

# ANNUAL PARISH REPORT 2022

ST. PETER'S EPISCOPAL CHURCH

18001 Detroit Avenue

Lakewood, Oh 44107

(216) 226-1772

(216) 226-0354 FAX



## VESTRY & OFFICERS

Dan Gourash\*, Senior Warden; Joanne Hull, Junior Warden;  
Ron Stach, Clerk; Dan Lammers, Treasurer;  
Tucker Handley,\* Sarah Taylor\*, Amanda Chambers,\*  
Steve Bickerton, George Filko, Jan Madigan, Anne Marie Foti,  
Ryan Vogelgesang, Martha Taylor, Alex Pongracz\*  
(\*term ending)



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18001 Detroit Avenue  
Lakewood, Ohio 44107  
Church Office Phone: 216-226-1772  
Church Fax: 216-226-0354

### **SUNDAY SERVICES**

8:00 am Holy Eucharist  
10:00 am Holy Eucharist  
11:15 am Coffee Hour  
11:15 am Virtual Coffee Hour, on ZOOM  
2<sup>nd</sup> Sunday of the Month

### **SUNDAY ON-LINE SERVICES**

10:00 am St. Peter's YouTube Page

### **BIBLE STUDY**

Friday, 8:00 am – Bible Study at Joe's Deli

### **E-MAIL ADDRESSES**

[office@stpeterslakewood.org](mailto:office@stpeterslakewood.org)

[finance@stpeterslakewood.org](mailto:finance@stpeterslakewood.org)

### **WEBSITE**

[www.stpeterslakewood.org](http://www.stpeterslakewood.org)

# Parish Statistics 2021

## Congregation

Households	204
Church Members, All	396

## Sacramental Rites and Other Services

### Celebration of Holy Communion

Sundays / Saturdays      67 in-person and online: May 9 – Dec. 31  
17 online only January 1 – May 2  
*(10:00 services are online and available on St. Peter's You Tube Page)*

Weekdays                      6

Private Services              19

Baptisms                      1                      Confirmations      0

Marriages                    0                      Burials                      8

Transferred In / Newcomers      7

Transferred Out                      12

# The 2021 Leadership of Saint Peter's Episcopal Church

## THE VESTRY

<b>Class of 2021</b>	Sarah Taylor, Tucker Handley, Dan Gourash, Amanda Chambers, Alex Pongracz
<b>Class of 2022</b>	Steve Bickerton, George Filko, Jan Madigan, Ron Stach
<b>Class of 2023</b>	Anne Marie Foti, Martha Taylor Ryan Vogelgesang, Joanne Hull

## THE PARISH LEADERSHIP

<b>Administration &amp; Finance:</b>	Dan Lammers
<b>Stewardship:</b>	Jeff Tennant, Fred Purdy, Pat Wielinski, Anne Marie Foti, Susan Jensen, Mark Lekan, Jan Madigan
<b>Parish Life:</b>	Lorna Jordan, Amanda Chambers
<b>Outreach &amp; Servant Ministry:</b>	Martha Taylor, Anne Marie Foti, Jan Madigan
<b>Community Meal:</b>	Jan Babbit, Lesley Demagall
<b>Saint Peter's Foundation:</b>	Susan Jensen

## THE STAFF

<b>Parish Administrator:</b>	Leslie Hannan
<b>Parish Accountant:</b>	Donna Felleisen
<b>Sexton:</b>	Barrett (Tom) Newman
<b>Interim Rector:</b>	The Rev. Sally Goodall
<b>Bishop of Ohio:</b>	The Rt. Rev. Mark Hollingsworth

**Agenda**  
**St. Peter's Episcopal Church**  
**112<sup>th</sup> Annual Meeting**  
**Sunday, January 23, 2022**

Call to Order, after 9:30 a.m. Church Service – Livestream will continue after Service

Waiving of Article, I, Section 5 (relative to Livestream participation)

Approval of 2021 Minutes—Ron Stach

Report of the Nominating Committee – Amanda Chambers

Motion/Second to Approve Slate of Nominees

Presentations:

Treasurer – Dan Lammers  
2021 Year-end  
2022 Budget

St. Peter's Foundation – Mike Bickerton

Senior Warden Report – Dan Gourash

Rector Search Committee – Sara Ferry

Reports: All filed by title in Annual Meeting Booklet

Questions/discussion -participants via Livestream can text questions to Dan Gourash at 440-570-1612

Adjournment

**St. Peter's Episcopal Church**  
Lakewood, Ohio  
**Minutes of the 111<sup>th</sup> Annual Meeting**  
**Sunday, January 24, 2021**

*Parish:* Various members of the church were present via Zoom or telephone  
*Clergy:* The Rev. John Keller, Liturgical and Pastoral Officer  
*Vestry:* Jeff Tennant, Sr. Warden, Dan Gourash, Jr. Warden, Dan Lammers, Treasure, Tucker Handley, Clerk, Dennis Driscoll, Linda Purdy, Sarah Taylor, Amanda Chambers, Stephen Bickerton, George Filko, Jan Madigan, Ron Stach  
*Staff:* Leslie Hannan, Tom Newman, Michael Miller, Michelle Killin-Keith

**Call to Order and Prayer:**

The 111<sup>th</sup> Annual Meeting of St. Peter's Episcopal Church, Lakewood, Ohio was called to order at 10:45 am. The Rev. John Keller, opened the Meeting with a prayer. In the absence of a Rector, Senior Warden Jeff Tennant presided over the Meeting. Dan Gourash, Dan Lammers, Sarah Taylor, Dennis Driscoll and Dennis McCready were appointed as Tellers. Because of the Covid-19 Pandemic, the Meeting was held virtually via Zoom and telephone. Rock the House AV Company presided technical support. Jeff Tennant explained the procedures to be followed using the Zoom and telephonic formats. He also explained the procedures to be followed for voting via Survey Monkey and via telephone.

**Resolution to Waive Article I Section 5 of the Code of Regulations:**

A Resolution was introduced by Jeff Tennant to waive the requirement in Article I Section 5 of the Code of Regulations that the Meeting be held "at the parish." Stephen Bickerton moved approval of the Resolution which was seconded by Naomi Opdycke. The Resolution passed by unanimous vote.

**Approval of Minutes of 110<sup>th</sup> Annual Meeting:**

On Motion by Cathe Step and seconded by Fred Purdy, the minutes of the 110<sup>th</sup> Annual Meeting were approved.

**Report of the Nominating Committee:**

Jeff Tennant presented the nominees for Vestry: Elizabeth Crosby, Peter Fahrenkopf, Anne Marie Foti, Joanne Montagner Hull, Fred Purdy, Martha Taylor, Deb Csikos-Vandrasik, Ryan Vogelsang, Betsy Yingling, and Alexander Pongracz (Youth Representative).

Voting was held via Survey Monkey and telephone ballot. The results were tabulated and verified by the Tellers. Anne Marie Foti, Joanne Montagner Hull, Martha Taylor, Ryan Vogelsang, and Alexander Pongracz (Youth Representative) were elected to the Vestry with terms ending at the Annual Meeting, 2024.

Jeff Tennant thanked the outgoing members of the Vestry for their service. Jeff Tennant, Linda Purdy, Dan Lammers, and Dennis Driscoll.

**Treasurers Report:**

Dan Lammers presented the Treasurers Report. He indicated a surplus of \$141, 371 for the end of 2020. The unprecedented surplus was due largely to the continued generosity of the Parish Community, reduced spending due the Covid-19 Pandemic, and the PPP Loan from the federal government. Forgiveness for the PPP Loan has been filed but not yet approved. Mr. Lammers also presented a surplus budget for 2021 which he described as conservative.



**St. Peter's Foundation:**

Susan Jensen, President, presented the report of the St. Peter's Foundation. She provided a brief history of the Foundation recognizing the foresight of the parishioners who started it in 1966 to provide funding for special projects, programs, and large, unexpected church expenses. She reported that in 2020 the Foundation made a \$6900 pledge to the church and is carrying a \$148,490 loan to the church that was used to complete the building project. That loan has a 10-year term and the church is current on its payments. Foundation assets grew from \$1,267,816 as of 12/31/2019 to \$1,352,388 as of 12/31/2020 thanks to strong investment performance. She reminded parishioners to consider a Planned Gift to support the Foundation for generations to come.

**Building Campaign Concluding Report:**

Mike Bickerton and Dan Lammers provided the concluding report of the Building Campaign. Mr. Bickerton reported that the 2015 Capital Campaign officially ended on June 30, 2020 with all but approximately \$26k of the almost \$3 million in pledges received. He described the Campaign as tremendously successful. The funds were used to pay a pledge of \$340k to the Diocese to support building of Bellwether Farm and to pay for the construction of the new church building. Special thanks were extended to Fred Purdy, Doug Hoffman, and the Building and Grounds Committee for bringing the building project to completion within budget. Dan Lammers congratulated Mr. Bickerton for his exact forecasting for the project as it ended just as Mr. Bickerton had forecast back in 2015.

**Senior Warden Report:**

Jeff Tennant noted his report was printed in the Annual Meeting booklet. He also thanked the Parish for the opportunity to serve on Vestry and as Sr. Warden. Recognizing that service to others is a core value of our faith, he thanked all who served the Parish this past year. He pledged to support the work of the Vestry going forward as it enters this period of transition.

**Other Reports:**

All reports from St. Peter's ministries, groups, and committees were contained in the Annual Meeting booklet which was distributed to church members.

**Questions/Discussion:**

The floor was opened for questions or further discussion. Ken Taylor asked for a report regarding the status of the search for an Interim Rector. Jeff Tennant reported that he and Dan Gourash were in contact with Percy Grant from the Diocese regarding the search for an Interim Director. They communicate weekly regarding efforts to recruit an Interim Rector. At this time, he anticipates that an Interim Rector is not likely to be in place in the next 90 days due largely to the small number of potential candidates in Ohio and the unwillingness of others outside of Ohio to move during the Covid-19 Pandemic. The Vestry has entered a Memorandum of Understanding with Rev. John Keller to serve as Liturgical and Pastoral Officer while the search continues, and he has services planned for the next few months. Naomi Opdycke thanked and congratulated Jeff Tennant and the Vestry for their excellent service this past year.

**Adjournment:**

There being no further business, the meeting was adjourned at 11:45 am.

