00	(3,553.00)
5.0501	Rector Housing Allowance	15,000.00	15,000.00	0.00
5.0502	Health Insurance (rector+ 1)	0.00	23,628.00	(23,628.00)
5.0550	Rector Education	0.00	300.00	(300.00)
5.0551	Rector Travel/Meetings	166.25	3,600.00	(3,433.75)
5.0700	Cell Phone	600.00	600.00	0.00
	Total Rector Salary and Benefits	\$59,529.17	\$116,557.00	(\$57,027.83)
<i>Other Parish Staff Salaries</i>				
5.0600	Parish Bookkeeper	3,675.00	3,750.00	(75.00)
5.0601	Parish Organist	4,160.00	4,160.00	0.00
	Total Other Parish Staff Salaries	\$7,835.00	\$7,910.00	(\$75.00)
<i>Other Personnel Costs</i>				
5.0103	Supply Clergy Salary	480.00	480.00	0.00
5.0116	Direct Deposit	156.24	160.00	(3.76)
5.0506	Workers Comp Insurance	(149.00)	1,160.00	(1,309.00)
5.0552	Transition Expenses	2,826.04	2,980.00	(153.96)
5.0553	FICA/Medicare	599.38	550.00	49.38
5.0740	Diocesan Convention Lay Delegation	160.00	900.00	(740.00)
	Total Other Personnel Costs	\$4,072.66	\$6,230.00	(\$2,157.34)

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2022

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Account #	Account Name	YTD Balance	Annual Budget	Over/Under YTD +(-)
Total STAFFING		\$71,436.83	\$130,697.00	(\$59,260.17)
MINISTRIES				
<i>Worship & Music Ministries</i>				
5.0111	Printed materials for Worship	226.58	500.00	(273.42)
5.0112	Altar Supplies	168.06	750.00	(581.94)
5.0127	Christmas/Easter Flowers	676.98	900.00	(223.02)
5.0140	Music	200.00		
5.0507	Videography of Sermons	360.00	1,000.00	(640.00)
Total Worship & Music Ministries		\$1,631.62	\$3,150.00	(\$1,718.38)
<i>Fellowship Ministries</i>				
5.0069	Website/E-news	211.70	320.00	(108.30)
5.0125	Coffee Hour Supplies	130.95	150.00	(19.05)
5.0145	Video Fees / Zoom	331.90	280.00	51.90
5.0505	Sunday School	0.00	100.00	(100.00)
5.0750	Adult Education	0.00	100.00	(100.00)
5.0900	Welcome Kits	0.00	100.00	(100.00)
Total Fellowship Ministries		\$674.55	\$1,050.00	(\$375.45)
<i>Outreach Ministries</i>				
5.0080	Barbara Sajna Camp Scholarship Fund	1,000.00	1,000.00	0.00
5.0095	Rector Discretionary Account	973.00	2,400.00	(1,427.00)
5.0100	Outreach Committee Regular Activities	11,147.00	11,735.00	(588.00)
5.0751	Sponsored Events (Scand Tea)	0.00	210.00	(210.00)
Total Outreach Ministries		\$13,120.00	\$15,345.00	(\$2,225.00)
<i>Benevolences</i>				
5.0075	Gifts of Appreciation	0.00	350.00	(350.00)
5.0101	Diocesan Pledge	15,600.00	15,600.00	0.00
Total Benevolences		\$15,600.00	\$15,950.00	(\$350.00)
<i>Office Support for Ministries</i>				
5.0102	Financial Review	100.00	300.00	(200.00)
5.0110	Advertising	1,514.24	1,550.00	(35.76)
5.0113	Office Supplies (incl. Postage)	408.15	850.00	(441.85)
5.0114	Custom Printing	0.00	100.00	(100.00)
5.0117	Bank & Post Office Fees	260.00	200.00	60.00
5.0119	Church Windows Accounting Software	519.00	520.00	(1.00)
5.0650	Parish Video	1,394.00	1,400.00	(6.00)
5.0720	Stewardship Campaign	113.39	250.00	(136.61)

