



# **St. Luke's Episcopal Church**

**2025 Annual Meeting**

**Jan. 19, 2025**

# **Agenda for Annual Meeting**

**Sunday, Jan. 19, 2025**

- **Welcome and opening prayer**  
The Rev. Brit Frazier
- **Approval of agenda**
- **Approval of minutes of 2024 Annual Meeting and Rector's report**  
Mother Brit
- **Senior Warden's report**  
Ralph Blankenburg
- **Junior Warden's report**  
Ross Holton
- **Treasurer's report (2024)**  
Karen Malzahn
- **Proposed 2025 budget**  
Karen Malzahn
- **Elections**  
Vestry: Pat Lee, Doug Marvin, Scott Heidler
- **Altar Guild report**  
Trudy Jischke
- **Stewardship report**  
Ralph Blankenburg and Paul Neuman
- **Outreach report**  
Joanne Skidmore
- **Unfinished business**
- **New business**
- **Adjournment**

**St. Luke's Episcopal Church, Sister Bay**  
**Annual Meeting**  
**Jan. 21, 2024**  
**MINUTES**

Mother Brit Frazier called the meeting to order at 11:20 a.m. Forty people attended in person, and another five participated via Zoom. Mother Brit opened the meeting with prayer.

The agenda with a corrected date was approved on a motion by Betsy Rogers, seconded by George Hughes.

The minutes of the 2023 annual meeting were reviewed. Carl Zapffe moved their approval and Ralph Blankenburg seconded; motion carried.

Mother Brit presented her report, which detailed events and highlights of the past year.

Outgoing Senior Warden Betsy Rogers submitted her report by title but added her heartfelt thanks to all who give so generously of their time and treasure to advance St. Luke's mission and ministry.

Outgoing Junior Warden George Hughes also thanked the congregation and added some levity to the occasion when he bestowed the golden pipe wrench, symbol of the office, upon incoming warden Ross Holton.

Karen Malzahn, speaking on behalf of the treasurers (Norma Bramsen, Dick Heil and herself) presented the Treasurers' Report and the proposed 2024 budget. St. Luke's finances are sound, thanks to the generosity of St. Luke's members. Mother Brit thanked the treasurers and the Investment Committee (Ralph Blankenburg, Carolyn Finch, Stan Hoffert and Paul Neuman) for their diligent and skillful work. Karen Malzahn moved the budget's approval, George Hughes seconded and the motion carried unanimously.

In vestry elections, Mother Brit presented a slate of Ralph Blankenburg as senior warden and Ross Holton as junior warden. George Hughes moved that the nominations be closed and an unanimous ballot be cast for the slate as presented. Trudy Jischke seconded, and the motion carried unanimously. Mother Brit then announced candidates for open vestry positions – Julie Hubbard, Ray Osinski and Chris Roedl. Betsy Rogers moved the nominations be closed and a unanimous ballot be cast for the slate as presented; David Skidmore seconded. The motion carried unanimously.

At the recommendation of the bishop's office, Betsy Rogers submitted a resolution authorizing the vestry to appoint lay delegates to the 2024 diocesan convention(s), rather than electing them at the annual meeting, because of the

current discussions about reuniting the three Wisconsin dioceses and the uncertainty about when a convention or conventions might occur. Ray Osinski seconded, and the motion carried unanimously.

Lori Holton and Carol Heil submitted the Altar Guild report by title. Trudy Jischke encouraged any interested parishioners to join the guild.

The Stewardship Committee report was submitted by title. Paul Neuman expressed thanks to all who helped with the canvass.

Pete and Roberta Thelan of the Outreach Committee were unable to attend the meeting. Pat Wisner spoke on behalf of the committee, expressing her grateful thanks to Pete, who is retiring, for the dedicated leadership he has provided St. Luke's outreach ministries. Pete has chaired the committee for many years and has been an inspiration as the parish seeks to expand its work in Door County and beyond. Mother Brit added her thanks to Pete and Roberta and also to Trudy Jischke for her tireless work with the Door of Life Food Pantry.

In old business, Carol Ann Osinski suggested that in the future the annual report be made available in advance so parishioners can review it before the meeting.

In new business, Mother Brit offered a motion revising St. Luke's bylaws to permit two members of the same household to serve concurrently on the vestry. This revision was necessary to bring our bylaws into conformity with national Episcopal Church canons. Betsy Rogers seconded, and the motion carried unanimously.

Mother Brit, in closing remarks, thanked the parish for its warm welcome to her and her husband Mark, and then concluded the meeting with prayer.

*Respectfully submitted,  
Pat Lee, clerk pro tem*

## Rector's Report

Dear friends,

In my rector's report from one year ago, I wrote of how my first priority was to "keep the main thing the main thing": our joy in sharing the Gospel of Jesus Christ and striving to know Him better in His Word and Sacraments. Everything else in ministry flows outward from this hope in Christ. The many gifts of this past year of life together have certainly affirmed this solid foundation. As we look toward 2025, we have much to celebrate and much for which to give thanks in this community of St. Luke's in Sister Bay.

Our formational opportunities this past year included a Lenten series on devotional poetry, a class through The Clearing on the history of the Bible that welcomed many members of the community into the church, a book study on Frederick Bauerschmidt's *The Love That Is God*, and an Advent course on the devotional and historical richness of the Church's Scandinavian saints. St. Luke's was also instrumental to formational opportunities at Scandia Village (Serenity Springs) with Bible study, prayer, and other devotional offerings shepherded by myself and a group of extremely gifted St. Luke's members. The staff at Scand is so grateful for the many St. Luke's parishioners who live and serve there as an extension of our ministry here on Canterbury Lane, and I look forward to continuing to strengthen this partnership in the years ahead.

