

**Annual Reports**  
**for**  
**Fiscal Year 2018**  
**January 1 - December 31**



*St. James' Episcopal Church*

**Glastonbury, Connecticut**

**Founded 1857**



# 2018 ANNUAL REPORT

## *St. James' Episcopal Church*

### TABLE OF CONTENTS

	Page Number (s)
Mission Statement of <i>St. James' Episcopal Church</i>	4
Agenda/Annual Parish Meeting	4-5
Annual Parish Meeting Minutes (January 28, 2018)	6-7
Rector's Report	8
Rector's Discretionary Fund Report	9
Senior Warden's Report	9-11
Junior Warden's Report	12
Commission Reports	13-22
Christian Education (K-4)	13
Communication	13
Carol's Closet	14
Faith in Action	15-16
Pastoral Care	16-18
Stewardship	18-19
Worship	20-22
Altar Guild	20
Flower Guild	21
Visual Arts	22
Minister of Music	22
Treasurer's Report	23-25
General Fund (Attachment pages 1- 4)	
Balance Sheet (Attachment pages 1-2)	
Operating Budget 2018 (Attachment pages 1-2)	
Faith in Action Financial Report (Attachment page 1)	

**Mission of St. James':**

*To grow spiritually and spread the love of Christ*

**Vision of St. James':**

*We are a Christian community committed to our individual faith journeys through learning, sharing and listening to God and one another. We live this faith through hospitality and acceptance, challenging ourselves and one another to join God in God's mission in our neighborhoods and the world.*

**Agenda**

**Annual Parish Meeting  
St. James' Episcopal Church  
January 27, 2019**

Opening Prayer	Rev. Denise Cabana, Rector
Breakfast & Activity	
Welcome	Bea Farlekas, Senior Warden
Rector's Minute	Denise <sup>+</sup>
Determination of a Quorum	Bea
Minutes from the last meeting	Bea
By-Law Changes	Bea
Introduction of the Current Vestry, Treasurer and Clerk	Vestry Members
Introduction and Election New Vestry member Rich Connell, Senior Warden, Junior Warden, Assistant Treasurer, Treasurer, and Clerk.	Denise <sup>+</sup>
<b>Commissioning of Senior Warden, Junior Warden, Vestry, Treasurer, Assistant Treasurer, and Clerk of the Vestry</b>	
<u>Senior Warden:</u> I present to you - Members of the Vestry, our Treasurer and Clerk.	
Congregation: <b>The Lord gives wisdom; from his mouth come knowledge and understanding; he stores up sound wisdom for the upright; he is a shield to those who walk in integrity.</b>	
<u>Wardens, Vestry, Treasurer and Clerk:</u> I am your servant; grant me understanding; that I may know your decrees.	

Let us pray together:

**O Eternal God, the foundation of all wisdom and the source of all courage: Enlighten with your grace the Officers and Vestry of this congregation, and so rule their minds, and guide their counsels, that in all things they may seek your glory and promote the mission of your Church; Through Jesus Christ our Lord. Amen.**

Rector: In the Name of God and of this congregation, I commission Our Wardens, Members of the Vestry, Treasurer and Clerk of St. James' Church.

Election of Delegates to ECCT Convention

Bea

Becky Lee and Caryl Donovan are presented

### **Commissioning**

Senior Warden: I present Becky and Caryl, duly elected as Delegates to ECCT Convention to be commissioned for their ministry.

Rector : Call a solemn assembly, gather the people, assemble the elders, and sanctify the congregation. Save your people, Lord and bless your inheritance.

**Congregation: Govern and uphold them, now and always.**

Let us Pray:

**Eternal Lord God, who by the Holy Spirit presided at the council of the Apostles to guide them in all knowledge and truth: Be present with ECCT when we gather. In the passions of debate give them a quiet spirit, in the complexities of the issues give them clear minds, and in the monument of decision give them the courageous hearts. Guide them in all things to seek only our glory and the good of your Church; through Jesus Christ or Lord. Amen.**

Rector: In the Name of God and of this congregation, I commission you Becky and Caryl, Delegates to ECCT Convention.

Treasurer's Report on 2018, Review of 2019 Budget

Bob Dugger, Treasurer

Open Discussion and Questions

All

Closing Prayer

Denise<sup>+</sup>

**St. James Episcopal Church  
Glastonbury, CT  
Annual Parish Meeting  
January 28, 2018**

The Annual Parish meeting convened at 10:10 AM in the parish hall. After an opening prayer from Rector Denise Cabana, attendees enjoyed a buffet breakfast provided by the Vestry and coordinated by Vestry member Mary Jo Logan.

Welcome: Senior Warden Ralph Urban welcomed all in attendance and briefly thanked all members for another successful year. Ralph acknowledged Denise and her efforts to lead us in our faith journey by beginning every meeting at St. James with scripture and discussion. Our commitment to our mission statement was acknowledged as we continue to carry through our work both within St. James and outreach to the larger community.

Determination of a Quorum: A necessary quorum was determined to be present for the meeting.

Minutes from the last meeting: The minutes from the last Annual Meeting, January 29, 2017 were reviewed. There were no additions or corrections to the minutes. There was a motion and second to approve last year's minutes. A unanimous voice vote to approve the minutes followed.

Senior Warden Ralph Urban then introduction the Current Members of the Vestry and thanked them for their service.

Introduction and Election of Wardens and New Vestry Members:

New Slate of Officers:

Senior Warden - Bea Farlekas

Departing – Ralph Urban

Junior Warden – John O'Donnell

Departing – Don Gardner

Treasurer – Bob Dugger

Clerk – Cheryl Turner

New Vestry members - Lisa Gleason, Jeanette Brown, Jeff Brown, Jay Gibson

The following Vestry Members are remaining: Susan Wright, Mary Jo Logan, Mitch Chester and Rod Neaveill

Motion was made with second to adopt the new slate of officers and vestry members followed by a unanimous voice vote to approve. A following motion with second to elect the new slate of officers and vestry members was proposed followed by a unanimous voice vote of approval. Subsequent to the election, all the members and officers were commissioned by Rector Cabana, following with prayer.

