

Holy Trinity Parish

2019 Annual Meeting

November 24, 2019

Agenda

Call to Order	Fr. Adam
Establish Quorum	
Appoint Secretary	
Opening Prayer	
Review 2018 Annual Meeting Minutes	Fr. Adam
Ministry Reports	
Rector's Report	Fr. Adam
Youth and Family Report	Fr. Tim
Wardens' Report	Blake McAllister
Treasurer's Report	Melanie Taylor
2020 Budget	Blake McAllister
Other Reports	<i>tbd</i>
Election of Vestry Members	Fr. Adam
Matters Arising	Fr. Adam
Adjournment	Fr. Adam

Leadership of Holy Trinity Parish

Clergy and Staff	Vestry
the Rt. Rev. Julian Dobbs, <i>Bishop</i>	Allen Knight, <i>class of 2021</i>
the Rev. Adam D. Rick, <i>Rector</i>	Eric Marshall, <i>class of 2021</i>
the Rev. Tim Taylor, <i>Youth and Families</i>	Susan Cervini, <i>class of 2020</i>
Dr. Katherine Rick, <i>Minister of Music</i>	Blake McAllister, <i>Junior Warden, class of 2020</i>
Casey Gregg, <i>Choirmaster</i>	Wendy Coykendall, <i>Senior Warden, class of 2019</i>
Steve Flick, <i>Organist</i>	Clifford Humphrey, <i>class of 2019</i>
	Melanie Taylor, <i>Treasurer of the Vestry</i>
	Elizabeth Fredericks, <i>Secretary of the Vestry</i>

Our mission: *what we do*

Holy Trinity Parish is a traditional Anglican congregation of disciples seeking to *hear weekly* God's word, *celebrate joyfully* Christ's sacraments, and *equip generously* the body to bring forth the fruits of the Spirit, that we may *show forth* in Hillsdale the transforming love of Jesus Christ.

Our principles: *who we are*

We are witnesses of the Gospel of Jesus Christ, by the grace of God through the power of the Holy Spirit. This is the good news of God who loved us before we loved him, reconciling us to himself by grace through the victory of the Cross. Having received this grace by faith in Christ and his sufficiency to save, we order our life together to abide in that grace. In all our worship, relationships, disciplines, and ministry, we seek to reflect the grace of the Gospel to ourselves and to our neighbors.

We are grounded in the Word of God, the only divine revelation and ultimate authority on all doctrine and morals. That word is found finally and completely in Jesus Christ the Son of God, about whom the Spirit of God testifies perfectly in all Scripture. We are committed to teaching clearly and learning humbly the Scriptures in their canonical sense. We are also conscious stewards of a tradition of interpretation as we have received it in the historic witness of the Anglican church, especially the *Book of Common Prayer* of 1662, the *Ordinal* annexed to the same, and the *39 Articles of Religion* of 1571.

We are committed to spiritual formation, walking with the Spirit to grow in holiness after Christ's likeness in all areas of life. Because Jesus calls the whole body to follow him as his disciples, we believe that this growth is best accomplished as one household of God. Therefore, we endeavor to build ministries of formation where the diverse gifts distributed across the entire body are brought together in an intergenerational effort. We also seek ways to invest intentionally in our students from Hillsdale College, encouraging their full participation not as guests but as members of the family.

We worship in the beauty of holiness, because we believe God is the source of all beauty and that the grandeur of creation speaks of his eternal glory. Following his own example in nature and in the rich aesthetics and symbolism of Old Testament worship, we seek to draw the imaginations of men heavenward with artistically enriched worship, crafted in the highest traditions of beauty and excellence. By these means, we aim to make men mindful of the glory of God who calls them and so inspire them to ever greater devotion to his service.

We seek to build a culture of hospitality, both in the church and in our homes, that we may extend a warm welcome to our neighbors in a culture increasingly burdened by isolation and loneliness. As a divine Table is the centerpiece of our worship, so an ample spread of food on a dining table is often the context of our fellowship. We desire to share with others the bounty of God's gracious provision to us, seeking to grow in compassion, loving service, and works of mercy and healing after the example of our Lord Jesus.

We strive to be faithful in mission, confident that the advancement of God's kingdom is fundamentally his work which he graciously empowers us to do if we look first to him. Our duty and our privilege is to know God in common prayer and devotion, fully trusting in his promise that when we so seek him, he hears us and equips us. By his Holy Spirit going before us and living within us, we are emboldened to spread the good news of the Gospel by word and by deed in our community that all might share with us in the transforming love of Jesus Christ to the glory of God the Father.

2018 Annual Parish Meeting Minutes

Sunday, December 9, 2018

Father Rick called the meeting to order at 12:17 p.m. He established a quorum and appointed Mrs. Anna Robinson as secretary for the meeting. He then opened with prayer.

Parishioners reviewed the 2017 Annual Parish Meeting Minutes. There were no questions. Fr. Rick then introduced the 2018 Annual Parish Meeting Ministry Reports.

Senior Warden Coykendall presented the Senior Warden's Report, which reviewed service attendance, expansion projects, parish outreach, financial security, and the Christian education programs. She discussed upcoming developments, including financial support of the South Bend church plant, the formation of a strategic planning committee, and the arrival of the new Youth and Family Minister and his family, as well as the change in his salary. She encouraged the congregation to consider increased donations and concluded with a passage from 2 Cor. 8.

Junior Warden Gambill, presented the Junior Warden's report, which discussed parish clean-up days, parish repairs, and special projects, including new choir loft risers, new pew frontals, the parking lot expansion, and the new organ and its installation. She mentioned the acquisition of used chairs and the purchase of used hymnals.

In lieu of Treasurer Kilgore, Senior Warden Coykendall presented the Treasurer's Report. She reviewed contributions, investment funds, cash receipts, income and expenses, and fund balances of the Annual Financial Report through October 31, 2018. She discussed reasons for the budget overrun. She reviewed the increases and the additional contingency expense in the 2019 budget.

Minister of Music Katherine Rick presented the Children's Ministry Report, which included a description of the AWANA program, changes in volunteer staff, and the current challenges.

Fr. Rick presented the Rector's Report, which discussed the Christian formation ministries, the strategic planning committee, the adopt-a-student ministry/student involvement, opportunities for growth, the new Youth and Family Minister, and the 2019 budget. He ended with a challenge to the congregation. He then opened the floor for questions. Discussion followed.

Mr. Eric Marshall and Mr. Allen Knight were nominated for the two open, three-year Vestry seats. There were no additional nominations. Mrs. Jackie Blackstock moved to approve Mr. Eric Marshall and Mr. Allen Knight for the two, three-year terms. The slate was approved by unanimous vote. Senior Warden Coykendall moved to formally thank Junior Warden Gambill, and Vestrymen Hill and Millett for their service on Vestry. Final discussion and commendations were offered from Fr. Rick and from the floor.

Treasurer Kilgore moved to adjourn the meeting. The motion unanimously passed. Fr. Rick declared the meeting adjourned at 1:14 p.m.

Anna L. Robinson, Clerk
Holy Trinity Parish, Hillsdale, Michigan
Approved by motion of the Vestry, December 16, 2018

Rector's Report

This year has been a banner year for Holy Trinity Parish. Not only do we approach 30 years of active ministry in our community, but we have experienced tremendous growth in the parish in just about every way, by God's most excellent grace. Let's take quick stock of the major achievements of last year.

