

# **Annual Reports**

**for**

**Fiscal Year 2021**

**January 1 - December 31**



***St. James' Episcopal Church***

**Glastonbury, Connecticut**

**Founded 1857**

**Agenda**  
**Annual Parish Meeting**  
**St. James' Episcopal Church**  
**January 25, 2022**

Opening Prayer

Rev. Denise Cabana, Rector

Welcome

Debbie O'Donnell, Senior Warden

Determination of a Quorum

Minutes from the last meeting

Treasurer's Report on 2021, Review of 2022 Budget

Bob Dugger, Treasurer

Introduction of the Current Vestry, Treasurer Asst. Treasurer, Clerk and Vestry Members

Introduction and Election New Vestry members, Treasurer, Asst. Treasurer and Clerk

Vestry – Don Gardner

Vestry – Fred Faulkner

Treasurer – Bob Dugger

Asst. Treasurer – Joyce Reynolds

Clerk – Cheryl Turner

**Commissioning of Senior Warden, Junior Warden, Vestry, Treasurer, Asst. Treasurer and Clerk of the Vestry**

Rector: I present to you – Wardens, Members of the Vestry, our Treasurer, Asst. Treasurer and Clerk.

Congregation: **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.**

Wardens, Vestry, Treasurer, Asst. Treasurer and Clerk: **I am your servant; grant me understanding; that I may know your decrees.**

Rector: Let us pray:

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, Asst. Treasurer and Clerk of St. James' Church.

## **Election of Delegates to ECCT Convention**

Debbie O'Donnell

Mary Pramberger, Dan Aramini, and Becky Lee (Alternate) are presented

### **Commissioning of Delegates**

Senior Warden: I present Mary and Dan duly elected as Delegates and Becky, as duly elected Alternate Delegate to the 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.

Delegates: **I am your servant; grant me understanding; that I may know your decrees.**

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

Rector: 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 moment of decision give them the courageous hearts. Guide them in all things to seek only your 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 Mary, Dan, and Becky Delegates and Alternate Delegate to the ECCT Convention.

Rector's Minute

The Rev. Denise Cabana

Open Discussion and Questions

All

Closing Prayer

**Annual Parish Meeting  
St James' Episcopal Church  
January 31, 2021**

Due to the Covid-19 Pandemic the meeting was held virtually via ZOOM.  
There was a determination that a Quorum of 40 individuals had checked in to attend the meeting

**Opening Prayer:**

**Welcome:** Senior Warden Bea Farkelas

**Minutes of the Annual Meeting January 26, 2020:**

Motion to accept the minutes was made, second. The meeting minutes were accepted and unanimously approved by those in attendance.

**Vestry, Treasurer and Clerk:**

Thank you for your service: Jeff Brown and Jeanette Brown, and Senior Warden, Bea Farkelas

Introduction of the Vestry 2021

Rich Connell  
Sam Hoyt  
Becky Lee  
Lisa Gleason  
Joyce Reynolds - Assistant Treasurer  
Bob Duggar - Treasurer  
Mitch Chester – Junior Warden  
Cheryl Turner – Clerk  
Senior Warden – Debbie O'Donnell (New)  
Alison Bankers and Erin Perrelli (New)

New Vestry accepted and unanimously approved by those in attendance

**Election of Delegates** – A motion was made to re-elect Becky Lee and Carol Donovan.  
The motion was second and unanimously approved by those in attendance.  
Commissioned by the Rector of St, James'.

**Treasurer's Report of Budget 2020, and review of the 2021 Budget**

Bob Dugger, Treasurer, thanked the Finance committee and Jeanne Kowalsky for their service. Bob emphasized that Covid had made things very challenging without access to the church building. With church attendance moving to virtual participation, income was lost without plate offerings, organizations unable to use the space, and a loss of income without fundraising events.

**2020 Highlights** – Budgeted to break even for 2020. Actual results we finished \$13,000 below budget.

General fund started at \$19,500, Finish \$6,500 – break even  
Budgeted Pledge – \$233,00 – actual \$224,000  
Budgeted Holiday and other offerings \$23,200 – actual \$19,700  
Budgeted fund raising and facility rental \$12,500 – actual \$1,700  
Revenue: Received \$30,000 from Whole Foods parking

Budgeted expenses \$309,800 – actual expenses \$300,500 (With all staff remaining in place, building and grounds maintenance continuing, we were able to save approx. \$10,000 in expenses).