Respectfully submitted,

Daniel F. Gourash, Jr. Warden (substituting for Tucker Handley, Clerk)

# Nominating Committee Report

*The Nominating Committee is pleased to offer these names for consideration and election to the Vestry for a three-year term. The Youth Representative is a one-year term.*

## ELIZABETH CROSBY



Elizabeth Crosby joined St. Peters in 1984 when she moved to Lakewood. Raised at St. Paul's Episcopal Church in Akron, she found St. Peters offered that extraordinary combination of "Program Church" activities with a smaller, intimate congregation. She and her husband Bill were married at St. Peters in 1988. Their children, Madeleine and Will were raised here and actively participated in youth programs, served as acolytes and sang in the youth choir. Now Liz can be seen "dragging" her grandson Riley to services! He can't wait to be an acolyte!

Liz serves as Verger, lector and chalice. She volunteers in the church school and has served on Vestry. Liz is a lawyer with Buckley King, practicing in the areas of labor and employment law and workers' compensation. She enthusiastically looks forward to serving the St. Peter's community as a member of the Vestry and in any other capacity that she is called to by the Holy Spirit.

## DAN LAMMERS



I was married at St. Peter's and have been a member for 42years. My wife, Sally & I have 2 adult children, Danny & Kelly Dillon, and 2 grandchildren. I am currently the church treasurer & foundation treasurer & have held these positions for over 10 years.

I have been enjoying retirement for the past 3 years and I am excited to be a part of all the changes taking place next year.

## JOHN NEUMANN



My wife Pat and I have been members of St. Peters since 1983. We were married at the church in 1984, which seems like a really long time ago (37 years ago this year if you're keeping track which I better be!!!). But the time, as we all know, flies by. It's hard to imagine that we've been part of this parish for that long. I remember countless Christmas Eve services chasing my kids across the pew trying to keep them from disrupting the service. What we failed to realize is that everyone else's kids were doing the same thing but it seemed like ours were the only perpetrators!

I grew up in Cleveland Heights and we were active members of St. Paul's East Cleveland. That parish is no longer in existence and my folks moved to St. Paul's on the Heights. They were there until my Mom passed in 2001 and then my Dad subsequently moved west to be closer to my brother and me and our respective families. He eventually became a member of St. Peters and passed in 2019.

As previously mentioned, Pat and I were married in 1984 and have three children: Lauren, Jeff and Kevin. Pat is a Lakewood Ranger and 'Dragged me across the river'. Best decision I ever made! We now have a daughter-in-law and a son-in-law and a wonderful grandson, Weston, who is rapidly approaching one year. Lauren and Colton live in North Olmsted (Weston's parents.....lucky us. We see him weekly and are very blessed.) Kevin and Maura, married in 2021, live in Columbus. And Jeff lives at home with us.

I graduated from Miami University in 1980 with a degree in Finance and received my MBA from Cleveland State in 1990. I have worked in banking for over 30 years managing Commercial Business and their banking needs.

I've thoroughly enjoyed St. Peters and the wonderful people we've met over the years. Although we've periodically changed Pastors during my 38 years, the Parish has remained consistent and welcoming. As we embark on the task of finding a new Pastor, the consistency of the Parrish and its leadership become ever more important. I am honored that you have considered me for this position and would welcome the opportunity to serve this congregation

## **BETSY YINGLING**



Raised in the Roman Catholic faith, I was received in the Episcopal church in my mid-20's, at the tiny St. Peter's church in Freehold, New Jersey. When John and I moved to Rocky River in 1990, we joined St. Peter's Lakewood, and I began singing in the choir. John was confirmed here at St. Peter's, and both our kids were baptized here, attended St. Peter's Child Care, and participated in youth group. I have previously served on Vestry once (early on in Keith's tenure), and I have been on the board of St. Peter's Child Care for too many years to remember. I am a retired civil engineer, and love sailing, biking, skiing, and pretty much any outdoor activity.

## **LILIA STANTON**



Lilia Stanton, age 16, is a junior at Magnificat High School. Lilia and her family joined the St. Peter's community in December 2019. You can find her at the 10am service on Sunday sitting alongside her parents, Matt and Maureen, and siblings, an older brother, Connor, and a younger sister, Maeve. Lilia is a member of the Magnificat varsity rowing team and enjoys painting, reading, and skateboarding. She is a lifeguard at Lakewood Pool and plans to study aerospace engineering in college.

Respectfully submitted,  
Amanda Chambers, Convener

## Interim Rector's Report

What a year! I did not begin as Interim until July, but I feel as if I have been part of St. Peter's for more than six months. Thank you all for making me feel welcomed and for helping me find my way around everything you do as a parish. Some of you, I think I know quite well now, but unfortunately, others I have not yet met, though you may have seen me by virtue of our Sunday morning online services. If I have not had the opportunity to speak to you or meet with you yet, please drop me a line, send an email or text message or call me. I would love to hear from you and I would be happy to visit as soon as COVID resolves a little.

Of course, this has been an unusual year, where many of the activities that you love to be part of were just not possible, and those that were possible were not like they used to be. In a year of transition of course we expect some changes, opportunities to try doing things differently, but 2021 took "doing things differently" to another level. I am so grateful to you all for sticking with it.

My time with you started with a very small congregation, and no choir. We were so excited to have the choir back, but then we lost two well-loved staff members, Michael Miller and Michelle Killin Keith. This was an additional setback for programming, but things on the COVID front seemed to be looking up, so we were confident. Then we had the Delta surge, COVID numbers went up, and the weather got cold so we could not even continue the outdoor events for families and children. Just as we were thinking, maybe we can consider loosening some of the COVID restrictions, Omicron hit leading to the interesting situation at Christmas of having an "unpageant"!

Christmas Eve was certainly different, but as a congregation, you rallied to the cause, and sang with gusto as, thanks to Tren Cheshier with his French Horn who bravely provided the musical accompaniment singlehandedly, we did have music for the 4 o'clock service! After a last-minute change in organist, the valiant choir led us at 10 pm. Though it was not the Christmas we expected, and though many were unable to be with us in person because of the high incidence of COVID at that time, Christmas did come.

I hope that however you spent Christmas this year, the season brought you some Peace and Joy. I was particularly heartened by the note I received from one of the families who thanked me for a Christmas that was "unique" (That, it certainly was!) and "true to the real reason we worship at Christmas". The moment that was true for me came as I walked along the lakefront at Lakewood Park at around 8.30pm on Christmas Eve. I would be interested in hearing how God communicated the true meaning of Christmas to you this year.

One of the things our time with COVID has given us in these past two years, is a greater appreciation of the blessings of togetherness. It has also given us the opportunity to be creative, such as our on-line story telling thanks to Lesley Demagall and Kelly Dillon, and Martha Taylor's wonderful instruction videos for "make it yourself at home" nativity scenes.

I am going to leave it to our faithful treasurer to talk about the financials, except to say "thank you" to the Generosity Team and all whose faithfulness enabled us to keep the lights on and our ministries going during these days of not knowing what was going to happen next. I know our programming has been not at all like previous years, but a lot of the behind-the-scenes work continues and 2022 has to be easier, surely?!

We all have a tendency during a transition time to sit back and wait for the new rector to arrive on the scene. However, this is a time when our Wardens and Vestry have an even more important role than usual. I am so grateful to everyone on Vestry, especially Dan Gourash, Senior Warden, Joanne Hull, Junior Warden, our Clerk, Ron Stach and Treasurer, Dan Lammers. I give special thanks to outgoing Vestry members, Amanda Chambers, Dan Gourash, Tucker Handley and Sarah Taylor.

Thank you also to the members of the Search Committee who have a busy year ahead and will need our prayers and support. Thank you also to everyone who worked on keeping Sunday services going, Chancel Guild, Acolytes, Ushers, Bellringers, Lectors, and of course, Videographers who made it possible to keep many of you with us on Sundays. Thank you also to our staff, Leslie, Donna and Tom.

In a time of transition and especially when there is the added and unprecedented challenge of a pandemic, there is a tendency to sit back and wait until things get back to the way they were. But that is not the way things usually work. We will not go back to what it was like before, but that is not to say that it will not be good. It may just be a little different. And it is in our power to make it better. Having been forced to be apart for so long has given us a greater appreciation of the importance of staying in touch with each other. We now know how much we love actually being IN church. We now know how important the choir is to us. Maybe, as we get through this latest COVID challenge, this is the time for some of you who have not sung in a choir for a while, or maybe never, to take that step and come along to a choir practice and see how that feels. We really need you! So let me know if you feel called to take that step and we can talk about it.

We have realized how much we enjoy getting together for meals, or even just to give each other a hug. I hope that as we move into 2022, we will be able to resume some of these important get-togethers.

And don't forget spiritual life. I am trying to offer ways to deepen our appreciation of how God is always working in our lives. Maybe you are free to come to a small mid-week service or join an online opportunity for Bible Study and spiritual growth. Perhaps you have not done that in the past, but God may be calling you to open a little space in your busy work week to refresh and rejuvenate between our Sunday Services. Let me know if any of you young people are interested in a Confirmation class.

2021 was particularly challenging for our children and youth. Fortunately, right at the end of the year those five and older were at last eligible for vaccination and we were hoping we would have children back in church at last, but that is when Omicron hit.

We are going forward with hiring a new staff member for children and youth programming, but we do not have to wait until we have that person in place. I know families were interested in coming back to church before Christmas. That return has been delayed because of COVID, but we look forward to resuming Sunday School. Initially we are just planning a once-a-month get-together as we move out of the COVID challenge. We will need to gather again a group of adults who are interested in teaching or assisting with the regular Sunday School programming. One person cannot do that alone.

Remember, too, that the life of the Church does not stop inside these four walls. Thank you to the faithful people who kept the Community Meal going through these difficult months, and organized collections of socks for those in need this winter. What other needs are there in our community? Who are the people we may not be aware of? Where is God calling us into new ministries, new perspectives, new relationships as a parish?

My job is to help you discover the new life into which you are being called. It may be more difficult to find that and enter into new ministries now. Perhaps we are being called to look a little deeper to see how we can make this congregation work in new ways. I know that you are strong, and faithful and resilient, and I know that God is with us as we move into 2022.

In the lectionary for today we read, "Go your way, eat the fat and drink sweet wine and send portions of them to those for whom nothing is prepared, for this day is holy to our Lord; and do not be grieved, for the joy of the Lord is your strength." That is hope!

So, whatever your 2021 was like, remember that you are deeply loved. St. Peter's will work and pray together to make 2022 a year of renewed trust in God's work in us and in the world. "For the joy of the Lord is your strength"

Let us find Joy in all we do together.