Delegates to ECCT Convention: Becky Lee and Caryl Donovan

A motion and second to accept the slate of delegates to the ECCT Convention was followed with a unanimous vote of approval. Following election, both members were prayerfully commissioned.

Proposed By-Law Changes – Bylaw No. 3 – Parish Officers Section 3a. and 3d.

a). The Rector shall be the Chairperson of the Vestry. All Vestry persons shall be voting members of the Parish who are at least ~~(18)~~, (16) years of age

d). There shall be ~~four (4) Delegates to the Deanery Council, who shall be voting members of the Parish~~ two (2) of these shall serve as Delegates to Diocesan Conventions and two (2) as alternates as determined by the Rector. The Delegates to Diocesan Conventions shall be ex-officio members of the Vestry, with voice but without vote.

A motion with second was made to accept the changes above to the By-Laws; a voice vote unanimously accepted the changes as proposed.

Treasurer's Report 2017 and Review 2018 Budget:

Bob Dugger provided a review with accompanying documents that reports 2017 Revenues higher than budgeted. Overall, budget is slightly better than expected but this reflects 2-years of withdrawal from the endowment within the same calendar year.

Expenses all met. Most of the General Fund has been used.

2018 Budgeted the same as last year. 40-families increased their pledges from last year but we also lost pledges. 2017: 107 Pledges 2018: 100 Pledges.

Reaching a 2018 Balanced Budget:

- We will take a 4% draw on the endowment this year as recommended by the Diocese.
- Decreasing Expenses: Less expensive independent audit, Savings in Christian Education with Matt Cornish departure. This position will not be replaced until summer 2018. Volunteers have offered to manage Sunday School (Mitch Chester) and the High School Youth Group (Lisa Gleason and Dan Aramini).
- Fund Raisers to balance the remaining \$8000 deficit Questions and Discussion: Yes, Outreach Budget remains in very good shape. All proceeds from Art N Abby (\$8000 net) went to Outreach, "Faith in Action" last year. Outreach has not spent their funds; a Steering Committee is looking into this.

Mission and Vision Statement: We are living our Mission

- 5<sup>th</sup> Sunday Breakfast so popular we will now move to Last Sunday Breakfast
- Christian Education on Wednesday Evenings three time/month
- Bible Study – Sundays 9AM

Departing Vestry Members and Officers received thanks and recognition:

Dan Aramini, Bea Farlekas, Iype Chandy, David Buddington, Ralph Urban, Don Gardner

Thank you and Recognition to Parish Members: "To learn and grow"

- Dan Aramini – Being present to photograph every event
- Barbara Buddington – Chair Person Faith in Action
- Ruth Borderi - Organizing Coffee Hour each Sunday
- Rick Edwards – Chair Finance Committee
- Clint Dixon – Sunday Bible Study
- Janet Ritchie – Constant presence, offering assistance whenever needed

The Vestry thanks all members of St. James' Parish for their time, talent and treasures.

Motion and second to adjourn the meeting; Unanimous voice approval. Meeting Closed: 11:40 AM

## *Rector's Annual Report 2018*

The Rector's Annual Report is supposed to be a review of what we have accomplished over the past year, but the reality is church is not about accomplishing something, it is about being. Church is about a group of people who profess a faith, who come together to worship God, to be fed by Word and sacrament; people who support each other in growing deeper in our faith, commitment and understanding of what it means to be followers of Christ; people who support each other in taking risks to live more deeply into this faith, commitment and discipleship (followers of). It is a journey. Although we take this journey together, we are all on different places on that road, and that is ok. When we ask what we have done as a church over the past year, it is really an individual answer. You have to ask yourself the question, "Did I grow deeper in my faith, commitment and discipleship?" And I have to ask, "Did we provide opportunities to help people in that endeavor?"

As you may or may not be aware, our whole mission over the past two years has been to live into this very thing. Our vision of who we strive to be is:

*...a community committed to our individual faith journeys through learning, sharing and listening to God and one another. We live this faith through hospitality and acceptance, challenging ourselves and one another to join God in God's mission in our neighborhoods and the world.*

To this end, we have tried to provide multiple opportunities for you to engage - book groups, conversations at Last Sunday breakfasts on Scripture and our faith, adult education opportunities, weekly Bible study, gathering for dinner to discuss ways we see God acting in our lives and in the world, and Sunday School for our children and youth, just to name a few. Only you can determine how helpful these have been to your spiritual journey and growth.

We will continue to provide opportunities, to assess our ministries and programs through the lens of our church's vision, and to look for new opportunities to keep you engaged as you seek to grow in your faith, commitment, and relationship with Christ.

Peace,  
Denise<sup>+</sup>

## *Rector's Discretionary Fund Annual Report 2018*

You may or may not be aware that in every Episcopal Church, the priest is given what is known as a Discretionary Fund. It began many years ago as a way for the clergy to help people in need who would come to the church looking for help. It is still used in this fashion today. The funds come from donations from parishioners, fees from weddings or funerals and sometimes (although not at St. James') funds are allocated out of the church budget. Discretionary Funds are used by the clergy on behalf of the congregation to help people with various needs. These folks can be complete strangers or members of the congregation. Their needs and names are known only to the priest, however, the kinds of concerns people came seeking assistance for 2018 are:

- Food ( 10 people)
- Help paying health insurance
- Help paying Electric bill
- Scholarship for summer camp
- Bus pass or other forms of transportation assistance such as car repairs (4 people)
- Help with rent
- Help with dental needs
- Christmas Gifts (4 families)

## *Senior Warden's Annual Report 2018*

As we at St. James' continue our faith journey together, welcoming the new year with renewed spirit and gladness of heart, so too we reflect upon this past year grateful for who we are, what we have done, and where we are going as a family of faithful Christians who live our faith through worship, fellowship, and by our good deeds, in loving service to God.