Throughout 2024, St. Luke's continued to offer the Holy Eucharist on Sundays at 10 am and Wednesdays at 5:30 pm. An additional summer service at 8 am was offered from Memorial Day through Labor Day. Our average Sunday attendance was 50, the same as the previous year, with summer attendance averaging at 63. We have continued to welcome several new members in the past six months in particular, and it is a great gift to imagine together how we might continue to reach out to, serve, and welcome more of our Door County community into the gifts of worship and ministry at St. Luke's.

Happily, our pledge campaign in 2024 to support this upcoming year was a wonderful success. Surpassing our goal of \$151,000, this campaign has raised the most money that the congregation has ever raised in its history. It is a testament to the great care and generosity of our parishioners here, and we continue to celebrate the many gifts of our dedicated treasurers and vestry who make these efforts so fruitful.

True to form, St. Luke's also enjoyed the marvelous hospitality and generosity of our parishioners at several special events throughout the year. The Shrove Tuesday pancake supper on the eve of Lent was a rousing good time! The parish rummage sale during the Sister Bay Rummage Sale was coordinated beautifully by a dedicated group of volunteers, and multiple thousands of dollars were raised for our outreach. Canterbury Cinema returned in November with a

delightful supper and thoughtful group discussion. A joint summer picnic with friends and neighbors from the Church of the Atonement welcomed more than 60 people to a grill-out feast on the front lawn. Liturgical opportunities for both prayer and fellowship also blessed our calendar as we gathered for a full week of services during Holy Week, Rogation Sunday in May, the Blessing of the Animals in October, and the commemoration of the Feasts of All Saints and All Souls in November. Lessons and Carols in December welcomed many from the community into a holy and enlivening Advent celebration, and St. Luke's welcomed a large Christmas Eve congregation as we rejoiced in the birth of Jesus together on Dec. 24.

This year was also a time for celebrating those who have made this parish a strong and vibrant witness to the glory of God. It was a blessing to honor the service of Mother Barb Sajna in July as she was finally able to enjoy a well-deserved farewell party after her years of dedication had concluded during the locked down Covid days. It was a heartbreak for all of us in this place to say farewell to a singularly beautiful soul and servant, Lori Holton. We also honored the memory of Ted Laitner with many from St. Luke's in attendance at his memorial service at the Church of the Atonement. We also cherish the memory of Dick Egan as we recall his immense legacy of service both at St. Luke's and in Door County. It is a bittersweet dimension of life together in a parish community that we both rejoice in our many dear friendships with one another and lament when those friendships change as those we love at last behold the glory of God.

This report is only a small overview of the great blessings of the past 12 months in this place. The year ahead is always accompanied by hope and a bit of uncertainty, but God is always, always faithful. May our hearts be open to the Holy Spirit's bright and living grace.

*In Christ,  
Mother Brit Frazier*

## Senior Warden's Report

2024 was the start of a new year with several new vestry members, including new senior and junior wardens. Many thanks to those who carried us through the pandemic and helped Mother Brit settle in.

I also want to thank Betsy Rogers for her help in getting me started and being available to answer questions. She has been a big help by continuing to write the announcements each Sunday.

I also can appreciate Betsy's comment from last year "as it is a challenge keeping up with Mother Brit." Her Clearing class, Bible studies, firefighting, vacation Bible school and presidency of the Diocese of Wisconsin standing Committee is truly a full load!

This was a year of change in the Dioceses with the merger of the three Wisconsin Dioceses into one Wisconsin Diocese.

We have been able to have members come forward to take the lead in lay ministries. Paul Neuman (Lectionary), Ray Osinski (ushers), Trudy Jischke (Altar Guild and outreach), Chris Roedl (money counting) and myself (chalice bearers).

We enjoyed a joint picnic at St. Luke's with Atonement in June.

The twice-a-month Happy Hour has given us the opportunity for our seasonal and year-round members to keep in touch.

It has been a challenge to keep the Canterbury schedule with all the new events, but that is good since it shows we are making good use of the room. To name a few:

Mother Brit's Clearing class and Bible studies  
Midsummer Music  
SCAND Auxiliary board  
PEO  
Spy Glass rummage sale  
Canterbury Cinema

I thank all of you who have made this a good year and look forward to working with you in the new year.

*Ralph Blankenburg*  
Senior Warden

## Junior Warden's Report

Having spent the year of 2023 understudying George Hughes was invaluable for learning the building systems and suppliers of St. Luke's. George openly shared his in-depth knowledge and suggestions which facilitated a smooth operating transition and also completion of the renovation of the second floor.

Transition from retiring vendors to new ones took place for lawn mowing, landscaping, snow plowing/salting and driveway sealcoating.

Building improvement projects for remodeling the second floor space have been completed and were sponsored by the Building Fund in Honor of Lori Holton.

Work over the past six months including:

- A new Wi-Fi system for the total building with added signal strength and access
- Total building fire and carbon monoxide detectors notifying a Central Station
- New Emergency Exit with push door, lighting, deck and stairs for fast egress
- New HVAC system and duct work now allowing own separate some from first floor
- Closing of ceiling above the organ and installation of new flooring above
- New flooring through entire areas
- New Pastor's office with privacy doors
- New classroom/casual central meeting area
- Dedicated 'Records Room'
- Remodeled bathroom
- Added LED lighting, access walkway and insulation in attic

On Sunday, Jan. 5, after the Worship Service an Open House was held on the second floor to walk through and view the space plus a time of an offered Blessing

*Ross Holton  
Junior Warden*



## **Treasurer's Report (2023)**

2024 was a good year financially for St. Luke's.

The Diocese canceled our pledge payments for the year to compensate for the fact that they will be going up later under the merger. This allowed us to reduce our withdrawal from our investments from the planned 4 percent to closer to 2 percent.