Thank you and Blessings to you all

The Rev. Sally Goodall  
Interim Rector

# Senior Warden's Report

**Transition**, noun: a change or shift from one state, subject, place, etc. to another.

**Transitory**, adjective: of brief duration; temporary

At the last Annual Meeting, held virtually via Zoom, Jeff Tenant, our Senior Warden, recognized the challenge St. Peter's would face in the **transition** from life with Keith Owen as our Rector to whatever would come next. He invited us all to pray and provide service to others as we faced that challenge. He failed to recognize; however, just how many other transitions St. Peter's would face this past year. Gratefully, through prayer and service, St. Peter's has met those challenges and continues to thrive.

When faced with the challenges of Covid that kept us apart, the Vestry created a new Livestream ministry so that we could worship remotely every Sunday. Virtual coffee hours kept us connected. When faced with the challenge of returning to worship, the Vestry studied the statistics, evaluated emerging recommended best practices, and developed our own policies and practices to come together safely for Sunday Service. And when we did, we regaled the altar with flowers and celebrated being together again with song.

We were fortunate to have John Keller as our interim Liturgical and Pastoral Officer who led our Services, engaged us with thoughtful sermons, and met all our pastoral needs. Joyfully, we then welcomed Sally Goodall as our Interim Rector who has nurtured our spiritual development, led us in worship, and prepared the way as we journey toward the calling of a new Rector.

Then we faced the challenge of departures of Michael Miller, our long-tenured Music Director, and Michelle Killen-Keith, our tireless Youth Director. The Vestry acted quickly to appoint new committees to address the challenges of continuing our music program and youth activities. After a few humbling bumps in the road, we now have in place an arrangement with David Wagner as our interim supply organist who will work with our choir on regular basis and keep our music program thriving as the new Vestry looks for a permanent Music Director. The Vestry also has in place arrangements to continue youth programming at least monthly.

The Vestry also kept a steady watch over the finances which resulted in a healthy annual surplus and allowed St. Peter's to pay down substantially the loan from the Foundation for the new building. Thank you all for your generous support and your trust in the leadership to take good care of our finances.

There are so many people to thank for the continued health of St. Peter's. Our clergy have worked tirelessly to continue our worship in some very difficult times. Our staff, Leslie, Tom, and Donna do a remarkable job and I am grateful for them putting up with my attendance at their weekly meetings. The Vestry has worked tirelessly and through collegial and thoughtful deliberation met the many challenges it faced. Please take a moment to thank the members of the Vestry when you get a chance. Our volunteers continue to adapt to our changing circumstances and meet all the needs of the parish in new and creative ways.

This Community of St. Peter's is a loving, giving, and accepting place that we all must cherish and work hard to preserve. It has been my honor and privilege to have served this year as Senior Warden, and I thank you for the patience, support, and advice you have given me this past year.

My parting prayer for St. Peter's, as we move into this new year, is that this period of transition is truly "**transitory**" – temporary, and of only brief duration. May God be with us as we continue our journey and commitment to the Community of St. Peter's Episcopal Church.

Respectfully submitted,  
Dan Gourash, Senior Warden

# Treasurer's Report

Unfortunately, 2021 was another year where we could not gather together as we would like. Thankfully, due to your generosity in 2021 we will be financially sound through 2022 despite pledges decreasing by \$58,000. The church loan to the foundation went from \$149,590 to \$40,000 thanks to donors and the foundation forgiving \$31,690 of debt because of our advanced payments. The Vestry did approve a balanced budget for 2022, however if a full time Rector is hired during the year we will end up with a deficit. The church is in sound financial condition, and as we approach 2023 the parish has always stepped up to meet any challenge spiritually and financially.

It is a pleasure to be able to serve this wonderful parish and am looking forward to an exciting 2022.

Respectfully submitted,  
Dan Lammers, Treasurer

## Statement of Activities

### Profit & Loss Budget Performance: 2021 and Projected Budget: 2022

	Actual		2021	2022
	Jan - Dec 21	Annual Budget	Annual Budget	
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · OPERATING REVENUE</b>				
<b>41000 · Parishioner Regular Support</b>	523,749	525,000	457,000	
<b>41050 · Parishioner Other Support</b>	32,016	24,000	30,000	
<b>41100 · Prior Year Pledge Payments</b>	3,180			
<b>41400 · Special Occasions Plate/Gifts</b>	7,049	10,000	10,000	
<b>41500 · Miscellaneous</b>	4,980			
<b>41625 · Child Care Occupancy Fee</b>	18,000	18,000	18,000	
<b>41870 · Operating Gifts/Grants/Bequests</b>	2,580			
<b>40000 · OPERATING REVENUE - Other</b>	0	5,000		
<b>Total 40000 · OPERATING REVENUE</b>	591,554	577,000	520,000	
<b>Total Income</b>	591,554	577,000	520,000	
<b>Expense</b>				
<b>50000 · PERSONNEL EXPENSE</b>				
<b>50100 · Rector</b>				
<b>5011 · Rector Health &amp; Dental</b>	2,430	18,000	4,800	
<b>5012 · Rector Pension</b>	4,680	12,750	10,440	
<b>5013 · Supply Clergy Expenses</b>	11,237	8,000	1,500	
<b>5101 · Rector Salary &amp; Housing Exp</b>	26,100	67,500	57,500	
<b>5103 · Rector Professional Expense</b>	921	4,500	1,800	
<b>Total 50100 · Rector</b>	45,368	110,750	76,040	

<b>50300 - Parish Administrator</b>			
5031 - Administrator Pension	3,911	3,912	4,141
5032 - Administrator Hospitalization	26,916	24,300	25,400
<b>5033 - Administrator Other Expenses</b>			
5034 - Administrator Prof Expense	675	500	500
5035 - Disability Insurance - Hannan	383	700	384
5105 - Administrator Salary	43,452	43,452	46,015
<b>Total 50300 - Parish Administrator</b>	<b>75,337</b>	<b>72,864</b>	<b>76,440</b>
<b>50400 - Sexton</b>			
5041 - Sexton Pension	2,718	3,591	3,700
5042 - Sexton Hospitalization	8,206	8,364	22,000
5045 - Disability Insurance - Newman	342	636	342
5108 - Sexton Salary	38,825	38,825	41,115
5403 - Sexton Mileage	1,200	1,200	1,200
<b>Total 50400 - Sexton</b>	<b>51,291</b>	<b>52,616</b>	<b>68,357</b>
<b>50500 - Parish Accountant</b>			
5051 - Parish Accountant Benefits	2,627	2,627	2,782
5055 - Disability Insurance - Felleisen	141	240	142
5107 - Parish Accountant Salary	29,192	29,192	30,914
<b>Total 50500 - Parish Accountant</b>	<b>31,960</b>	<b>32,059</b>	<b>33,838</b>
<b>50600 - Music Director</b>			
5062 - Music Director Other Expenses	0	100	200
5063 - Music Director Pension	2,847	3,415	
5065 - Disability Insurance	141	336	
5109 - Music Director Salary	31,634	37,960	18,500
<b>Total 50600 - Music Director</b>	<b>34,622</b>	<b>41,811</b>	<b>18,700</b>
<b>50800 - Children &amp; Youth Minister</b>			
5081 - Children/Youth Min-Benefits	1,575	2,052	1,620
5082 - Children/Youth Min-Other Exp	39		
5085 - Disability Ins -	85	204	
5118 - Children/Youth Minister Salary	17,503	22,754	18,000
<b>Total 50800 - Children &amp; Youth Minister</b>	<b>19,202</b>	<b>25,010</b>	<b>19,620</b>
<b>50900 - Other Personnel Costs</b>			
5091 - Vacation Substitutes	918		
5092 - Summer-Groundskeeper	2,370	3,200	
5111 - Nursery Workers	956	800	1,500
5314 - Staff Continuing Education	6		
<b>Total 50900 - Other Personnel Costs</b>	<b>4,250</b>	<b>4,000</b>	<b>1,500</b>
<b>50950 - Statutory Benefits</b>			
5113 - Employer's FICA Taxes	11,615	13,400	10,000
5114 - Workers' Compensation Ins	949	1,100	1,000
<b>Total 50950 - Statutory Benefits</b>	<b>12,564</b>	<b>14,500</b>	<b>11,000</b>
<b>Total 50000 - PERSONNEL EXPENSE</b>	<b>274,594</b>	<b>353,610</b>	<b>305,495</b>



<b>51100 - OUTREACH</b>			
51110 - Grants from Operating	3,600	3,600	3,600
<b>Total 51100 - OUTREACH</b>	<b>3,600</b>	<b>3,600</b>	<b>3,600</b>
<b>51200 - ANGLICAN FRIENDS &amp; PARTNERS</b>			
5501 - Diocese Assessment	63,201	79,000	65,000
<b>Total 51200 - ANGLICAN FRIENDS &amp; PARTNERS</b>	<b>63,201</b>	<b>79,000</b>	<b>65,000</b>
<b>52000 - ADMINISTRATION &amp; STEWARDSHIP</b>			
5201 - Postage	3,965	4,300	5,000
5202 - Office Supplies	1,377	2,000	2,000
5203 - Equipment Leases & Maintenance	0	1,080	
5204 - Printing	1,070	2,000	3,000
5205 - Stewardship Materials	636	2,400	2,000
5206 - Miscellaneous Admin Expense	1,152	2,400	2,400
5207 - Toner and Ink for Copier & Fax	1,514	1,300	1,800
5208 - Audit & Accounting Expense	3,201	3,000	3,100
5209 - Telephone & Computer Services	17,574	6,100	10,990
5210 - PAYPAL Expense	730		
<b>Total 52000 - ADMINISTRATION &amp; STEWARDSHIP</b>	<b>31,219</b>	<b>24,580</b>	<b>30,290</b>
<b>54000 - MAINTENANCE &amp; PROPERTY EXPENSE</b>			
5404 - Maintenance & Repair	13,836	8,000	10,000
5406 - Building & Grounds Supplies	3,992	4,000	4,000
5407 - Window Cleaning	500	500	500
5410 - Snow Removal & Equipment	4,000	5,500	2,000
5411 - Utilities	37,160	39,000	38,500
5413 - Insurance Expense	15,570	14,186	12,000
5415 - Contract Services	12,739	10,500	12,580
5416 - Other Bldg./Grounds Expenses	1,001	5,000	1,400
5417 - Fire Alarm Monitoring	1,384	750	750
<b>Total 54000 - MAINTENANCE &amp; PROPERTY EXPENSE</b>	<b>90,182</b>	<b>87,436</b>	<b>81,730</b>
5304 - Youth Group Ministry	46	3,500	1,500
5316 - Sunday School (Rocks & Pebbles)	184	1,500	1,500
5317 - Other Children/Youth Expenses	4,183	1,500	1,500
<b>Total 54500 - CHILDREN &amp; YOUTH</b>	<b>4,413</b>	<b>6,500</b>	<b>4,500</b>
<b>54600 - MUSIC &amp; ARTS</b>			
5302 - Music Expenses	425	500	
5303 - Choral Scholars	3,150	7,000	14,400
5308 - Other Music/Arts Expenses	3,955	1,500	1,500
<b>Total 54600 - MUSIC &amp; ARTS</b>	<b>7,530</b>	<b>9,000</b>	<b>15,900</b>