Joining Jesus Funds: Spent \$77,000

Christian Ed Director – \$28,500

Roof replacement – \$35,150

Church Hall trim & stucco repair - \$20,300

\$3,700 RRR Account for building improvements

Withdrew \$1,100 from the Permanent Endowment Account

Secured \$34,100 SBA PPP Loan in 2020 – Federal loan program to maintain business during the pandemic

### **2021 Budget Highlights:**

Budget \$313,800 up from \$309,800 in 2020

#### Revenue:

2021 Budgeted Pledges of \$207,300 are down from \$224,000 in 2020

Dependent on \$10,000 of fundraiser

Endowment \$10,100 and Whole Foods Parking \$30,000

SBA PPP Loan forgiveness \$34,300

#### Expenses:

No raises for staff in 2021 were budgeted

\$4,000 was added to Faith in Action

Reductions due to COVID were offset by increases in certain expenses

### **Joining Jesus Fund Status:**

Pledge – Overall \$769,800 – St James' \$615,900

Pledges received as of 12/31.2020 – overall \$235,800 or 30.6%

Balance due as of 12/31/2020 – overall \$534,000 or 69.4%

Overall, Bob concluded the financial status looked positive given the church had been shut down for 9 months of 2020. Bob thanked everyone pledging and honoring 100% of their pledges in 2020. Bob emphasized the critical need to increase our current pledge base which each year continues to decrease. In order to retain a full-time rector, we need to increase our pledge base. Denise echoed that the staff were appreciative to have their jobs and expected no raises in 2021, but this is not a practice ECCT will continue to support. Currently, the budget is below that of a FT Rector with Denise's experience level. There is currently nothing in our budget to reduce, other than staff positions. Next budget year, very difficult decisions need to be made.

Discussion:

Endowment funds? Marie Dixon - \$271,000

Gail Liebert thanked the Finance Committee. Question: What are the plans for the remaining Joining Jesus Funds? Answer: Move money to the endowment fund, use funds that will be required to open the church building safely, support Faith in Action, necessary further building repairs, and retaining Christin Ed Director.

Multiple shout outs to Jeanne Kowalsky for her dedication and devotion, professionalism. Part-time hours, amazing resource adhering to deadlines

Dan Aramani – How many pledge units? 92 pledges last year, 89 pledges this year. 5 new pledging units

Jeff Brown – 2 fundraisers opportunities critical to the budget. Spring and early fall.

A Motion to accept the 2021 budget as presented was made, seconded and unanimously accepted by those in attendance.

**Reopening Update:** Denise thanked the re-opening committee and thanked each member individually. Made possible to do all outdoor worship gatherings. How do we now open the church? Don Gardner/Rich Connell – looking at air flow healthier. Filtering air quality. John Korber and Denise – Looking at no longer using bulletins – no longer using prayer books or hymnals.

Looking at placing monitors in the church while preserving the aesthetic look and history of our church. We want to continue to share our services with those who are unable to be physically present in the church building. Two quotes have been received: Roughly a cost of \$32,000. (Grant \$2,000 from the ECCT; Mimi Davis donation \$10,000), as a result, we have already received \$12,000 to put towards the initiative of opening the church safely.

Goal: To have a contract signed for before Denise leaves on Sabbatical, March 1, 2021, so the work can begin as soon as possible.

**Sabbatical Update:** Rev. Don Hamer will join St James' the first Sunday in March. Endorsed leadership team. Don Hamer introduced himself. Raised children in Glastonbury, "Great to be back." Reacquainted with long term friends and meeting new friends.

**Rector's Minute:** Mailed outgoing gifts to vestry members – Jeff Brown and Jeanette Brown Stewardship Chair, Jeannette Brown was recognized for her talents and hard work.

Bea Farkelas – outgoing senior warden always made sure that we were attending to detail and looking after people, amazing prayers. Beautiful letters eloquently written.

Thank you – John Korber technology responsible for all our Zoom Meetings. Answered all our questions.

Jim Barry – Thank you for skills with power point and re-designing our bulletins, and providing music during virtual services.

John O'Donnell – Thank you for the weekly, seven days a week worship meeting, Morning Prayer, John always steps right up to offer assistance.

### **Open Discussion and Questions:**

Dave Buddington - offered another thank you to all.

Several thank you's to Denise for her flexibility and willingness to learn technology – so appreciative that we have you. ZOOM 40s/FB 40s -/ 35 watch FB later in the day

Jeff Brown – Thank you to all those who kept our children's programs running

Carol's Closet – Thank you Deb O'Donnell and Lisa Gleason for stepping up and making sure Carol's Closet continued through the pandemic.

Ed Crowe and Nick for physical plant improvements/maintenance and "dragging the Creche across the lawn." Don Gardner for weekly attention to the needs of the physical plant.

Adjournment 11AM

Closing Prayer - Denise

## *Rector's 2021 Annual Report*

The year 2021 did not turn out quite as we had hoped. Everything did not return to normal, what ever normal will be once the dust finally settles. We still were wearing masks (after a brief but wonderful month or so being mask free in church) we still are socially distant in church and most other places, not all our beloved church functions have returned (coffee hour, last Sunday breakfast, 12<sup>th</sup> Night, Men's Group, ...) Sunday School was mostly on Zoom for 2021 but Youth Group (Middle School and High School) met safely. I had a sabbatical that was not what I had hoped it would be but it was a bit of a break and you all did wonderfully without me. And yet, we are still standing, perhaps stronger than ever because we make the choice to be here and commit to this community in spite of things not being exactly as we would like them.