Our operating income once again exceeded our expenses, this time by nearly \$7,000. Some vendors retired and new contracts were more expensive, including landscaping, mowing and especially snow plowing. We migrated to a new accounting tax system and trained a new bookkeeper, which temporarily bumped up bookkeeping expenses this year. The church was cleaner than ever and we have beautiful new bulletins but these also came at higher prices. However, St. Luke's parishioners gave at a record level so we were able to afford all of this and run a surplus. And the Building Fund in Honor of Lori Holton transformed the upper level and provided many other improvements, all at no cost to our budget. We have so much to be thankful for in 2024.

2025 should be even better for St. Luke's. The treasurers and vestry offer you a balanced budget for your approval thanks to the wonderfully successful Stewardship campaign. We have already raised over 99 percent of our goal and expect a few more to come! Parishioners have already pledged more than \$150,000, more than 60 percent higher than five years ago and our highest total ever.

With the cash carryover and the additional help of more than \$4,000 in memorial funds (for Ted Laitner, Jean Berkenstock and Jane Weiss) added to the operating fund, we propose a further reduction in the subsidy from our investments to the operating fund, cutting it from \$22,000 to \$15,000 this year. This budget includes a raise to the organist (to \$100 a service) and the rector (3 percent as recommended by the Diocese). We expect lower costs for bookkeeping, printing and insurance next year; we are prepared for price increases from some service providers and for more snow removal expenses than last year.

On the non-operating side (outreach, mission/evangelism and memorial garden improvements), we rounded up (to \$10,400) last year's spending level for outreach and carried over unspent funds so the committee will start with more than \$11,000. We are excited to propose a new fund for mission/evangelism work, set at \$5,200; the rector will talk more about this. Unspent food pantry cash will be carried over and the food pantry will once again be funded by fundraising activities during the year (such as Fall Fest parking). Last year, St. Luke's raised more than \$3,000 for the food pantry and we expect another

successful fundraising year. Since we have nearly \$14,000 already on hand (in carried-over non-operating funds) to finance improvements to the memorial garden this year, we have not budgeted any new money. The vestry can authorize an additional withdrawal from our investments if more money is needed before next year.

To fund the operating subsidy of \$15,000 and \$16,600 in new money for outreach and mission/evangelism, we will only need to withdraw 2.6 percent from our investments this year. This is less than the usual 4 percent. The full impact of the new pledge rates will not be felt for a few year; leaving extra money in the investments will help prepare us for that, as well as for more work on the memorial garden and other needs in these unpredictable times.

St. Luke's financial position is enviably strong thanks to responsible spending, good investment returns and the generosity of both 2025 pledgers and past givers. We give thanks to each and every friend of St. Lukes, past and present, for their gifts large and small.

*Blessings be upon you*  
*Norma Bramsen, Karen Malzahn and Chris Roedl*  
*Co-Treasurers*

**St. Luke's Episcopal Church - Sister Bay WI**  
**Treasurer's Report as of December 2024**

Tuesday, January 7, 2025

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
<b>INCOME</b>				
<b>INCOME FOR OPERATIONS</b>				
<b>Pledging Income</b>				
4.0001	General Pledge	141,315.00	138,860.00	(2,455.00)
	<b>Total Pledged</b>	<b>\$141,315.00</b>	<b>\$138,860.00</b>	<b>(2,455.00)</b>
<b>Other Revenue for Operations</b>				
4.0006	Misc Income for Operations	500.20		
4.0008	Nicolet Interest and Refunds	559.71		
4.0010	Designated Parishioner Gifts for Operations	1,180.00		
4.0400	Canterbury Room Use	1,550.00	1,000.00	(550.00)
	<b>Total Other Revenue for Operations</b>	<b>\$3,789.91</b>	<b>\$1,000.00</b>	<b>(\$550.00)</b>
<b>Non-Pledge Gifts for Operations</b>				
4.0002	Giver of Record	14,800.00	16,570.00	1,770.00
4.0003	General Plate	8,792.00	7,477.00	(1,315.00)
4.0005	Visitor	910.00	880.00	(30.00)
4.0012	Christmas Offering	1,425.00	340.00	(1,085.00)
4.0015	Easter Offering	745.00	665.00	(80.00)
4.0107	Gifts for Non-Holiday Altar Flowers	100.00		
	<b>Total Non-Pledge Giving for Operations</b>	<b>\$26,772.00</b>	<b>\$25,932.00</b>	<b>(\$740.00)</b>
<b>Carryover Cash for Operations</b>				
4.0030	Operating Cash Carried Over From Last Year	0.00	10,595.00	10,595.00
	<b>Total Carryover Cash for Operations</b>	<b>\$0.00</b>	<b>\$10,595.00</b>	<b>\$10,595.00</b>
	<b>TOTAL INCOME FOR OPERATIONS</b>	<b>\$171,876.91</b>	<b>\$176,387.00</b>	<b>\$6,850.00</b>
<b>INCOME FOR NON-OPERATING PURPOSES</b>				
<b>Non-Operating Transfers from Investment</b>				
4.0300	Transfer from Diocesan Trust for Non-Operating Use	23,791.00	23,791.00	0.00
	<b>Total Investment Transfers for Non-Operating Uses</b>	<b>\$23,791.00</b>	<b>\$23,791.00</b>	<b>\$0.00</b>
<b>Pass-Through Gifts</b>				
4.0009	Pass Through to Discretionary Account	408.36		
4.0020	Ingathering Gifts for Masvingo	5,190.00		
4.0023	Ingathering for UTO	620.00		
4.4082	NDCC Northern Door ChildrensCtr Ingathering	1,120.00		
	<b>Total Pass-Through Giving Income</b>	<b>\$7,338.36</b>		
<b>Gifts for Outreach</b>				
4.0100	General Outreach Gifts	2,982.98		
4.4081	Outreach Gifts for Food Pantry	3,664.50		

