

Annual Report for St. Stephen's, Pittsfield 2016



Minutes of the 2016 Annual Meeting

St. Stephen's Episcopal Church

Pittsfield, MA

January 31, 2016

Opening Prayer: Immediately following Eucharist, Cricket opened the annual meeting.

Minutes of 2015 Annual Meeting: A motion to accept the minutes of the 2015 annual meeting was issued and approved by all in attendance.

A Taize chant was sung while Jenny Gregg read the names of those who died during the last year.

Nominating Committee Report: Christine Reynolds thanked the committee (Valerie Andersen, Nancy Travis and Cricket) for their work. The selection process was explained. A large grid was utilized listing current vestry down one side and then across the top several criteria representing a broad spectrum of gifts, parish life and membership. Current vestry members were then matched up with the criteria. This process allowed for any holes or overlaps to be identified. New nominees were then selected in an attempt to even out representation for all the criteria ensuring a cross-section of the parish on the vestry. Nominated members were: Alec Gillman, Tom Dillon, Dona Senecal and Zach Senecal as youth representative.

Election of Vestry members, Officers, and Convention Delegates. A motion was made and approved to accept the slate of standing officers and vestry members, as well as the new members mentioned above. Cricket thanked outgoing vestry members: Nancy Travis, Michele Rousseau and Tom Drury (*Heather Macfarlane was thanked at a later time*). Jim Cawse was thanked for his service as Sr. Warden and was presented with a framed collage of several photographs representing his work as Sr. Warden. Jim presented his key to the building to Karen Wallace as incoming Jr. Warden. Christine Reynolds was received as rising Sr. Warden.

Diocesan Convention Delegates: Christine Reynolds, Karen Wallace, Josie Ellis, Zach Senecal, with Al Symonds as an alternate, were presented and approved as convention delegates by vote.

Budget Walkabout: Cricket presented the budget from a lay person's point of view demonstrating with brownies, doughnuts and powerpoint. The general gist was that we are committed to close the gap in our "doughnut"; the bite taken out of the endowment. She asked for the whole parish to think about income producing ideas over the next year and to call the church office. As an example of this Zion Lutheran will be renting office space from St. Stephen's for the next several months as their church undergoes renovations. A few questions were asked from the floor and answered. Anybody in the parish is welcome to review the line-item budget and have the treasurers answer any questions. The budget process is transparent.

Heart & Hands Award: Cricket presented this new award to Bill and Teddy Carter for their donation of copy paper from Staples on a regular basis.

Water Heater Signing: Cricket, Jenny, and Joseph "processed" to the new water heater in the Kitchen Annex to sign the names of parishioners who made a special donation to purchase a new one when the old one "exploded" last year: Bob Boland, David & Martie Ekstrom, John & Geri Crane, Diane Forsyth, Joan Evans, Doris Allen, Tom Dillon and Susan Wojtasik.

With no other business to discuss the 2016 annual meeting was adjourned at 11:55am.

Respectfully submitted,
Diana Macfarlane

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2016 Highlights

JANUARY

- Christmas Pageant
- Youth Group Meeting
- Berkshire Highlanders
Celebration of Robert Burns
- Laundry Love
- Annual Meeting & Luncheon

FEBRUARY

- Eclectic Book Group
- Adult Forum
- Pastoral Care Training
- Shrove Tuesday Mardi Gras
Dinner
- Ash Wednesday Services
- Adult Forum
- Islam & Christianity Class
- Lenten Program
- Laundry Love
- Adult Forum

MARCH

- Lenten Program
- Eclectic Book Group
- Adult Forum
- Lenten Program
- Repair Café
- Altar Guild Cleaning
- Agape Meal
- All-night Vigil
- Laundry Love
- Good Friday Services
- Easter Vigil
- Easter Day
- Knit-a-thon

APRIL

- Habitat Workday
- Church School Closing
Ceremony
- Non-Canonical Texts Class
- Repair Café
- Adult Forum
- Non-Canonical Texts Class
- Adult Forum

- Non-Canonical Texts Class
- Laundry Love

MAY

- Adult Forum
- Eclectic Book Group
- Welcome Lunch for members
of Grace Church and St.
Martins
- Repair Café
- Thank You Dinner for Jenny
- United Thank Offering
Ingathering
- Laundry Love

JUNE

- Eclectic Book Group
- Jenny's Last Sunday
- Moving Up Sunday
- Repair Café
- Laundry Love