Certainly the most obvious of these is the tremendous growth in Sunday attendance. This has been spurred by an increase in students from the college as well as the arrival of a few new families. We've had to make a number of adjustments in order to accommodate these newcomers, the most significant of which was the addition of a new early service on Sunday mornings at 8:30, with coffee and pastries served afterwards. We have taken steps to ensure that this service is as much like the 10:30 as possible, the absence of the choir being the only major difference. Attendance at this service is small, but we have seen moderate growth even here, averaging now about 35 persons. This takes just enough pressure off of the 10:30 service to make it a little more manageable. At the second service, we have had to beef up our greeters ministry to help folks find seating, and we've shaved some time off of the administration of Communion by adding a second chalice. This required some creative thinking with regards to our choir's rehearsal time and space, but I am grateful for our music team's flexibility and team spirit.

With this growth has come fabulous opportunities for ministry. The most significant of this has been the initiation of several adults into the Christian religion who made first time confessions of faith, five at the Easter Vigil service and one more most recently on All Saints' Day. We also saw a record number of Confirmations take place this last year, twenty in total, four of which were adults baptized earlier this year. In addition to initiating adults, we continue to see tremendous growth in our children's ministry. We welcomed two new babies into the life of our congregation this year, and several of our mothers are expecting more! The number of children enrolled in our mid-week formation is at record levels. Let us not take for granted the extraordinary calling God has given us to raise little ones to be mature disciples.

Our children's ministry would not be possible in its growing complexity without the arrival of the Rev. Tim Taylor as our new Minister for Youth and Families, his wife Melanie (also expecting!) and their two daughters, Bailey and Dabney. We first posted the job description in 2017, and it took us a long time to find a suitable candidate who was also willing to work part-time for us. Fr. Tim's arrival came not a moment too soon, and I am so pleased to have him and his family with us.

The final major achievement of this year was the conclusion of the Strategic Planning Committee's work in focusing our parish mission statement for our present context. After careful consideration of our parish's founding mission statement, changes in global Anglicanism since Holy Trinity was formed in 1989, and new opportunities and strengths owing to both my (still relatively new) ministry and recent growth, we opted to streamline our mission into a short statement and append to it six ministerial "principles" or priorities which we believe God is calling us to live into and develop as a parish. These statements will go a long way in helping us make strategic choices in the future which keep us both on mission for Christ and true to who he has made us to be as a community. The original mission statement was preserved by the vestry as the "Founding Declarations of Holy Trinity Parish."

We thank God for the opportunities he has afforded us through our recent growth. It is certainly clear to me that our Lord Jesus Christ has something in mind for us to do, and this is both exciting and humbling

all at once. On the one hand, he clearly has his hand on us, but on the other, we dare not rest on our laurels nor deafen our ears to his voice. I want Holy Trinity Parish to be a place he can rely on to say a hearty “yes” to whatever he calls us to do, even if that takes us a bit out of our comfort zone or causes some growing pains. And our growth has certainly come with some challenges. Here are a few of the big ones as I see it.

Our new Mission and Principles renewed our commitment to a number of areas of ministry. The first is Christian formation. As our surrounding cultural context becomes more and more aggressively secular, we need to prioritize more and more the church itself as a force of cultural formation. This can only happen if we give our common life together more than just an hour or two on Sunday morning. I’d like to see greater involvement in our parish formation times, and I am prepared to make significant changes to how we offer it to affect that. Our children’s ministry, likewise, is looking down the barrel of some significant changes to accommodate the surge in attendance and the growing diversity of age groups. The second major area our new Mission and Principles called our attention to is local outreach. Both the committee and the vestry took sober and humble stock of our failure to be more intentional and more consistent in the evangelization of our neighbors in Hillsdale. I would like to see a renewed focus on local mission as the necessary corollary of lively faith in the transforming love of Jesus. Even in a conservative rural community like Hillsdale, the sizable majority of our neighbors remain unchurched. Let’s go out and get ‘em! In both formation and mission, we can, by God’s grace, continue the growth of his kingdom even in the face of hostile secularism. Let’s see what our Lord can do among us if we offer ourselves more wholeheartedly to his service.

Another great strain on our life together is my continuing status as part-time. Ministry has grown for me both here and in my role as chaplain at the college, and the two worlds are more and more encroaching on each other. I am blessed as a “bi-vocational” clergyman to enjoy two lines of work which actually work so seamlessly together and draw on my Holy Orders. But I still only have a certain number of hours in my day. I have already taken active steps, with our vestry, to increase the ministry capacity of our church by bringing on more staff and delegating to lay volunteers more effectively. But as we grow, more is needed. To that end, I have asked our vestry to provide for the salary of a part-time Parish Administrator to lighten my administrative load, so that I am freed up more to do the work that only an ordained clergyman can do. Such a role will also make far more efficient our day-to-day operations as a parish, and lighten the load of some of our lay volunteers, especially our treasurer and junior warden from whom we have historically asked for quite too much.

The common thread running through all these things, both achievements and challenges, is the growing strain on the capacity of our physical building. Multiple services, increasingly complex children’s formation, packed-to-the-rafters Sunday fellowship (a major driver of our growth as I talk to our new families about why they chose to settle in with us!): all of these are pushing our building beyond its limits. The vestry and I have now begun serious conversations about what a building project might look like for us, though they remain preliminary. I invite you to please fast and pray for our deliberations.

All of these things together paint an exciting picture of what God is doing among us at Holy Trinity Parish. Let us be a parish that gives a hearty yes to his call. I am confident that we will be, by his grace.

Respectfully submitted,
Rev. Adam D. Rick, Rector

Youth and Family Minister's Report

As you are well aware our parish has been blessed with many young people. At last count, we have 26 young people under the age of 18 with four more on the way. We rejoice and give thanks to God for blessing our church so richly! We take our responsibility to them seriously and we want to prioritize teaching them the Bible and forming them in the Christian faith and practice.

One way we are currently doing that is through our Awana program on Wednesday nights. Each week we have approximately 15 kids attend ranging from ages 3-10. The club focuses on memorizing scripture and teaching a broader understanding of the Bible through weekly lessons. For our oldest club members, we are working through the catechism found in our prayer books that covers the basics of what we believe.

I want to particularly thank Katherine Rick for her tireless work in keeping this ministry going after Stevi moved away and recruiting an amazing group of volunteers. I'd also like to thank our heroic and self-sacrificing volunteers: Dietrich Balsbaugh, Henry Brink, Marcy Brylski, Bethany Runyon, Casey Gregg, Brigette and Joshua Paladino, and Melanie Taylor. They serve so faithfully and demonstrate a clear love for our children and teaching them the gospel. Thank you so much for your service.

We are also exploring additional ways that we can catechize and form our kids and also give them opportunities to cultivate their gifts in ministry and service. I have also been working to develop a booklet with forms for family worship to give to our families with children so they can more easily practice family prayer. Parents are the most formative influences on their children, so we want to support them and give them training and resources to aid them in raising their kids in the faith. I have also been steadily meeting with all of the families in the church who have children so I can be aware of the challenges they are facing and how we can better pray for and support them. Please keep them in your prayers.

In addition to your prayers, we have two main needs. First, we need more volunteers. Three of our Awana volunteers will be leaving us at the end of the school year after they graduate. I'd love to have some new volunteers join us in the spring so we can ease the transition as much as possible. Please reach out to me if you're interested.

If you don't feel qualified to teach children or want to risk the occupational hazards of working with them directly, you can still help. There are a number of visual aids, teaching tools, and other educational resources that we need help in making. If you have some skill in woodworking, painting, or other kinds of crafts, you could really help our children's and family ministry. Please contact me if you're interested or would like to learn more.

