



**St. Martha's  
Episcopal Church  
Annual Meeting  
November 11, 2018**

# **ST. MARTHA'S ANNUAL MEETING**

**NOVEMBER 11, 2018 AT 11:00 A.M.**

## **AGENDA**

**Call Meeting to Order-**

**Opening Prayer – Rector, The Rev. Mary Allen**

**Registration Book – Circulate for Voting-**

**Minutes of the 2017 Annual Meeting –**

**Elections – Appointment of Tellers (3) for the Election-**

**Report of the Nominating Committee**

**Nominations from the Floor for Vestry**

**Nominations from the Floor for Diocesan Convention for both Delegates & Alternates**

**Distribution and Collection of the Ballots by the Tellers**

**Annual Reports (Emailed prior to meeting) – Questions & Discussions**

**Financial & Lighthipe Reports – Dianne Burlew, Tempe Steen & Beth Maurer**

**Report of the Election Committee Tellers**

**Questions & Comments from the Floor**

**Closing Prayer – Rector, The Rev. Mary Allen**

**Minutes of the Annual Meeting**  
**St. Martha's Episcopal Church, Bethany Beach, DE**  
**November 12, 2017**

The meeting was called to order by Don Boebel, Senior Warden and by The Rev. Mary Louise Allen. A prayer was offered by Rev. Mary Louise.

The registration book was passed among the attendees for their signatures.

**2016 annual meeting minutes:** Attendees had no questions or corrections to the 2016 minutes.

**Election of Vestry Members and Diocesan Delegates for the 2018 convention:** Don Boebel reported that the Nominating Committee proposed Tina Edgar, Jim Reichert and Donna Kent to fill the three open slots created by retiring Vestry members (Don Boebel, Pat Long, and Barbara Reardon). As there were no nominations from the floor, Nancy Rojewski moved, and Wincy Jackson seconded, to accept the Vestry nominees. The motion was passed unanimously. Tempe Steen then moved, and Jeff Jackson seconded, to approve the nominees by acclamation. The motion passed unanimously.

Tempe Steen nominated Phyllis Mikolaitis and Tina Edgar as delegates to the 2018 Diocesan Convention and that Bud Palmer and Beth Maurer as first and second alternates respectively. Jeff Jackson moved to accept the nominees. There were no further nominations from the floor. Tempe Steen then moved, and Hank Rojewski seconded, to approve the nominees by acclamation. The motion passed.

**Committee reports:** The reports (Booklet One) were distributed electronically on November 10 with an addendum on the 11<sup>th</sup> and some copies were distributed during the meeting. There were no questions from attendees on the committee reports. Noel Tuck voiced concern that the financial reports were not disseminated and the Rector explained that the Finance Committee chair was away. Mr. Tuck then suggested that the financial reports be placed on the website. Don Boebel responded by saying that the Vestry didn't want St. Martha's financial data open to the public, but such data will be posted at the church.

**Construction Finances:** Beth Maurer discussed funding of the McKinstry– Lighthipe Parish Hall (see attached spreadsheet). The Diocese of Delaware gave St. Martha’s a grant (\$100,000), a 3-year short term loan (\$100,000) that has been paid off and a 10-year loan (\$200,000) which has a current outstanding balance of \$174,985.03. This latter loan will be paid off in 2026. In addition, St. Martha’s “borrowed” \$204,711.31 from its investment account (part of the Diocesan investment fund known as Master Fund “A”). That loan has not been paid back into the fund account. Taken together, the parish still owes about \$379,000 for the construction. In response to a question from Noel Tuck, Ms. Maurer said the total cost of the new parish hall was \$1,079,574.06.

In response to a question from the floor, Tempe Steen explained that **Master Fund “A”** is the Diocesan investment account which manages Diocesan funds as well as any funds placed in the Master Fund A by parishes. Parishes may choose to participate and control their own accounts within Master Fund A. There are numerous parishes and other accounts in Master Fund A. Master Fund A usually outperforms market indices and currently returns about 4 percent.

**Lighthipe property:** Tempe Steen gave the attendees an update on the status of the Lighthipe property sale. The entire 55 acre Mary Lighthipe bequest is now under contract to the developer, currently named Lighthipe LLC, and settlement is scheduled for April 10, 2018. Since settlement has been postponed for a few years, the developer promised to pay \$75,000 in 2017-18 directly to St. Martha’s as an added inducement to extend this contract for this year (the original date on the contract is 2012). Three of four payments of that donation have been received to date and placed in St. Martha’s Restricted Long-range Capital Improvement sub-account. At settlement, the proceeds will go to the Diocesan Trustees for the benefit of St. Martha’s. Some of the funds will be used to pay All Saints and St. Marks (Millsboro) for their original contribution to construct a school on the property (note: approximately \$22,000 will be disbursed).

The Trustees will be focused on protecting the sale proceeds principal, including realized interest, dividends and capital appreciation, while dispersing to St. Martha’s its share on a quarterly basis beginning in the third quarter, 2018.

Ms. Steen noted that St. Martha's has received the largest dollar amount ever from the Diocesan Advance and Development Capital Account for the recent parish hall expansion and noted that the Diocese has been very supportive of the parish. Bill Ziegler asked if the sale proceeds ever revert to the Diocese. Ms. Steen replied that any reverting due to failure of conditions in the original gift deed (that the gift be used for St. Martha's mission) cannot occur for another 5.5 years but that it was highly unlikely to occur.