Led by our beloved **Rector** of over three years, **Rev. Denise** continues shepherding her flock with love, kindness, and understanding to all whose hearts she touches. Through the many pastoral care duties she performs, Rev. Denise is the standard bearer of Christ's teachings, proclaimed in the Gospel as seen through the lens and tradition of the Episcopal Church. A "teacher at heart" her ministry here at St. James' challenges us to move in a forward direction enriching our lives by encouraging us to continue our spiritual growth-journey and communal fellowship through active participation in: prayer and worship services (for adults and those tailored with children in mind), bible study, Wednesday evening adult education classes, Coffee & Conversation book club gatherings, last Sunday of the month family breakfasts, revival of our nursery, appreciation luncheons, newcomers dinners, and the Maundy Thursday and 12th night celebration suppers, are just to name a few of the diverse activities provided here at St. James'. These church activities are offered with the intent of elevating and expanding our

level of consciousness as Christians, with an awareness of God in our own lives and of the Holy Spirit within the community. Enthusiastically seeking to discern what God is up to in the local community while spreading the Good News, Rev. Denise has also taken her ministry outside of our church walls to the Glastonbury towns people. Her discussion group meetings at the Clayton House, connecting with the public at the Daybreak Coffee House on Mondays, and her distribution of ashes ("Ashes to Go" on Ash Wednesday) to pedestrians and drive-by employees on short break from work, are additional examples of her hard work and why Rev. Denise is such an asset to us and to our neighbors.

Our very dedicated, hardworking, and professional **Parish Administration and Bookkeeping staff** that help keep our office and business affairs running smoothly and efficiently, are to be commended. They make themselves available for whatever tasks are given them. Whenever I am in need of their help, I know that I can depend on them to assist me with whatever questions or issues I posit to them. This also holds true for others in our parish who have sought their help. Thank you Jodi and Jeanne .... what would we ever do without you ! And yes, know that St. James' considers you part of our church family.

I applaud our **Parish Officers, Finance Committee members, our Vestry and those comprising the various sub-commissions**, for their leadership skills, and their pragmatic and levelheaded approach in seeing to the needs of our church. With attentive ears each commissioned group welcomes and takes note of any concerns or recommendations facing them involving St. James'. With a keen eye to problem-solving they look to find viable solutions through group discussion and research. And brainstorming they conscientiously arrive, with one voice, at what is considered the best possible solution. To their credit, they will gladly come back to the drawing board if an unsuccessful choice dictates further review for another option to take. In addition to their regular duties in service to our church, and during the very busy seasons of Lent and Easter, the Vestry members along with participating parishioners and staff, selflessly performed individual random acts of kindness for our Rector. Knowing that Lent and Easter is a very busy and demanding time of the year for clergy, our Vestry and participating parishioners and staff sought to ease the burden of our Rector by gifting her (each day throughout Lent up to and including Easter) their individual gifts of love to tell her how much she is appreciated throughout the year. Their random acts of kindness helped get Rev. Denise to the finish line during the marathon time frame of the Easter season. Vestry members, parishioners and staff I am so very proud of you. Thank you for all that you do!

I consider St. James' to be a vibrant, dynamic, and welcoming parish to all who enter our sacred doors. This atmosphere, created and nurtured by you wonderful group of parishioners, is what brought me here to St. James' six years ago. And here is where I plan on staying, to continue my faith journey and service to you and to the community at-large. **Fellow parishioners** your sweet and vivacious spirit, along with your attention to duty and volunteerism, never fails to amaze me. In addition to our time-honored Faith in Action outreach ministries that have helped support others in need, witness the many new programs, projects, and services to the community we have given birth to here: the summer music concerts on our spacious front lawn and outdoor movie nights coupled

with s'mores, popcorn, and any other delicious goodies we bring to eat. We also regularly call upon the community to donate blood through our Blood Drives held throughout the year. My friends, these are just a few examples of what God is up to in the community.

And let us not forget **St. James' partnership in fellowship with other faith-communities** as witnessed via: the Carol's Closet ministry, the September Chili & Rice & Beans Cookoff with Trinity Episcopal Church of Wethersfield, the annual Pet Adoption/Blessing of the Animals event in October now co-sponsored with our Catholic brethren of Saints Isidore & Maria parish, and the annual Living Nativity Christmas Pageant held at a local stable, presented by members of our St. James' and the St Luke's Episcopal parishes.

Our **Parish Hall** currently serves as a temporary home for the River of Life Church, offering their parishioners a place to hold their own worship services. St. James' is also a haven, offering space and peaceful sanctuary, to support groups holding their weekly meetings. We even provide space to morning Yoga classes.

With a discerning eye to beautifying that section of our front lawn, we now have a lovely raised flower bed and stone wall housing our church sign, thanks to Ben Johnson's **Eagle Scout project** and to Sandy Ouellette for her assistance with the stone wall. Job well done!

As we say a fond farewell to **Art in the Abbey**, we wish to thank Sandy Ouellette, Sarah Shannon, and their cadre of volunteers who have made this fundraising event a success over the past several years.

Finding new ways to **fundraise** for our church we have launched the clever Non-Event Fundraiser and the elegant Christmas Tea. Look out across our parking lot and you will also find a humble and inviting wood frame clothing collection drop-off shed that we, in joint venture with St. Pauly Textile Inc., enables us to generate some additional funding for St. James' while helping to clothe the needy. As we look to the future, I am confident that, with God's help and the resourceful and creative skills that our parishioners possess, we will find new and successful ways at stewardship and fundraising.

For who we are, what we have done, and where we are going, I am fortunate and most grateful to be a part of our loving church family here at St. James'. I humbly look forward to continuing our spiritual journey together in discerning what God has planned for us in 2019. May God bless you all!

With blessings and in peace,  
Bea Farlekas  
Senior Warden

## *Junior Warden's Annual Report 2018*

One comment/compliment I have often heard from visitors to St. James' is how beautiful our church is. Although those of us fortunate enough to worship here are aware of the spiritual richness we find at St. James', it is the grounds and exterior of the building that provide the first impression to visitors and passers-by, alike. Those who enter our building are greeted by the stunning space that is our foyer, and a very traditional sanctuary that encourages both quiet contemplation and exuberant praise.

The amount of time, hard work, and resources necessary to keep a building of this age functioning is considerable. Don Gardner, Ed Crow, Nick Monsarrat, and Doug Scott spend countless hours keeping things running and in good repair. Mitch Chester and Dan Aramini coordinate special projects and workdays with the men's group. A special thanks goes to Randy Bresson, whose tireless work has kept our grounds looking wonderful.