Please pray for the youth and families in our church. Passing on the gospel to the next generation is one of the most important things that we do and we need your help. God has blessed us so richly with young people in this parish and we want to be good stewards of who he has given to us.

Respectfully submitted,
Rev. Tim Taylor, Minister for Youth and Families

Senior Warden's Report

God has once again abundantly blessed Holy Trinity Parish. 2019 has been a full year in every sense of the word. We have full pews, full hearts, and full schedules. We continue to grow in numbers, and our ministries have expanded considerably.

This spring, we expanded to two services for the first time in our church's history. Attendance at both services continues to increase, and we have hit record attendance numbers multiple times this year. Thanks be to God for our crowded pews! Thanks be to God for our ministers and their teaching, which is convicting, encouraging, and inspiring. Thank you also to the many volunteers who make two services possible. Of course, not every service this year has been welcome. It is with grieving hearts that we remember the loss of several of our beloved members. The absence of Mary Snow, Grace West, and Bishop Peter Beckwith is one that we carry with us.

Our church has also grown with new life. The Rick family and the Gregg family welcomed their sons Julian and Simeon, and we continue to pray for the safe delivery of the new Novak baby this year. We have been thrilled to welcome more families to our growing parish, as well as newly baptized and newly confirmed members of our congregation.

This year, we also welcomed the Taylor family to our parish. When he arrived in May, Tim was a deacon, but at our diocesan Synod, he was vested as a priest, for which we congratulate him and we are very grateful. We have been blessed with his ministry for youth and families, and I know that his presence and partnership has eased some pressures from Father Adam. Holy Trinity has never had two ministers before, and we are excited to benefit from the leadership and example of a growing ministry team.

Last year, the vestry approved the formation of a strategic planning committee to develop a vision for the future of our growing parish. The committee met this spring during Lent and the Easter season, and together with Father Adam, they developed a mission and principles of Holy Trinity Parish which the vestry unanimously adopted in June. The mission and principles were presented to the parish at a semi-annual meeting in July. If you have not recently read them, I commend them to you. They were crafted with much prayer and discussion, and I believe that they accurately represent the core beliefs and priorities of this parish. They are a valuable tool which the vestry has already begun to use as we weigh the opportunities and challenges this parish faces. To pay due deference to the founding principles of the parish, the original mission statement was preserved by the vestry as the Founding Declarations.

In financial news, the members of this parish have once again proved faithful and generous. Last year, when the vestry met to develop our 2019 budget, Father Adam was very nervous. Our rector cares for us and was hesitant to ask more financially of his flock. However, in recognition of our growing church, the vestry approved and presented a budget that was significantly larger than this parish had ever undertaken. We accepted the budget with faith that God would provide, and that his people would answer his generosity with their own. The vestry is thrilled, but we cannot be surprised, that we have exceeded our budget. Based on our year to date income and on past giving patterns, we anticipate a surplus of \$13,000 over budget. We serve a faithful God, and we as a vestry are humbled and blessed to represent a parish who meets growth with excitement and open hands.

At our diocesan synod in May, Bishop Julian announced some changes in the structure of our diocese. This year, CANA became solely a ministry of the Church of Nigeria. Our diocese, now renamed the Anglican Diocese of the Living Word, remains under the jurisdiction of the Anglican Church in North America, as we have been since 2013. We continue to share a special ministry relationship with the Church of Nigeria, and our diocese, though under a different name, continues under strong leadership and retains its doctrine and faithful ministry under God's word. Being a member of the Anglican Diocese of the Living Word represents our membership in the larger community of believers, which is the body of Christ. We have the privilege and responsibility to contribute to our diocese as well as to invest in other, less developed congregations.

In accordance with the motion passed by the vestry in 2016, this year our parish increased our diocesan tithe by 1%. In 2019, we have tithed 8% of our total income to our diocese. Next year, in 2020, we will increase our tithe to 9% of our income. The exact number we send to our diocese each calendar year naturally depends on the total income from January to December, but each month, we contribute to the ministry of our diocese.

Last year, Holy Trinity committed to partner with the church plant in South Bend, Indiana. We have supported them with prayer as well as financially. This year our outreach budget allowed us to contribute three thousand dollars to their congregation, which they have used to grow considerably. The Reverend Steven McCarthy joined them as minister in March of this year, and Christ Church Anglican was received as a member of our diocese at synod in May, where their rector was also ordained as a priest. Praise be to God for the growth of Christ Church Anglican! The vestry intends to continue supporting their congregation, though we will gradually decrease our support as they continue to develop. Our outreach budget for 2020 reflects this change, from three thousand dollars to two thousand dollars in 2020. We are blessed to support and partner with them in the early years of their ministry.

In other ministry and growth news, we have a new mom's group, Moms on Mission, led by Katherine Rick and Casey Gregg, which has already been a blessing not just to mothers here at Holy Trinity, but throughout our community. The ministry of our parish is found not only in our Sunday morning services or the Christian Education on Wednesday evenings, but in the fellowship we enjoy as a community of believers. We love to gather for meals on Sunday, for casual gatherings on Wednesday night after we meet at church, and we have enjoyed special occasions such as the Break Fast after the Easter Vigil.

Holy Trinity has had several changes in staff and volunteer positions this year. Dr. Elizabeth Fredericks has taken over the responsibilities of the clerk during vestry meetings and all-church meetings. Thank you to Anna Robinson for her service, and thank you to Elizabeth for the gift of your time. Melanie Taylor is our new treasurer. Many thanks to Melinda Kilgore for her seven years of service as treasurer. We have also hired a new sexton, Tina Dyson, as our previous housekeeper moved on. I'd like to extend thanks to Dave Hanley for keeping our church clean during the interim weeks between housekeepers.

In addition, the vestry has approved the creation of a church administrator position for our parish. As our congregation grows, so do the needs of our church, both spiritual and practical needs. It is a challenge for our ministers to meet all of these needs. They spend hours each week doing jobs such as printing service booklets and meeting with contractors. The vestry believes that in order to allow Father Adam and Father Tim the necessary time and support to focus on ministry and the spiritual development of our

members, it is wise to outsource some of the many tasks which do not require a priest. We are pleased that the need for an administrator corresponds with our financial ability to make this commitment.

As we look forward to the coming year, we are filled with gratitude. I am thankful every week for the opportunity to worship and fellowship with this church body. Let us not become weary, but continue to devote ourselves to God, to our parish, and to fellowship with one another. Our pews are full, and our fellowship hall is bursting, and we praise God for one another, just as we prepare for future opportunities with open hearts and hands, and with gratitude for what God has given us as a parish.

Respectfully submitted
Wendy Coykendall, Senior Warden

Junior Warden's Report

If last year was about improving (the parking lot; the choir loft; the organ; the front pews), this year was about maintaining. Our beloved church nears thirty years old, and with age comes an increasing number of minor maintenance issues. A broken door hinge, warped casing around the front stain glassed window, a rusted and leaky urinal—just a handful of the many issues that have come up this year.

I have consistently tried to minimize the costs of these repairs by soliciting multiple bids and negotiating. This is a strategy that has saved us greatly—over \$1500 in one case alone. I have employed the same strategy with respect to other services provided for the church, such as the sealing and plowing of our new parking lot, the mowing of our lawn, and the expulsion of bats from the deep and dark crevices of our building. We have had some success in lowering these costs.