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Annual Budget	Over/Under YTD +(-)
Total Office Support for Ministries		\$4,308.78	\$5,170.00	(\$861.22)
Total MINISTRIES		\$35,334.95	\$40,665.00	(\$5,530.05)
<i>FACILITIES</i>				
<i>Utilities</i>				
5.0701	Electricity	3,040.62	2,500.00	540.62
5.0703	Propane	2,800.07	2,210.00	590.07
5.0704	Landline and Internet	1,699.89	1,400.00	299.89
5.0705	Water & Sewer	962.20	900.00	62.20
Total Utilities		\$8,502.78	\$7,010.00	\$1,492.78
<i>Building Maintenance and Protection</i>				
5.0036	Parking Lot	3,245.00	3,250.00	(5.00)
5.0115	Repairs & Maintenance	3,000.48	1,500.00	1,500.48
5.0120	General Cleaning	2,943.75	3,300.00	(356.25)
5.0121	General Supplies	269.87	300.00	(30.13)
5.0122	Carpet Cleaning	0.00	250.00	(250.00)
5.0130	Landscaping Services	1,134.00	1,000.00	134.00
5.0131	Lawn Mowing	1,000.00	1,170.00	(170.00)
5.0132	Snow Removal / Salting	3,650.00	3,000.00	650.00
5.0135	Grounds Supplies (salt, mulch, etc.)	469.29	500.00	(30.71)
5.0690	Building Insurance	3,642.00	3,540.00	102.00
Total Building Maintenance and Protection		\$19,354.39	\$17,810.00	\$1,544.39
Total FACILITIES		\$27,857.17	\$24,820.00	\$3,037.17
<i>Legacy and Memorial Accounts</i>				
5.0040	Wright Legacy Expense	8,952.86		
Total Legacy and Memorial Accounts		\$8,952.86		
<i>Investment Losses & Expenses</i>				
5.0025	Diocesan Fund Management Charges	2,104.32		
5.0026	Diocesan Fund Losses	139,598.06		
5.0030	Withdrawal from Diocesan Common Trust	27,237.84		
5.0301	Fidelity Fund Losses	83,091.74		
Total Investment Losses & Expenses		\$252,031.96		
<i>Pass Through Expenses</i>				
5.0022	Pass Through Expense	5,698.82		
Total Pass Through Expenses		\$5,698.82		
TOTAL EXPENSES		\$401,312.59	\$196,182.00	(\$61,753.05)

St. Luke's Episcopal Church - Sister Bay WI
Treasurer's Report as of December 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Annual Budget	Over/Under YTD +(-)
Difference		<u>(\$117,005.30)</u>	<u>(\$15,457.00)</u>	

St. Luke's Episcopal Church - Sister Bay WI
Balance Sheet as of December 31, 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Beginning Balance
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CURRENT ASSETS			
Long-term Savings & Investments			
1.0003	Fidelity Fund	343,645.20	339,909.93
1.0004	Diocesan Common Trust Fund	537,650.84	706,591.06
	Total Long-term Savings & Investments	\$881,296.04	\$1,046,500.99
Cash Funds on Hand			
1.0001	Checking Account Nicolet Bank	93,555.04	49,808.38
1.0002	Savings Account Nicolet Bank	52,096.20	52,031.13
	Total Cash Funds on Hand	\$145,651.24	\$101,839.51
CD Investments			
1.1902	Nicolet CD 6190818 due 2-21	5,185.97	5,183.39
1.1903	Nicolet CD 6193282 due 3-20	5,158.28	5,155.70
1.1904	Nicolet CD 6195088 due 4-15	5,144.78	5,142.21
1.1905	Nicolet CD 6197146 due 5-21	5,148.87	5,121.74
1.1906	Nicolet CD 6198357 due 6-18	5,128.71	5,101.83
1.1907	Nicolet CD 6199715 due 7-23	5,114.59	5,093.54
1.1908	Nicolet CD 6200702 due 8-20	5,099.30	5,078.32
1.1909	Nicolet CD 6201514 due 9-17	5,092.46	5,071.70
1.1910	Nicolet CD 6202655 due10-21	5,073.61	5,071.07
1.1911	Nicolet CD 6203523 due11-18	5,073.61	5,071.07
1.1912	Nicolet CD 6204601 due12-16	5,072.60	5,070.06
1.2001	Nicolet CD 6205679 due 1-27	5,069.41	5,066.88
	Total CD Investments	\$61,362.19	\$61,227.51
	TOTAL CURRENT ASSETS	\$1,088,309.47	\$1,209,568.01
LIABILITIES			
Current Liabilities			
2.0001	Accounts Payable/Vendors	360.44	0.00
	Total Current Liabilities	\$360.44	\$0.00
Payroll Liabilites			
2.0005	944/941 Federal Tax Withholding	334.54	322.42
2.0006	State Tax Withholding	13.90	9.70
	Total Payroll Liabilites	\$348.44	\$332.12
2.0020	Prepaid Pledges	7,870.00	12,500.00
	TOTAL LIABILITIES	\$8,578.88	\$12,832.12
FUND BALANCES			
TOTAL CURRENT FUNDS			
General Operating Funds			
3.0001	Operating Fund Balance	84,876.16	27,923.40
	General Operating Funds	\$84,876.16	\$27,923.40
Bequest and Memorial Funds			
3.0040	Wright Legacy Fund Balance	0.00	8,952.86
3.0050	Memorial Fund Balance		
3.0057	Barry Teicher Memorial Fund Balance	50.00	50.00
3.0059	Joan Timm Memorial Fund Balance	50.00	50.00
	Total Memorial Fund Balance	\$100.00	\$100.00
	Total Bequest and Memorial Funds	\$100.00	\$9,052.86
	TOTAL CURRENT FUNDS	\$84,976.16	\$36,976.26
TOTAL RESERVES			
Investment Funds			