Finally, Ms. Steen appealed to meeting attendees to please give Vestry members ideas for using the funds to further St. Martha's mission.

The meeting was closed with a prayer by the Rector for the Armed forces.

Respectively submitted,

A handwritten signature in black ink that reads "William H. Freund". The signature is written in a cursive, flowing style.

William H. Freund

Secretary to the Vestry

ST. MARTHA'S EXPANSION PROJECT 2012 - 2013  
AS OF SEPTEMBER 30, 2017

Summary of the Income & Expenses: 2012 - 2015

<b>INCOME</b>	
Special Gifts (Summer 2012)	4,848.50
Edward Jones Fund (2008 Capital Campaign)	24,692.18
Insurance Claim (Mold Remediation)	37,798.36
Fund Raisers	4,289.19
Savings Interest	99.79
Memorial Gift	100.00
Long Range Capital Improvement Fund	7,320.00
Pledges (Amount Pledged -- 360,520)	352,708.64
St. Martha's Master Fund "A" ***	204,711.31
Diocese of Delaware Grant (Not to be paid back)	200,000.00
Diocese of Delaware Line of Credit (Short Term Loan - 3yrs)	100,000.00
Diocese of Delaware Long Term Loan (10 yrs)	<u>200,000.00</u>
<b>TOTAL INCOME</b>	<b>1,136,567.98</b>

<b>EXPENSES</b>	
Pre-Construction	6,778.47
Demolition	49,429.70
Administration	1,896.36
Episcopal Church Foundation (Discernment)	37,643.28
Storage Unit & Equipment	1,988.11
Construction	<u>981,188.14</u>
<b>TOTAL EXPENSES</b>	<b>1,079,547.06</b>

Line of Credit Loan Repayment	79,999.92
Line of Credit & Long Term Loan Interest Paid	13,618.18

Summary of the Income & Expenses Update 1-1-16 to 9-30-17

<b>INCOME</b>	
2016 Pledge Payments	9,559.00
2017 Pledge Payments	0.00

<b>EXPENSES</b>	
Line of Credit Loan Repayment	20,000.08
Long Term Loan Repayment	25,014.97
Line of Credit & Long Term Loan Interest Paid	11,180.11

Balance Owed on Long Term Loan (Last Pymt 6/2026)	174,985.03
*** St. Martha's Master Fund "A" To Be Repaid	204,711.31

## **NOVEMBER 11, 2018 RECTOR'S REPORT ~ ANNUAL MEETING ~**

Dear ones,

It seems as though the years just keep going faster and faster which I know is an illusion of age, but nonetheless it seems like only a few weeks ago I was writing this report for 2017...

This has been a year of wonderful life for St. Martha's, and for the Diocese of Delaware. In early December of 2017 we consecrated our new Bishop, Kevin S. Brown. That was a celebration of great joy for us and many of our folks were part of the service or attended it in Dover at Del State. We had the great joy of participating along with our Presiding Bishop, The Most Rev. Michael Curry which is always a treat! Our December continued to be busy with our Annual Christmas Luncheon, and managed the awkwardness of the 4<sup>th</sup> Sunday of Advent and Christmas Eve falling on the same Sunday! Kudos to the Choir and Altar Guild!

In January we assisted the church in Seaford as they were hosts for our Diocesan Convention in Ocean City. Members of St. Martha's helped with registration and some of the other various tasks that make a Convention run smoothly. We've become so good at it that we've been asked to again provide volunteers for our Convention this coming January, again at the Princess Royale in Ocean City! What a reputation we have developed!

Our loosely formed Hospitality & Fellowship group have continued to provide us with fun activities and magnificent Coffee Hour's throughout the year and a group, led by Josie Legeer staged a much needed clean-up and organization of the kitchen recently.

In addition to our "in House" activities we have provided opportunities for the larger community, especially the International Student Picnic, which had a record turnout this year of 140 to 150 students (we lost count!). The two-part End Of Life workshop evolved from a community showing of the video "Being Human" last year and was a successful event we hope to repeat and build upon. Our Musical Concerts continue to be a wonderful outreach to the larger community and thanks to our fabulous Director of Music, Dave Kemper these creative talents are a joy to host.

Our Office is run efficiently and joyfully by Jaclyn Hickman, our Administrative Assistant who along with the range of Office Volunteers, overseen by Lanny Moore, keep our weekly folders filled with information and materials we need to keep Sunday services running smoothly. Keep your eyes open for the new webpage Jaclyn has been working on as well! I can say with all honesty that we have an efficient and delightful staff who are a great joy to work with.

Last, but not least is the hard work of the Vestry, Endowment and Finance Committees as we begin to live into the new reality and opportunities provided by the closing sale of the Lighthipe property. Those funds are held in trust by the Trustees of the Diocese but we will receive interest from that fund on a quarterly basis. The committees and vestry are working hard at planning for the use of those funds based in large part on the priorities you, the members of St. Martha's, named at our All Parish Meeting in May. The Vestry is also working with a consultant suggested by the Diocese to help us prioritize and develop our Strategic Plan. This also dovetails with the focus the Diocese has charged each parish with in the Invite Welcome Connect ethos of ministry. We will be hearing more about this ministry in the months to come.