Many of our maintenance issues have been fixed without cost to the church through the generosity of handyman parishioners like Eric Coykendall and especially Dave Hanley, who I hereby dub the Junior Junior Warden. Dave has (among other things) constructed shelves, reset lights, rerouted wires, and stabilized kneelers—all for the cost of materials, and sometimes not even that. If not the hands and feet of Jesus, Dave is at least his saw and hammer. Also deserving of recognition are the Milletts, whose tireless landscaping is an invaluable and too-often thankless service to our church. Thank you also to those volunteers who joined us for the Spring Clean Up, where we tackled numerous projects both inside and outside the building, and to Father Tim, for coordinating with various contractors on my behalf.

While our parish is blessed with members who are willing and able to serve, the increasing frequency of maintenance issues places too much of a demand on their time and energy. To address this, we have made an arrangement with local handyman Tim Force to help us stay on top of these more minor repairs. Currently on Tim's list is ridding the men's bathroom of some isolated mold, fixing the men's urinal, securing the women's toilet, replacing a post on the exterior handrail, repainting the exterior staircase and handrail, and touching up the shed.

As the building ages, we must also look to the future. In addition to the inevitable small fixes, larger costs are looming in the next five to ten years, including repainting, re-carpeting the basement, and replacing the roof. It might also behoove us to be more proactive in preventing issues, rather than

waiting for the problems to occur. Thanks to a long line of fiscally responsible vestries, we are in a good position to meet these costs. Following their example, we must continue to save in preparation for the future.

We must also be willing to spend when the need arises. And our packed pews and overflowing fellowship hall may be a sign that the need has arisen. (The need has risen indeed!) The Lord is adding to our family daily, it seems, but no matter how much maintenance we do, we cannot increase the capacity of the nave or our fellowship hall. The time may come, if it has not already, where people will choose to go elsewhere (or nowhere at all) because they do not feel there is room for them here. We must, as a congregation, begin thinking about where God is leading our family and whether it includes a building project. This period of discernment must be about more than a physical structure; the decision to build, or not to build, must be rooted in an awareness of God's general will for his Church and its expression in the unique identity of our parish. What wonderful works has God prepared for us to walk in in the coming five or ten years? We must begin to answer this question, together.

Respectfully submitted,
Blake McAllister, Junior Warden

Treasure's Report

First, I would like to thank Melinda Kilgore for her years of faithful service as the treasurer of our parish. She handed the books over to me at the end of August, but has still been happy to answer questions I've had since then. I'm personally thankful to her for keeping such meticulous records and having all the parish's financial documents so well-organized so that the transition was as smooth as possible.

Contributions to the parish from January 1st to October 31st total \$119,793. Contributions at year end are expected to total \$149,555 based upon giving patterns for November and December of 2018. As of October 31st, 2019,

- The balance in the bank for the operating fund and all designated funds totals \$74,740.
- The balance in the investment account totals \$120,469.
 - Transfers totaling \$3,000 were made from the operating fund to the investment account so far in 2019. Another \$1,000 will be transferred before the end of the year.

Budget performance as of October 31st, 2019 is \$89,244 (actual operating expenditures) vs. \$103,396 (planned operating expenditures). Budget performance at December 31st, 2019 is projected to be \$110,709 (estimated actual operating expenses) vs. \$124,076 (planned operating expenses). The largest budget-to-actual difference for 2019 relates to the salary of the Youth and Family Minister. The 2019 budget included a full year's salary, but Father Tim came to Holy Trinity in May and therefore will be paid for only 8 months of 2019. Another \$4,609 was spent from designated funds for a total of \$93,853 spent as of October 31st.

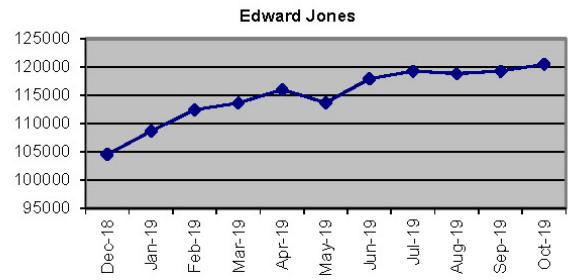
Respectfully submitted,
Melanie Taylor, Treasurer

2019 Financial Report

As of October 31, 2019

INVESTMENT FUNDS

Edward Jones Jan 2009:	\$ 27,175.26
2014 deposit:	\$ 20,000.00
2015 deposit:	\$ 10,000.00
2016 deposit:	\$ 15,000.00
2017 deposit:	\$ 4,000.00
2018 deposit:	\$ 4,000.00
2019 deposit:	\$ 3,000.00
total deposits:	\$ 83,175.26
current balance:	\$ 120,469.13



CASH RECEIPTS

	Oct 2019	2019 YTD	Expected Nov-Dec	Expected Year End
Operating	\$ 9,459.35	\$ 110,180.33	\$ 30,000.00	\$ 140,180.33
Rector's Discretionary	\$ 117.00	\$ 6,542.25	\$ 200.00	\$ 6,742.25
Memorial	\$ 790.00	\$ 1,175.00	\$ -	\$ 1,175.00
Poinsettias/Lilies	\$ -	\$ 217.00	\$ 128.00	\$ 345.00
Organ	\$ -	\$ -	\$ -	\$ -
Fellowship	\$ 20.00	\$ 210.00	\$ 40.00	\$ 250.00
Brush/Tree Clean-Up	\$ -	\$ 300.00	\$ -	\$ 300.00
Anglican Student Fellowship	\$ 50.00	\$ 562.00	\$ -	\$ 562.00
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Total	\$ 10,436.35	\$ 119,186.58	\$ 30,368.00	\$ 149,554.58

2018 Receipts: Operating \$117,914

Designated \$13,298

Total \$131,212

INCOME & EXPENSES

	Oct 2019	2019 YTD	Oct 2018	2018 YTD
Cash Receipts (gifts)	\$ 10,436.35	\$ 119,186.58	\$ 10,096.60	\$ 104,472.27
Interest	\$ 0.67	\$ 5.77	\$ 0.64	\$ 6.56
G&G LLC	\$ 6.28	\$ 62.80	\$ 6.28	\$ 69.07
Refunds	\$ -	\$ 537.13	\$ -	\$ 42.80
Subtotal	\$ 10,443.30	\$ 119,792.28	\$ 10,103.52	\$ 104,590.70
Non-cash receipts (gifts)	\$ 149.32	\$ 2,041.88	\$ 530.62	\$ 1,865.25
Cash Disbursements from operating fund	\$ 9,793.63	\$ 89,435.85	\$ 14,769.54	\$ 85,099.43
Net	\$ 649.67	\$ 30,356.43	\$ (4,666.02)	\$ 19,491.27

FUND BALANCES

	Balance 1 Jan 2018	YTD Credits	YTD Debits	Balance 31 Oct
Bank Account	\$ 49,499.13	\$ 119,095.12	\$ 93,853.83	\$ 74,740.42
Operating	\$ 30,843.13	\$ 109,974.87	\$ 89,244.35	\$ 51,573.65
Discretionary	\$ 6,706.88	\$ 6,542.25	\$ 3,410.01	\$ 9,839.12
Outreach	\$ 222.01			\$ 222.01
Memorial	\$ 6,678.93	\$ 1,175.00		\$ 7,853.93
Women	\$ 928.66			\$ 928.66
Organ	\$ 1,441.12			\$ 1,441.12
Youth Ministry (0.00)	\$ 418.24			\$ 418.24
Music/Church Growth	\$ 508.50			\$ 508.50
Poinsettias/Lilies	\$ 284.37	\$ 217.00	\$ 428.50	\$ 72.87
Flower Bulbs	\$ 30.05			\$ 30.05
Roof Repair	\$ 452.00			\$ 452.00
Fellowship	\$ 553.64	\$ 210.00		\$ 763.64
Family Fun Day	\$ 433.60			\$ 433.60
Brush & Tree Clean-up	\$ -	\$ 300.00	\$ 300.00	\$ -
Anglican Student Fellowship	\$ -	\$ 676.00	\$ 470.97	\$ 205.03