St. Luke's Episcopal Church - Sister Bay WI
Balance Sheet as of December 31, 2022

Monday, January 9, 2023

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Account #	Account Name	YTD Balance	Beginning Balance
3.0025	Diocesan Common Trust Fund Balance	537,650.84	706,591.06
3.0300	Fidelity Legacy Account Fund Balance	343,645.20	339,909.93
	Total Investment Fund Holdings	\$881,296.04	\$1,046,500.99
<i>Total Savings and CD Holdings</i>			
3.0004	Nicolet Savings Account Balance	52,096.20	52,031.13
3.1902	Nicolet CD 6190818 due 2-21 Balance	5,185.97	5,183.39
3.1903	Nicolet CD6193282 due 3-20 Balance	5,158.28	5,155.70
3.1904	Nicolet CD 6195088 due 4-15 Balance	5,144.78	5,142.21
3.1905	Nicolet CD 6197146 due 5-21 Balance	5,148.87	5,121.74
3.1906	Nicolet CD 6198357 due 6-18 Balance	5,128.71	5,101.83
3.1907	Nicolet CD 6199715 due 7-23 Balance	5,114.59	5,093.54
3.1908	Nicolet CD 6200702 due 8-20 Balance	5,099.30	5,078.32
3.1909	Nicolet CD 6201514 due 9-17 Balance	5,092.46	5,071.70
3.1910	Nicolet CD 6202655 due 10-21 Balance	5,073.61	5,071.07
3.1911	Nicolet CD 6203523 due11-18 Balance	5,073.61	5,071.07
3.1912	Nicolet CD 6204601 due12-19 Balance	5,072.60	5,070.06
3.2001	Nicolet CD 3205679 due 1-27 Balance	5,069.41	5,066.88
	Total Savings and CD Holdings	\$113,458.39	\$113,258.64
	TOTAL RESERVES	\$994,754.43	\$1,159,759.63
	TOTAL FUND BALANCES	\$1,079,730.59	\$1,196,735.89
	Total LIABILITIES and FUND BALANCES	<u>\$1,088,309.47</u>	<u>\$1,209,568.01</u>

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

Tuesday, January 10, 2023

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Account # Account Name

Yr Beg 01/2023

INCOME

General Fund Income

4.0001	General Pledge	\$ _____	128,390.00
4.0002	Giver of Record	\$ _____	17,430.00
4.0003	General Plate	\$ _____	3,910.00
4.0005	Visitor	\$ _____	300.00
Total General Fund Income			\$150,030.00

Total Income Carried Over from Previous Year

4.0030	Cash Carried over from Previous Year	\$ _____	53,453.00
Total Income Carried Over from Previous Year			\$53,453.00

Transfer from Investments

Total Transfer from Investments	\$0.00
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Miscellaneous Budgeted Income

4.0012	Christmas Offering (Flowers)	\$ _____	640.00
4.0015	Easter Offering (Flowers)	\$ _____	370.00
Total Miscellaneous Budgeted Income			\$1,010.00
TOTAL INCOME			\$204,493.00