And we have oh so much to be thankful for. We were able to once again worship in our church! And our choir returned to Sunday services, Carol's Closet continued throughout the year, we participated in the Glastonbury Feeding program including the back pack program, Lunch in the Park continued, bread and other items were picked up and delivered into Hartford by our faithful volunteers, Sunday School happened, our Christmas Pageant with St. Luke's returned, outdoor worship happened with baptisms, and book group and Bible study were held, visits to our shut-ins returned, and meals were delivered to many parishioners. We had a wonderful Christmas Carol sing around fire pits and Advent had some new aspects to it – The reading of *The Lion, The Witch and The Wardrobe*, individual Jesse Trees and our weekly Story boards. And finally, in spite of rising Covid numbers in CT, we were able to worship in Church on Christmas Eve. Yes, there was much to be thankful for in 2021.

I am also thankful for each and every one of you, our amazing staff, and the many blessings God gives to me through you. I know God has wonderful things in store for St. James' Church and even though we can't see what they might be, we walk in faith. And in the words of Amanda Gorman:

“For there is always light, if only we're brave enough to see it.

If only we're brave enough to be it.”

Peace,  
Denise+

## *Rector's Discretionary Fund 2021 Annual Report*

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. In 2021 we did not have our office open very often and so we did not see very many people come to the church seeking assistance. However, we did see a few and the concerns those people came with were two:

- Food
- Gas

## *Senior Warden's 2021 Annual Report*

And, we thought 2020 was challenging! The year 2021 brought St. James' many types of challenges. Last January, the church building continued to be closed. The Reverend Denise went on Sabbatical in March. But, by April, many of our congregation worked through the details and we opened the church doors to 72 people on May 26, Pentecost, as the infection rates from Covid subsided. Many from our congregation contributed their expertise to supporting St. James' steps toward "getting back to normal," working out the kinks of weekly broadcasting from the church, planning safe seating in the Nave, and filtering the church air flow were only a few of the projects. We were blessed with the Reverend Don Hamer's leadership from March until Denise's return in June; his wealth of experience was timely! Just as we were feeling like we were getting back to normal, another spike of infections hit the region and we learned about "variants" of Covid and talked about whether Glastonbury was "red, orange, or yellow." We closed again in the fall. As we edged toward Advent and a different variant drove up infections, we decided that Advent and Christmas were too important, our St. James' congregation was savvy about being safe in the church, and we would figure out how to stay open, and, we did!

St. James' Episcopal Church has an abundance of resources! We are smaller in number, but we are a group of dedicated, talented, extraordinary people. As in many Episcopal churches across Connecticut, we do have decreased financial resources. This summer and fall, our lay leadership and the Reverend Denise have worked to research, plan, and thoughtfully communicate to our St. James' church community the challenges of our financial outlook. Our congregation responded to the concerns with donating to a fall fundraiser and increasing their pledges. Thank you! Other reports herein will list those details. We thank our full Vestry and Finance Committee members who met, sometimes weekly, in the summer and early fall to make difficult decisions to keep St. James' viable. In our work to tighten our belts and live within our means, we did eliminate our Director of Christian Education, Claire Gadson, in August. Again, we were fortunate that we have two outstanding, volunteer Christian education teachers who stepped up to lead our children and youth; thank you Dan Aramini and Mitch Chester.

It is notable how the impact of a global pandemic impacted our church and society, yet the congregation of St. James' remained dedicated to and focused on our mission of doing God's work. We prioritized getting back to worshipping together in our church building, were comforted by being in our beautiful building again, we missed seeing each other, Jim Barry made beautiful music on the organ again, and the choir was able to sing in person. But, higher on our list of priorities, was God's work. The quarterly Network newsletters and our weekly Wednesday "e-blasts" cite all of the projects, which never skipped a beat nor were discontinued. We continue to identify and address the needs of our neighbors and we have added new work, such as assisting refugees from Afghanistan, studying the Sacred Ground resources, and addressing food insecurity through the Glastonbury Links Together projects. *We will have challenging days ahead in 2022, but we know we can trust God to help us identify our purpose and priorities, and focus our work. Won't you join me in celebrating St. James'?!*

Respectfully submitted,  
Debbie O'Donnell, Senior Warden



## *Junior Warden's 2021 Annual Report*

Repairs and improvements to the building and grounds have included our audio-visual system in the sanctuary including cameras, monitors, and the electronic technology that makes it go! Watching services from a home computer is now possible and appreciated!

The lawn sprinkler system had regular maintenance and some sprinkler heads replaced.

Some leaks in the old roof sections were repaired, so that Jim Barry's office, the kitchen, and the rear stairwell don't take on any water.