Finally, let me say what a joy it is for me to be called to be your Rector and to share in the ministry of Our Lord Jesus Christ in this place and in this time! I am blessed to work with our staff and with each and every one of you.

Thank you and bless you,

Rev. Mary Louise



## **SENIOR WARDEN'S REPORT**

This has been a year of change for St Martha's Parish, although many aspects of the day-to-day life in our parish community and the Episcopal Church in Delaware have remained the same.

In January, even though we were not the host parish of the Annual Convention of the Diocese of Delaware, we were happy to support St Luke's, Seaford as the Diocese welcomed our new Bishop Kevin Brown. Many thanks to those who gave so generously of their time and talent in this endeavor.

We have continued our support for many Outreach projects in the community. The space we have provided for the many AA, Gamblers Anonymous and Overeaters Anonymous groups are but one example. Other examples are identified in the many other reports to this meeting. In addition, we have provided educational and musical programs for the congregation and the wider community. These have included musical programs from Celtic to Classical, Coro Allegro and the Baltimore Children's Choir and educational programs concerning Transgender and End of Life issues.

But there are two things that have happened this year that have the power to change the character of life at St Martha's.

The first is the completion of the purchase of the Lighthipe property. The closing took place in early June. The Trustees of the Diocese have control of the proceeds from the sale and they are currently invested in Master Fund A of the Diocese of Delaware. St Martha's receives the income from the principal, paid quarterly, anticipated to be just over \$175,000 for 2019. The income will be managed by the newly formed Endowment Committee. The funds are treated as restricted funds so that they are used in accordance with the will providing the bequest; and the Trustees of the Diocese have requested that we track the use of the income. This means that the income cannot take the place of our Annual Pledging which is currently underway. However, the income can be used to improve and increase the mission of St Martha's.

The second occurrence of this year is the Bishop's wish that every Church in the Diocese of Delaware increase its evangelistic presence using the guidelines set forth in the program "Invite Welcome Connect". I attended the "kickoff" of this program at an all-day conference in October at Christ Church, Christiana Hundred. The basic premise of the program is to "do church" with a slightly different model by changing from a Maintenance model to a Mission

model. The Mission model incorporates the enthusiasm and participation of everyone in the “church” community in a way that influence others to join us. I believe we have already made a good start but there is much work to do to carry our initial efforts to completion.

It has been an honor and privilege to serve as Senior Warden. It is my hope that I may have the opportunity to continue to serve St Martha’s as well as the wider community in God’s work.

Faithfully,

Beth Maurer, Sr Warden

## **JUNIOR WARDEN, ANNUAL REPORT - LANNY MOORE**

This year the role of the Junior Warden continued to be that of the “people’s warden” instead of the traditional oversight of the maintenance of the buildings and grounds. The oversight of the buildings and grounds was left in the capable hands of Tina Edgar and her wonderful committee.

Several concerns were brought to my attention by parishioners and some we have been working on since last year. They are as follows:

The handicap access to the church and parish hall are inadequate. While we do have ramps, the doors need push button access. There needs to be paving to allow wheelchair access from the handicap parking spaces to the ramps. These issues are still being researched and a committee is being appointed to look into them.

It was determined that it would be helpful to several parishioners to have chairs with arms in the church as well as the parish hall. We have 2 new chairs with arms in the church that are a very close match to the existing chairs. We would like to purchase 2 more when the budget allows. Also 6 chairs with arms were purchased for the parish hall.

The tile floor in the parish hall could use a professional cleaning when the budget allows.

Many of the upholstered chair seats in the church could use a professional cleaning as they have become stained over the years. This also needs to wait for funds in the budget.

## **FINANCE COMMITTEE**

### **Committee Members:**

Dianne Burlew, Chairperson	Frank Bell
Carol Ann Heath, Asst. Treasurer	Sue Mantegna, Recorder
Carl Long, Deposit Coordinator	Phil Fleming
Ron Kerchner, Asst. Treasurer	Sue Proska
Hank Rojewski	Beth Maurer, Vestry Liaison
Todd Stevenson, Treasurer	Bill Freund, Vestry Liaison
Don Boebel	

### **Purpose:**

The Finance Committee prepares the Annual Operating Budget for recommendation to the Vestry for its approval. The Committee seeks input from the various committees/groups in order to meet the physical needs and the program requirements of St. Martha's Mission Statement.

The Committee meets regularly during the year to review the Treasurer's Reports and makes recommendations to the Vestry regarding the parishes Income & Expenses. In July, the Committee does an in-depth review of the Operating Budget for the first half of the year making suggestions to the Vestry for any changes it deems appropriate.

The Committee prepares and reviews the Policies & Procedures for conducting St. Martha's financial affairs. These documents are sent to the Vestry for approval or revision. The Committee follows the procedures as found in the "Manual of Business Methods" as developed by the National Episcopal Church.

The Committee has the task of scheduling the annual audit of the parishes' financial records. The audit for calendar year 2017 was conducted by the Rev. Rusty Hesse, a professional auditor. When the audit was completed, the Committee reviewed the report with the auditor and made recommendations to the Vestry as needed. As required by diocesan canon, the written audit report was submitted to the diocesan office.

### **Accomplishments:**

In addition to preparing and reviewing the 2018 Operating Budget, the Committee

reviewed a few of the Policies & Procedures making recommendations for revisions and additions to update the procedures. Also, the Committee reviews and follows an Annual Financial Planning Calendar. A new checking account was opened – the Mission Account for receiving the quarterly distributions from the Sale of the Lighthipe Property and disbursing these monies as overseen by the Endowment Committee.