JULY

- Eclectic Book Group
- Repair Café
- Laundry Love

AUGUST

- Eclectic Book Group
- Staff Planning Meeting
- Repair Café
- Laundry Love

SEPTEMBER

- Bishop's Visitation and
Confirmation
- Repair Café
- Rally Day
- Ministry Fair
- Church School Teachers'
Meeting
- Blessing of the Backpacks
- Habitat Workday
- Laundry Love

OCTOBER

- Parish Workday
- Adult Forum
- "Soothe Our Souls"

OCTOBER (continued)

- Eclectic Book Group
- Youth Group Meeting
- "Soothe Our Souls"
- Bible Study at the Britt Home
- Repair Café
- Adult Forum
- Safe Church Training
- United Thank Offering
Ingathering
- "Soothe Our Souls"
- Bible Study at the Britt Home
- Stewardship Harvest Supper &
Talent Show
- Adult Forum
- Youth Group Meeting
- "Soothe Our Souls"
- Bible Study at the Britt Home
- Laundry Love
- Diocesan Convention

NOVEMBER

- "Soothe Our Souls"
- Bible Study at the Britt Home
- Eclectic Book Group
- All Saints' Service
- "Planning on Paradise"
- Non-Partisan Election Vigil
- Zion Lutheran Joins Us
- "Soothe Our Souls"
- Bible Study at the Britt Home
- Church School Teachers'
Meeting
- Stewardship Ingathering
- Youth Group Meeting
- "Soothe Our Souls"
- Bible Study at the Britt Home
- Laundry Love
- Celtic Heritage Sunday
- Advent Wreath Workshop
- Berkshire Stonewall
Thanksgiving
- Thanksgiving Day Service
- Bible Study at the Britt Home
- Youth Group Meeting

DECEMBER

- Zion's Jazz Vespers
- Eclectic Book Group
- MADD Candlelight Service
- Annual Visit of St. Nicholas
- Berkshire Lyric Concert
- Greening of the Church
- Zion's Yule For Fuel
- Beer and Carols
- Laundry Love
- Christmas Services

**ST. STEPHEN'S PARISH
2016**

Officers

Senior Warden	Christine Furcinite-Reynolds
Junior Warden	Karen Wallace
Treasurer	Josie Ellis
Assistant Treasurer	Don Phipps
Clerk	Diana Macfarlane

Vestry Members

	Term Expires
Helene Robillard	2017
Thomas Smith	2017
Tom Dillon	2018
Al Symonds	2018
Dona Senecal	2019
Alec Gillman	2019
Youth Representative: Zack Senecal	2017

Parish Staff

Rector	Cricket Cooper
Associate Rector (Through June 5)	Jennifer Gregg
Assistant Rector	Joseph Farnes
Director of Music	Joy Mullen
Pastoral Leader	William Frazier
Director of Church School (Through May)	Mamie Collins
Director of Church School (August – December)	Craig Reynolds
Parish Administrator	Kathy Sulock
Office Assistant	Bert Boos
Coordinator for St. Stephen's Table	Dan Moon
Sunday Sexton	Roy Sutton
Advantage Employee Network, Weekday Sextons	Cheryl Smith

ANNUAL REPORT FROM THE RECTOR

Looking back over my shoulder at the year behind us now, I see the combined energies of many people working week after week to enrich the life and ministries here at St. Stephen's. Most especially, this has been a year in which the lay staff and volunteers have been asked to give 120% in order to keep things on a level keel. Balancing the daily demands of a busy urban office with our many daily outreach opportunities here, and with our calling as a house and community of prayer, means that a limited number of people day in and day out are facilitating our seven days/week of hospitality and feeding ministries, in addition to our worship and programs. With limited resources, we have been stretched to the edge this year, and sometimes beyond.

At the beginning of the year, we regretfully joined with many of our neighbors and friends for the final service at St. Martin's parish in Pittsfield. Even as the goodbye was sad, we rejoiced to welcome many St. Martin's parishioners who have become beloved new members in our midst. Don't forget to ask Millie what her Joke of the Day is...!

In the spring, I attended the conference "Foundations of Christian Leadership", which put us on track to design a grant for the parish to use in 2017. More on that to come.

In early June, the parish said a bittersweet goodbye to Jenny, wishing her all blessings in her ongoing work with Cathedral, and with her expanded responsibilities in the diocese. Assistants are often short-term ministers in a congregation, and so Jenny's decade of preaching and pastoring at St. Stephen's was celebrated as the precious gift that it has been.

The Vestry spent the summer in conversation around hiring a Capital Campaign consultant, and although this year we stepped back from launching a campaign I would like to think that this next year we will find ourselves ready to proceed.