Mr. Crow and Mr. Gardner made some repairs to the hydronic heating system so we continue to stay warm during the heating season.

Mr. Gardner also fitted filters into the forced-air part of the heating system and Mr. Connell procured portable air filtering units to reduce the transmission risk of air-borne particles.

The team of Ed, Nick and Don addressed a LOT of little things that needed attention: e.g. lights, plumbing, electrical issues, extra custodial services, deployed the nativity scene etc. The Men's club plus Boy Scouts did leaf removal.

Submitted by  
Mitch Chester, Junior Warden

## *Commission Reports*

### *Christian Formation (Sunday School) 2021 Annual Report*

Sunday school K-4 classes were held by Zoom on the first Sunday of every month from January to June, and September to December. The Middle School grades 5-8 met by Zoom also on the same first Sundays, and also met in-person on more than one occasion for outings to Panera, Ben & Jerry's ice cream, and a hike along the Addison bog trail including a treasure hunt and pizza!

Submitted by  
Mitch Chester

### *Carol's Closet 2021 Annual Report*

***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 seventh year of monthly distributions. This ministry is making a difference for our neighbors in Glastonbury. The following are some statistics from the Closet:

- In the seven years we have been open, we have served 9,700 of our neighbors (based on household size).
- We served 1,892 people in 2021, averaging 158 per month (based on household size).
- In 2021 we gave 945 bags that included 5,370 pieces of merchandise.

- 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. Everything we give to our guests is free of charge.
- The Congregational Church in South Glastonbury offers a ministry of pet food and pet supplies, and has continued to do so at each of our monthly distributions.

We continue to collaborate and network with our faith-based community in Glastonbury who devotedly offer their time, talent and treasure. 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 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. Our anticipated growth has been somewhat stalled due to the pandemic. I would like to express a large thank you to all who have embraced and generously kept this ministry going during the shutdown. I would also like to thank all who have supported this ministry through contributions of products, financial support, labor, and prayers.

Our lives will be forever changed, and we are unsure what Carol's Closet will look like in the future, but believe it will continue to go on and serve our community.

Submitted by: Marie Dixon, Director

### *Faith in Action 2021 Annual Report*

Despite Covid's best efforts to prevent "action", the Faith in Action Committee had a successful year. Thanks to Nancy Connell for leading FIA, to Jeannette Brown and Pat Goodrich for managing the Shawl Ministry, to Marie Dixon for her continued leadership of Carol's Closet, and to all of the hardworking volunteers who contributed their time and talent to the many efforts undertaken throughout the year.

Although in years past funding for FIA activities was primarily provided from large fundraisers such as Art in the Abbey and the Christmas Tea, it is now provided through the church budget. The budget amount provided is supplemented by small fundraisers organized by the FIA Committee. Despite the pandemic, we were fortunate in that we were able to hold several soup sales, the Mother's Day plant sale, fall Mum sale and even a holiday bake sale. Additionally, we receive income from the vendor of the clothing donation box in the parking lot. All of these things combined fund our Outreach activities. The 2021 highlights are below. Please see the financial reports section for additional details.

**Shawl Ministry** – FIA continues to support this very active ministry. Please see the Shawl Ministry Annual Report for details on their amazing work.

**Carol's Closet Paper Pantry**– Carol's Closet continued to operate every third Saturday of the month doing drive thru bag pick up. Please see the Carol's Closet Annual Report for information on this extremely important ministry.

**Lunch in the Park** – Thanks to Valerie Huestis for ensuring St. James’ continued to support this valuable ministry during the pandemic. FIA volunteers purchased, packed and delivered 50 bagged lunches to Bushnell Park in May and again in September. Additionally, thanks to Carol’s Closet for providing bags with personal care items for the May delivery.

**Glastonbury Links Together** – There are two programs run by GLT – the school “Backpack” program and the Food Bank Gift Card program. St. James’ supports both programs with donations as well as volunteers. Thanks to Nancy Connell and Debbie O’Donnell for their continued efforts with ensuring the bags get filled and delivered each month for the backpacks and to Rev. Denise for coordinating the purchase and delivery of the gift cards.

**River East Resettlement Alliance (RERA)** – St. James’ has helped to form a Co-Sponsorship group (RERA) which is made up of faith communities and other organizations in the Glastonbury area working together to plan for, welcome, and resettle a family from Afghanistan. St. James’ has several people volunteering on RERA committees. In addition, FIA was able to make a monetary donation to RERA.

**Open Hearth** – FIA was pleased to be able to provide a monetary donation to Open Hearth Homeless Shelter for Men located in Hartford.

**Hawkwing Toy Drive** – A small toy & cash collection was organized in November for donations to Hawkwing, Inc. which supports the Lakota Tribe.