<b>54700 · OTHER PROGRAM EXPENSE</b>			
5305 · Worship Expenses	1,717	1,500	1,000
5306 · Adult Spiritual Life	25	1,000	1,000
5307 · Fellowship	498	1,200	1,000
5309 · Congregational Development	139	500	1,000
5311 · Rector's Search Committee Exp	1,466	200	7,500
<b>Total 54700 · OTHER PROGRAM EXPENSE</b>	<b>3,845</b>	<b>4,400</b>	<b>11,500</b>
<b>Total Expense</b>	<b>478,584</b>	<b>568,126</b>	<b>518,015</b>
<b>Net Ordinary Income</b>	<b>112,970</b>	<b>8,874</b>	<b>1,985</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
<b>42000 · NON-OPERATING REVENUE</b>			
41800 · Community Meals Gifts/Grants	145		
41900 · Designated Offerings	580		
41910 · Outreach Plate Offerings	4,420		
42001 · Rector's Discretionary Fund	6,250		
42600 · Non-Cash Foundation Support	36,540		
42800 · Gain/Loss-Church Investment Acc	10,813		
42900 · Other Non-Operating Revenue	8,290		
<b>Total 42000 · NON-OPERATING REVENUE</b>	<b>67,038</b>		
<b>45000 · CAPITAL CAMPAIGN REVENUE</b>			
42400 · Capital Campaign Contributions	32,991		
<b>Total 45000 · CAPITAL CAMPAIGN REVENUE</b>	<b>32,991</b>		
<b>Total Other Income</b>	<b>100,029</b>		
<b>Other Expense</b>			
<b>90000 · NON-OPERATING EXPENSE</b>			
5315 · Reimbursed Expenses	51		
5425 · Depreciation Expense	9,183		
5503 · Community Meals Program Expense	145		
5507 · Outreach Plate Offerings	4,230		
5510 · Other Non-Ops Expenses	8,265		
5515 · Rector's Discretionary Offering	6,110		
5520 · SABBATICAL EXPENSE	39,120		
5525 · Designated Offerings Expense	7,677		
<b>Total 90000 · NON-OPERATING EXPENSE</b>	<b>74,781</b>		
<b>Total Other Expense</b>	<b>74,781</b>		
<b>Net Other Income</b>	<b>25,248</b>		
<b>Net Income</b>	<b>138,218</b>	<b>8,874</b>	

# Statement of Financial Position

## as of December 31, 2021

	<u>Dec 31,</u> <u>21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
11100 · CASH - FIRST FEDERAL Checking	165,263
11350 · FIRST FEDERAL Capital Campaign	4,561
11500 · Petty Cash	100
11600 · FIDELITY-Church Investment Acct	<u>270,813</u>
<b>Total Checking/Savings</b>	<u>440,737</u>
<b>Total Current Assets</b>	440,737
<b>Fixed Assets</b>	
15000 · Roof Replacement Project 2008	281,928
15200 · Building Capital Campaign Impro	3,784,797
15250 · Building-Facade Work 2008	90,518
15400 · Accumulated Depreciation	<u>-562,712</u>
<b>Total Fixed Assets</b>	<u>3,594,531</u>
<b>TOTAL ASSETS</b>	<u><u>4,035,268</u></u>
 <b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
21000 · Restricted Accounts	
<b>22000 · In/Out Designated Funds</b>	
25500 · Community Meal Fund	2,415
25600 · Epiphany Proj/Share the Blessing	1,775
25900 · Mission Trip	<u>221</u>
<b>Total 22000 · In/Out Designated Funds</b>	4,411
23000 · Donor Restricted Accounts	
24200 · Memorial Flowers	3,230
24500 · GARTH Reserves	1,400
25200 · Music @ St. Peter's	<u>17,387</u>
<b>Total 23000 · Donor Restricted Accounts</b>	22,017

<b>24000 · Church's Restricted Accounts</b>	
<b>24700 · Mntc/Office/Columb</b>	
Reserves	28,813
<b>25100 · Fellowship Committee</b>	145
<b>25300 · Vestry Decision Fund</b>	1,157
<b>25400 · Outreach Decision Fund</b>	19,055
<b>26150 · 2022 Prepaid Pledge</b>	69,260
<b>26300 · St Peter's Youth</b>	15,418
<b>26400 · St. Cecilia's Guild</b>	1,010
<b>26500 · Altar Guild Fund</b>	1,574
<b>26665 · Rector's Discretionary Fund</b>	<u>10,889</u>
<b>Total 24000 · Church's Restricted</b>	
<b>Accounts</b>	147,321
<b>21000 · Restricted Accounts - Other</b>	<u>0</u>
<b>Total 21000 · Restricted Accounts</b>	173,749
<b>24110 · Health Insurance Payable</b>	-33
<b>24120 · Pension Payable</b>	<u>47</u>
<b>Total Other Current Liabilities</b>	<u>173,763</u>
<b>Total Current Liabilities</b>	173,763
<b>Long Term Liabilities</b>	
<b>29000 · Loan from Foundation</b>	<u>40,000</u>
<b>Total Long Term Liabilities</b>	<u>40,000</u>
<b>Total Liabilities</b>	213,763
<b>Equity</b>	
<b>39000 · Net Assets</b>	3,683,287
<b>Net Income</b>	<u>138,218</u>
<b>Total Equity</b>	<u>3,821,505</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,035,268</u></u>

## St. Peter's Foundation

The St. Peter's Foundation was established in 1966 by parishioners to provide funding for special projects, programs, and large, unexpected church expenses.

The St. Peter's Foundation is managed by a Board of Supervisors, comprised of 10 members who meet 6 times per year. Each Supervisor is appointed by the St. Peter's Vestry and serves a five-year term. The 2021 Board Members are: Kelly Dillon, Mary Coe, Brad Vandrasik, Harold Babbit, Nat Pendleton, Mike Bickerton, Doug Hoffman, Pete Wheeler, John Opdycke, Susan Murnane and Susan Jensen serves as The Foundation President, Mary Coe serves as Secretary, Dan Lammers serves as Treasurer. The Vestry has appointed Tucker Handley to join the St Peter's Foundation for 2022 and Mike Bickerton has agreed to serve another five-year term. Susan Jensen's five-year term ends December 31, 2021.

In 2021 The Foundation provided The Church \$6,900 as a pledge. In addition, The St. Peter's Foundation gifted The Church \$10,000 to pay for new office computers. The St. Peter's Foundation is carrying a \$40,000 loan from The Church, these funds were used to complete The Church building project. This loan balance will be paid back over the next four years. The St. Peter's Foundation approved a Vestry request to accelerate the payment of the loan in exchange for some forgiveness of the loan balance.

Foundation Balances:

Total Asset Balance as of 12/31/2020	\$1,351,584
<b>Income in 2021:</b>	
Investment Return	\$ 140,491
Memorials/Bequests/Donations	\$ 1,065
Columbarium Sales	\$ 5,225
<b>Expenses in 2021:</b>	
St. Peter's Pledge	\$ (5,000)
Gift to St. Peter's for office computers	\$ (10,000)
Loan repayment forgiveness	\$ (31,540)
Investment Advisor Fee	\$ (4,000)
Misc. Expense (audit, bank)	\$ (1,325)
Total Assets of 12/31/21	\$1,446,500

The Foundation benefited from a strong investment performance in 2021, however The Foundation's primary support comes through financial gifts from parishioners. Such gifts allow The Foundation to continue to support The Church, today, tomorrow and for generations to come. Please consider a gift to the St. Peter's Foundation in your estate planning. If you have any questions about providing a planned gift to the St. Peter's Foundation, please contact Dan Lammers, or any member of the Board of Supervisors.

Respectfully submitted,  
Susan Jensen, President

## Children and Youth Ministry

### Children, Youth, and Family Ministries Purpose Statement

The purpose of St. Peter's Christian Formation Program is to enable children of all ages to discover and know the biblical story of God and God's people within the context of the beliefs and practices of the Episcopal Church. One goal of this ministry is to help each participant find guidance and meaning in their own lives, both alone and in the community, and come to know themselves and others as children of God.

The Children, Youth and Family Ministry has suffered greatly during this past year. For the first nine months, Michelle Killin Keith fought valiantly to keep the program going with no children in the building. Each week she mailed either through snail mail or via email lessons and projects to each of our children's homes so they could be included in the weekly Sunday services. Michelle also strived to have numerous outdoor activities that families could attend and still feel safe while they kept to their pods and social distanced.

In September, Michelle announced that she would be leaving St. Peter's and moving on to a full-time position with Habitat for Humanity. While this is a huge blow to St. Peter's, it is an awesome opportunity for Michelle, and we wish her well.

With the departure of Michelle, a Children and Youth Ministry Committee was established by the Vestry and they planned several events including Advent Storytime which was placed on the St. Peter's YouTube page as well as Mrs. Taylor's Advent Nativity Scene. Additionally, a true, drop-in pageant was planned, but this did not happen due to COVID, the children did not come to church on Christmas Eve as the variants were rampant. So, the drop-in pageant unfortunately did not come to fruition. Hopefully, as more children and youth become vaccinated, families will be more willing to return to church and we will be able to have a more robust program for our children, youth and families.

## Music Ministry

The Music Ministry has been through an unprecedented time during this pandemic. While we have had music during our worship, we did not have a choir until September. In September 2021 the choir met for the first time in almost eighteen months, only to learn that Michael Miller, our organist and music director of twelve years, had submitted his resignation to conclude his tenure at the end of October.

We all know that change is inevitable, and while people are resistant to change, it will happen. Michael Miller has been telling us for years that while he has had a faithful following of twelve or so strong choir members, he sees changes on the horizon. In his annual report from last year, he stated:

“I know that St. Peter’s will continue to thrive even as we begin a search for the next rector, and as we anticipate the lessening of the medical emergency here and around the world. We still don’t know the timetable for resuming anything that is normal, but it will happen, and there is hope that will soon bring us better times all around. However, that will not change our need as a parish community to recruit and engage more volunteers for this most unusual ministry. It is a music ministry that cannot survive without people who will participate and offer the musical gifts they possess. It needs new and, honestly, younger voices and players of instruments. There have been people who have accepted this challenge for generations and kept music as a nourishing component of parish life and worship. We don’t have to wait until we are physically together again to encourage and pray for and volunteer. Let’s make renewal and regrowth for the music program at St. Peter’s a priority this year. Encourage. Pray. Volunteer. That’s how it happens.”