**St. Luke's Episcopal Church - Sister Bay WI**  
**Treasurer's Report as of December 2024**

**Tuesday, January 7, 2025**

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
<b>Total Gifts for Outreach</b>		<b>\$6,647.48</b>		
<b>Carryover Cash for Non-Operating Uses</b>				
4.3030	Cash for Food Pantry Carried Over From Last Year	0.00	561.00	561.00
<b>Total Carryover Cash for Non-Operating Uses</b>		<b>\$0.00</b>	<b>\$561.00</b>	<b>\$561.00</b>
<b>Memorial Garden Income</b>				
4.0082	Gifts for Memorial Garden	1,800.00		
<b>Total Memorial Garden Income</b>		<b>\$1,800.00</b>		
<b>Other Non-Operating Income</b>				
4.0052	Ted Laitner Memorial Income	1,780.00		
4.0061	Jane Weis Memorial Fund Income	250.00		
4.0062	Lori Holton Memorial Income	4,450.00		
4.0063	Building Fund in Honor of Lori Holton Income	161,500.00		
<b>Total Other Non-Operating Income</b>		<b>\$167,980.00</b>		
<b>TOTAL INCOME FOR NON-OPERATING PURPOSES</b>		<b>\$207,556.84</b>	<b>\$24,352.00</b>	<b>\$561.00</b>
<b>INVESTMENT GAINS (SEE ALSO LOSSES)</b>				
4.0026	Diocesan Fund Gains	76,934.22		
4.0027	Schwab Fund Gains, Earnings and Dividends	78,558.09		
<b>TOTAL INVESTMENT GAINS</b>		<b>\$155,492.31</b>		
<b>TOTAL INCOME</b>		<b>\$534,926.06</b>	<b>\$200,739.00</b>	<b>\$7,411.00</b>
<b>EXPENSES</b>				
<b>STAFFING</b>				
<b>Rector Salary and Benefits</b>				
5.0010	Rector Pension	14,400.00	10,800.00	(3,600.00)
5.0500	Rector Salary	57,799.92	57,800.00	0.08
5.0501	Rector Housing Allowance	22,200.00	22,200.00	0.00
5.0502	Rector Insurance (Health, Dental, Life, HSA)	26,717.10	27,139.00	421.90
5.0550	Rector Education	1,000.00	1,000.00	0.00
5.0551	Rector Travel	335.42	4,200.00	3,864.58
<b>Total Rector Salary and Benefits</b>		<b>\$122,452.44</b>	<b>\$123,139.00</b>	<b>\$686.56</b>
<b>Other Parish Staff Salaries</b>				
5.0553	FICA/Medicare	645.60	921.00	275.40
5.0600	Parish Bookkeeper	5,766.38	6,760.00	993.62
5.0601	Parish Organist	5,000.00	5,280.00	280.00
<b>Total Other Parish Staff Salaries</b>		<b>\$11,411.98</b>	<b>\$12,961.00</b>	<b>\$1,549.02</b>
<b>Other Personnel Costs</b>				

**St. Luke's Episcopal Church - Sister Bay WI**  
**Treasurer's Report as of December 2024**

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
5.0103	Supply Clergy Salary	390.00	520.00	130.00
5.0116	Direct Deposit	183.43	160.00	(23.43)
5.0504	Supply Clergy Travel	582.90	760.00	177.10
5.0506	Workers Comp Insurance	999.00	700.00	(299.00)
5.0740	Diocesan Convention Delegation	80.00	300.00	220.00
<b>Total Other Personnel Costs</b>		<b>\$2,235.33</b>	<b>\$2,440.00</b>	<b>\$204.67</b>
<b>Total STAFFING</b>		<b>\$136,099.75</b>	<b>\$138,540.00</b>	<b>\$2,440.25</b>
<b>MINISTRIES</b>				
<b>Worship &amp; Music Ministries</b>				
5.0095	Rector Discretionary Account	1,963.36		
5.0111	Printed Materials for Worship	3,584.81	1,800.00	(1,784.81)
5.0112	Altar Supplies	441.31	1,300.00	858.69
5.0127	Christmas/Easter Flowers	950.88	1,250.00	299.12
5.0507	Videography of Sermons	599.00	600.00	1.00
<b>Total Worship &amp; Music Ministries</b>		<b>\$7,539.36</b>	<b>\$4,950.00</b>	<b>(\$626.00)</b>
<b>Fellowship Ministries</b>				
5.0145	Video Fees / Zoom/Website	225.00	430.00	205.00
5.0210	Expenses Financed by Designated Parishioner Gifts	787.00		
<b>Total Fellowship Ministries</b>		<b>\$1,012.00</b>	<b>\$430.00</b>	<b>\$205.00</b>
<b>Total MINISTRIES</b>		<b>\$8,551.36</b>	<b>\$5,380.00</b>	<b>(\$421.00)</b>
<b>FACILITIES</b>				
<b>Administration</b>				
5.0102	Financial Review	200.00	500.00	300.00
5.0110	Advertising	1,640.52	1,700.00	59.48
5.0113	Office Supplies (incl. Postage)	1,016.97	1,100.00	83.03
5.0117	Nicolet, Post Office and Tax Fees	215.82	300.00	84.18
5.0118	Online Giving Fees (VANCO)	23.95		
5.0119	Accounting Software and support	796.90	800.00	3.10
5.0121	General Supplies	389.57	600.00	210.43
<b>Total ADMINISTRATION</b>		<b>\$4,283.73</b>	<b>\$5,000.00</b>	<b>\$740.22</b>
<b>Utilities</b>				
5.0122	Trash Service	378.05	450.00	71.95
5.0701	Electricity	1,951.52	3,800.00	1,848.48
5.0703	Propane	2,450.31	2,300.00	(150.31)
5.0704	Landline and Internet	1,986.60	1,900.00	(86.60)
5.0705	Water & Sewer	42.24	1,000.00	957.76