2020 Budget
Approved by the Vestry on November 17, 2019

	As of Oct			
	2019 Budget	2019 expenses	2020 Budget	Budget Chng
MINISTRY PROGRAM				
Outreach - Local	\$ 2,000.00	\$ 1,640.15	\$ 2,000.00	\$ -
Outreach - Global	\$ -	\$ -	\$ 500.00	\$ 500.00
South Bend Church	\$ 3,000.00	\$ 2,500.00	\$ 2,000.00	\$ (1,000.00)
Education	\$ 1,000.00	\$ 416.35	\$ 1,000.00	\$ -
Nursery	\$ 100.00	\$ -	\$ 100.00	\$ -
Liturgical - General	\$ 500.00	\$ -	\$ 500.00	\$ -
Liturgical - Altar Guild	\$ 750.00	\$ 1,094.30	\$ 850.00	\$ 100.00
Fellowship	\$ 650.00	\$ 515.42	\$ 1,200.00	\$ 550.00
Music	\$ 4,500.00	\$ 4,053.87	\$ 4,500.00	\$ -
Guest Preacher	\$ 600.00	\$ 200.00	\$ 200.00	\$ (400.00)
Subtotal	<u>\$ 13,100.00</u>	<u>\$ 10,420.09</u>	<u>\$ 12,850.00</u>	<u>\$ (250.00)</u>
STAFF				
Rector Housing	\$ 35,000.00	\$ 29,054.70	\$ 36,050.00	\$ 1,050.00
Music Staff	\$ 11,841.50	\$ 8,817.06	\$ 12,515.00	\$ 673.50
Parish Administrator	\$ -	\$ -	\$ 6,750.00	\$ 6,750.00
Sexton	\$ 3,888.00	\$ 2,988.00	\$ 5,500.00	\$ 1,612.00
Youth and Family Minister	\$ 20,000.00	\$ 10,405.02	\$ 20,400.00	\$ 400.00
Subtotal	<u>\$ 70,729.50</u>	<u>\$ 51,264.78</u>	<u>\$ 81,215.00</u>	<u>\$ 10,485.50</u>
DIOCESAN LIFE				
Church Tithes	\$ 10,245.00	\$ 5,000.00	\$ 12,600.00	\$ 2,355.00
Clergy Retreat	\$ 2,500.00	\$ 2,303.30	\$ 3,000.00	\$ 500.00
Synod	\$ 1,540.00	\$ 1,757.30	\$ 2,000.00	\$ 460.00
Subtotal	<u>\$ 14,285.00</u>	<u>\$ 9,060.60</u>	<u>\$ 17,600.00</u>	<u>\$ 3,315.00</u>
OPERATIONS				
Office Supplies	\$ 500.00	\$ 244.03	\$ 500.00	\$ -
QuickBooks subscription	\$ -	\$ 35.00	\$ 840.00	\$ 840.00
Accountant	\$ 600.00	\$ 369.50	\$ 600.00	\$ -
Credit card (Tithe.ly) fees	\$ -	\$ 272.41	\$ 300.00	\$ 300.00
Telephone & Internet	\$ 946.00	\$ 802.11	\$ 946.00	\$ -
Website	\$ 150.00	\$ -	\$ 150.00	\$ -
Printing	\$ 950.00	\$ 183.02	\$ 950.00	\$ -
Postage	\$ 158.00	\$ 107.60	\$ 158.00	\$ -
Gas	\$ 960.00	\$ 718.74	\$ 960.00	\$ -
Electric & Water	\$ 2,475.00	\$ 1,645.00	\$ 2,475.00	\$ -
Trash pickup	\$ -	\$ -	\$ 325.00	\$ 325.00
Insurance	\$ 2,901.00	\$ -	\$ 2,901.00	\$ -
Maintenance & Supplies	\$ 3,000.00	\$ 1,283.27	\$ 4,000.00	\$ 1,000.00
Security	\$ 600.00	\$ 450.00	\$ 600.00	\$ -
Pest Control	\$ 437.00	\$ 685.00	\$ 437.00	\$ -
Elevator Service	\$ 2,564.00	\$ 927.00	\$ 1,310.00	\$ (1,254.00)
Lawn	\$ 1,200.00	\$ 1,947.70	\$ 2,000.00	\$ 800.00
Snow	\$ 2,000.00	\$ 2,100.00	\$ 2,500.00	\$ 500.00
State incorporation fee	\$ 20.00	\$ 20.00	\$ 20.00	\$ -
Subtotal	<u>\$ 19,461.00</u>	<u>\$ 11,790.38</u>	<u>\$ 21,972.00</u>	<u>\$ 2,511.00</u>
OTHER				
Discretionary	\$ -	\$ -	\$ -	\$ -
Savings	\$ 4,000.00	\$ 3,000.00	\$ 4,000.00	\$ -
Contingency	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
Subtotal	<u>\$ 6,500.00</u>	<u>\$ 3,000.00</u>	<u>\$ 6,500.00</u>	<u>\$ -</u>
Non-Budgetary	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 124,075.50	\$ 85,535.85	\$ 140,137.00	\$ 16,061.50
Sealing of Parking Lot	\$ 4,500.00	\$ 3,900.00	\$ -	\$ (4,500.00)

Minister of Music's Report

Thanks be to God, this year our music program has continued to grow and flourish. Thank you so much to Casey, who has done a fabulous job at the helm of the choir, and Steve, who continues to serve with faithfulness and excellence at the organ. I am so grateful both for the quality those two bring to their craft and for the wonderful relationships we have with one another. Having two-thirds of our music team suffering from baby brain can be quite challenging, so Casey and I are continually grateful that at least what's-his-name, our organist, was neither pregnant nor lactating this year. Highlights of the year include:

- **Special services:** This year, our choir managed to pull off special music for a full Triduum during Holy Week. For many of the students in the choir, it was their first experience of a full Holy Week of services, and they were deeply impacted by the experience. The choir was privileged to sing for Bishop Peter Beckwith's funeral, held in the beautiful new Christ Chapel at Hillsdale College. This fall, we also sang a Choral Evensong service, which was well attended and appreciated by the community.
- **Cantors singing for 8:30 service:** a team of cantors was recruited to vocally lead the 8:30 service, each cantor serving once or twice every two months
- **Size of choir:** we thought we were maxed out last year with 18 choir members, but we managed to creatively rearrange some seating and now are bursting at the seams with 21 in the choir (plus baby Julian, who keeps the renegade altos in line)! At this point, the number of seats in the choir loft, or the lack thereof, will prevent our choir from growing any further.
- **Installation of carpet in the loft:** this was the conclusion of the choir loft construction project, started last year.
- **Purchase, cleaning and organization of vestments:** in preparation for Bishop Beckwith's funeral, all of the choir's vestments were mended, cleaned, and pressed. Casey and I created an organizational system to help us keep track of our vestments' sizes and to help identify which choir members need new vestments.