EXPENSES

STAFFING

Rector Salary and Benefits

5.0010	Rector Pension	\$ _____	10,800.00
5.0065	Life / Disability Insurance	\$ _____	250.00
5.0076	Rector Travel (interim)	\$ _____	150.00
5.0500	Rector Salary	\$ _____	60,630.00
5.0501	Rector Housing Allowance	\$ _____	15,375.00
5.0502	Health Insurance	\$ _____	18,550.00
5.0503	Dental Insurance	\$ _____	1,260.00
5.0550	Rector Education	\$ _____	750.00
5.0551	Rector Travel (new)	\$ _____	2,700.00
5.0552	Moving and Startup Expenses	\$ _____	15,000.00
5.0700	Cell Phone	\$ _____	165.00
Total Rector Salary and Benefits			\$125,630.00

Other Parish Staff Salaries

5.0600	Parish Bookkeeper	\$ _____	4,200.00
5.0601	Parish Organist	\$ _____	4,240.00
Total Other Parish Staff Salaries			\$8,440.00

Other Personnel Costs

5.0103	Supply Clergy Salary	\$ _____	840.00
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**St. Luke's Episcopal Church - Sister Bay WI
Presentation Budget Report**

Tuesday, January 10, 2023

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Account # Account Name

Yr Beg 01/2023

5.0116	Direct Deposit	\$ _____	160.00
5.0506	Workers Comp Insurance	\$ _____	1,160.00
5.0553	FICA/Medicare	\$ _____	600.00
5.0740	Diocesan Convention Lay Delegation	\$ _____	300.00
	Total Other Personnel Costs		\$3,060.00
	Total STAFFING		\$137,130.00

MINISTRIES

Worship & Music Ministries

5.0111	Printed Materials for Worship	\$ _____	500.00
5.0112	Altar Supplies	\$ _____	1,000.00
5.0127	Christmas/Easter Flowers	\$ _____	1,000.00
5.0140	Music License	\$ _____	200.00
5.0507	Videography of Sermons	\$ _____	700.00
	Total Worship & Music Ministries		\$3,400.00

Fellowship Ministries

5.0069	Website/E-news	\$ _____	200.00
5.0125	Coffee Hour Supplies	\$ _____	200.00
5.0145	Video Fees / Zoom	\$ _____	350.00
5.0505	Sunday School	\$ _____	200.00
5.0750	Adult Education	\$ _____	500.00
5.0900	Welcome Kits	\$ _____	100.00
	Total Fellowship Ministries		\$1,550.00

Outreach Ministries

5.0080	Barbara Sajna Camp Scholarship Fund	\$ _____	1,000.00
5.0100	Outreach Committee Regular Activities	\$ _____	14,000.00
	Total Outreach Ministries		\$15,000.00

Benevolences

5.0075	Gifts of Appreciation	\$ _____	350.00
5.0101	Diocesan Pledge	\$ _____	15,615.00
	Total Benevolences		\$15,965.00

Office Support for Ministries

5.0102	Financial Review	\$ _____	300.00
5.0110	Advertising	\$ _____	1,550.00
5.0113	Office Supplies (incl. Postage)	\$ _____	700.00
5.0114	Custom Printing	\$ _____	100.00
5.0117	Bank, Post Office and Tax Registration Fees	\$ _____	230.00
5.0118	Other Tech Support	\$ _____	400.00
5.0119	Church Windows Accounting Software	\$ _____	710.00

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

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Account # Account Name

Yr Beg 01/2023

5.0720	Stewardship Campaign	\$ _____	250.00
	Total Office Support for Ministries		\$4,240.00
	Total MINISTRIES		\$40,155.00

FACILITIES

Utilities

5.0701	Electricity	\$ _____	3,600.00
5.0703	Propane	\$ _____	2,800.00
5.0704	Landline and Internet	\$ _____	1,860.00
5.0705	Water & Sewer	\$ _____	965.00
	Total Utilities		\$9,225.00

Building Maintenance and Protection

5.0036	Budgeted Capital Improvements (2nd HVAC Zone)	\$ _____	8,000.00
5.0115	Repairs & Maintenance	\$ _____	3,200.00
5.0120	General Cleaning	\$ _____	4,000.00
5.0121	General Supplies	\$ _____	350.00
5.0130	Landscaping Services	\$ _____	1,140.00
5.0131	Lawn Mowing	\$ _____	1,000.00
5.0132	Snow Removal / Salting	\$ _____	3,650.00
5.0135	Grounds Supplies (salt, mulch, etc.)	\$ _____	500.00
5.0690	Building Insurance	\$ _____	3,750.00
	Total Building Maintenance and Protection		\$25,590.00
	Total FACILITIES		\$34,815.00
	TOTAL EXPENSES		\$212,100.00