We had to tighten our belts in every arena of parish life, whether that meant waiting to call the electrician or plumber until we had more than one issue to repair, or whether it meant calling for extra parish support to repair the elevator doors. As our aging building continues to need either repairs or updates, this part of our common life will remain a challenge. Chairs John Garinther and Joan Evans have helped us keep the building safe and sound, as the "Boiler Whisperers" Al Symonds & Don Phipps keep us warm.

By fall, Tim Weisman and I were talking seriously about having Zion Lutheran parish join with us during their months of construction time, when they would find themselves out of their worship space. As those details have materialized through the months, we find ourselves happily shifting and find ourselves now fully enjoying our joined worship. Thank you, Zion Lutheran, for blessing us with this time!

Meanwhile in the fall, the Vestry assisted in coming up with a grant proposal, to study parishes that have flourished after an economic downturn like Pittsfield's. More information will come in the month ahead about that work as we launch our one-year study: Love Among the Ruins.

We are at a pivotal time in the life of the parish. New ways to keep our mission and ministry sustainable need to be found and implemented. The volunteer and resource-blessed 1950's are no longer our reality. Every member of the church is called upon to help imagine outside-the-box ways to be church in this time.

We continue as a parish to live into Christ's call to be his heart and his hands in this world. God will sustain us for the journey, as we are called into this work of healing and grace. Travelling together, may we bless each other on the way.

ANNUAL REPORT FROM THE ASSISTANT RECTOR

Opportunities abound here at St. Stephen's and in the wider Berkshires region!

In order to build relationships and connections with the wider Pittsfield community, I have been involved with various community organizations (Berkshire Coalition for Suicide Prevention, Live Out Loud Conference, Berkshire Young Professionals, Berkshire Stonewall) and that has helped get some visibility for St. Stephen's as well as get us plugged into the community in new ways. For example, involvement in Berkshire Stonewall helped us get connected to the Four Freedoms March. Involvement in the Berkshire Coalition for Suicide Prevention and the Live Out Loud Conference has led to plans for workshops on spirituality and pastoral care of LGBT people at the 2017 conference, which is a great way to reach out to people who might not otherwise consider Christianity and the Episcopal Church as viable spiritual options nor listen to what wisdom a Christian might be able to offer LGBT people of other traditions, either. St. Stephen's has a real opportunity to contribute in many wonderful ways to the spiritual growth of Pittsfield and surrounding areas.

I encourage everyone to think about the networks they are part of (friends, family, outreach, etc.) as avenues and opportunities not just to evangelize in the big sense of sharing the love of Christ with the world, but to evangelize in the smaller sense, too: sharing your own Christian faith journey and inviting others to Christ. If we believe that St. Stephen's, the Episcopal Church, and the wider Church that transcends denominational labels are blessings to ourselves, we should be eager to share those blessings with others, too.

In adult education, we have enjoyed a variety of programs. Last Lent we had a well-attended course on Islam, and an Easter season adult forum on the Acts of the Apostles. This fall Louise Penney led a course on the Dominican theologian, Meister Eckhardt, and in Advent Nancy Travis led a course on Advent through the lens of poetry. I am hopeful that more people of St. Stephen's will feel encouraged to share their faith through different lenses. Progress on an online platform for additional Christian education opportunities was slow but continuing, as Cricket and I looked at the pros and cons of different online resources.

Youth formation continues to be a challenge due to the fact that many of our youth are involved in many activities and many of them are preparing for college. One good, possible solution would be to find new ways to help families in their spiritual lives at home to help young people feel supported in their spiritual and theological formation, and nourish the integration of Christian worship and faith in daily life. I also believe we can build opportunities for intergenerational formation that honors the reality that both elders and youth (and everyone in between) have many gifts, wisdom, questions, and insights to share. This fall, our youth were invited to participate in a Pre-Convention overnight. Two youth signed up. During Christmas break one of our high school youth traveled back to Kanuga Camp and Conference Center in Hendersonville, NC to participate in Winterlight.

I also supported our outreach and pastoral care ministries through Laundry Love, Saturday brown-bag lunches and visits, working alongside lay volunteers who give of

their time, talent, and treasure to help share the love of Christ with others. That we have a strong network of dedicated lay ministers is an incredible blessing and testament to health at St. Stephen's.

It continues to be a blessing to minister alongside the people of St. Stephen's here. The positive energy and love are a bright light to the community, and Pittsfield and surrounding towns really long for the gifts and hope of faithful Christian witness.