Ben Johnson completed his Eagle Scout project, a beautiful stone wall around our front sign. Thanks go to Sandy Ouellette for her guidance with that project. Ed Crow and Nick Monsarrat have begun the process of pointing and sealing the exterior stone of the church. We have also had to take over the lawn mowing this year. Gert Goodrich donated a riding lawn mower, and members of the parish have been mowing our lawn this year.

There are a few projects that loom large on the horizon (some larger than others):

- We will need a new roof in the near future.
- The regulation of heat and A/C in the Parish Hall and office continue to be an issue.
- The wood trim on the church and Parish Hall is in need of painting.
- The lines in the parking lot need to be repainted.
- There are planks on St. Michael's Chapel that need to be replaced.
- 

Respectfully submitted,  
John O'Donnell  
Junior Warden

## Commission Annual Reports

### *Christian Education 2018 Annual Report (Grades K-4)*

We have had wonderful classroom participation! 18 different children averaging approximately 8 per week plus guests! Lessons follow the weekly Gospel to initiate discussion between parent and child. The classroom lesson is coupled with art work or games that parallel the subject matter to provide some repetition (make an impression) and to engage thought. We also engage in church seasonal activities e.g. making ornaments for the Jesse Tree or Easter crafts.

#### Teachers:

- Mark Miceli often leads the class and is invaluable. The children identify with Mark and enjoy interaction with him.
- Catherine Chester is a substitute teacher and lab assistant/art consultant. She helps small hands with larger tasks and discourages eating paste.
- Mitchell Chester shows up every week and has the best seat in the classroom. Right up front!

Respectfully submitted,  
Mitch Chester

### *Communications Commission Annual Report 2018*

Communications at Saint James' play a most important role for our parish family. It is the information center of the church that allows for the delivery of news within our church, support of several ministries, and outreach to the community. I am grateful to the parishioners, many liaisons, and incredible staff that contribute to the success of this commission.

#### **Internal Communications:**

- *The Network*, our seasonal newsletter that strives to reflect the range of our church community. Some noteworthy highlights include increased graphics and pictures, along with electronic submissions.
- Marketing materials that include pew cards, welcome cards, and brochures.
- Marketing assistance to various ministries such as Carol's Closet, Art in the Abbey, and Christmas Tea.
- Visuals that include photographs printed for online purposes, as well as the television monitor in the foyer, and special presentations at various services.

#### **External Communications:**

- Press releases and radio announcements for various church events and activities such as Pet Adoption, Art in the Abbey, guest speakers, inclement weather information, and movie nights.
- Sharing communications with partner churches on events including Carol's Closet, Christmas pageant, and musical performances.
- Electronic postings on Facebook and the Saint James' website.

Respectfully Submitted,  
Susan Wright

## *Carol's Closet Annual Report 2018*

***Carol's Closet Mission: Respond to human need through loving service,  
in partnership with local faith-based communities.***

Carol's Closet provides paper goods and personal care items for low-income households, in order to make a difference in the lives of the people we serve. Carol's Closet completed its third full year of monthly distributions in September. This ministry is making a difference for our neighbors in Glastonbury!

The following are some statistics from the Closet:

- In the three years we have been open, we have served 4,082 of our neighbors.
- We have served 1,685 people in 2018, averaging 140 per month.
- In 2018 we gave 1,032 bags that included 6,577 pieces of merchandise.
- To date we have distributed 16,685 pieces of product in 2,470 bags.
- In addition to the bags, Carol's Closet receives numerous donations of household goods and clothing. Everything that is donated is also offered to our guests, along with snacks and beverages.
- The Congregational Church in South Glastonbury offers a ministry of pet food and pet supplies.

We continue to collaborate and network with our faith-based community in Glastonbury who devotedly offer their time, needed items, and financial support. These partners also send volunteers each month to assist in preparing for distribution. Their participation is much appreciated. Our partners in this ministry are:

- Buckingham Congregational Church
- Congregational Church in South Glastonbury
- Congregation Kol Haverim
- First Church of Christ Congregational
- St. Luke's Episcopal Church
- The Lutheran Church of St. Mark

The Glastonbury Food Bank and Glastonbury Social Services are community organizations we have networked and collaborated with in 2018 in order to identify individuals and families who would benefit from Carol's Closet. Word of mouth by our guests continues to be our best marketing tool.

Although we are financially sound, this was the first year that our expenses exceeded our income. We are anticipating continual growth in 2019, since new Section 8 housing has become available in Glastonbury. As an ongoing ministry with constant financial needs to purchase product, along with the growth we have seen in 2018, we will continue to need and seek donations.

We express our thanks to all who have embraced and generously supported this ministry through contributions of products, financial support, labor, and prayers. Thank you to the Carol's Closet team for their commitment to serve others. Thank you to our vestry, clergy, staff, and congregation for their encouragement and continued support.

Respectfully submitted,  
Marie Dixon, Director

## *Faith in Action Annual Report 2018*

The Faith in Action includes several components, including what was formerly called the “Outreach Committee”- chaired by Barbara Buddington, Carol’s Closet – led by Marie Dixon, the Shawl Ministry – led by Kay Ferris, and God’s Jar offerings from the children and youth (who, with their leaders, determine how the money will be used to help others). Many, many hard-working volunteers from the parish contribute time and talent to all FIA efforts, and are frequently assisted by friends from other churches.

With the exception of the Shawl Ministry, FIA has not received funding through the regular church budget for several years. Funding has come from (1) Art in the Abbey proceeds, (2) the frequent small fund-raisers – Soup Sundays, Pancake Suppers, flower sales in the spring and fall, and (3) directed donations to the Shawl Ministry and Carol’s Closet. In 2018, FIA has also started receiving income from the donations of clothing deposited in the shed in the church parking lot. Because of this income, FIA has been able to both make donations to organizations that serve those in need, and to purchase supplies and materials for our parish projects such as Lunch in the Park and Pet Adoption events.