### **BAKE SALES - LEE MOORE**

We had 3 very successful bake sales held in the church along with the book sales. The 3<sup>rd</sup> Annual Christmas Cookie and Bake Sale held on December 2, 2017 brought in \$1,084.50. Thanks to Jim Moore who found and donated a case of wonderful white cookie boxes. They should last us for many more sales. The 2018 Memorial Day Weekend sale brought in \$641.00. The June 30<sup>th</sup> sale sold \$567.00. The total for the 3 sales was \$2,292.50. Many, many thanks to all who baked the tasty goods and to all who helped price and sell.

### **BOARDWALK BAKE SALE – MARY DAVIS AND SUE MANTEGNA**

Once again, St. Martha's busy bakers and those pricing and packaging, outdid themselves.

The weather did not cooperate this year.

Fortunately, the Chamber was good enough to cancel far enough in advance as so not to cause us additional work, i.e. setup, etc. There was also for the first time, the option to have the sale on Sunday, but once again the weather did not cooperate. However, we were able to sell the heavenly baked goods at coffee hour. Thank you St. Martha's.

### **ALTAR FLOWERS**

The Flower Committee is **co-chaired by Deb Kerchner and Lee Moore**. The Flower Committee ensures that altar flowers are provided for regular services, and special displays are ordered for Palm Sunday, Easter, and Christmas. The flower committee maintains interior plants and supervises the distribution of any altar flowers donated by parishioners.

## **GREETERS & USHERS ANNUAL REPORT – PAUL ROSS**

### **Purposes and Tasks of this Ministry:**

The Greeters welcome visitors and church members as they arrive to attend services at St. Martha's. After services, the greeters engage our new guests in conversation to learn if they are new to the area, visiting family or friends, are on vacation, or just passing through. Visitors are encouraged to sign the guest register and are invited to our coffee hour. We introduce them to others and answer any questions they may have about St. Martha's. We invite them to return to worship with us again. The greeters also carry the communion elements forward to the altar. Finally, they distribute the welcome gift bags to first time visitors at the conclusion of services. The Ushers, upon arrival, turn on the lights and adjust the thermostat and ventilation(fans) as needed. As worshippers arrive, they pass out our worship folders while directing and assisting with seating. Gluten free wafer cards are provided to those who request them. The ushers take count of those in attendance for the celebrant to prepare the bread and wine for communion. They collect the offerings from the congregation and direct communicants to the altar to receive the Eucharist. After services, ushers collect the worship folders and take the collections to the sacristy for counting by the tellers. The duties of greeters and ushers are shared as needed to ensure adequate coverage at both the new and original entrances.

**Membership:** There are currently 43 greeters and ushers providing this ministry at our services.

### **8 o'clock participants are:**

Ann Adams, Harry Adams, Don and Carol Boebel, Don Clarke, Alice Ann Freund, Wincy Jackson, Donna Kent, Sandy Martin, Russ Melrath, Lucy Michaels, Bud Palmer, Linda Rineer, Bill Richardson, Sandy Roberts, Carolyn and Jack Smith, Ron and Tempe Steen, Paul Thompson, Ted and Susan Tinsley and Bette Wade.

### **10 o'clock participants are:**

Frank and Jean Bell, Bob and Mary Davis, Martha Fields, Patricia Fink, Dick and Carolyn Hay, Carol Ann Heath, Carl and Pat Long, Carl and Susan Mantegna, Ken and Fran Marta, Hank and Nancy Rojewski, Paul and Johann Ross, Jere Wise and Mary Wuslich.

Our sincerest thanks to all the Greeters and Ushers who attend services each week and fulfill their commitment to this ministry so cheerfully. As always, we would love to have more parishioners join us. If you have any questions or are interested, please contact Paul Ross.

## **CHRISTMAS LUNCHEON COMMITTEE**

**Chairpersons**—Barbara Reardon and Tempe Steen

**Purpose or Goal of Ministry**—To plan, organize and present the Christmas Luncheon for parishioners at a local venue for fun and holiday celebration.

**Activities or Accomplishments** —The luncheon was held at Cripple Creek last year and turned out very nice. Planning is underway for this year's luncheon. It has been scheduled for December 11<sup>th</sup> from 12-2pm and will once again be held at Cripple Creek.

## **TELLER COMMITTEE**

**Deposit Coordinators:** Carl Long and Beth Mauer

**Purpose:** Schedule two Tellers to count the cash from both Sunday services.

Record all cash and checks into computer and prepare weekly bank deposit.

Forward deposit reports to Treasurers.

Provide semi-annual and annual statements to contributors.

**Tellers:** After the 10AM service the Tellers count only the cash received from both services and complete a simple report for the Deposit Coordinator.

Beth Mauer has agreed to be a Deposit Coordinator and will be trained by year-end. We always welcome new Tellers since we require two for each Sunday. This duty only requires a few minutes of your time.

Anyone interested in helping, please contact Carl Long or Beth Mauer

## **ALTAR GUILD ANNUAL REPORT**

### **Purpose:**

To prepare the altar for Sunday and special occasion services.

To prepare travel kits containing the sacraments for Eucharistic ministers who visit parishioners who are unable to come to church. (These visitors are trained by Nancy Rojewski.)