**Other FIA efforts** involve parishioners’ contributions of time, resources and talent. The **Community Garden** is lovingly nurtured by Barbara Buddington, Blakeley Crevoiserat, and Debbie O’Donnell to grow vegetables for the MANNA Food Pantry in Hartford. The **Bread Ministry** consists of four faithful families –the Buddingtons, the Berdans, the Crevoiserats and the O’Donnells – who pick up bread from Panera every Sunday evening and deliver it to MANNA/Hands on Hartford on Monday morning.

**Building A Beloved Community Team** – This team formed in June around the vision that “The world become a Beloved Community in which all people are treated with justice, respect, compassion and kindness”. They meet monthly and have planned events to begin in January 2022. They will be establishing relationships with others in the Glastonbury community to work on racism, healing and reconciliation. They are welcoming new members to the team. Please contact Becky Lee.

Respectfully submitted,  
Lisa Gleason

### *Fellowship Commission 2021 Annual Report*

Due to Covid, opportunities for fellowship during the past year have been few. Limited coffee hours took place at times when outdoor services were held. In October, a parish picnic was held on the front lawn. Beverages and food were provided or people brought their own lunch and several lawn games were enjoyed. Thank you to all who provided these opportunities for us to gather.

Looking ahead, there is hope that safe fellowship opportunities will soon resume. Volunteers are needed and will be welcomed to look a fresh look at new ways to coordinate our Sunday fellowship coffee hours.

Becky Lee

## *Lay Eucharistic Visitors 2021 Annual Report (Pastoral Care Commission)*

The Lay Eucharistic Visitors continue to bring Holy Communion to those who are not able to attend church. 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. Covid 19 has also had a major impact on the frequency of visits.

During 2021, a total of 10 visits were made to homes and continuing care facilities with a total of 19 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.

The LEV team members are Joan Crow, Janet Donston and Kay Carbaugh. Judy Knowlton is not able to drive at this time. Pastoral oversight is provided by Rev. Denise Cabana. If you would like be a LEV, please speak to Denise or Judy.

Respectfully submitted,  
Judith B. Knowlton

## *Shawl Ministry 2021 Annual Report*

COVID-19 couldn't stop St. James' intrepid knitters! The Shawl Ministry knitters and crocheters continued their needlework undaunted by the pandemic. We created myriads of shawls, lap robes, baby blankets, hats, scarves and mittens. In the past, our needle workers would gather in the meeting room have a short bible study and time of prayer before crafting and fellowshiping together. Although social distancing kept us from gathering in person, several folks have continued making items. Many thanks to Cherie Cooper, Marie Dixon, Kay Ferris, Pat Goodrich, Judy Knowlton, Gail Lebert, Mary Scott and others who have continued to supply the ministry with items for distribution. We extend a grateful shout out to Mary Scott whose prolific crocheting has lovingly created more than 200 baby blankets for our ministry. And a special thanks to former parishioner Marcia Bristol Demers who, even after moving to Florida, has enlisted friends there to create hundreds of knitted and crocheted goods which she sends north to us.

Distributions were on hiatus during the spring of the year. No facility was accepting handmade goods to reduce the possibility of spreading the virus. After June the Shawl Ministry distributed a total of 48 shawls and 4 lap robes to parish families, nursing homes, hospitals, Faith Church in Hartford, the Lakota native reservation and Ghana, Africa.

Also, we distributed 51 Baby blankets to parish families, Manchester Hospital, baptisms, the Lakota native reservation, Ghana, Africa and a Hartford Shelter. In the fall, each Carol's Closet guest was able to choose a warm knitted hat at the regular 3<sup>rd</sup> Saturday distribution of paper goods. Hats and scarves were also distributed to a community closet/shelter in Hartford.

The Shawl Ministry always welcomes donations and/or new crafters to join this rewarding ministry.

Respectfully submitted,  
Jeannette Brown and  
Pat Goodrich

## *Altar Guild 2021 Annual Report (Worship Commission)*

Thank you to all members of the Altar Guild who contributed to this ministry over the past year. COVID has changed the way we conduct church services throughout the year. St. James' was able to hold either Morning Prayer or Eucharist throughout the summer outside in the parking lot. In September, we returned to the sanctuary and changes were made to accommodate the distribution of communion. We held one Sunday Eucharist service each week at 9:00AM. There were two Christmas Eve services at 4 and 8 PM.

To accommodate social distancing, the distribution of the host and wine were modified. Initially, we purchased pre-packaged plastic cups with wafers sealed on top. These proved difficult for many parishioners to open and we were concerned about the accumulation of plastic waste. Eventually we purchased two communion trays and distributed consecrated wine in individual cups. This proved to be a better solution.

Special thanks to Connie Bruce, Joan Crow, Janice Davis, Janet Donston, Janice Dugger, Becky Hoyt, Jill Monsarrat, and Sharon Phipps for their dedication to the Guild ministry during these unusual and trying times. We invite all interested parties to join us for this rewarding ministry.