Looking forward to the future, the primary challenge the music program faces is our physical lack of space. Since there is no separate rehearsal space in our church building, we have to rehearse in the fellowship hall during the 8:30 service, which requires setting up seating and a keyboard before and after each rehearsal, and then transitioning to the sanctuary mid-rehearsal. Should the 8:30 service start to require nursery downstairs, the noise from that could become a serious obstacle for us. The lack of space in the choir loft also prevents our choir from growing any more, numerically. I look forward to a building program potentially solving these challenges for us.

Special thanks to the choir, cantors, and instrumentalists of 2019!

- Sopranos: Melinda Kilgore, Madeline Campbell, Elyssa Warren, Molly Kate Andrews, Rebecca Houghton, Kimberly More, Emily Balsbaugh
- Altos: Gianna Marchese, Sue Cervini, Katherine Rick, Penny Arnn, Molly Buccola, Emily Morcos, and Carolyn Welton
- Tenors: John Jordan, Jonathan Meckel, Dietrich Balsbaugh, Henry Brink, and Calvin Andrews
- Basses: Phil Kilgore, Timothy Green, Warren Bartlett, Danny Rognlie, Connor Daniels, Jacob More, and Joel Meng

- Cantors: April Smith, Molly Buccola, Ingrid DeGroot, Josiah Leinbach, Fr. Adam Rick, and Phil and Melinda Kilgore
- Instrumentalists: Bob Livingston (trumpet and flugelhorn), Melissa, Lydia and Katherine Knecht (viola, viola and cello, respectively), Ingrid (piano/violin) and Britta (cello/piano) DeGroot, Casey Gregg (flute), and Katherine Rick (organ/piano)

Respectfully submitted,
Katherine Rick, Minister of Music

Altar Guild Ministry

After three years of faithful service, Anna Robinson passed the role of Altar Guild Director on to me this past January. I am grateful for all she has done for the Altar Guild, working tirelessly to ensure an electronic documentation of everything we have been doing as well as starting a visual update to our Altar Guild manual. Her diligence helped me slide into the role of director quickly and smoothly without any hiccups in serving the Parish's needs.

It's been an exciting time of growth at Holy Trinity and the Altar Guild has worked rigorously to meet these new challenges. This year, I trained Cheryl Brauer, Dave Hanley, and several students to help with the set-up, transitions and clean-up between our new early and usual latter services, including Marcella Brylski, Sienna Clement, Katherine Demianiuk, Christine Mitchell, Anna Payne, and Hadiah Ritchey. Although a few of these students could not commit to helping with service changeovers this year, their help has been invaluable to us as we grow as a Parish and it is exciting to see students taking on various roles within our services. Also, thank you to Emily Marcos for training Elyssa Warren to take her place on the Altar Guild during the 2018-2019 school year.

Other year-round members include Sue Cervini and Marsha Marshall, to whom I owe a huge debt of gratitude for all they continue to do on the Altar Guild. Thank you to Joni Hill, who retired this year after many years of dedicated service to the Altar Guild, for her guidance on how best to launder altar linens, as well as the late Grace West, whose sudden passing left us all stunned and bereft. Finally, a special thank you to Dave Hanley for all he has done to help with maintenance, washing altar linens, and more.

Our biggest hurdle this year has been meeting our liturgical needs during services. With two services during the school year, we go through a lot more communion hosts and wine. We have also needed to refresh our communion linen supply as some have worn thin or gotten stained, and I stocked up on 12 new purifiers this year to meet our weekly service demands. Finally, with all the new baptisms and the extra expense of ordering single baptismal candles, I invested in a case of 24 to meet our baptismal needs. All these worthwhile growing pains have put the Altar Guild budget over, but we are more equipped to handle Holy Trinity's continued growth as we move forward.

I have continued Anna's work to organize the Altar Guild liturgical resources and training manual with many visual and written instructions to make set-up for any service simple and organized, and have added to it by including other instructions on such things as washing communion linens, a key weekly task for every Altar Guild member.

In the coming year, I hope to continue to refine the Altar Guild training manual, train more people interested in serving the Parish in this capacity (with more services, more hands make light work), and smooth out the flower donation and billing process. I also plan on ordering new lavabo cloths and a baptismal flagon as replacements for old or damaged items.

In closing, I would like to leave the Altar Guild an encouraging word from Bishop Julian Dobbs, which he passed along during his recent visit. He commends the Altar Guild for its hard work to keep up with his unique requests in addition to the usual demands of the church, for making the services function in a seamless fashion, and for generally making things easy for him, Fr. Rick, Fr. Taylor, and the rest serving at the altar.

It is a true honor to serve this Parish and humbling to work alongside so many dedicated, wonderful people.

Respectfully submitted,
Leah Novak, Altar Guild Director

Acolyte Ministry

The acolyte ministry plays a vital role in our weekly worship as volunteers serve as crucifers and servers. We have a strong core of volunteers and a well-developed process for scheduling them. I would like to thank Clifford Humphrey for faithfully serving as the volunteer coordinator this past year. He built a strong foundation for this ministry and the fact that it runs so well and smoothly is a testament to his character and faithful use of his abilities.

One urgent need that we have is for more volunteers to help us at our 8:30 service. Currently, we have nine volunteers, but only two of them are able to regularly serve at the early service. This is an important ministry and I cannot express what a joy and blessing it is to be able to serve at the altar and assist the church in the worship of God.

Because serving as an acolyte is a lay ministry, and not part of the process for becoming a priest, it is open to men and women. If you are interested in learning more about this ministry, please contact me. We can use help with either service, but particularly the 8:30 service. Please prayerfully consider if this ministry is a way you can serve our parish.

Respectfully submitted,
Rev. Tim Taylor

Greeters Ministry

There are three distinct roles within the Greeters Ministry: 1) greeters, 2) seaters, and 3) ushers. The front-door greeters are those smiling faces who greet you at the door, service booklet in hand. The seaters are those frazzled looking folks standing by the doors to the nave, whose job it is to help those of us who don't like arriving early find a seat. The ushers are those who pass the offering plate and help direct communion.

The most serious challenge faced by our ministry this year has been the rising number of people in attendance. Seaters have routinely had to find places for 150+ people in a space that comfortably fits only a percentage of that. There are plans to supplement our seaters with some additional training, but there are two things you can do to assist our efforts.

First, *consider attending the 8:30 service*. A handful of families and students have switched to the early service, more so as the year goes on, but the ideal balance has yet to be struck. If not always, consider attending the early service on especially busy weeks.

Second, *please cozy up to your neighbors in the pew*. Don't leave spaces in between you and the people next to you. Scoot towards the middle of aisle, leaving seats open on the outsides, and avoid sitting by the baptismal font unless there are no open seats in the forward pews. Imagine the anxiety that a visitor might feel upon entering our church and not seeing any seats available. We do not want such visitors (or our own members!) to feel as though there is no place for them in our church.

I am (perhaps a bit too happily) passing off these challenges to my colleague, friend, and Christian brother Tripp Young, who will be leading the Greeters Ministry for us in the coming year. I look forward to the ministry, under Tripp's leadership, far surpassing its humble beginnings.

All of our volunteers deserve thanks—I am exceedingly grateful for your service. Thank you. Two parties deserve special mention. First, Eric Marshall, King of the Ushers, has been a tireless volunteer for us. Unless he is riddled with disease, Eric is ushering on Sunday. His quiet service is, I am sure, a great joy to our Father in heaven. Second, Curt Shaneour, First of the Greeters, inspired the very formation of our greeting ministry. Without prompting, Curt took it upon himself to arrive early and welcome people at the door. We became so spoiled by his kindness that we decided to man the gap when he flew south for the winter. When in Hillsdale, Curt continues to serve every week. He is the rock on which our greeting ministry is built.