To provide for the proper care of linens, vessels, lectern hangings, candles, and any other materials used in the worship services; to purchase such items as needed.

To provide assistance to the rector as needed.

To serve on the Worship Committee.

### **Activities/Accomplishments:**

Working in teams of two for every service, our current seventeen members continue to be faithful to the responsibilities given to them.

Linens and supplies continue to be purchased as needed.

All church flowers remain the responsibility of the Flower Guild.

This year we have added a new ciborium, chalice, and paten. The collection plates have been replated. "The altar looks beautiful.

We share the sacristy with the tellers (for after service accounting and storage of their materials).

Last year some of our members again created two Quilts of Valor. These were given to veterans who came to Bethany Beach for the Seas the Day activities in September, 2018.

New Altar Guild members are always needed and most welcome. Serving God and are parish gives much pleasure. We welcome others who wish to join us.

**Respectively submitted,**

**Carol Boebel, Bev Shubert**

**Chairpersons**

## **GREETING CARD MINISTRY**

### **Ministry Members:**

Dianne Burlew	Carolyn Clarke
Fran Hasson	Marie Hogsten
Karen Kline	Bud Palmer
Mary Perkins	Barbara Reardon
Jean Skinter	Joyce Tuck

### **Purpose:**

To maintain regular contact with parishioners who are homebound as well as those who are experiencing prolonged illnesses. Get well or sympathy cards are sent to any parishioners whose circumstances warrant it.

Each member is assigned specific persons to whom are sent monthly note cards. Also, birthday and anniversary cards are sent to their assignees if the respective dates are on record. Each member serves for a month at a time as the “acute” contact person for those in the parish who are hospitalized, fallen ill or involved in a family death.

The note cards and postage expenses are covered by the Pastoral Care line item in the Operating Budget, although many of the ministry participants cover their own expenses. There is a table in the Parish Hall with a box to receive donations of cards for the ministry’s use. The card donations are greatly appreciated and assist with the ministry’s expenses.

### **Accomplishments:**

We have sent out approximately 200 cards. At the present, there are seventeen (17) families on the regular contact list – some of whom are couples. “Acute” greeting cards – mostly for health reasons are also sent. Several recipients have acknowledged how much the note cards have meant to them.

The ministry has been sending cards to non-parishioners when the address is available. Thanks to Jaclyn for keeping us updated on those parishioners and non-parishioners added to the prayer list.

If you know of someone who would appreciate receiving a card, please contact the Parish Office, The Rector or Barbara Reardon (302) 541-8483.



## **BOOK SALES - BILL ZIEGLER**

<b>Sale</b>	<b>Date</b>	<b>Actual</b>	<b>Date</b>	<b>Projected</b>
Christmas	12/2/17	\$563	12/1/18	\$600
Memorial Day	5/26/18	\$1631	5/25/19	\$1700
4 <sup>th</sup> of July	6/30/18	\$1163	7/6/19	\$1600
Labor Day	9/1/18	\$1814	8/31/19	\$1800
<b>Total</b>		<b>\$5171</b>		<b>\$5700</b>

### **NOTES:**

- 1) The 4<sup>th</sup> of July sale was negatively affected by a hot, sunny, beautiful day! This dramatically reduced sales after 10:30am.
- 2) The 4<sup>th</sup> of July holiday was on a Wednesday this year.
- 3) For 2019, I recommend the 4<sup>th</sup> of July sale move to the Saturday after the holiday 7/6/19.

2019 Expense Budget – Zero!

No purchases are needed for this sale for the coming year.

I would request 1 or 2 people to step up to assist or co-chair with me throughout the year. They would help empty and sort the ever flowing book drop box. In addition, I would like to show them the show set up and sale management.

NO, I am not resigning this position, but the church should have a backup to my position.

## **HOSPITALITY AND FELLOWSHIP**

Following the end of Pat Long's term on the Vestry, the Rector gathered together a number of people who have been involved in our ministries of Hospitality & Fellowship. We took a look at the calendar and divided up many of the activities and events we have at St. Martha's and worked out leadership for those events. This loosely run "Committee" is made up of people who have stepped forward to help oversee Coffee Hour (*we still need someone for 8:00 AM...*). Also overseeing the cleaning and organizing the kitchen, helping when we have had a funeral reception, and running special events like the food for the Annual Meeting, Cookie Sales coinciding with the Book Sales, The Boardwalk Bake Sale, the Christmas Luncheon, The Mardi Gras (*we need someone for this year!*), The Fourth of July, The Birthday Dinner, Movie Nights, and all the other ways we celebrate our life together. Currently, the Rector calls the meetings of this Committee as there is not a Chair of this ministry, but it is our hope that we will be able to continue to provide ways for the community to gather in fellowship together.

## **OFFICE VOLUNTEERS**

Chairman - Lanny Moore. Committee - Carolyn and Don Clarke, Mary Davis, Diane and Bill Gay, Pat Long, Sandy Martin, Carol and Bill Richardson, Ted Tinsley, Marie Hogsten, Sharon Korody, Anne West, Lee Moore and Mary Thompson. The primary responsibility of the office workers is to ready the folders for Sunday worship. We have 2 people scheduled each week, one to clean up the folders after the Sunday services, and the other to fill them for the upcoming Sunday. We also assist Jaclyn with several large mailings throughout the year.