Respectfully submitted,  
Cherie Cooper  
Patricia Goodrich

## *Flower Guild 2021 Annual Report (Worship Commission)*

With Zoom and YouTube services so much of the year, our flower guild made many adjustments. Our goal was to always have the altar adorned. we used beautiful split leaf philodendrons. They adorned the foyer during the week and into the church during any services. We also maintained the planter outside and the 4 urns. During the winter month we had miniature spruce trees in the urns. It looked especially nice with some snow fall. If you would like to have flowers or plants during the year for a special occasion or in memory please let us know.

We start our seasons with Advent. We adorn the altar and foyer with greens from nature. Pine, spruce, evergreens and Holly. Each week we add a few simple flowers, just as we light a new candle every week in the advent wreath. The color of Advent is blue so we use blue for our wreaths in the church door and the large wreath outside the foyer. Thanks to Don Gardner for hanging and changing the ribbon to red for Christmas.

The season culminates with the celebration of the birth of Jesus on Christmas Day. The church was decorated with wreaths, candles and holly in the windows, and poinsettias. Thanks to Mitch Chester for hanging the inside wreaths. At the base of the altar the children built the crèche. It was beautiful. The plants are in memory of so many loved ones and many are taken to shut ins after the service.

The next season is Epiphany. We continue to use plants and flowers to brighten the winter season.

The next season is Lent - and we reflect the pensive time with cactus on the altar and on the foyer table. For Palm Sunday this past year we did drive-by blessings and palms. Many were delivered to shut ins in their homes when possible. We were not in church for Easter but we were able to decorate for the online services. As the weather improved outdoor services were possible and plants were used during those services. So many celebrated the opportunity to be together and participate in a couple of baptisms.

Pentecost (the longest season) follows the Easter season and was adorned with red flowers both in church and in the urns. We did what we could to keep the altar beautiful. If you have flowers in your garden we would be happy to use them in the altar.

We enjoy what we do and love sharing it with you.

Respectfully submitted,

Caryl Donovan , Jill Monsarrat , Mary Pramberger , Pamela Hall, and Audrey Antonich

### *Music Ministry 2021 Annual Report (Worship Commission)*

*“...how can I keep from singing?”* – American folksong; Robert Lowry

2021 presented many challenges, yet we were able to find ways to continue to sing our praises to God. For the better part of the year pre-recorded selections (hymns, service music, & anthems) were played during Sunday services. In late spring the full Adult Choir was able to rehearse and record some hymns. Live music was introduced in the summer and continued as often as possible, including congregational singing (while masked).

Beginning at the end of October the Adult Choir started rehearsing and singing anthems in-person. Many thanks for their dedication, including (approx.) 250 years of combined participation in the choir.

Some of the highlights of the year:

- Lenten Wednesday Series that included two services of Compline & Organ Meditation, and a Celtic Vespers on St. Patrick’s Day.
- African-American music featured during Lent.
- Pre-recorded music for Sunday services, including voices of choir members, and using various local organs.
- Advent Lessons & Carols on Advent I with pre-recorded selections.
- Christmas Eve services with harpist at 4 p.m., and Adult Choir at 8 p.m.
- Two new members joined the Adult Choir in the fall.
- Music storage gained two donated file cabinets, completing an update of the library.

Respectfully submitted,

*Jim Barry*

Minister of Music

### *Lay Delegates 2021 Annual Report*

The 237th annual convention of the Episcopal Church in Connecticut took place on Saturday, October 23<sup>rd</sup> via Zoom. The Reverend Denise Cabana and St. James’ lay delegates, Caryl Donovan and Becky Lee were in attendance as we gathered virtually at Christ Church Cathedral in Hartford. Highlights included the worship service, the annual Bishop’s Address, beautiful music and liturgical dance offerings and a tour of the wonderful new space at the Cathedral. Joyfully,

two Intentional Episcopal Communities were approved by convention. Legislatively, we voted and approved 7 resolutions. This was Bishop Douglas' last time to lead us in convention as the Diocese prepares to elect a new Bishop Diocesan in the upcoming year.

Portions of the 2021 Convention can be viewed on YouTube by entering "ecct convention 2021" into the search bar. Of particular interest might be a video tour of the redeveloped space at Christ Church Cathedral. Caryl and I thank you for the opportunity to serve as St. James' lay delegates. Our thoughts and prayers are with St. James' newly elected delegates as they begin this exciting ministry.

Becky Lee, Caryl Donovan

### *Stewardship 2021 Annual Report*

This was a challenging year for stewardship at St. James'. For the second stewardship cycle we were alternately worshiping in person and/or using digital media depending on the Covid positivity rate in Glastonbury.

This year's successful Annual Campaign was based on the National Church's materials and theme of "*Every Perfect Gift*" which highlighted all the ways in which we have been blessed by God and how that inspires us to give back to our neighbors, our church, and the world. Although we ended up with fewer giving units this year than last, we increased the amount raised and 90 percent of parishioners who pledged, increased their gifts to the church. We appreciate all those whose generous gifts will enable the church to continue its mission and ministry in the coming year. Special thanks go to our Committee members: Denise Cabana, Don Hamer, Valerie Huestis, and Gail Lebert for their insightful thoughts, comments and diligence with follow-up calling. All are welcome to join us in this ministry.