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
<b>Total Utilities</b>		<b>\$6,808.72</b>	<b>\$9,450.00</b>	<b>\$2,641.28</b>
<b><i>Building Maintenance and Protection</i></b>				
5.0115	Repairs & Maintenance	3,326.88	3,500.00	173.12
5.0120	General Cleaning	7,246.25	4,300.00	(2,946.25)
5.0130	Landscaping Services	1,572.50	1,500.00	(72.50)
5.0131	Lawn Mowing	1,350.00	1,150.00	(200.00)
5.0132	Snow Removal / Salting	2,345.00	2,800.00	455.00
5.0135	Grounds Supplies (salt, mulch, etc.)	403.50	500.00	96.50
5.0690	Building Insurance	3,512.00	4,100.00	588.00
<b>Total Building Maintenance and Protection</b>		<b>\$19,756.13</b>	<b>\$17,850.00</b>	<b>(\$1,906.13)</b>
<b>Total FACILITIES</b>		<b>\$30,848.58</b>	<b>\$32,300.00</b>	<b>\$1,475.37</b>
<b><i>DIOCESAN PLEDGE</i></b>				
5.0101	Diocesan Pledge	0.00	22,496.00	22,496.00
<b>Total DIOCESAN PLEDGE</b>		<b>\$0.00</b>	<b>\$22,496.00</b>	<b>\$22,496.00</b>
<b><i>NON-OPERATING EXPENSES</i></b>				
<b><i>Pass-Through Giving Spending</i></b>				
5.0009	Pass Through to Discretionary Acct Expenses	408.36		
5.0022	Masvingo Ingatherings Expenses	5,190.00		
5.0023	UTO Ingathering Expenses	620.00		
5.4082	NDCC NorDoorChildrens Center Ingathering Expenses	1,120.00		
<b>Total Pass-Through Giving Spending</b>		<b>\$7,338.36</b>		
<b><i>Outreach Spending</i></b>				
5.0080	Outreach Barb Sajna Camp Scholarship Spending	1,000.00	1,000.00	0.00
5.0081	Outreach Food Pantry Spending	3,468.02		
5.0100	Outreach General Spending	12,655.00	10,315.00	(2,340.00)
<b>Total Outreach Spending</b>		<b>\$17,123.02</b>	<b>\$11,315.00</b>	<b>(\$2,340.00)</b>
<b><i>Other Non-Operating Expenses</i></b>				
5.0016	Non-Operating Reserve Fund from Investments	0.00	5,000.00	5,000.00
5.0082	Memorial Garden Expenses	0.00	3,500.00	3,500.00
<b>Total Other Non-Operating Expenses</b>		<b>\$0.00</b>	<b>\$8,500.00</b>	<b>\$8,500.00</b>
<b>TOTAL NON-OPERATING EXPENSES</b>		<b>\$24,461.38</b>	<b>\$19,815.00</b>	<b>\$6,160.00</b>
<b><i>Memorial and Burial Fund Expenses</i></b>				
5.0063	Building Fund in Honor of Lori Holton Expense	157,095.52		
<b>Total MEMORIAL AND BURIAL FUND EXPENSES</b>		<b>\$157,095.52</b>		
<b><i>Investment Losses &amp; Expenses</i></b>				

St. Luke's Episcopal Church - Sister Bay WI  
Treasurer's Report as of December 2024

Tuesday, January 7, 2025

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Account #	Account Name	YTD Balance	Annual Budget	Annual Budget Remaining
5.0025	Diocesan Fund Management Charges	1,377.62		
5.0027	Schwab Fund Losses and Fees	43,920.78		
5.0031	Withdrawal from DCTrust for Non-Operating Uses	23,791.00		
	<b>Total INVESTMENT LOSSES AND EXPENSES</b>	<b>\$69,089.40</b>		
	<b>TOTAL EXPENSES</b>	<b>\$426,145.99</b>	<b>\$218,531.00</b>	<b>\$32,150.62</b>
	<b>Difference</b>	<b>\$108,780.07</b>	<b>(\$17,792.00)</b>	