## **DIRECTOR OF MUSIC**

*Psalm 147*

*Praise the Lord!*

*How good it is to sing praises to our God;  
for he is gracious, and a song of praise is fitting.*

It is a privilege and an honor to continue to serve as your Director of Music. I am indeed thankful to Rev. Mary Allen, Rector, and the members of the Vestry for their strong leadership and support of the music program at St. Martha's.

The Adult Choir remains committed to providing musical leadership at Sunday morning services. I appreciate the time that each choir member gives to the music program. Weekly rehearsals are well attended...singing and fellowship are enjoyed by all. I try to select a variety of anthems for the choir to sing; from easier 2-part anthems to more challenging 4-piece anthems. Additional singers are always needed and welcomed!! If you are unavailable to join on a regular basis, we'd love to have you for a season of the church year. For example, rehearsals for the Lenten season will begin in February 2019. Will you answer God's call to "make a joyful noise?"

The Handbell Choir rehearses weekly and has played for various services throughout the year. A highlight of the year was the handbell concert performed by the choirs of Mariners Bethel United Methodist Church, Saint Ann's Catholic Church, and Saint Martha's. Over 100 people attended, and \$1000 was donated to the Ministries of the Southeast Sussex Ministerium. The next handbell concert will be held on Saturday, April 6<sup>th</sup>. Plan now to attend! The bell choir also enjoys playing at the annual Church Christmas Party. More bell ringers are always needed and welcomed! Will you answer God's call to ring His praises?

This year also saw several special concerts at St. Martha's. In June, The Baltimore Children's Choir presented a concert, "Stand Together." The children did a fantastic job on their first tour. On Saturday, July 28th, CoroAllegro performed a benefit concert for Operation SEAs the Day. Over \$1500 was collected! "Celtic to Classical" returned to perform 2 concerts in August. The church was overflowing for both of these. I really appreciate your support in attending these special events!

As we move forward to a new year, I would encourage you to join St. Martha's music program for fun, fellowship and a whole lot of singing!

Your Musical Servant,

David C. Kemper

## **ADMINISTRATIVE ASSISTANT - JACLYN HICKMAN**

It's hard to believe I've been here over a year already! Time really does fly when you're having fun and I can honestly say that because I have certainly enjoyed the past year here serving as the administrative assistant. I look forward each day to interacting with visitors and weekly volunteers and thoroughly enjoy getting to know everyone. You have all been very welcoming, appreciative and kind!

As far as the daily operations of the office, everything continues to run smooth. And as always, I greatly appreciate the volunteers who come in each week to help with the folders. I have gotten to know most of them fairly well and enjoy their company.

The Parish Hall continues to be used regularly for a variety of Church and community related events. As the Administrative Assistant it is my responsibility to monitor use of St. Martha's facilities and make sure everyone is aware of the rules and policies. Daily, weekly or monthly support group meetings are most common with several new ones added over the past year. The Yoga class which was previously held on Tuesday but now is on Mondays has really grown in attendance over the past few months and there has been a recent request to add on another yoga class as well. Overall, we've definitely seen growth this past year and I imagine that will continue in the years to come as population in the area multiplies.

*The Messenger* continues to be published monthly and is a fun and informative way to keep the lines of communication open. I look forward to working on it each month as it is one of my favorite duties as administrative assistant. We publish the newsletter on our website along with the most current weekly announcements, Calendars, Membership Directory and schedule for Layreaders, Servers, Acolytes, Pops, Greeters, Ushers, Altar Guild and Tellers.

My biggest undertaking this year has been with the re-design of the website. Even though it is not an extremely difficult task, it is a time consuming one. I have worked on it when time allows and I am finally able to say I can see the light at the end of the tunnel. My goal is to have it go live by the end of the year. It will no doubt be an improvement but will also be a work in progress as St. Martha's continues to grow and evolve.

I enjoy my role here as administrative assistant and my interactions with all of the wonderful parishioners. I thank you all for allowing me the opportunity to support St. Martha's and be a part of such a wonderful community of people.

## **OUTREACH COMMITTEE – SHARON KORODY**

**MISSION:** The Outreach Committee of St. Martha’s Church shall display the love of Christ by sharing our resources with others to help improve the quality of life for those in need in our community.

**COMMITTEE MEMBERS:** Paula Anderson, Carol Boebel, Cindy Brown, Tom and Diane Catlin, Becky Kelly, Sharon Korody, Fran and John McElvey, Sandy Roberts, Carolyn Smith and Donna Kent, Vestry representative.

### **COMMITTEE PROJECTS:**

**ANGEL TREE:** Parishioners provided a total of 76 beautifully wrapped Christmas gifts (a toy and pajamas) to 38 children at Philip C. Showell, John M. Clayton Elementary Schools and the Hickory Tree after school program. The value of the donated gifts was approximately \$1900.

**BACKPACK AND SCHOOL SUPPLY DRIVE:** Parishioners donated backpacks filled with school supplies for 44 students at Phillip C. Showell, John M. Clayton and Hickory Tree after school program. The lists of school supplies were provided by the schools. The filled backpacks were valued at \$2640.

**BEEF STEW AND TUNA DRIVE:** In January, parishioners donated \$1,074 and committee members shopped and delivered cans of beef stew and tuna to Indian Salem Methodist Church in Selbyville.