Faithfully submitted,
The Rev. Joseph Farnes
Assistant Rector

REPORT OF THE SENIOR WARDEN

Change – that is my take on 2016 moving into 2017. In hindsight I probably should have taken the topic a bit more seriously for myself. I'm a gold medalist procrastinator. I keep telling myself I need to change and I really don't work better under pressure but I keep telling myself that I do. So something else to work on in 2017 (maybe).

As I look back over the last year I've realized we've been through several changes. Some of those changes were exciting, some a bit unsettling, but ultimately everything was manageable at least I hope so. Personally for my family we had three wonderful events; our oldest son graduated from college in May. Our youngest graduated from high school in June and in October Craig and I celebrated our 30th wedding anniversary. We all went through a painful election year, for some the outcome was just what they hoped for, for others not so much. I see St. Stephen's as a place of unconditional love and acceptance. So it's changes such as this past election year that make St. Stephen's that much more important in my life.

Most of us have a love hate relationship with change, I know I do. I get anxious and a bit scared but I also get excited. I keep telling myself that change happens if we want it to or not, so better to try to embrace it and sometimes just hang on tight because it's going to be a bumpy ride.

As many of you are aware there were several changes for St. Stephen's in 2016. First we were all made aware of the fact that our budget wasn't quite as good looking as we hoped (remember the missing brownies). We had a wonderful gathering to celebrate Jenny as she transitioned to her new role with the diocese and continued work with Cathedral. Many people wondered what that change would mean for St. Stephen's but mostly what it would mean for Jenny. We were also able to welcome our Lutheran brothers and sisters while they undergo a major change to their worship space... I remember there being all kinds of questions surrounding that transition, when are they coming, how long will they be here, and the big question, where would people sit? Change.

Our budget is still not really where we need it to be, but it is a work in progress. This year some difficult decisions and changes were made. We will continue to look for other opportunities to bring in income such as rental space and continue to look at where we can make positive changes. Some changes will be small and hardly noticeable while others are a bit larger.

When we think about change we often get overwhelmed because of the uncertainty, jobs change, living arrangements change, church changes, spaces change but deep down we're all adaptable. It may take a little time but eventually we all get to where we need to be.

Look where we are now! We continue to have strong leadership in our parish which covers all aspects of our time together from clergy to lay leaders, to every person who walks through our doors. We all have gifts to share with one another whether that be our time, talent or treasure. We are continuing our missions in the community through St. Stephens's table and laundry love. We are building lasting relationships with folks from Zion. We continue to grow in Christ's love every day.

"Don't be afraid of change. You might lose something good, but you'll gain something better." *Unknown*

Christine Furcinite-Reynolds
Senior Warden

REPORT OF THE JUNIOR WARDEN

Since becoming Junior Warden a year ago I've been on a learning curve. I've met senior and junior wardens from other parishes, learned about their challenges and how they nurture their unique communities; along with other members of St. Stephen's I completed Safe Church training, and at diocesan convention heard Bishop Fisher encourage us to develop habits of deeper daily prayer. But mostly I've been learning more about our own St. Stephen's.

Having been a member of St. Stephen's for many years I know our mission, and have experienced the blessings of this community we love and sustain together. In my role as new Junior Warden, however, I've been getting a lot more familiar with the nuts and bolts of how St. Stephen's runs. From heating systems to plumbing, circuits, computers, light bulbs and elevators, trying to bridge the gaps between resources we have and resources we need, and planning for the future while staying grounded in the realities of the present - at every turn there's been information to absorb, choices to consider, actions to take. (The Saga of the Boiler starring Don Phipps and Al Symonds could be a whole report unto itself, believe me.) After a year, I am delighted to share with you the most important thing I've learned, because it touches us all: However much you know about the obvious dedication and generosity of the people who attend to the life of this community, there is just as much service and care here that happens quietly, out of view and with constancy that is truly moving, even at its most unglamorous. We know we are blessed to benefit from the gifts we recognize around us; I've learned how much we all benefit from gifts given so humbly as to be almost invisible except through their positive effects. How fortunate we are!

This year I'll continue to keep my eyes and ears open, and welcome hearing your thoughts and ideas for how St. Stephen's can continue to be a thriving community. My thanks especially to all those who've answered my many questions as I learn the ropes of being Junior Warden. I appreciate your wisdom and good humor!