**St. Luke's Episcopal Church - Sister Bay WI**  
**Balance Sheet as of December 31, 2024**

Tuesday, January 7, 2025

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Account #	Account Name	YTD Balance	Beginning Balance
<b>CURRENT ASSETS</b>			
<b>Endowment Assets</b>			
1.0004	Diocesan Common Trust Fund	699,214.19	647,448.59
1.0005	Schwab Investment Fund	515,665.13	481,027.82
	<b>Total Endowment Assets</b>	<b>\$1,214,879.32</b>	<b>\$1,128,476.41</b>
<b>Cash Funds on Hand</b>			
1.0001	Checking Account Nicolet Bank	74,497.88	31,756.81
1.0002	Operations Money Market Acct	0.00	20,314.32
	<b>Total Cash Funds on Hand</b>	<b>\$74,497.88</b>	<b>\$52,071.13</b>
	<b>TOTAL CURRENT ASSETS</b>	<b>\$1,289,377.20</b>	<b>\$1,180,547.54</b>
<b>LIABILITIES</b>			
<b>Payroll Liabilities</b>			
2.0005	944/941 Federal Tax Withholding	1,668.54	1,738.94
2.0006	Wisconsin Tax Withholding	2,573.28	1,958.29
	<b>Total Payroll Liabilities</b>	<b>\$4,241.82</b>	<b>\$3,697.23</b>
2.0020	Prepaid Pledges	5,700.00	6,195.00
	<b>TOTAL LIABILITIES</b>	<b>\$9,941.82</b>	<b>\$9,892.23</b>
<b>FUND BALANCES</b>			
<b>GENERAL OPERATING FUNDS BALANCE</b>			
3.0001	Operating Fund Balance	34,720.12	38,903.90
	<b>TOTAL GENERAL OPERATING FUNDS BALANCE</b>	<b>\$34,720.12</b>	<b>\$38,903.90</b>
<b>NON-OPERATING FUNDS BALANCE</b>			
3.0022	Non-Operating (Pass Through) Fund Balance	15,676.46	0.00
	<b>TOTAL NON-OPERATING FUNDS BALANCE</b>	<b>\$15,676.46</b>	<b>\$0.00</b>
<b>BEQUEST, BURIAL &amp; MEMORIAL FUND BALANCE</b>			
3.0049	Burial Fund Balance	1,100.00	1,100.00
3.0050	Memorial Fund Balance		
3.0052	Ted Laitner Memorial Fund Balance	2,480.00	700.00
3.0060	Jean Berkenstock Memorial Fund Balance	125.00	125.00
3.0061	Jane Weis Memorial Fund Balance	1,600.00	1,350.00
3.0062	Lori Holton Memorial Fund Balance	4,450.00	0.00
3.0063	Building Fund in Honor of Lori Holton Balance	4,404.48	0.00
	<i>Total Memorial Fund Balance</i>	<i>\$13,059.48</i>	<i>\$2,175.00</i>
	<b>TOTAL BEQUEST, BURIAL &amp; MEMORIAL FUNDS BALANCE</b>	<b>\$14,159.48</b>	<b>\$3,275.00</b>
<b>TOTAL ENDOWMENT FUNDS BALANCE</b>			
<b>Investment Funds</b>			
3.0005	Schwab Investment Fund Balance	515,665.13	481,027.82
3.0025	Diocesan Common Trust Fund Balance	699,214.19	647,448.59
	<b>Total Investment Fund Holdings</b>	<b>\$1,214,879.32</b>	<b>\$1,128,476.41</b>
	<b>TOTAL ENDOWMENT FUNDS BALANCE</b>	<b>\$1,214,879.32</b>	<b>\$1,128,476.41</b>
	<b>TOTAL FUND BALANCES</b>	<b>\$1,279,435.38</b>	<b>\$1,170,655.31</b>
	<b>Total LIABILITIES and FUND BALANCES</b>	<b>\$1,289,377.20</b>	<b>\$1,180,547.54</b>



# Proposed 2025 Budget

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

Tuesday, January 7, 2025

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Account # Account Name

Yr Beg 01/2025

### INCOME

#### INCOME FOR OPERATIONS

##### Pledging Income

4.0001	General Pledge	\$ _____	150,444.00
<b>Total Pledged</b>			<b>\$150,444.00</b>

##### Non-Pledge Gifts for Operations

4.0002	Giver of Record	\$ _____	14,800.00
4.0003	General Plate	\$ _____	8,792.00
4.0005	Visitor	\$ _____	910.00
4.0012	Christmas Offering	\$ _____	1,425.00
4.0015	Easter Offering	\$ _____	745.00
<b>Total Non-Pledge Giving for Operations</b>			<b>\$26,672.00</b>

##### Other Revenue for Operations

4.0011	Conversion of Memorial Funds to Operating Funds	\$ _____	4,205.00
4.0400	Canterbury Room Use	\$ _____	1,550.00
<b>Total Other Revenue for Operations</b>			<b>\$5,755.00</b>

##### Carryover Cash for Operations

4.0030	Operating Cash Carried Over From Last Year	\$ _____	7,576.00
<b>Total Carryover Cash for Operations</b>			<b>\$7,576.00</b>

##### Transfers from Investments to Operating Fund

4.0025	Transfer from Investment Fund for Operations	\$ _____	15,000.00
<b>Total Transfers from Investments to Operating Fund</b>			<b>\$15,000.00</b>

#### TOTAL INCOME FOR OPERATIONS

**\$205,447.00**

### INCOME FOR NON-OPERATING USES

#### Pass-Through Gifts

<b>Total Pass-Through Giving Income</b>	<b>\$0.00</b>
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#### Gifts for Outreach

4.3030	Cash for Food Pantry Carried Over From Last Year	\$ _____	757.00
4.3031	Cash for Outreach Carried Over From Last Year	\$ _____	643.00
<b>Total Outreach Income</b>			<b>\$1,400.00</b>

#### Memorial Garden Income

4.3032	Non-Op Cash Carried Over for Memorial Garden	\$ _____	13,715.00
<b>Total Memorial Garden Income</b>			<b>\$13,715.00</b>

#### Memorial and Burial Fund Income

<b>Total Memorial and Burial Fund Income</b>	<b>\$0.00</b>
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#### Transfers from Investments for Non-Operating Uses

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

Tuesday, January 7, 2025

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Account #      Account Name

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4.0300	Transfer from Investment Fund for NonOp Uses	\$ _____	16,600.00
	<b>Total Transferfrom Investments for NonOp Uses</b>		<b>\$16,600.00</b>
	<b>TOTAL INCOME FOR NON-OPERATING USES</b>		<b>\$31,715.00</b>

**INVESTMENT GAINS (SEE ALSO LOSSES)**

<b>TOTAL INVESTMENT GAINS</b>	<b>\$0.00</b>
<b>TOTAL INCOME</b>	<b>\$237,162.00</b>