In calendar 2018, FIA made monetary donations to **LOCAL** groups (Glastonbury Food Bank, Glastonbury Fuel Bank, and Naubuc School’s Backpack program – which provides a backpack of kid-friendly healthy snacks for children to take home over the weekend. We also used funds to support our own Pet Adoption Events, led by Bea Farlekas, the Shawl Ministry for the purchase of yarn, and to provide supplies for a birthday party at Naubuc Green one month of the year, on a rotating basis with other churches.

**REGIONALLY**, we made monetary donations to A Place of Grace (food pantry at Grace Episcopal Church in Hartford, which was the project that our own Carol Hilton directed for many years); Camp Washington; Heads Up! Hartford, which brings together diverse youth for leadership training and service projects in the Hartford area; the Open Hearth in Hartford (to support the work that Fred Faulkner does with homeless men); and Trinity Academy, a school for elementary students based at Trinity Church in Hartford. We purchased supplies to make bag lunches 4 times during the year for Lunch in the Park, serving those in need in Hartford, with funds raised through Soup Sundays. St. James’ FIA also provided staff support, cooks, and desserts for the annual Chili/ Rice & Beans cook-off, a joint effort with Trinity Church Wethersfield. The proceeds of this event went to support the work of Hands On Hartford, which runs the Manna Food Pantry in Hartford, among other programs. We have also made contributions to support the efforts of parishioners to raise funds for organizations that serve those in need.

**NATIONALLY and INTERNATIONALLY**, we made monetary contributions to Episcopal and Relief and Development, and to Hawkwing, Inc., which is an organization run by Glastonbury resident Rochelle Ripley to support the Lakota Tribe, of which she is a member. The Shawl Ministry also makes a huge contribution to this effort by knitting warm mittens, hats, and shawls for the winter shipment that Rochelle organizes.

Some FIA efforts do not appear in the budget, because they are simply contributions by parishioners of time, resources, and talent. These include the **weekly donations of food** brought to the church on Sundays, which are transported to either Manna Food Pantry in Hartford or to the Glastonbury Food Bank by a team of volunteers. The **Bread Ministry** consists of a group of people who, on a rotating schedule, pick up leftover Panera Bread on Sunday nights and transport it to Manna on Monday mornings. The **Community Garden** has operated for two summers with donations of equipment, supplies, and a lot of time by a dedicated group of gardeners. Over 150 lbs. of fresh produce was donated to FoodShare as it ripened

Please see the Faith in Action financial report attached to the end of this full annual report for details.

Respectfully submitted,  
Lisa Gleason

### *Pastoral Care Commission Annual Report 2018*

The **Pastoral Care Commission** involves an incredible group of Christian volunteers who share their time and talent within St. James', and the community at-large, through our Meals for Parishioners, Prayer Chain, Notes for Parishioners, Shawl Ministry, and the Lay Eucharistic Visitors/Healing Prayer ministries. The Rev. Denise Cabana provides pastoral oversight. Below is an update for these ministries:

#### **Meals for Parishioners**

This team consists of a group of volunteers who make and distribute meals or substantial food items (soups, pies, breads, etc.), to support the members of St. James' and their families, and also to members of the community at-large in need of a nourishing meal. Meals for Parishioners were provided to 5 different families in 2018. Multiple people helped out for each family, and at least 20 meals were delivered. In addition, many other parishioners received food items for special occasions or circumstances, and many of our volunteers provided food for Faith in Action events such as Carol's Closet, the blood drives, and Lunch in the Park.

*Many thanks to this group's coordinators Amy & Janet Balthazar, along with Bea Farlekas, and the multitude of volunteers who prepared food items and meals to our community.*

#### **Prayer Chain**

This group of volunteers prays daily from a list of people in need of prayers due to illness, family issues, mental health problems or any other reason. This list is private & not discussed outside of the group.

*Many thanks to the group leader Diane Obernesser, and the dedicated group of Prayer Chain volunteers.*

#### **Notes for Parishioners**

During last year, 33 handwritten notes were written by this team and sent to people within the St. James' community who needed a note of cheer at a difficult time.

*Many thanks to writers Caryl Donovan and Priscilla Maricle for their heartfelt words of encouragement and support, of sympathy, or of thanks.*

### **Shawl Ministry**

The *Shawl Ministry* is a thriving ministry with 20 member volunteers who meet at St. James on the second Tuesday of each month, and provide beautifully hand-knit items symbolizing the warmth and support of Christ, throughout St. James' community (local and statewide), as well as the far reaching regions of the United States. Once made, these knitted items are blessed during a church service, and given in times of celebration (e.g. birth of a new baby) and in times of grief or suffering (e.g. a death, an illness). The hope is that each recipient may find comfort, and know that the parishioners of St James' have him/her in our prayers.

In 2018, the dedicated members of the shawl ministry produced and distributed the following items: 86 shawls, 66 baby blankets, 5 baby sweaters, 106 hats, 10 scarves, 6 pairs of mittens, and 367 mini pocket prayer shawls. The ministry provided these magnificent gifts, made with each volunteer's loving hands, to the following groups: Lunch in the Park, Lakota Indians of South Dakota, Homeless of Hartford, Carol's Closet, local hospitals (Middlesex, St. Francis, and Hartford), Clayton House, Hospice care, St. James' parishioners, and to the friends and family of St. James' parishioners.

In late June, the group held a special brunch together, and in December, the group hosted a cookie swap that provided 8 cookie platters to members of St. James who are home bound. The shawl ministry welcomes new members - please contact Kay Ferris.

*Enormous gratitude to our team leader Kay Ferris and our large group of volunteers for your unbelievable output day-by-day, month-by-month, each and every year!*

### **Lay Eucharistic Visitors/Healing Prayers**

The Lay Eucharistic Visitors continue to bring Holy Communion from the Table at church to those who are not able to attend church services. Depending upon the circumstances, visits may be weekly or bi-weekly for a few weeks or months, or bi-weekly or monthly for longer periods of time.

During 2018, a total of 110 visits were made to homes and continuing care facilities with a total of 248 people receiving the sacrament. This ministry provides a double blessing: the person we visit is fed spiritually with the bread and wine and the minister is blessed with the fellowship of the parishioner. We meet as needed during the year to review and pray for those on our list, and to coordinate visits.