With Michael’s resignation, and the aging and dwindling choir numbers, the time for that discussion is now. Music has always had an important role in St. Peter’s worship; perhaps it’s time to discuss potential changes and perhaps it’s time for careful reimagining of the parish music program. This might include a different type of choir, or including a different type of music, or handbells, or children, or anything under the sun. There is a wide-open canvas when you re-imagine a program and while change is scary, now is the time for the discussion to begin.

## Parish Life

Many different ministries at St. Peter's fall under Parish Life. They include everything from intergenerational events to bringing the congregation together for fellowship and fun including coffee hour, picnics, and breakfasts.

One of the first steps in the life of a new member at St. Peter's is “Explore and Connect” which includes a luncheon to introduce newcomers to the clergy, staff and lay leaders of the parish. Newcomers are offered the opportunity to be introduced to the congregation with a short liturgy during the 8 am or 10 am service. Many members of the Vestry and staff came to greet the newcomers’ lunch. We held our first Explore and Connect in September. We had four people attend. It was a great way to celebrate the re-start of the series. A huge thanks to Lorna Jordan for putting the series back on track.

Due to the Coronavirus Pandemic, most St. Peter’s Parish Life events were suspended for 2021. However, we were able to continue with a virtual Sunday Coffee Hour on the second Sunday of the month hosted by Kathy Woolner via ZOOM. This will continue throughout 2022. And we hosted in person, socially distanced Coffee Hour on the plaza and in the Narthex, hosted by Amanda Chambers after the 10:00 service. We are truly thankful to Kathy and Amanda for spearheading the coffee hour services

Ministry to the church shut-ins during 2021 was a vital link for these important parishioners. They receive the Forward Day by Day booklets four times a year along with cards throughout year. They are visited by the Clergy.

# Report on 2021 Convention of the Diocese of Ohio

## The 205 Convention of the Episcopal Diocese of Ohio November 12 & 13, 2021

While this Convention was originally intended to be in-person, due to the recent significant increase of infected-with-COVID19- persons as well as too many passing away from it, this Convention shifted to a virtual format via Zoom.

Friday evening, 11/12, was primarily focused on the Report from the Committee for Racial Justice & Diocesan Council, with the Bishop's address focusing on the need to have anti-racism efforts and core values.

Saturday's activities included numerous elections for leadership positions and amendments to the Constitution of our Diocese, and our Canons. The follow are the results of those elections.

### Leadership Positions

Diocesan Trustee –	Robert Brown, St Paul's, Cleveland Heights
Standing Committee --	Clergy Rev. Debra Bennett, Our Savior, Akron
	Lay 1 Dianne Audrick Smith, St. Andrew's, Cleveland
Diocesan Council --	Clergy 1 Rev. Sally Goodall, St. Peter's Lakewood
	2 Rev. Matt Walgreen, St Paul's Fremont
	3 Rev. David Radzik, St. Thomas Berea
	4 Rev. Brian Bechtel, St. John's Cuyahoga Falls
	Lay 1 Nancy Geiger, Church of the Epiphany, Euclid
	2 Jeff Tenant, St. Peter's
Episcopal Community Services Development Council	Clergy 1 Rev. Bryan Gillooly, Diocese of Ohio
	Lay 1 Tucker Handley, St. Peter's Lakewood
	2 Lindsay Graves, Christ Church, Oberlin
	3 Lois Jackson, St. Andrew's, Cleveland
	4 Becky Everett, St. Christopher's by the River
Regional Disciplinary Board	Clergy 1 Rev. Lisa Tucker-Gray, Trinity Toledo

### Amendments to the Constitution & Canons

First Proposed Amendment to require the loss of lay vote at the Convention if all required Parochial Reports, assessments and payments to the Pension Fund, as well as their audit submitted. Rejected.

Technical Proposed Amendment regarding vacancies arising during the recess of Convention among foregoing offices, except Trustees of the Diocese, so long as Alternate Deputies are elected and available. Passed.

First Proposed Amendment of the Canons regarded parishes in arrears on their required assessments shall retain a seat and voice, but forfeit their lay representation vote. But, in case of national, state or local emergency, the Bishop has the authority to suspend, reduce or postpone this. Passed.

Second Proposed Amendment of the Canons regarded the Convention electing clerical and lay deputies and alternate deputies to the General Convention Provincial Synod, to the Diocesan Disciplinary Board. Passed.

Technical Proposed Amended of the Canons regarding depositing all funds in a banking institution in a manner selected by the Treasurer and approved by the Finance Committee. Passed.

Rev. Bryan Gillooly presented the Report on Committee Resolutions. The included Resolutions were - on Clergy Compensation, to Adopt Gender-Expansive Pronouns, declare St. Andrew's Akron to be extinct, to approve a memorial for submission to the 80<sup>th</sup> General Convention regarding racial injustice and reconciliation, and of courtesy. All were passed.

The 2022 Diocesan budget was approved.

There were 17 Resolutions relating to: providing funding for several initiatives, along with various resolutions to promote racial equity several ways, such as requiring action in response to the TEC's Racial Audit findings, to adopt the Emmett Till Antilynching Act, by honoring the efforts of those who have stood up for racial justice in the past and releasing our support of prior persons who supported racial discord, by encouraging the use of gifts of Sacred Ground Curriculum, by promoting the music in our worship such as Life Every Voice & Sing, working for fairness in health and voting fairness, and the inclusion of Juneteenth in the Lesser Feasts & Fasts Calendar.

Respectfully submitted,  
Joanne Montagner-Hull, Delegate

## **St. Cecilia's Guild**

After a nearly two-year hiatus, St. Cecilia Guild met for a Christmas luncheon in the St. Peter's chapel in December. In keeping with the Covid protocols, box lunches were served and everyone wore masks when not eating. Traditionally the Guild has had monthly meetings at various museums, churches, concerts or other outings. At this time, however the Guild will have periodic lunches at the church while the pandemic continues. Members are anxious just to get together and catch up with one another. All are welcome to join St. Cecilia's Guild whenever they meet for all activities.

Respectfully submitted,  
Lorna Jordan

## **Outreach and Servant Ministries**

### **Outreach Partners of the Month & Outreach Decision Fund**

For 15 years, St. Peter's has engaged in the practice of regular giving through Outreach Partner of the Month. We learn about, pray for and donate to organizations that are sponsored by a parishioner each month. Each calendar year we maintain our relationship with several partners (The Bishop's Annual Appeal, Community Meal, Episcopal Relief and Development, and Lakewood Community Service Center) while building new awareness with others. Loose plate money collected each month is donated to the focus partner.

Like many parts of our life, Covid has adversely touched our outreach routine. With a decline in the number of parishioners feeling safe to attend weekly services and the inability to safely pass the alms basin, contributions were not collected as they had been in the past. In fact, January through September saw no outreach giving in 2021 by means of the offertory plate. The Vestry decided that was unacceptable. So, in October, Outreach Partner of the Month was restarted by placing alms basins safely at the back of the church. We began with a focus on Habitat for Humanity as our tribute to Michelle Killen-Keith's long ministry with us. November's focus was on our own Community Meal, and December giving went to Episcopal Relief and Development. With Covid still affecting our attendance, money collected was far less than in past years. Consequently, Vestry decided to augment the monthly amount with funds available in the outreach decision fund of our budget. Each of these three organizations joyfully received \$1500.

In 2022, please pray for the wonderful partners we have chosen to highlight and give generously. Cash or checks will always be welcome either in the plates at the back of the church or through the office.

Thank you for your generous hearts!



## 2021 Summary

### Donations to Outreach in 2021 via the Loose Plate Offerings

January	\$470	Outreach Decision Fund
February	\$115	Outreach Decision Fund
March	\$110	Outreach Decision Fund
April	\$105	Outreach Decision Fund
May	\$185	Outreach Decision Fund
June	\$115	Outreach Decision Fund
July	\$205	Outreach Decision Fund
August	\$305	Outreach Decision Fund
September	\$238	Outreach Decision Fund
October	\$573	Habitat for Humanity
November	\$574	St. Peter's Community Meal
December	\$1,425	Episcopal Relief & Development

**Total Outreach \$4,420**

### **Outreach Decision Fund:**

**Beginning Balance at 01/01/2021 = \$17,744.66**

#### DONATIONS:

January	\$470
February	\$115
March	\$110
April	\$105
May	\$185
June	\$115
July	\$205
August	\$305
September	\$238

**Total donations: \$1,848**

#### EXPENSE:

November	\$927, Habitat for Humanity
December	\$75, Episcopal Relief & Development

**Total expense: \$1,002**

**Ending Balance at 12/31/2021 = \$18,590.66**

Respectfully submitted,  
Martha Taylor

# Community Meal

For the first seven months of 2021, we continued the pandemic protocol of two, sometimes three, cooks preparing the entrees at home, bakers delivering wrapped single servings of dessert to the church, and a small distribution crew packing and handing out meals at the parking lot entrance. With vaccinated volunteers and child care leaving the Undercroft, we returned to cook at church in August. The crews are still small, the menus and service truncated, but we are grateful for the camaraderie. Returning to in-service dining and the festive second Tuesday meals of the past remains our goal, however remote it might seem. In December, we resurrected the tradition of Christmas gifts of cookies, clothing and toiletries through the generosity of the parish and creative packaging of loving, faithful volunteers. Each bag also contained a pack of Christmas cards so the recipient could share good wishes with others.

We averaged 44 diners per meal, with an uptick in the last three months of the year. The number of diners has been a moving target and occasionally we ran out of entrees, so have set up emergency bags of shelf stable items. Our cost reductions for producing fewer meals continue to be offset by expenses for take-out supplies and some prepackaged portions of the meals. We are grateful that Community Meal was designated as Outreach Partner of the month in November. We are also grateful for Leslie Hannan and Tom Newman's taking over the procurement responsibilities for another year.

Community Meal has adapted to the "new normal" of the pandemic in order to serve those in need of a hearty meal, and will continue until we can once again dine as a community.

Beginning balance:	\$4711.44
Offerings:	\$ 999.00
Expenses - food and supplies	(\$2721.42)
Ending balance:	\$2989.42

Respectfully submitted,  
Lesley Demagall and Jan Babbit

## Flower Delivery Volunteers

Every Sunday of the year, with the exception of Palm Sunday, Easter and Christmas, two members of St. Peter's parish each receive one of the lovely floral arrangements that adorned our altar that day. Faithful, devoted volunteers of the Flower Delivery Team deliver these flowers to parish members. We believe that this timely connection between those who are worshipping in church on Sundays and those who are unable to attend services, is indeed an important part of the pastoral ministry at St. Peter's.