Respectfully submitted,  
Jeannette L. Brown

### *Treasurer's 2021 Annual Report*

The 2021 budget year again presented a new set of challenges as we weathered a second year significantly impacted by COVID. The 2021 budget contained a decrease in the level of pledge offerings from 2020 pledge levels and budgeted expenses exceeded traditional revenue sources by \$34,000. Fortunately, St James qualified for a \$34,300 SBA PPP Loan in 2020 and the funds were added to the budget and were available for use in the General Fund at the start of 2021 to cover any budgeted shortfall from traditional sources. Due to the pandemic, the physical church was unavailable for use for portions of the year, although, similar to 2020, the expenses of maintaining the property continued. We continued to develop ways to improve operating in these challenging times and financially survived a very trying year. Fortunately, St James received excellent financial support from Parishioners during the latter half of the year and with actual expenses somewhat lower than expected we are in a better position heading into 2022. Turning to 2022, increases in pledges and a reduction in budgeted expenses allows presentation of a budget with a small deficit that can be covered for the upcoming 2022 using a portion of the remaining funds from the SBA PPP Loan Program.

#### **2020 Highlights:**

- Withdrawals from the Joining Jesus Campaign for 2021 were used to fund the cost of the Christian Ed Director, to pay for costs of supply clergy during Denise's Sabbatical and to cover re-opening expenses.

- Despite a decline from 92 pledge units for 2021 to 78 pledge units for 2022, the Every Member Canvas resulted in 2022 pledges of \$232,400.
- Withdrawal of \$10,100 from the endowment in 2021.
- St James borrowed \$100,000 from the Diocese at an attractive rate of 3.5% to be paid over 60 months, which was designed at the time to cover estimated costs of a ventilation project.
- St James received a PPP Loan from the SBA of \$34,100 in 2020 that was forgiven in 2021 and was used to fund expenses in 2021 with the remaining funds in the General Fund.
- 2020 Parochial Report and independent audit submitted to the Diocese as required.

### ***The Year in Review - 2021:***

The established 2021 operating expense budget totaled \$313,800 (up from \$309,800 in 2020). Traditional operating revenues budgeted were \$279,500 with the use of the SBA PPP Loan funds in Other Operating Income leading to a balanced budget. Budgeted revenues comprised:

- Pledge Offerings: \$207,300 (\$211,500 received as of December 31, 2021)
- Other Offerings: \$14,000 (\$22,300 received as of December 31, 2021)
- Holiday Offerings: \$6,100 (\$4,000 received as of December 31, 2021)
- Other Operating Income: \$42,000 (\$30,000 parking rental, \$1,000 facility use donations and \$9,700 fundraisers) (\$40,700 received as of December 31, 2021)
- Permanent Endowment: \$10,100 (Full amount drawn)

St. James ended 2020 with approximately \$6,200 remaining in the General Fund. Parish members provided great support with actual receipts exceeding budget in a number of revenue categories in 2021 including: (1) \$4,200 in actual pledge offerings above the original amount planned in the budget; (2) other offerings \$8,300 higher than the budgeted amount; and (3) receipt of 2020 pledges of \$5,100 in 2021. The majority of the budgeted operating expenses (91% of expenses for 2021) consisted of employee expenses, \$198,100, facilities, \$55,400, and the Diocesan pledge, \$31,400. Total operating expenses budgeted in 2021 were \$313,800 and St James ended 2021 by actually expending approximately \$303,200. Fortunately, expenses for 2021 were under budget by \$10,600 due to the combination of a mild winter, some reduced office expenses and a reduction in certain programs, which were the keys to savings. As a result, actual operating expenses for 2021 of \$303,200 exceeded actual traditional revenue sources of \$294,900 leading to a deficit of \$8,300. Most importantly, we continued to have the SBA PPP proceeds of \$34,300 to fall back on and we were able to cover the deficit with those funds. Thus, the General Fund ended the year at \$34,300.

St. James received \$63,200 of Joining Jesus income this year and spent a total of \$48,300 of the funds. Expenditures were for Christian Education Director payroll of \$19,100, re-opening expenses of \$19,800, supply priest costs during Denise's sabbatical of \$7,200 and \$2,200 of Diocesan loan interest. After receipts and expenditures, the balance within the Joining Jesus Fund was \$92,000 at 12/31/2021. To date, Joining Jesus pledge payments of \$281,700 or 61% of the remaining original \$461,000 of pledges, which amounts include Camp Washington contributions, have been received with the remaining balance of pledges to be received totaling \$179,300 as of 12/31/2021.