In addition to providing the Holy Sacrament, and upon request, the volunteers will offer healing prayers.

The LEV team members are Joan Crow and Judy Knowlton. We will miss Diane Obernesser, as she is unable to continue in this role. She has been a faithful visitor for many years. The Rev. Denise Cabana provides pastoral oversight. If you would like be a LEV, please speak to Denise or Judy.

Respectfully submitted,

Judith B. Knowlton

*Many thanks to our team of lay visitor volunteers namely, Judy Knowlton (team leader) and Joan Crow. We thank Diane Obernesser for her years of service to this ministry. Many thanks to our Healing Prayers volunteers Becky Lee, Joan Crow, Judy Knowlton, and Diane Obernesser, for offering healing prayers, upon request, to anyone attending healing worshipping services on the 2nd Sunday of each month. We also thank Joan Crow and Judy Knowlton for offering healing prayers, upon request, to any of the Carol's Closet clients on the 3rd Saturday of each month.*

**Pastoral Care welcomes anyone wishing to join any of the above listed ministries.**

Respectfully submitted,  
Jeff Brown - Vestry

### *Stewardship* Annual Report 2018

The Episcopal Stewardship Network declares that Stewardship is: everything I do after I say, "I believe." That includes how we marshal all our resources, our time, our abilities, and our financial resources. In keeping with this concept, our year-round stewardship program involves more than simply a fall fund drive.

In 2018 several of our Sunday services included **Ministry Highlights** to better explain individual ministries and encourage parishioner participation. We are blessed to have many folks who are active in or lead various ministries that we sponsor at St. James'.

- February - HUH – Dan Aramini
- April - Youth Group – Lisa Gleason
- May - Sunday School – Jill Monsarrat, Mark Micelli
- June - Shawl/Knitting Ministry – Kay Ferris
- July - Lunch in the Park/Bread Ministry – David Buddington
- August - Carol's Closet – Marie Dixon
- September - Choir Members – Debbie O'Donnell, Janice Davis
- October - Chalice Bearers, Lectors, Intercessors – Don Gardner, Ruth Neaveill, Judy Knowlton
- November - Nursery attendants – Gail Lebert
- December - Altar/Flower Guild – Pat Goodrich, Caryl Donovan

God touches each of us in different ways, some experience a dramatic conversion incident like the apostle Paul, and for others it is a still small voice that whispers God's presence. However we meet God, our faith has the power to transform our lives. A few times a year, individual parishioners encourage us to consider where we see God's influence in our own lives by sharing a **Transformational Talk** – how God has influenced their life.

- August - Jeannette Brown
- September - Amy Brown

We also set aside time to acknowledge those who regularly and faithfully contribute to the church's ministries by offering a sincere **Appreciation** for their stewardship of time, talent and resources.

- January - Annual Meeting/Breakfast – Thanks to everyone!
- March - Altar & Flower Guild – Thank you Breakfast and Flowers
- May - Last Sunday Breakfast Chefs – Thank you lunch at Daybreak
- June - Lay Eucharistic Ministers – Lunch at First and Last Tavern
- June - Teachers, Nursery Attendants, Youth Group Leaders and Children's Choir Leaders – Senior Sunday Service & small thank you gifts
- July - Friday Folders – Thank you Breakfast
- December - Staff Appreciation – Fruit Skewers and cookies

We calendared activities for our front lawn – particularly in the summer – and our parish hall by consciously promoting a stewardship of space to engage others in **Building Community**.

- 12 Last Sunday Breakfasts
- 4 Red Cross Blood drives
- 2 Movie Nights
- 2 Concerts on the Lawn
- 1 Blessing of the Animals and Pet Adoption w/ St. Paul's

Looking forward, as a special project, Jeanne, Jodi and Jeannette created a pledge analysis which revealed that 22% of our budget is derived from pledge income from parishioners over the age of 80. The Vestry and the Finance Committee will be discussing this statistic and its implications in the coming year.

As of this printing, the 2019 Annual Fund Drive responses were: **99 pledges** totaling \$247,047. Of these pledges, **39 are returning** pledges, **48 are increased** over last year's pledges and **7 are new** pledges. And unfortunately, **9 pledges** lost through death, departure or declination. Still, this was a very respectable result.

Of course, underpinning all the above, our Annual Fund Drive Brochure reminded us that: *Love is the way* to relate to God who loved us first. *Love is the way* to relate to each other in community. At St. James' we strive to follow this simple guide in our worship, in our pastoral care, in the way we relate to our communities and to one another and in all aspects of our life together. The Stewardship Committee welcomes input and participation from all those interested.

Respectfully submitted,  
Jeannette L. Brown  
Stewardship Chair

## *Worship Commission Annual Report 2018*

Worship, prayer and study are central to our faith community at St. James' Episcopal Church. It is the mission of the Worship Commission to help all who enter our services to grow spiritually and listen to what God is speaking to us in our faith journeys.

Weekly services of worship were offered on Sunday mornings at 8:00 AM (Traditional Rite I) and at 10:15 AM (Rite II with music). Five combined Sunday services were offered at 9:00 AM. Morning Prayer services were offered on six Sundays and occasional Wednesdays. Wednesday morning services included Holy Eucharist and Healing Prayers. Healing prayers were additionally offered on the second Sunday of each month.

Children actively led the congregation as Crucifers, readers and ushers during family-centered services offered throughout the year.

The Choir and Choristers met faithfully each week preparing the music which enhanced the worship experience for all. During Lent, the choir offered two Sung Evening Compline Services in the Sanctuary. Sung Evening Compline was also offered to usher in Advent.

Under the leadership and guidance of our rector, The Reverend Denise Cabana, the Worship Committee met in preparation of each approaching Liturgical Season following a review of the previous Season. Committee summaries follow this report.

We are grateful for the dedicated committee leaders and members whose many silent and present ministries take place each week, enhancing our worship experience. Prayerfully consider participating in any of the ministries of worship at St. James'.