However, due to the Coronavirus Pandemic, this year, all flower delivery was halted. We hope to resume this service in the fall.

Everyone receiving the altar flowers has been touched to be remembered, either for their birthday or anniversary, for their illness, or just to be remembered by the caring people of St. Peters. Without these volunteers, we could not fulfill our mission and complete this ministry. Thanks to all the members, past and present for a job well done.

Individuals or couples may serve on the Flower Delivery Team. We are in need of more volunteers. Anyone interested in joining us in this rewarding ministry to our own church family is welcome. Please call the office for more information.

## **Eucharistic Visitor Ministry**

Eucharistic Visitors are licensed by the Bishop, upon the recommendation and approval of the Rector, to take the sacrament to the ill and infirm after celebrations on Sundays or major feast days. This ministry supports the work of the priests and deacons of the church. Due to the Coronavirus Pandemic, the Eucharistic Visitor Ministry was placed on hiatus. We look forward to the return of our Eucharistic Visitors.

## **Buildings & Grounds**

During 2021, all the exterior windows were cleaned by a local professional cleaning company. They did a wonderful job at a very reasonable rate.

Parishioner Dave Mitzo was engaged for groundskeeping and landscaping work around the building. Most folks agree that the grounds are looking great.

The hanging pots from the Grand Re-Opening were hung around the railing of the front ramp and where they remained throughout the fall. Thanks to Tom's efforts, they survived throughout the spring, summer and fall. They looked awesome.

The fall cleanup day was a little chilly but a few brave souls got quite a bit done. Thanks to Neil and Joyce Green, Dennis Driscoll, and Tom Newman for keeping the yard spruced up and ready for winter.

Tom has completed several indoor projects including rebuilding the wall from the Garth drainage in the Undercroft storage room and building a finance "cubby" hole for our records.

## **Administration & Finance Ministry**

The Administration and Finance Ministry responsibilities include:

- To provide ongoing detailed support to the Vestry in its financial management oversight of the church and its operations.
- To provide policy and procedural support to ensure that all of the administrative and financial related processes of St. Peter's have been thoughtfully developed for adequate internal controls, efficiency and effectiveness.
- To provide annual administrative and technical support in the matters of risk management, including property and casualty insurance and directors and officers insurance, as well as employee benefit oversight, including hospitalization and other related issues for applicable lay staff.
- To provide annual administrative and technical support in the matter relating to the development of an annual budget.
- To provide administrative and technical support in the matters of ensuring personnel and human resource management have been legally and properly handled
- To assist the Rector, as well as office and accounting staff, on matters that support the parish and its operations.
- To provide fiscal and administrative continuity during periods of Rector and Vestry officer transition, to ensure continued fiscal integrity, adequate management and sound decision-making.

During the second year of pandemic, the office continued to function. In addition to the office's current normal work load such as preparing the Sunday leaflets, entering donations, writing checks, balancing the books, preparing monthly statements, answering the phones and emails, the office oversaw the purchase and installation of new computers and upgrades on the security of the computers, data, and the physical office space.

The office has continued throughout the pandemic to maintain its status in providing support to the clergy and other staff as well as the Vestry and St. Peter's parishioners throughout this difficult time. We look forward to continuing our role through this transition.

## The Generosity Team (Stewardship Committee)



Your 2021-2022 Generosity Team members were Jeff Tennant (Chair), Susan Jensen, Fred Purdy, Anne Marie Foti, Pat Wielinski, Mark Lekan and Jan Madigen. Like so many ministries, we struggled to gain the attention of our fellow parishioners during COVID. Our creative Spring Basil Planting and Recipe Share program could not overcome the lack of in-person community.

The Fall pledge event **“Harvesting Our Future Together”** focused on St. Peter's journey of preparing our hearts and minds to search for our new rector by examining five topics that helped us with our journey:

- 1) It's about Communication – “What is important to you at St. Peter's?”
- 2) It's about Involvement – “What are you willing to do?”
- 3) It's about renewing our commitment to each other, to our Church, and to God – “We are All in This Together!”
- 4) It's about strengthening our community – “How can we help each other?”
- 5) It's about Appreciation – “Love, Gratitude and Generosity in all ways!”

To honor social distancing while anticipating the possible discontinuing of services due to a spike in COVID, fellow parishioners videotaped their messages which were uploaded to YouTube for all to view. Special thanks to Anne Marie Foti who acted as our videographer and digital editor, Pat Wielinski for being Post Master General and the entire Team for their commitment to our spiritual mission of Christ's generosity.

2022 was a challenging pledge environment with 16 households not renewing their pledge and 24% of pledges decreased.

	2022			2021	
Campaign Goal	541,000			541,000	
Pledged to date	476,772	88%		542,444	100%
Number of pledges SAME	57	45%		33	24%
Number of pledges INCREASED	32	25%	↑ \$13,252	74	54%
Number of pledges DECREASED	30	24%	↓ \$45,878	22	16%
Number of NEW	0	0%		8	6%
Pledges to date	131	100%		137	100%
Pledges not renewed	16			31	

**Rotation of Leadership** – It is with mixed emotions that I am now at the end of my 3-Year term as Chairperson of the Generosity Team. What is so special about this ministry is the personal development one goes through when exploring God’s gifts and witnessing the generosity of our church family. The Generosity Team has unanimously elected Susan Jensen as our Chairperson.

**An Invitation to Experience God’s Love** – Our stewardship ministry is a year-round ministry and welcomes all who want to join us. We have grown to 7 people and we would love to welcome more to our Team. Please reach out to anyone on the Team or Leslie in the church office.

Submitted in Gratitude on behalf of the Generosity Team,  
 Jeff Tennant, Chair

## Chancel Guild

The Chancel Guild of St. Peter’s Episcopal Church is a group 22 or so parishioners working in 3 teams preparing the sanctuary for worship services of all kinds. We clean the sanctuary, oratory, and chapel, polish silver and brass, wash and press linens, hangings and vestments, count wafers and measure wine for the Eucharist, fill candles with oil, place flowers, healing oil, service leaflets, collection plates out for 2 services each Sunday as well as all holy holidays, funerals, baptisms and weddings and clean it up and store it for the next service.

2021 started similarly to 2020 where we were not hosting in person worship until May. Several volunteers from the guild offered to come clean and set up the service elements on her or his own time for our supply priest to use for the streamed service each week. When we excitedly returned to the sanctuary in person May 9, guild members came together masked and vaccinated ready to work. We continued with a sign-up volunteer roster through the summer. I reinstated the team-based schedule for the guild in September to attempt some normalcy. Many emails communicating support and acceptance followed as well as a few members coming to a decision to step away from service. With the support of the guild, I created 3 teams from our usual 4, placing members on teams based on what service they usually attend. We still work in two week increments and work together across teams for holidays. As the pandemic still lingers it’s best to keep our ranks nimble and our masks up.

It is with great support and lasting thanks we bid farewell to a few members like the retiring Mary Fitz, Samantha Fitz, and Kate McHale. We happily welcome Liz Crosby to our ranks. We are grateful for all members acceptance to new team rosters and responsibilities and fully support and respect those that cannot join us at this time. We also thank Tom Newman, Leslie Hannan and Donna Felleisen for their assistance and guidance with our duties. Many thanks to Reverend Sally Goodall for her support and leadership in her role as interim rector. From the start Sally asked the guild to work together with all the parishioners taking part in the Eucharist to listen and understand each other. Sally asked our guild to reflect on our commitments to serve with a pre-advent retreat bringing new life and meaning to our roles.

As 2022 begins I look forward to another great year of guiding the finest group of devoted volunteers in the Chancel Guild. I pray for deeper understanding of our commitments and community, positive support and communication throughout the parish and sincere appreciation of all our gifts and service.

Respectfully submitted,  
Catherine Step, Directress

## **Acolyte Service, Lectors and Eucharistic Ministers**

A huge and grateful ‘thank you’ to all who serve in this very visible ministry. You are a valued part of Sunday worship and this congregation. Perhaps this year, more than any other, your services have been utilized more than anyone can realize.

With in-person services resumed, it has often times been a struggle to find willing participants to serve. We thank each and every one of our acolytes, lectors and eucharistic ministers. We look forward to the end of this pandemic when we can resume our regular schedules and not say, due to the Coronavirus Pandemic, this portion of our worship has been curtailed.

## **Ushers**

The ushers are an integral part of each St. Peter’s service. During normal times, the ushers pass out service leaflets, assist with seating when needed, and take up the collection and direct traffic to communion. Two-person crews, scheduled on a rotation basis, serve the 8:00 a.m. service. Six crews of ushers for the 10:00 a.m. service which serve for a month every six months. It is the goal of the head ushers to have each team consist of 8 people; new volunteers are needed, please call the office if you are interested in serving. There is also a “free-agent” pool of ushers, for those who need flexibility.

During the Coronavirus Pandemic, our ushers were tasked with seeing that parishioners were masked and sanitized, sat six feet apart, and promptly left the building. However, once in-person worship was restricted, no ushers were needed. We look forward to the time when we have ushers at every door, greeting every parishioner coming into the building, handing them a service leaflet, and saying, “good morning, welcome to St. Peter’s!”

We would like to thank everyone who has participated as an usher in the past year, regardless how short the season. Your help has been greatly appreciated. For those who would like to help, once we resume services, call the office. The duties are simple, easily mastered, and **very important!**

# Communication

The Communication Ministry's goals are to maintain open sharing of information, keep the parish informed of Vestry decisions and directions, support connectedness and community within the parish, and create an inviting presence to those outside the parish.

We continue to strive to meet these goals. While the *NET*, the monthly newsletter, was curtailed in March 2020 due to the pandemic, the *What's Happening*, the weekly bulletin, became far more important and more visible. It ran weekly on Mailchimp, an electronic format and has become the most recognizable source of printed information. St. Peter's plans to continue to use Mailchimp for the foreseeable future. If your email changes, please notify the office. And, we are very pleased to announce that publication of the *Fisherman's NET*, was re-started in November 2021!

The parish website, [www.stpeterslakewood.org](http://www.stpeterslakewood.org), is also available for viewing the weekly What's Happening and the Fisherman's NET as well as the weekly readings. The website also has additional information about St. Peter's, its ministries, and how to get involved with the church.

St. Peter's also has a Facebook site; join us and become a friend of St. Peter's!