**CAMP ARROWHEAD:** We contributed \$2832 to the financial aid program at Camp Arrowhead to fund full and partial scholarships for 8 children to attend a camp session. All recipients were from Southeast Sussex County. A contribution of \$2168 was made to the Capital Campaign Fund.

**CLOTHING OUR KIDS:** \$1000 has been donated to this local organization which provides clothing to children in need. The organization gives the clothes to school counselors to be distributed as needed.

**DELAWARE HOSPICE:** A donation of \$500 was made to Hospice of Delaware which provides comfort and care to the terminally ill and their families.

**EMERGENCY FUNDS:** We made three separate donations totaling \$1000 to the Episcopal Relief fund to help those affected by major hurricanes and storms this year. Our largest donation was for \$550 to help the victims of Hurricane Florence.

**FOOD FOR THOUGHT:** To date we have contributed \$600 to Phillip C. Showell and \$250 to John M. Clayton to help fund this program which provides additional healthy food to children who receive reduced or free lunch.

**FOOD PANTRIES:** Food, personal care products and clothing (valued at approximately \$900) were given to local food pantries, but primarily to the Indian River School District food pantry. The annual Diaper Drive in March provided diapers and wipes to the IRSD food pantry valued at \$525.

**HABITAT FOR HUMANITY:** Habitat for Humanity in Sussex County helps families in our community become home owners. We donated \$250 to our local chapter.

**OPERATION SEAS THE DAY:** A donation of \$500 was made to this program which gives 25 Wounded Warrior Families a near all expenses paid beach vacation week every year. To support OSTD 2018 our Music Director again hosted a wonderful afternoon of music which raised an additional \$1500. Reverend Mary was again available for wedding vow renewal and weddings (To date Rev. Mary has conducted 4 vow renewals for Wounded Warrior couples who felt renewed by their time at the beach after enduring years of medical treatment and family stresses). About 5 parish families again volunteered to host Warrior Families and untold number of other parishioners volunteered to assist with events and logistics.

**THANKSGIVING DINNERS:** We are providing dinners (groceries and \$20 Food Lion gift certificates) to 52 needy families from John M. Clayton (20) and Phillip C. Showell (19) Elementary Schools and Hickory Tree Afterschool Program (13). Total estimated value is \$2340.

**THE WAY HOME:** This facility in Millsboro provides inmates released from the Sussex County Detention Center a temporary residence, guidance, and support as they transition back

into the local community. This program reduces the rate of recidivism in Sussex County. We contributed \$6000 this year, the largest donation in our annual budget.

**QUILTS OF VALOR:** Many parishioners donated fabric and came together to create two quilts presented to Quilts of Valor for service members or veterans who have been touched by war. There were cutters, ironers, sewers and quilters working together to complete these beautiful works. The value of the quilts was \$250 each.

#### **ADDITIONAL INFORMATION:**

The Outreach Committee focused this year on increased communication with the congregation by creating “Outreach In Action”, a weekly addition to the printed announcements in the folders. It’s purpose is to keep parishioners abreast of Outreach activities. A bulletin board was hung in the Parish Hall to post correspondence (mostly thank you notes) and local event information for all to see.

This year we initiated a drive to collect non-perishable food from renting vacationers who typically leave Bethany on Saturday morning and may have extra food. We placed a food bin box outside the front door. We collected about \$100 worth of food which was donated to a local food pantry.

The Outreach committee promoted and supported the Crop Walk (Communities Responding to Overcoming Poverty) which is sponsored by the Southeast Sussex Ministerium. Walkers and cash contributions from St. Martha’s raised \$400. The 2018 Crop Walk raised over \$10,000.

Several members of the Outreach Committee volunteer and mentor in local schools and the Hickory Tree Afterschool program. In addition to helping the children, these relationships with the schools also facilitate our Thanksgiving Dinner and Angel Tree programs for student’s families in need.

The Outreach Committee thanks the people of St. Martha’s who have given so generously of their time, money and donated goods in support of the above charities and thus truly reflect **“Love God. Love Your Neighbor. Change the World”**.

## **INTERNATIONAL STUDENT COMMITTEE-BILL GAY**

### **St Martha's 13<sup>th</sup> Annual International Student Welcome to the Community Picnic and**

**Associated Events:** Good weather and great work by our Parish volunteers to put together a bountiful picnic buffet resulted in about 140 Students from 21 countries filling our Parish Hall with laughter as they were introduced to inclusive American hospitality and made new friends, young and old. Over 50 Parishioners donated delicious appetizers, hearty salads and desserts and/or helped run operations. A dozen local businesses that employ Students donated huge entrée platters. All local police, Bethany EMS and the State Police socialized with the Students for our annual "low key" efforts to education Students about health and safety issues. (And the St Martha's "bike safety light Team" walked around attaching safety lights donated by the Bethany Beach police until we ran out). Extra special smiles were generated by a magician from Dickens Parlour Theater and door prizes and t-shirts donated by 11 local businesses and the Chamber of Commerce. In the days following our Picnic about 25 Students tried free Stand-Up paddle board lessons donated by Bethany Beach Surf Shop and Coastal Kayak (one business owner even shut down her kitchen for an afternoon to drive her Students for a SUP lesson because the Students were working several jobs and did not have time to cycle there on their own.) And as happens every year, we had surprises. First, our volunteers invested a HUGE amount of time trying to set-up tours to UDel laboratories for the Students, but because new immigration policies delayed more Students from coming, those that were here were working 2 and 3 jobs which made it impossible for us to take them to on tours. (Serendipitously, this continued contact after our Welcome Picnic led to several families inviting Students to diners in their homes and in restaurants, an outcome we hope increases in 2019.) Second, we again had to rescue some Students from unacceptable living conditions and find volunteers to house them. And finally, we should all celebrate that a Polish Student first hosted years ago by our Pauline and Jere Wise, and who has stayed in touch and exchanged visits with the Wise's for years, returned this year as a professional school administrator to launch a project to form an international Student relationship between Del Tech and his school in Poland. Hopefully, as we hear from some of these Students again over the years, we will discover that we contributed in some small way to world peace by helping different nationalities learn to respect each other. This huge annual undertaking by our Parish contributes in small ways to fulfilling St Martha's mission statement: **Love God, Love Your Neighbor. Change the World.**