Respectfully submitted,
Blake McAllister, Head of the Greeters Ministry

Fellowship Ministry

Due to the continued growth of the church, the core leaders of the Fellowship team, namely Marsha Marshall and Pai Ringenberg, asked for assistance in organizing the post-service meals. After discussion within the Vestry, a more formalized structure was agreed upon. Marsha and Pai each volunteered to provide a meal for one of the Sundays each month. The second Sunday will continue being a potluck lunch and to ensure that enough food is provided, the meal courses are assigned according to church members' last names. The Anglican Student Fellowship, under the leadership of Timothy Green and Sophia Maeda, volunteered to provide the meal for the 4th Sunday of each month during the academic year. For months that contain a 5th Sunday, we will solicit volunteers to provide food. During the summer and over college breaks, if needed, volunteers will also be solicited to provide food for the 4th and 5th Sundays. Finally, Pai and Marsha have stepped up to provide coffee, juice, and breakfast pastries for a simple fellowship time between the 8:30 and 10:30 service. While this has served

to provide fellowship to folks at the early service, people who attend the later service are very welcome to come early and enjoy some fellowship with other members they would not otherwise see on Sunday morning. Consider adjusting your Sunday routine accordingly!

Respectfully submitted,
Renee Young

College Ministry

Now in the second year of operation, I am astonished by the growth and success of the Anglican Student Fellowship. The Wardens and Executive Board of the Fellowship are grateful to God for abundantly answering our prayers for the growth of student community at the College and ability to serve Holy Trinity.

I am especially thankful to Sophia Maeda, the Junior Warden of ASF, to Clifford Humphrey, and to Fr. Tim for their generous effort and thoughtfulness over the summer in addressing some of the difficulties the Fellowship faced last year and to make this semester successful.

These successes include

- growing attendance of Daily Morning and Evening Prayer at the College.
- the formation of the Executive Board of ASF, including our newly appointed Officers: Griffin Johnston, April Smith, Hannah Stevenson, Sydney Tone, Molly Buccola, Shelby Tone, Eliana Kernodle, and Jenny Buccola.
- organizing four events this semester. So far, we have completed three events with great success and are looking forward to the fourth event in December. These events were the Kickoff Bonfire, C.S. Lewis & Friends, and the Fast to Feast. Each of these events required the hard work and time of all of our members as well as Fr. Adam, Katherine, Bishop Julian, Dr. Fredericks, and every other person who contributed food or money or time. I am so grateful for all of their contributions to the Fellowship.
- providing multiple lunches for Holy Trinity. We are thankful for the new opportunities and resources ASF has given the students to serve the church and contribute to the community here.

A few of our goals for future semesters include

- offering childcare for the married couples at Holy Trinity.
- expanding the times offered for Morning and Evening Prayer services.
- a greater involvement in and commitment to the Adopt-A-Student Program.

Thank you to everyone who has given of their time and money to allow ASF to flourish. We are excited to brainstorm new ways to serve the College, Holy Trinity, and Hillsdale next semester and to submit ourselves to the Lord for his direction.

Respectfully submitted,
Timothy Green
Senior Warden, Anglican Student Fellowship, Hillsdale College, class of 2020

Ministry Report from Christ Church Anglican South Bend

We write to thank you for your generous support of our fledgling parish over the past year, and to give a brief accounting of the work here in South Bend.

On the Fifteenth Sunday after Trinity, which this year was also the Feast of St. Michael and All Angels, we celebrated our one-year anniversary as a church. The most important development in this year has been the call of our first rector, the Rev. Steven McCarthy, who joined us with his wife Emily and their three children on Ash Wednesday, in March 2019. There have been numerous other developments.

These include our first baptism, our first adult catechesis class, our first four confirmations, the start of a midweek Morning Prayer service, the start of our nursery program, and our reception by the diocese as a congregation. Outreaches to the community have included a Nine Lessons and Carols service, a church workday for a neighbor, support for a homeless shelter, two lectures by visiting speakers in a series we are calling Church Past & Future, and next month our first organ concert.

In our life as a church, there have been some constants over this last year. One is traditional, reverent worship from the Book of Common Prayer. Another is extensive reading of Scripture in worship. A third is frequently gathering for meals together, with parish dinners being held in homes twice a month. A fourth has been ministry to students at Notre Dame. We already draw an outsized portion of our small parish from Notre Dame—half a dozen graduate students, two undergraduates, and three professors. To further develop this ministry, our rector has started holding an office hour in a cafe on campus.

On all these fronts, the news is encouraging. We are small, for sure. Attendance at our Sunday service (5 pm) is around 30-35; attendance at our Wednesday service (8:15 am) is around 10-12.

Nor do we have a building of our own, and under the circumstances it is not something it would be prudent to pursue. Beginning in December, we have rented from St. Paul's United Methodist Church, and although a downside is that our primary service is on Sunday nights instead of Sunday mornings, this arrangement has otherwise been extraordinarily beneficial. The St. Paul's congregation is about the same size as ours, but its building is magnificent—glorious stained-glass, frescoes, an elevated side pulpit, a medieval French font, and an organ that was recently the subject of a half-million-dollar restoration. None of these accoutrements of worship are things we could afford on our own, and we are grateful for God's provision of them. The pastor and congregation of St. Paul's are delighted that the building is being used by Christ Church for God's work, and they are excited about things we may do together (like a Christianity Explored course). St. Paul's provides Steven with an office, and also gives us space to store our prayer books, hymnals, signs, and other possessions.

Speaking of possessions, we have been in set-up mode with respect to the things needful for Anglican worship. We have purchased cassocks, surplices, a processional cross, and a Laudian pall, and we have received donations of a chalice and paten, flagon, hymnboard, and lectern Bible. We are grateful for God's gifts.

In terms of finances, we can reliably count on \$4,000 in monthly giving from the members of the parish, and these contributions usually total between \$4,000 and \$5,000, though a couple months have been higher. Our three main recurring expenses are our rector stipend, rent, and organist. The rector stipend is \$3,000 (it was \$2,000 when the McCarthys arrived in South Bend, but several months ago we were able to increase it). We consider this stipend a part-time amount, and hope to increase it when able; we are grateful, though, that instead of seeking additional employment, Steven has devoted himself entirely to

the work of the parish. We have put your monthly gift toward our rector stipend. Our current rent is \$700 (our lease will need to be renewed soon). Our organist expenses are about \$500 a month.

In short, we hope we have put to good use the funds we have received. We thank God for your generosity and faithfulness in supporting Christ Church during its first year.

With gratitude,

Samuel Bray and Robert Ramsey, Church Wardens

On behalf of the vestry of Christ Church Anglican, South Bend, Indiana

Parish Administrator Job Description

As approved by the Vestry on November 17, 2019

Overview and Objectives

Under the supervision of the Rector, the Parish Administrator provides general administrative support to the clergy and congregation, in order to support the ministries and mission of Holy Trinity Parish. This work includes, but is not limited to: data and records management, basic bookkeeping and accounts payable, communications support, supplies and inventory management, coordinating custodial services and outside contractors, and collaborating with volunteers. The Parish Administrator will be a resource person for parishioners, and a welcoming and responsive presence for outsiders.