The Communication Ministry is constantly striving to keep parishioners informed. It is especially crucial during this time of transition to keep all lines of communication open. If you have questions or concerns, please contact the office or a member of the Vestry. Also, if you have a change of address, phone number, or email, please let the office know as soon as possible.

*Due to the Coronavirus Pandemic, and the limited number of in-person attendance at the Annual Meeting, the St. Peter's Church has included St. Peter's Child Care Center's Annual Report into its Annual Report. The Child Care Center is St. Peter's largest outreach ministry and a separately incorporated entity.*

## ST. PETER'S CHILD CARE CENTER INC

Lakewood, Ohio

### ANNUAL REPORT 2021

St. Peter's Child Care Center is a non-profit child care center that was established in 1983, after operating for decades as a part-time nursery. The Center was separately incorporated from St. Peter's Episcopal Church on January 1, 2009 as St. Peter's Child Care Center Inc, but it remains the church's oldest and largest outreach ministry.

**UNIVERSAL PREKINDERGARTEN (UPK):** We received a new UPK contract for August 2021-July 2024 after applying for UPK Next contract in the beginning of 2021. This Contract provides us services and funds to support our 3-5-year-old population, their families, and our staff that educate and care for these children. We are members of the National Network of Partnership Schools (NNPS) which supports all levels of education in creating action plans for family involvement and community connection. During 2021, we submitted a "promising practice" event that took place at the Center and it has been included in their nationally published book. We were also awarded the "Partnership School Award" for 2021. We have formed an action team consisting of administration, staff, board members, community leaders, cohorts, and parents to assist with annual events, create new ones, connect with the community, share resources and be mindfully father-friendly.

**FIVE STAR RATING:** For the fifteenth year the Center's STAR rating was renewed through Step Up to Quality, Ohio's voluntary quality rating system. The 5-Star system was created to enrich and promote quality in early childhood programs and create cohesion to elementary education. Participating programs earn a one to five-star rating by meeting an extensive list of practices and standards that exceed licensing requirements and earn extra points in a variety of categories including Family and Community partnerships. Maintaining this level of quality requires a significant amount of work by staff and the administration, requiring higher education and continued staff training, lower staff: child ratios, and developmentally appropriate curriculum. Programs are only eligible for a Star Rating if they have not had any serious risk licensing non-compliances within the past 12 months. If this program were to have a serious risk non-compliance, our rating would be either suspended or removed based on the non-compliance. Our School Age Child Care (SACC) Program at Horace Mann Elementary has maintained a FIVE STAR rating through Step Up to Quality for the past 10 years.

**OPERATIONS:** Courtney Nerad, celebrated her 19<sup>th</sup> year at the Center in December. She continues to serve as the Executive Director for the Center and Schoolage Program. During 2021, Brittaney Berkheimer, stepped into the role of Summer Camp Coordinator and became the Site Administrator for the SACC Program when we reopened the Program in August. As of year-end, our Center classrooms will remain full through 2023. Our SACC Program was reopened in August after being closed for a year due to the pandemic. Space remains available for enrollment in this Program.

2021 was a year of concern for the health and safety of our families, children and staff. However, we remained opened with minimal illness until December when we did experience some cases of COVID within our classrooms. Our classrooms remained full for the entire year and our core staff have remained the same. Several staff celebrated their 1yr anniversary with St. Peter's, while others celebrated their 3-, 4-, 5-, 7-, 19- and 20-year anniversaries! We are looking for a few new members to add to our incredible and dedicated team. An atmosphere of trust, comfort and stability is created when staff remains constant and quality additions are made, which helps us to retain our families and market to new ones.

In June, we held a small graduation ceremony for the children in our Kindergarten class before these children joined the Summer Camp Program. Our Summer Camp was completely filled for the summer despite our SACC Program closure.

In an effort to remain competitive and current in the child care market Courtney attends monthly Early Childhood Professional (ECP) meetings where with the Lakewood Directors are invited to meet for collaboration and comparison. We often discuss trends within our Centers and where spaces may be available for new enrollment of children.

Center and family events are coordinated for each month of the year. The Center maintains a monthly newsletter and an informational website, to which families can be directed through the Church website.

**FINANCES:** The Center was able to secure a forgivable loan through the Paycheck Protection Program again this year and received some funding through the CARES Act. The UPK funds helped to aid in balancing some of the costs associated with the PPE we needed throughout the year, our UPK staff salaries and health insurance premiums for our UPK staff. These funds are also used to cover the costs for our Family Engagement events, enhancement activities, training and professional development for UPK staff, and most of the new equipment on our outdoor playground space.



The Center continues to participate in the Child and Adult Care Food Program (CACFP) which is a Federal Government Program that reimburses a percentage of food and related expenses monthly while meeting specific criteria. This program is facilitated by Courtney Nerad as the certified administrator of the program and with support from Brittany Berkheimer, our Office Manager.

Benefits currently offered to our staff include health care, vision and dental insurance, enrollment in AFLAC supplemental insurance, paid professional development, child care discounts and the T.E.A.C.H tuition reimbursement program. We were able to give qualified hourly staff a 2% raise this year. The Center carries separate liability insurance, our own audit, the payment of unemployment taxes, a separate paper copier, cleaning services and separate internet and phone networks. We continue to maintain a strong foundation and look forward to continuing our mission to provide quality care for children within the surrounding communities.

The financial management continues to be done by the Executive Director, with oversight provided by the Board of Directors.

**GOVERNANCE:** Dave Opdycke is the President of the St. Peter's Child Care Board of Directors, with Eric Dorenkott, CPA as treasurer. The other Board members included Nan Archbold, Jill Rumford, Betsy Yingling, Michelle Killin-Keith, Kelly Dillon, and Joan French. We did say farewell to Betsy at the end of the year. She has been an invaluable asset to us at the Center, especially for all of the work she did during our relocation to St. James. Betsy, thank you for the many years of service you have provided to us on the Board!

**OUTREACH:** In keeping with the service ministry that is a part of St. Peter's culture, the Center remains involved in several collaborations and continues to serve a diverse population which adds to the education of our students and new relationships for our families. Approximately 10% of the enrollment is low-income children whose tuition fees are subsidized through the State of Ohio, Department of Job and Family Services, the UPK tuition scholarship, or a Community Development Block Grant through the Lakewood Division of Early Childhood. As well, the Center participates in service projects as outreach to the community, which includes support of Providence House, St. Jude's Children Hospital, the Ronald McDonald House of Cleveland, and the Cystic Fibrosis Foundation. The Center adopts other projects to donate yearly as they come about for our community or Center specific interests.

Please contact us for more information:

V (216) 226-2840 C (216) 403-6690  
spcc18001@att.net

[www.stpeterschildcarecenterinc.com](http://www.stpeterschildcarecenterinc.com)

18001 Detroit Ave, Lakewood, OH 44107

Respectfully submitted,  
Courtney Nerad, Executive Director

By-Laws  
Adopted by way of Annual Meeting  
January 28, 2001  
Amended January 29, 2006  
Amended January 22, 2012

## CODE OF REGULATIONS

### St. Peter's Episcopal Church Lakewood, Ohio

*The Parish of St. Peter's Church is a not-for-profit corporation formed under the laws of the State of Ohio on January 22, 1921 pursuant to charter number 95287.*

**Preamble:** This Code of Regulations is adopted pursuant to the authority granted by Chapter 1702 of the Ohio Revised Code. These Regulations shall govern the corporate and temporal affairs of St. Peter's Episcopal Church, subject to the laws of the State of Ohio, to the Constitution & Canons of the Protestant Episcopal Church in the United States of America (the "Episcopal Church") and to those of the Episcopal Diocese of Ohio (the "Diocese").

### ARTICLE I

#### Members

**Section 1. Ordinary Members.** All persons who have been baptized, whether in the Episcopal Church or in another Christian church, and whose Baptisms have been duly recorded in the Episcopal Church, and who regard St. Peter's Episcopal Church (the "parish") as their regular place of worship, shall be Ordinary Members of the parish.

**Section 2. Voting Members.** Every person not less than 16 years of age who has been an Ordinary Member of the parish for at least six months preceding the day when the person may wish to vote, and who shall have been, for the period aforesaid, a communicant in good standing in the Episcopal Church and enrolled as such in the records of the parish, shall be a Voting Member thereof, with the right to vote in the election of Vestry members and upon all other matters having to do with the affairs of the parish. A communicant in good standing means an Ordinary Member of the parish not less than sixteen years of age who has received Holy Communion in the parish at least three (3) times in the preceding year, and who for the preceding year has been faithful in corporate worship, unless for good cause prevented, and has been faithful in working, praying and giving for the spread of the Kingdom of God.

The Rector shall maintain a current list of communicants in good standing as determined by the Rector's best judgment according to the Canons of the Episcopal Church. The presiding officer of any meeting shall be the judge of the qualifications of any person to vote who shall offer to do so, subject, however, to appeal and final determination by a simple majority of the Voting Members present at such meeting.

**Section 3. Annual Meetings.** There shall be an annual meeting of the Voting Members of the parish at which all Ordinary Members shall be welcome but shall have no vote. Unless otherwise provided by resolution of the Vestry, the Annual Meeting shall be held on the third Sunday of

January each and every year. The business to be transacted at the annual meeting of Voting Members shall include the election of Vestry members, consideration and action upon reports of the Rector, Officers, Vestry members and committees, and any other business within the power of the parish as a not-for-profit corporation of the State of Ohio.

The Rector shall be the presiding officer of the annual meeting. In the absence of the Rector, the order of priority of the presiding officers shall be (1) the Senior Warden, (2) the Junior Warden, and (3) the Clerk of the Vestry. If none of the above are present, the Voting Members in attendance may elect as presiding officer, by majority vote, any Voting Member present.

**Section 4. Special Meetings.** At any time during the interval between annual meetings, special meetings of the Voting Members, at which all Ordinary Members shall also be welcome, may be called by (1) the Rector, (2) by not less than one-third of the Vestry members, or (3) upon the written request of not less than fifty Voting Members filed with the Rector, or in the Rector's absence, with the Senior Warden. The presiding officer of the meeting shall be determined in the manner set forth in Section 3 above.

**Section 5. Notice and Place of Meetings.** All meetings of members, both annual and special, shall be held at the parish at the time specified in the notice. Notice of all meetings shall be given (1) by announcement at services in the parish on at least two Sundays immediately preceding the date of the meeting, (2) by publication in the weekly bulletin of the parish, if there be such a bulletin, in not less than two issues immediately preceding the meeting, and (3) by regular U.S. mail to all Ordinary and Voting members of the parish not less than thirty days prior to the meeting. Such notice shall indicate whether the meeting is an annual meeting or a special meeting, and if a special meeting, the business to be transacted. No business other than that specified in the notice shall be transacted at special meetings. The notice shall also contain the procedure for the nomination of candidates for Vestry member, by Voting Members of the parish, as set forth in Section 3 of Article II of these Regulations.