## **LIGHTHIPE PROPERTY COMMITTEE-TEMPE STEEN**

**Chairperson**—Tempe Steen **Participating Members**—Phil Fleming, Frank Bell and the Rev. Mary L. Allen for St. Martha’s and Steve Boyden, Tom Sombar, Ron Truitt for the Trustees In addition, Dave Moore, Joe Reardon, Ron Kerchner and Don Boebel participated this year.

**Purpose or Goal of Ministry**—Work with the Trustees of the Diocese and determine potential uses for the property, gift from Mary Ann Short Lighthipe, and if any buyer(s) exist, to negotiate a contract and sell the property.

**Activities or Accomplishments** —The real estate contract of sale for the Lighthipe Property was closed on June 8, 2018. The original date in April was extended by mutual agreement and the payment of a fee of \$75,000 to St. Martha’s and interest to the Diocese (Trustees).

The final purchase price totaled: **\$4,038,293.67.**

After costs and settlement fees plus the deposits received for past extensions, the Trustees received: **\$3,997,860.99.**

This amount has been invested in Master Fund A and the distribution to St. Martha’s of the interest will occur quarterly.

It is anticipated that 2019 will provide distributions totaling: **\$176,783.00.**

*The gift deed provides that the funds are to be used: for St. Martha’s Episcopal Church of Bethany Beach, Delaware, a mission of the Episcopal Diocese of Delaware, for its use for expansion of the mission of St. Martha’s Episcopal Church to the area surrounding the Town of Bethany Beach, including but not limited to, expanding its worship space, its religious education, residential space for its clergy and lay persons and its community outreach activities.*

## **PERSONNEL COMMITTEE-CLEM EDGAR**

**Chairperson**—Clem Edgar

**Participating Members**—Clem Edgar, Barbara Goebel, Todd Stevenson, Ron Kerchner, Vestry liaison-Tempe Steen

**Purpose or Goal of Ministry**—To help ensure open communication between staff and Vestry; to avoid misunderstandings; to maintain fair and objective personnel procedures. To this end, the Committee reviews/recommends policies and carries out its responsibilities under the policies as provided.

**Activities or Accomplishments** —In September, The Personnel Committee assisted in the performance appraisal process for our two staff positions, Director of Music and Parish Administrator. In addition, the committee developed a job description of a new position, a Part-Time Priest Associate (PTPA). This position may be added to the clergy staff in the future as St. Martha's continues to grow. The job description will be forwarded to the new Vestry for their consideration. The Personnel Committee continues to provide guidance to Vestry, staff and Rector as requested.

**Plans/ Visions/Goals for 2019**—Continue to oversee personnel and modify policies and procedures as necessary.

<u>OPERATING ACCT</u>	<u>RESTRICTED ACCOUNT/GIFTS</u>	<u>RECTOR'S DISCRETIONARY ACCOUNT</u>	<u>MISSION ACCOUNT</u>	<u>INVESTMENTS/ MASTER FUND A</u>
<b>Income:</b> Plate, pledge, MFA, fundraising Mission Acct	Defibrillator Engraved brick sales Flowers Kitchen Home repairs/work camp Long range cap. improvements*** Memorial Misc/emergency Music	<b>Income:</b> \$25/mo from Operating/donations	<b>Income:</b> Lighthouse Trust Endowment Committee makes recommendation for expenditures to Vestry	Bethany (gifts)* Bowers* Lighthouse (cash)*
<b>Expenses:</b> Advertising Audit Bishop's Discretionary Fund Bookkeeping Building use expense Dues Christian Education Cleaning services Clergy contin educ Diocesan loan interest Diocesan pledge Discretionary fund Fundraising expense Furniture & Equipment Hospitality Insurance International Students Liturgy & Worship Building & Grounds Meetings & convention Music Program Office Phone, computers Pastoral care Payroll & taxes Stewardship Travel	***This is the liquid part of long range capital improvement funds	<b>Expenses:</b> At rector's discretion	2018: \$63,900 Diocesan loan Outreach (approved budget) Diocesan pledge International students Advertising for community events Reserves: \$42,894	<b>Income:</b> Interest/distribution <b>Expenses:</b> Operating Acct Capital Reserve** **-This account is for long range capital improvements. The interest is reinvested. Goal is to meet the Capital Reserve Study of Building-target contribution is \$23,000/yr.
<b>\$284,500 (budget)</b>	<b>\$24,142 (budget)</b>	<b>\$710.00</b>	<b>TOTAL: \$106,794</b>	<b>\$563,333</b>