General objectives include:

1. Support the clergy and vestry in the day-to-day administration of the parish, by
2. Creating and maintaining order in the operations of the parish, with
3. Timeliness, collegiality, and attention to details in the above work.

This position is part-time (6-8 hours per week and very occasionally more as the church's ministry requires it, e.g. the leadup to Christmas, Easter, and the Annual Parish Meeting).

Responsibilities

1. Operational Support
 - a. Maintain parish records and files to ensure easy access to important information
 - b. Maintain parish register, including an accurate list of parishioners and contact information, the official membership roll, and a record of all services (regular and special) and attendance.
 - c. Collect and sort parish mail, checking P.O. Box multiple times a week.
 - d. Maintain office and general supplies, placing orders as needed.
 - e. Coordinate with parish sexton for weekly and special custodial services.
 - f. As authorized by the vestry, work with contractors to provide for maintenance and repair of facilities and equipment as needed; be physically present to grant contractors access to facilities.
 - g. Help with administrative duties surrounding special events, including but not limited to weddings, funerals, outreach events, etc.
 - h. Collect and edit ministry reports for Annual Parish Report and print final report for the Annual Parish Meeting; prepare members' sign-in and ballots for Annual Parish Meeting.
 - i. Work with rector and vestry to submit annual parochial report to the diocese.

2. Financial Support
 - a. Work with treasurer to input weekly and special offerings into QuickBooks.
 - b. Manage day-to-day accounts payable (staff reimbursements, outside invoices), entering debits into QuickBooks and signing and sending checks.
 - c. In coordination with the treasurer, send out year-end giving statements.
3. Communications Support
 - a. Respond to phone calls, emails, and other correspondence promptly.
 - b. Maintain an up-to-date email address database, and distribute parish's weekly e-newsletter.
 - c. Maintain parish's website, especially upcoming events, sermon archive, and blog.
 - d. Manage all social media accounts of the parish.
 - e. Work with the local chapter of Love, INC to refer calls and fund needs.
4. Liturgical Support
 - a. Prepare and submit for printing service booklets for Sundays and Holy Days.
 - b. Work with the various ministries to coordinate Sunday volunteers, maintain an accurate volunteer schedule, and send weekly reminder emails.
5. Other administrative responsibilities as directed by the rector.

Competencies and Qualifications

1. Strong personal faith in Jesus Christ as Lord and Savior and firm commitment to be his disciple in prayer, study, character, and mission.
2. Strong writing and grammar skills, including proofreading.
3. Demonstrated organizational skills, including multitasking, project coordination, prioritization, and a strong attention to details.
4. Effective and friendly communication skills, both verbal and written.
5. Ability to keep confidential parish and parishioner information.
6. Proficiency in Microsoft Office suite, online tools (website and email marketing),
7. Willingness to procure bids and negotiate costs with outside vendors/contractors.
8. Dependable and creative; able to work effectively both under authority and with considerable day-to-day freedom.
9. High school diploma or equivalency required; an associate's degree or equivalent preferred.
10. Active participation in a local church required, but membership need not be at Holy Trinity Parish.

Eligibility to Vote (Membership)

The right to vote at any parish meeting shall be confined to such persons of eighteen years of age or over, and for six months prior to the meeting have been regular worshippers in such parish and are baptized, confirmed, physically present at the meeting, and are identified as communicants in the parish register. A current list shall be maintained at all times by the secretary of the Vestry. Eligible voters shall sign in at the beginning of the meeting (*Holy Trinity Parish By-Laws, Article 1, Section 1*).

Eligibility for Vestry

A person is eligible to serve on Vestry if they meet the above requirements for membership, and if: they are not paid staff of the parish, they are not members of the same household of any member of the Vestry whose term does not expire at the time of election, they are willing to serve, and if they are willing to sign the Vestry Oath in accordance with the Canons of the Diocese: “I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God and to contain all things necessary for salvation through Our Lord Jesus Christ and I do yield my hearty consent to the Constitution and Canons of the Diocese. I promise, with God’s help, that I will faithfully execute the duties of the office of Vestry member of this Congregation to the best of my ability” (*Canons of ADLW, 2.1.5.B3*).

Members currently eligible to be nominated

(if present at the meeting)

Arnn, Larry	Hilgendorf, Georgann	Millett, Russ
Arnn, Penny	Hill, Faith Rose *	Millett, Jill
Beckwith, Melinda	Hill, Joni	Millett, Russ
Blackstock, Robert	Hill, Ruth	Novak, John
Blackstock, Jackie	Hill, William	Novak, Leah
Brauer, Geri	Horton, Jeff **	Pagurko, Clint *
Brauer, Cheri	Horton, Marcy **	Regan, Jeremiah
Buerger, Mary	Humphrey, Clifford	Regan, Brianna
D'Spain, Sarah *	Humphrey, Gracie	Ringenberg, Prapai
Campbell, Madeline *	James, Harriet	Rognlie, Danny *
Coykendall, Eric †	Jordan, John	Runyon, Caleb
Coykendall, Wendy	Kernodle, Eliana *	Shaneour, Curt **
Eichler, Larry **	Kieffer, Josh	Sherman, Melanie
Eichler, Diane **	Kilgore, Melinda	Smith, April *
Fredericks, Elizabeth	Kilgore, Phillip	Snow, Taylor **
Frenkel, Jessica *	Knecht, Samuel	Tone, Shelby *
Green, Timothy *	Knecht, Melissa	Tone, Sydney *
Gregg, Jonathan	Knecht, Katherine *	West, Tom
Galsterer, Jack *	Knecht, Lydia *	Wiseley, Joanna
Hanley, David	Maeda, Sophia *	Young, Carl
Hilgendorf, Art	Marchese, Gianna	Young, Renee †

* high school or undergraduate student

** winters outside of Hillsdale

† currently being nominated by the Vestry

Parish Vital Statistics At-a-Glance 2019

Date of founding: November 26, 1989
 First Annual Meeting: January 28, 1990
 Ordinal of this Annual Meeting: 30th

Ministry Snapshot

Number of Principal Public Services YTD: *	50
Number of Overall Public Services YTD: **	102
Projected Overall Services 2019 year end:	113
Average Sunday Attendance 2019:	112
Average Sunday Attendance 2018:	91
Number of Infant/Child/Adult Baptisms:	5/1/6
Number of Confirmations/Receptions:	19/1
Number of Marriages	1
Number of Burials	3
Total members in November 2019:	74
Total members in November 2018:	62

Financial Snapshot

Income and Expenses

Income 2019 YTD	Expenses 2019 YTD
Budgeted Income (year-end): \$128,576	Budgeted Expenses (year-end): \$128,576
Actual Operating Income: \$110,180	Actual Operating Expenses: \$89,244
Actual Total Income: \$119,187	Actual Total Expenses: \$93,853
Projected Operating Income: \$140,180	Projected Operating Expenses: \$110,709
Projected Total Income: \$149,555	Projected Total Expenses: \$115,318
Income 2018 Year-end	Expenses 2018 Year-end
Operating Income: \$117,914	Operating Expenses: \$106,105
Total Income: \$131,212	Total Expenses: \$154,375

Balances

Balances 2018 Year-end	Balances 2019 YTD
Operating Fund Balance: \$30,843	Operating Fund Balance: \$51,574
Designated Funds Balance: \$18,656	Designated Funds Balance: \$23,159
Investment Balance: \$104,542	Investment Balance: \$120,469

* “Principle” Service = Sundays and High Holy Days (Ash Wednesday, Christmas Eve, etc.)

** “Overall” Service = all public services hosted by the church