Respectfully submitted,  
Janet Donston

## *Altar Guild Annual Report 2018*

For the past year 2018, the St. James' Altar Guild has functioned with the team leader concept to oversee the monthly responsibilities. This ministry was responsible for altar hangings, vestments, candles, wine, hymn boards and any other needs for worship requested by Denise<sup>+</sup>. Teams met with Denise<sup>+</sup> prior to monthly assignments to prepare the monthly schedule. The 3 team leaders have been Cherie Cooper, Joan Crow, and Pat Goodrich.

Currently, the Altar Guild has 14 members; we added 2 new members this past year. Special thanks to Diane Obernesser who repaired linens, made purificators and rolled peoples' hosts. John O'Donnell assisted the guild on many occasions throughout the past year. Special thanks to all for your dedication and assistance this past year.

Altar Guilds have been groups of men and women who are called to serve God by preparing and tending the places where his people worship. Guilds have been a ministry of love undertaken in the name of Christ. Our Altar Guild continually seeks new members. Please contact a current member if interested in this quiet spiritual ministry.

Respectfully submitted,  
Pat Goodrich

## *Flower Guild Annual Report 2018*

St. James' flower guild has been busy over the last year. We enjoy our ministry and have attracted two new members for the coming year, Audrey Antonich and Nancy Zepke. Doing flowers for the altar is a real honor and we feel privileged to serve God and St. James' Church. If you want to donate in memory or honor of someone, just let Jodi know and we will do our best to honor them.

Besides raising money by memorial donations, we try to stretch our budget with lovely seasonal plants and garden flowers. If you have any that you think we could use, give me a call.

We start with Advent which begins the first Sunday in December and precedes the Christmas season. We use simple greens on the altar and each Sunday add small flowers to the arrangement until we reach the glorious Christmas celebration which includes the building of the crèche in front of the altar, and then continues thru the 12 days of Christmas celebration. We were so pleased to share the poinsettias with those who would enjoy them in their home. Thanks again to Armandos for making the gorgeous wreaths, Kevin from Keser's for the arrangements and to Don Gardner, John O'Donnell and Nick Monsarrat who helped us hang them.

Epiphany is next, highlighted with flowers that will brighten the long days of winter. When we have used the flowers on the altar we try to send them home for some of our shut-ins to enjoy. If you know of someone who would benefit for a little bouquet just let us know.

The Lenten season follows and is one of the more somber times. We use Cacti on the altar and in the dish garden in the foyer. These simple plants signify the more reflective time of the year, heralding in Palm Sunday and the joyous Easter Sunday celebration. Pentecost, and the Sundays that follow, is our longest season, starting with the red flowers on the altar and red balloons throughout the church. Thanks to Ed Crow and his team for getting all the balloons inflated. It's quite a crazy morning but he has it down to a science. Throughout the season we adorn the altar with garden flowers and lovely plants.

We enjoy our ministry and love sharing it with all of you.

Respectfully submitted,  
Caryl Donovan (860 633-4844), Jill Monsarrat, Mary Pramberger, Pamela Hall, and Sandy Marshall

## *Visual Arts Committee Annual Report 2018*

The Visual Arts Committee seeks to enhance the liturgical life of the St. James' worshiping community through the visual arts. Several projects were undertaken this year. A meditative and interactive "CROWN OF THORNS" was created for Lent. The congregation participated by placing "thorns" in the crown as they reflected, repented and prepared themselves for the coming of Easter. During Advent, the gentle, subtle movements of shades of blue and pink tulle were hung from the rear of the church to the altar. These offer a sense of the Advent journey leading to the celebration of Christmas. Throughout each week of Advent, the star increased in size, until Christmas Eve, when the star radiantly proclaims the birth of the Savior. Many thanks to those who helped install this Advent art.

This year the Visual Arts committee continued a long-term project to design and hang eight banners in the foyer. The banners, featuring the work of fabric artist Diane Obernesser, offer a visual display of our shared passage through the liturgical seasons of the church year. Added this year is the banner representing the season of Ordinary time. Goals for 2019 include adding to the foyer banners and creating fresh new projects.

Others interested in the visual arts are welcome and encouraged to join this creative ministry. Please contact committee members Diane Obernesser, Barbara Edwards, or Becky Lee for more information.

Respectfully Submitted,  
Becky Lee

## *Music Ministry Annual Report 2018*

Music at St. James' relies on the talented singers in our various choirs: **Adult Choir** (providing musical leadership throughout most of the year); the **Children's Choir** (with thanks to Debbie for her leadership); St. James' **Choristers** (youth who give their time and talent to offer their musical gifts to the parish), and **Joyful Noise! Choir** (singers who show up to learn songs on those Sundays, and to Al Kim who occasionally leads us with his guitar and vocals).

### Highlights:

- Complines led by the Adult Choir (Lent and All Saints)
- St. James' Brass during the 8 AM and 10:15 AM Easter services.
- Gospeleers during summer services.
- Purchase of congregational copies of *Wonder, Love, and Praise*, available on Sundays as needed.
- Chorister dinner to thank our young singers, and to welcome rising Children's Choir members.
- Advent Lessons and Carols in December sung by the Adult Choir.
- Christmas Eve included choirs at both services, and harp at 5 PM.

Respectfully submitted,  
Jim Barry  
Minister of Music

## *Treasurer's Annual Report 2018*

The 2018 budget was based upon continuing the existing programs and operating within a balanced budget as opposed to the 2017 budget that relied on funding deficits with excess income from prior years. With an increase in the pledge amount from 2018 to 2019, a balanced budget is again presented for the upcoming 2019 calendar year.

### ***2018 Highlights:***

- Every Member Canvas resulted in 2019 pledges of \$247,000.
- The RRR Capital Campaign fund had no expenditures in 2018, and the remaining balance of approximately \$49,400 will be held for future building maintenance.
- Withdrawal of \$10,700 from the endowment in 2018.
- Two fundraisers were held at St. James that provided contributions to the General Fund: (1) \$4,500 from Art in the Abbey; and (2) \$7,600 from the Non-Event summer fundraiser.
- 2017 Parochial Report and independent audit submitted to the Diocese as required.