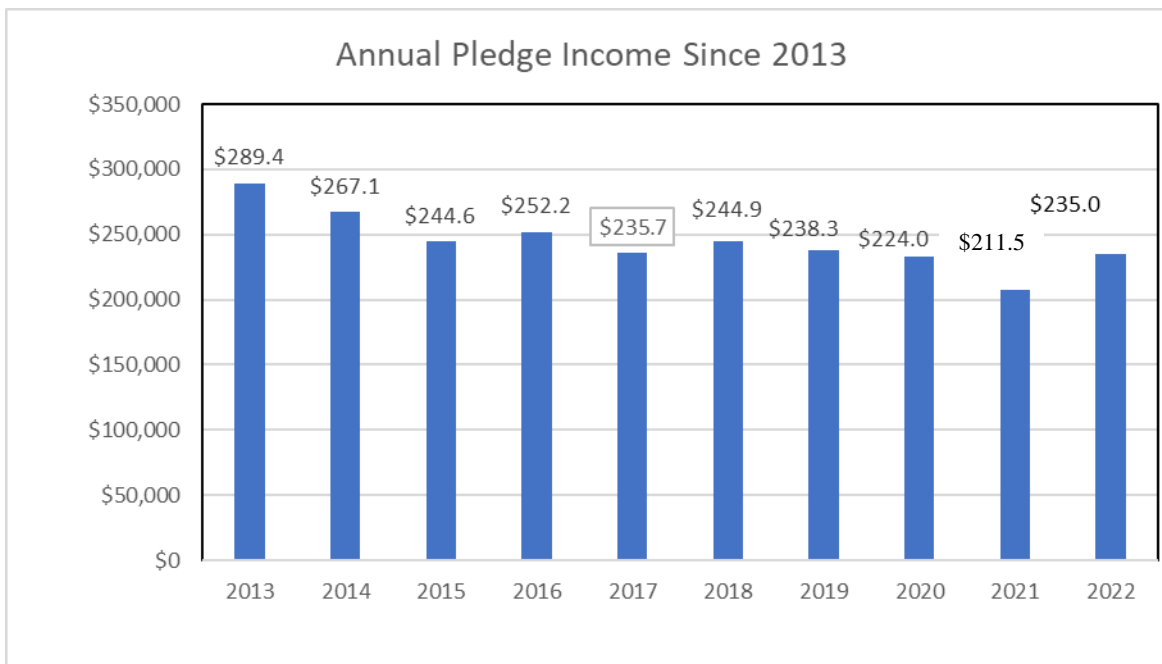
### **The Year Ahead – 2022:**

St. James will have operating budget income of \$299,500 for 2022. Budgeted income will be funded with forecasted offerings of \$232,400 from pledges and \$18,100 of estimated income from plate and holiday offerings. Additional revenue of \$32,000 is forecast to be generated from donations for facilities use, mostly from the Whole Foods parking agreement, \$30,000. The budget will continue to



count on fundraiser income of \$5,000. Additionally, we are planning to take \$12,000 from the endowment to cover expenses in 2021. The General Endowment balance was \$303,000 as of 12/31/2021. A \$12,000 withdrawal would be in line with the Diocesan guideline of 4% of the general endowment. As a result, our total operating budget income for 2022 will be \$299,500 a decrease of \$14,300 when compared to the budget of \$313,800 in 2020.

Pledged offerings budgeted for 2022 of \$235,000 are 11.1% more than the amount budgeted for 2021.



On the expense side, the budget reflects a half year with a full time rector and a half year with a part time rector. Expenses reflect raises for personnel and other expense items were adjusted based upon the experience in 2021 and anticipation for how the church will operate in 2022. Outreach of \$4,000 was continued in expenses for 2022. Total budgeted expenses for 2022 are \$302,600, a 3.5% decrease from budgeted expenses of \$313,800 for 2021.

In summary, St. James has a deficit of \$3,100 in the budget for 2022. The forgiveness of the PPP Loan in effect provided a surplus that allowed the Parish to cover expenses in 2021 and will support operations in 2022. The deficit will be funded using a portion of the remaining PPP funds in the General Fund. Pledges for 2022 are above the amount included as pledge income in the 2021 budget.

I extend many thanks to Rick Edwards and the Finance Committee of Denise Cabana, Pat Goodrich, Don Gardner, Joyce Reynolds and Debbie O'Donnell for all of the extra time spent in 2021 and their important contributions and insight throughout the year. I also appreciate the efforts of Joyce Reynolds, our Assistant Treasurer. In particular, I want to thank Jeanne Kowalsky for everything that she contributed during her tenure at St. James' in keeping our finances in good order. She has been a real pleasure to work with and we wish her all the best in her future endeavors.

Respectfully submitted,  
 Robert Dugger,  
 Treasurer

General Fund (Attachment pages 1-4)  
 Balance Sheet (Attachment pages 1-2)  
 Operating Budget 2022 (Attachment pages 1-2)