**EXPENSES**

**EXPENSES FOR OPERATIONS**

**STAFFING**

**Rector Salary and Benefits**

5.0010	Rector Pension	\$ _____	14,832.00
5.0500	Rector Salary	\$ _____	60,200.00
5.0501	Rector Housing Allowance	\$ _____	22,200.00
5.0502	Rector Insurance (Health, Dental, Life, HSA)	\$ _____	27,854.00
5.0550	Rector Education	\$ _____	1,000.00
5.0551	Rector Travel	\$ _____	4,200.00
	<b>Total Rector Salary and Benefits</b>		<b>\$130,286.00</b>

**Other Parish Staff Salaries**

5.0553	FICA/Medicare	\$ _____	921.00
5.0600	Parish Bookkeeper	\$ _____	4,000.00
5.0601	Parish Organist	\$ _____	5,600.00
	<b>Total Other Parish Staff Salaries</b>		<b>\$10,521.00</b>

**Other Personnel Costs**

5.0103	Supply Clergy Salary	\$ _____	600.00
5.0506	Workers Comp Insurance	\$ _____	1,100.00
	<b>Total Other Personnel Costs</b>		<b>\$1,700.00</b>
	<b>Total STAFFING</b>		<b>\$142,507.00</b>

**MINISTRIES**

**Worship & Music Ministries**

5.0110	Advertising	\$ _____	1,650.00
5.0111	Printed Materials for Worship	\$ _____	2,500.00
5.0112	Altar Supplies	\$ _____	500.00
5.0127	Christmas/Easter Flowers	\$ _____	1,000.00
5.0507	Videography of Sermons	\$ _____	600.00
	<b>Total Worship &amp; Music Ministries</b>		<b>\$6,250.00</b>

**Fellowship Ministries**

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

**Tuesday, January 7, 2025**

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Account #      Account Name

Yr Beg 01/2025

<b>Total Fellowship Ministries</b>			<b>\$0.00</b>
<b>Total MINISTRIES</b>			<b>\$6,250.00</b>
<b><i>FACILITIES</i></b>			
<b><i>Administration</i></b>			
5.0102	Financial Review	\$ _____	200.00
5.0113	Office Supplies (incl. Postage)	\$ _____	1,000.00
5.0117	Nicolet, Post Office and Tax Fees	\$ _____	400.00
5.0119	Accounting Software and support	\$ _____	800.00
<b>Total Administration</b>			<b>\$2,400.00</b>
<b><i>Utilities</i></b>			
5.0122	Trash Service	\$ _____	450.00
5.0701	Electricity	\$ _____	2,200.00
5.0703	Propane	\$ _____	2,450.00
5.0704	Landline and Internet	\$ _____	2,000.00
5.0705	Water & Sewer	\$ _____	1,100.00
<b>Total Utilities</b>			<b>\$8,200.00</b>
<b><i>Building Maintenance and Protection</i></b>			
5.0115	Repairs & Maintenance	\$ _____	3,500.00
5.0120	General Cleaning	\$ _____	7,150.00
5.0121	General Supplies	\$ _____	400.00
5.0130	Landscaping Services	\$ _____	1,500.00
5.0131	Lawn Mowing	\$ _____	1,350.00
5.0132	Snow Removal / Salting	\$ _____	6,000.00
5.0135	Grounds Supplies (salt, mulch, etc.)	\$ _____	450.00
5.0690	Building Insurance	\$ _____	4,500.00
<b>Total Building Maintenance and Protection</b>			<b>\$24,850.00</b>
<b>Total FACILITIES</b>			<b>\$35,450.00</b>
<b><i>DIOCESAN PLEDGE</i></b>			
5.0101	Diocesan Pledge	\$ _____	21,932.00
<b>Total DIOCESAN PLEDGE</b>			<b>\$21,932.00</b>
<b>TOTAL EXPENSES FOR OPERATIONS</b>			<b>\$206,139.00</b>
<b><i>EXPENSES FOR NON-OPERATING USES</i></b>			
<b><i>Pass-Through Giving Expenses</i></b>			
<b>Total Pass-Through Giving Expenses</b>			<b>\$0.00</b>
<b><i>Outreach Spending</i></b>			
5.0080	Barb Sajna Camp Scholarship Spending	\$ _____	1,000.00

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

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Account #

Account Name

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5.0081	Food Pantry Spending	\$ _____	757.00
5.0083	Mission/Evangelism Spending	\$ _____	5,200.00
5.0100	Outreach General Spending	\$ _____	11,043.00
<b>Total Outreach Spending</b>			<b>\$18,000.00</b>
<b><i>Memorial Garden Expenses</i></b>			
5.0082	Memorial Garden Expenses	\$ _____	13,715.00
<b>Total Memorial Garden Expenses</b>			<b>\$13,715.00</b>
<b><i>Memorial and Burial Fund Expenses</i></b>			
<b>Total Memorial and Burial Fund Expenses</b>			<b>\$0.00</b>
<b>TOTAL EXPENSES FOR NON-OPERATING USES</b>			<b>\$31,715.00</b>
<b><i>Investment Losses &amp; Expenses</i></b>			
<b>Total INVESTMENT LOSSES AND EXPENSES</b>			<b>\$0.00</b>
<b>TOTAL EXPENSES</b>			<b>\$237,854.00</b>

## **Altar Guild Report**

On March 1, St. Luke's lost a very cherished member of our Altar Guild. Lorelee Holton was my mentor and my friend. Lori put great spiritual meaning into preparing the altar for the Eucharist. I was honored to have worked with and learned from her when I took over preparing the altar. We also lost Carol Heil when she and her husband Jim moved east to be closer to their family. Carol gifted St. Luke's with many of her fine weavings to be used in the Nave.

To say the least, it has been a challenger year. However, one thing that I know is that St. Luke's spiritual community knows how to work together. With Altar Guild members Carol Ann Osinski, Betsy Rogers, Sue Rae Hughes and new members Pat Lee, Julie Hubbard, Sandy Zapffe and Kathy Blankenburg, we are truly blessed.