### ***The Year in Review - 2018:***

The established 2018 operating expense budget totaled \$300,250 (down from \$312,236 in 2017 and \$312,702 in 2016). Operating revenues budgeted were also \$300,250 leading to a balanced budget. Budgeted revenues comprised:

- Pledge Offerings:           \$240,000 (\$244,899 received as of December 31, 2018)
- Other Offerings:           \$12,500 (\$15,413 received as of December 31, 2018)
- Holiday Offerings:       \$7,200 (\$6,479 received as of December 31, 2018)
- Other Operating  
Income:                       \$29,800 (\$19,800 parking rental, \$2,000 facility use  
                                      donations and \$8,000 fundraisers) (\$38,551 received as of  
                                      December 31, 2018)
- Permanent  
Endowment:                 \$10,700 (Full amount drawn)

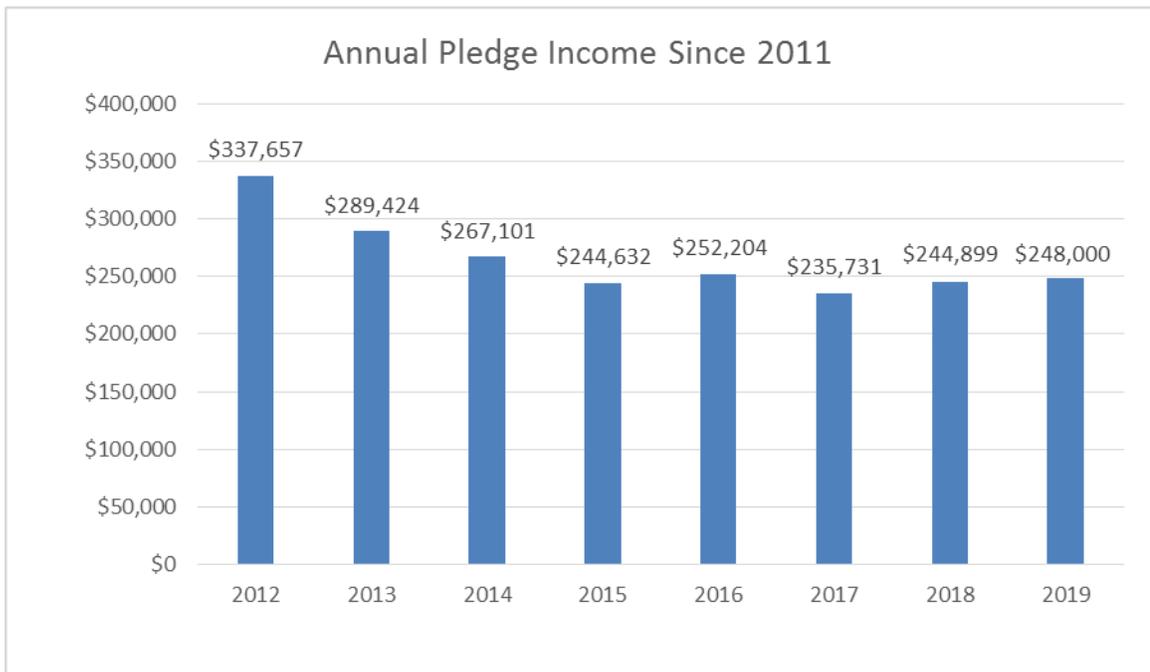
St. James ended 2017 with approximately \$2,000 remaining in the General Fund, which left virtually no room for a cash flow deficit. As a result, the Vestry approved a balanced budget for 2018. A \$4,300 increase in actual pledge offerings received in 2018 in excess of the amount originally planned in the budget, receipt of an excess of \$2,900 in Other Offerings, receipt of \$2,100 of 2017 pledged amounts, \$3,100 received in other revenue areas above the budgeted amount, \$8,800 less in expenditures during the period as a result of Matt Cornish's departure and careful management of expenses enabled growth in the General Fund to \$20,400.

The majority of the budgeted operating expenses (91% of expenses for 2018) were salaries, \$196,800, facilities, \$47,200, and the Diocesan pledge, \$29,200. In 2018, total expenses finished below budget by \$7,100 due largely to the reduction in expenses relating to Matt Cornish's departure noted above and variances in a number of budget items that offset higher facility expenses including an unanticipated \$3,600 in property taxes.

**The Year Ahead – 2019:**

St. James will have an operating budget of \$319,250 for 2019. The budget will be funded with forecasted offerings of \$269,700 from pledges and expected income from plate and holiday offerings. Additional revenue of \$33,400 is forecast to be generated from donations for facilities use, mostly from the Whole Foods parking agreement that was renegotiated in September of 2018. The budget will continue to count on fundraiser income of \$6,500. Additionally, we are planning to take \$9,400 from the endowment to cover expenses in 2019. The General Endowment balance was \$225,800 as of 12/31/2018. The \$9,400 withdrawal was in line with the Diocesan guideline of 4%, when it was calculated based upon the General Endowment balance of \$234,750 in the D&B account at the time. As a result, our total operating budget will be \$319,250 relative to a budget of \$300,250 in 2018.

In budgeting 2019, pledged offerings budgeted for 2019 of \$248,000 are 3.3% greater than the amount budgeted for 2018.



On the expense side, the biggest change is the increase in the amount paid to a new Director of Christian Education, \$16,900 in 2019. We thank those members of the Parish that provided direction without the Director for Christian Education during 2018. The Vestry recognized the amount of time necessary to effectively direct the Christian Education program and deemed the hiring essential to providing a consistent quality program for Parish Members and their families.

In summary, St. James has a balanced budget for 2019. The pledge base grew by 3.3% year on year and a small surplus is now available in the General Fund that will allow some coverage should there be some loss of income or unforeseen expenses. The current financial picture warranted the Vestry's decision to invest in a new Christian Director.

I extend many thanks to Rick Edwards and the Finance Committee for their important contributions and insight throughout the year and Joyce Reynolds, our Assistant Treasurer, and her team of counters David Buddington, Rick Edwards, Bob Hedges, Judy Knowlton and Fred Larson for ensuring that every Sunday has coverage for counting.

Respectfully submitted,  
Robert Dugger,  
Treasurer

General Fund (Attachment *pages* 1-4)  
Balance Sheet (Attachment *pages* 1-2)  
Operating Budget 2019 (Attachment *pages* 1-2)