## **Article II**

### **The Vestry**

**Section 1. Eligibility.** Every Voting Member of the parish, as defined in Section 2 of Article I of these Regulations, who has made and maintained a pledge during the preceding year, shall be eligible to serve as a Vestry member.

**Section 2. Number and Term of Office.** The Vestry of the parish shall consist of the Rector and twelve lay members chosen from among the Voting Members eligible to serve. (For purposes of implementation, the Vestry in 2013 shall consist of no more than 14 members, and in 2014 of no more than 13 members, and thereafter of 12). Of the twelve lay members, four shall be elected each year and shall serve three-year terms. A lay member shall take office as Vestry member immediately upon election.

No lay member shall be eligible for re-nomination and re-election to the Vestry for a period of one year after the member's term has expired, provided, however, that service on the Vestry in filling a vacancy shall not be considered a disqualification for immediate re-election.

One additional Vestry seat shall be held by a voting member who, at the time of election, is between the ages of 16 and 18. One person shall be elected each year to hold this seat for a term of one year, and may stand for re-election. An individual may occupy this seat for no more than three consecutive terms.

**Section 3. Nomination.** Voting Members shall be nominated to serve as Vestry members in the following manner:

No less than ninety days in advance of each annual meeting, a Nominating Committee consisting of six Voting Members shall be appointed in accordance with the following formula: three members shall be selected by the Rector from the congregation at large, and three shall be selected by the Vestry from the retiring Vestry members. The Nominating Committee shall nominate at least as many Voting Members to serve as there shall be vacancies in the Vestry to be filled. The Nominating Committee shall submit to the Vestry the names of those persons so nominated not less than forty-five days prior to the annual meeting, and the Vestry shall immediately make known to the congregation by publication in the parish bulletin, or by such other means as the Vestry may select, the names of those so nominated.

Any group of five or more Voting Members may nominate a candidate or candidates for the office of Vestry member by submitting such nomination or nominations over their signatures to the Clerk of the Vestry no later than two weeks prior to the annual meeting. The Vestry shall immediately make known to the congregation by publication in the parish bulletin, or by such other means as the Vestry may select, the names of any such additional nominees.

No person shall be nominated for Vestry member unless the person has agreed to serve if elected.

**Section 4. Election.** Vestry members shall be elected at the annual meeting by the Voting Members present and voting thereat. Voting by proxy shall not be permitted. Those receiving the highest number of votes for the vacancies to be filled shall be deemed elected. In the event of a tie vote that prevents the proper number of Vestry members from being elected, a coin shall be tossed in the presence of the tellers to determine the person elected.

**Section 5. Vacancies.** If by reason of death, resignation, or any other cause a vacancy shall occur in the Vestry, the remaining Vestry members may, by a majority vote of those present at a duly constituted meeting, elect an eligible person to fill such vacancy for the unexpired term thereof. In the discretion of the Vestry, any such vacancy may also be filled by nomination and election by the Voting Members at any annual meeting in the manner provided in Section 3 above.

**Section 6. Duties and Powers.** The Vestry shall take charge of the property of the parish and its business interests except those reserved to the Rector. It shall also be the duty of the Vestry to provide the clergy with compensation consistent with the provisions of the Canon "Of Minimum Clergy Compensation," to pay all lawful assessments of the parish, to keep order in the Church during Divine Service, and in general, to assist in the furtherance of the Gospel and the well-being of the parish.

**Section 7. Meetings.** Regular meetings of the Vestry shall be held on the third Monday of each month, or at such time as the Vestry may provide. Special meetings may be held at any time or place as called by the Rector, by the Senior Warden in consultation with the Vestry Officers, or by not less than one-third of the number of Vestry members.

Notice of the time and place of all regular and special meetings shall be given to each Vestry member in person, by telephone, or by electronic mail, at least forty-eight hours in advance of such meeting, or by regular U.S. mail posted not less than three days preceding the date of such meeting. No business shall be transacted at special meetings except that specified in the notice.

**Section 8. Quorum and Presiding Officer.** A majority of Vestry members shall constitute a quorum for the transaction of business at any meeting of the Vestry. Officers who are not members of the Vestry shall not be counted for purposes of determining a quorum.

Except as otherwise provided in this Code of Regulations, the act of the majority present at a meeting at which a quorum is present is an act of the Vestry. The Rector, or such other Vestry member as the Rector shall designate, shall preside at all meetings of the Vestry.

### **Article III**

#### **Officers of the Vestry**

**Section 1. Titles of Officers.** The Officers of the parish shall be the Rector, a Senior Warden, a Junior Warden, a Clerk of the Vestry, a Treasurer and such other officers as the Vestry may from time to time designate.

**Section 2. Election.** The Senior Warden, Junior Warden, Clerk of the Vestry, and Treasurer shall be elected annually by a majority vote at the first meeting of the Vestry held after the annual meeting. The Wardens shall be elected by the Vestry from among their own number. The Clerk of the Vestry and the Treasurer must be Voting Members of the parish, eligible to serve on the Vestry, and may, but need not, be members of the Vestry. Any vacancy in any office shall be filled for the unexpired term thereof by a majority vote of the Vestry.

**Section 3. The Rector.** For all purposes of these Regulations, the Rector shall be deemed a Voting Member of the Parish. The Rector of the parish shall be the president and chief executive officer of the parish and shall perform such duties and have such powers as may be prescribed by the Constitution & Canons of the Episcopal Church and of the Diocese. The Rector shall be elected by majority vote of the entire Vestry and shall continue to serve until death or resignation or until the pastoral relationship is severed by mutual consent of the Rector and Vestry and approved by the Bishop or Ecclesiastical authority of the Diocese.

**Section 4. The Church Wardens.** The Senior Warden shall serve as lay consultant and advisor to the Rector and shall perform such other duties as may be assigned to the Senior Warden by the Vestry. The Senior Warden shall be the senior lay officer of the parish.

The Junior Warden shall share leadership with the Senior Warden and shall perform such other duties as may be assigned to the Junior Warden by the Vestry.

**Section 5. The Clerk of the Vestry.** The Clerk of the Vestry shall record the minutes of all meetings of the Vestry and of all annual and special meetings of the Voting Members in a suitable minute book, which shall be maintained in the parish office. The Clerk of the Vestry shall be charged with the responsibility of keeping current at least two copies of the Code of Regulations which shall be open to inspection in the parish office at reasonable business hours by an Ordinary Member or Voting Member of the parish. In addition, the Clerk of the Vestry shall perform such other duties as may be assigned to the Clerk by the Vestry.

**Section 6. The Treasurer.** The Treasurer shall keep the financial records of the parish and shall have general custody of all parish funds, securities and other investments. All monies received by the parish shall be delivered to the Treasurer, and all expenses and other payments shall be made by the Treasurer, or under the Treasurer's direction. The Treasurer shall make a report as to the general financial condition of the parish at the annual meeting of the Voting Members and such other reports from time to time as the Vestry may request.

**Section 7. Assistant Treasurer.** The Vestry may at any time or from time to time elect one or more Assistant Treasurers who shall do and perform such duties of the Treasurer as the Treasurer may assign to them.

**Section 8. Other Officers.** Such other officers as may be designated by the Vestry from time to time shall have and perform such powers and duties as may be assigned to them by the Vestry.

## **Article IV**

### **Committees; Diocesan Delegates**

**Section 1. Designation by Vestry.** The Vestry may designate regular and special committees for such purposes as may be indicated in the resolution or resolutions providing therefore. Committee appointments shall be made jointly by the Rector and Senior Warden, with the advice and counsel of the Vestry and its Officers.

**Section 2. Election of Lay Delegates.** No less than ninety days prior to each annual meeting of the Convention of the Diocese of Ohio, the lay delegates from the parish to the Convention shall be elected by the Vestry.

## **Article V**

### **Fiscal Matters**

**Section 1. Fiscal Year.** The fiscal year of the parish shall be the calendar year.

**Section 2. Signature to Commercial Paper.** All checks and drafts shall be made, drawn, and endorsed in the name of the parish in such manner as the Vestry may from time to time authorize.

**Section 3. Limitation on Expenditures.** Any expenditure in excess of \$1,000.00 not specifically provided for in the current annual budget of the parish must be approved in advance by the Vestry. All other expenditures shall be made in accordance with the Policies and Procedures Manual of the parish.

**Section 4. Audit.** The financial books and records of the parish shall be audited annually in the manner designated by the Diocese. Such audit shall be presented to the Vestry no later than the last regularly-scheduled Vestry meeting prior to the deadline for submission of the audit to the Diocese. The audit shall be filed with the records of the parish.

**Section 5. Fidelity Bond.** The Treasurer and such other officers, employees or other persons handling parish funds, whether salaried or non-salaried, as the Vestry may direct from time to time, shall be bonded for the faithful performance of their duties at the expense of the parish, in such amounts and by such surety companies as the Vestry may determine.

**Section 6. Business Methods.** Business methods utilized by the parish shall conform with the Constitution & Canons of the Episcopal Church and those of the Diocese.

**Section 7. Special Circumstances.** Adoption of a resolution authorizing (1) an annual budget projecting a year end deficit, (2) the purchase, sale or encumbrance of real property, (3) the expenditure or forgiveness of a debt in excess of ten thousand dollars (\$10,000.00), or (4) a contract in excess of three years in duration must be read at two different Vestry meetings scheduled a minimum of fourteen days apart. After the first meeting and at least ten days prior to the second meeting, copies of the proposed resolution shall be conspicuously posted in the parish or summarized in a general mailing to the parish. No such resolution shall be passed without the concurrence of two-thirds of the members of the Vestry.

## **Article VI**

### **Amendment to Code of Regulations**

These regulations may be amended by a majority of the Voting Members of the parish in attendance at a special meeting called for that purpose or at an annual meeting. Notice that an amendment shall be considered at an annual or special meeting shall be included in the written notice of that particular meeting which is to be sent by regular U.S. mail to all Ordinary and Voting members of the parish not less than thirty days prior to the meeting (in accordance with Article I, Section 5 of these Regulations). The notice shall include a brief description of the nature of the amendment and shall further state that copies of the amendment shall be made available at the parish.

Adopted January 28, 2001  
Amended January 29, 2006  
Amended January 22, 2012