The celebration of Easter was made very special by our new Rector Brit Bjurstrom Frazier as it was her first celebration of Easter at St. Luke's. The Altar Guild helped prepare for Holy Week beginning with Palm Sunday; stripping the altar on Maundy Thursday, decorating the church with flowers and preparing the altar for Saturday vigil and Sunday morning service.

We are blessed to have the talent of Kathy Blankenburg for scheduling flower donations for Sunday and ordering all the flowers for Easter and Christmas. On the Monday before Christmas, Pat Lee, Gayle Dooly and I, with guidance from Kathy, decorated for Christmas Eve and Christmas Day services.

The Altar Guild attends to everything necessary for the services at St. Luke's. We wash and press linens, prepare Eucharist elements and vessels, decorate and undecorate the Nave, replace candles, change lectern hangings based on the liturgical calendar, create and print bulletin inserts for dedication of holiday flowers and maintain the Altar Guild closet.

We are blessed to serve together with grace and love, remembering our dedication to this ministry

Trudy Jischke

## Stewardship Report

We have again had a fantastic response to our stewardship canvass, with 45 households responding. This has given us a total of \$150,444 or 99.62 percent of our goal of \$151,000.

This will enable us to expand our ministries at St. Luke's to the community and our congregation.

The Vestry is deeply grateful for all who pledge, as it helps our 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, they are available in the back of the church by the informational board or by calling Ralph Blankenburg (920) 421-0207 or [ralphkathyb@gmail.com](mailto:ralphkathyb@gmail.com)

Thank you!

*Ralph Blankenburg and Paul Neuman, co-chairs*

## **Outreach Committee Report**

Outreach Ministries began the year with \$10,315, which included the \$315 carryover from 2023. We took in another \$1,120 from the wine tasting (additional money was given directly to the Northern Door Children's Center by some participants) plus \$2,882.98 from the rummage sale.

We gifted out all but \$542.98 which was carried over into 2025.

In addition to the Northern Door Children's Center, gift recipients included Episcopal Relief and Development Hurricane Relief, American Friends of the Episcopal Diocese of Jerusalem, Secret Santa, New Door Sober Living in Door County, the Ministry Fund of Door County Medical Center and the Sister Bay Liberty Grove Fire Department. The Diocese of Masvingo was given money to purchase cows and to finish the cow milking barn.

### **The Diocese of Masvingo**

We sent a check, via our diocese, for \$6,000 raised from the program on traveling to the Arctic Ocean through the Northwest Territories of Canada. An additional \$1,000 was contributed directly to the Diocese from a parishioner.

### **Other gifts**

The approved budget allocated \$1,000 for the Mother Barb Camp Scholarship which was sent immediately upon approval of the budget to help the diocese plan for camper scholarships.

Money was raised for the United Thank Offering and sent to the diocese

### **Support for our local food pantries**

St. Luke's parishioners and others have been generous in their support for providing food to those who struggle to put food on their tables and for that we are most grateful. A total of \$4,591.48 was deposited into the church account. That included over \$1,700 from the coffee hour jar and \$2,315 from Fall Fest Parking! We gave gifts of food that totaled \$4,274.20 during the year. That will give us a carryover of \$317.28 into 2025. In addition, we had \$502.39 carried into 2024 in our Piggly Wiggly account and \$441 in cash at the beginning of the year.

Throughout the year \$1,041 was given in cash to Outreach Ministries. Both the Piggly Wiggly account and the cash were used this year for food purchases including end-of-year Christmas gift cards for those in need.

Throughout the year your gifts were used to purchase food for the pantry. For example, a pallet of food was purchased for Door of Life as well as a side-of-beef-worth of hamburger. This included the price for a quarter of a cow and the processing into hamburger. Chicken was purchased and bagged by outreach members for the food pantry.

Going forward, all money collected will go through the church accounts. This will make it easier for Outreach Ministry members to track the money.

*Joanne Skidmore*



## **Investment Committee Report**

The Investment Committee is currently made up of three members: Ralph Blankenburg, Stan Hoffert and me. The committee assesses and monitors external managers to invest the church's assets. It reports to the Vestry regularly on the funds' performance and status. The committee makes recommendations to the Vestry regarding investment strategies. The Vestry is responsible for overseeing the management of the investment funds.

St. Luke's began the year 2024 with an invested endowment of \$1,128,476.41. The funds were split between two investment companies: Nicolet Wealth Management and the Fond du Lac Diocesan Common Trust.

Nicolet Wealth Management uses the Charles Schwab brokerage and manages approximately 40 percent of our endowment funds. As of Jan. 1, 2024 St. Luke's investments with Nicolet Wealth Management/Schwab totaled \$481,027.82. As of Dec. 31, 2024 the investments had grown to \$515,665.13.

The Fond du Lac Diocesan Common Trust (DCT) had been the wealth manager of choice for the Fond du Lac Diocese until July of 2024, and it managed approximately 60 percent of our endowment funds. The reunion of the Diocese of Wisconsin brought about the end of the Fond du Lac Diocesan Common Trust. The Diocese of Wisconsin advocated we move our assets to the Trustees of Funds and Endowments (TFE), an incorporated entity that had been operating since the 1890s. It is a legally separate entity of the Diocese of Wisconsin, but its primary objective is to serve as its wealth manager. After the Investment Committee recommended this move, and the Vestry approved it, the Fond du Lac Diocesan office was notified in August that St. Luke's had voted to move our DCT funds to the TFE. The transfer of funds began at the end of September.

As of Jan. 1, 2024 St. Luke's investments with the DCT totaled \$647,448.59. As of Nov. 30, 2024 the investments with the TFE had grown to \$720,910.89.

As of today, Jan. 10, 2025, we are awaiting the December statement from the TFE.

*Paul Neuman*