Karen Wallace
Junior Warden

ADMINISTRATION MINISTRY

"The mission of the Administration Ministry is to be good stewards of the physical property, supplies and human resources of St. Stephen's Parish. We will accomplish this through careful planning and judicious use of resources, responsible maintenance and improvement of property, and support and guidance of parish staff."

BUILDING USE

One way in which St. Stephen's demonstrates its commitment to Pittsfield, while acting as good stewards of our property, is through a generous policy regarding building use. Many community groups and organizations have found a home at St. Stephen's, either for regularly scheduled meetings or on an intermittent basis.

Alcoholics Anonymous uses the building for six meetings each week, Narcotics Anonymous holds six meetings a week and Nar-Anon meets here once a week. Other groups which used our facilities during 2016 include:

- | | |
|----------------------------------|---------------------------------|
| Berkshire Highlanders | Pittsfield Police Department |
| Berkshire Lyric Theatre | Pittsfield Sangha |
| Berkshire Interfaith Organizing | Repair Café |
| Cathedral of the Beloved | Shakespeare & Co. Court Project |
| Diocese of Western Massachusetts | Stonewall Coalition |
| Habitat for Humanity | WAM |
| M.A.D.D. | Women of Color |
| North Berkshire Deanery | Zion Lutheran Jazz Vespers |

PROPERTY COMMITTEE

The Property Committee is responsible for maintaining and improving the Church and Parish House.

- There were two property workdays in 2016.
- The wall in the alley behind the Church was restored and the area was cleared out.
- The dungeon room in the basement was painted. The kitchen, annex and several cabinets were cleaned and organized.
- The outdoor blackboard project was completed.
- The asbestos was removed from an office on the second floor. The pipes were fixed and the damaged ceiling tiles were replaced.
- Many circuit breakers were identified and labeled.
- Several missing and damaged signs were replaced with new laminated ones throughout the facility.

- Two sitting areas were created in the last pews in the sides of the Church for quiet activities for children.

Thank you to everyone who volunteered for the property committee.

Respectfully submitted,
Joan Evans, Chairperson

THE PARISH LIBRARIES

The Guild Room holds both the adult and young adult library collections. Fiction, non-fiction, videos and music cds are available for a loan of one month. The card catalog can be searched by author, subject and title (though it is out of date). Suggestions of titles to purchase are always welcome. Volunteers are needed to shelve returned items.

Alexander G. Carney Memorial Library houses the children's collection of books, dvds, and music cds. It is located on the 2nd floor and is open on Sundays before and after church when Sunday school is in session. It has a rich assortment of materials: picture books, beginner readers and advanced reading materials for children as well as for teachers. All materials have a month loan period.

Respectfully Submitted,
Sara Garinther, Librarian

CHRISTIAN EDUCATION MINISTRY

“The mission of the Christian Education Ministry is to initiate and perpetuate the sharing of the ‘Good News’. We will accomplish this by providing educational opportunities for all ages.”

Mamie Collins served faithfully, generously, and lovingly as our Church School Director through May 2016. Mamie retired at the end of the 2015 / 2016 school year to spend more time with her family. Thank you, Mamie!

I came on board as Interim Church School Director in August 2016. After reviewing the program from the bottom up, Cricket and I introduced some new components:

- Establishing a **new curriculum** – *Feasting on the Word*– whose loving tone and warm approach is consistent with our parish values. Teachers have commented how they appreciate the detailed background the curriculum provides for each lesson and the many activity options.

- Dedication to **curricular flexibility**, supplementing our primary lesson plans with material from a variety of other sources, including a coloring-based program, an offering from the Episcopal Church, YouTube videos, and more.
- Restoring the **9:30 a.m. community gathering** in the Auditorium, where we take the time to reconnect with one another, then calm and center ourselves - via stories, songs, and prayer – before moving into classroom time. This time has also provided new opportunities for children to get to know our clergy in a different and more personal setting.
- Returning to a **3-classroom model**: Pre-K & Kindergarten & 1st Grade, 2nd & 3rd grades, and 4th– 6th grades.
- Re-instituting a **longer church school year**, beginning after Rally Day and continuing until late May.
- Re-invigorated **teacher recruitment** and support. We now have 19 volunteers involved in the program, representing more than 125 years of church school teaching experience!
- Re-commitment to **Safe Church practices**, particularly the stipulation that two non-related adults be with kids at all times during the Church School hour.
- Re-organized **children’s entrance** into the 10:00 a.m. service after classes end. This school year we’ve been ending classes at 10:30 a.m. and then entering church without a formal procession or “meeting” at the altar. This has maximized classroom time, provided a predictable period of instruction, and avoided putting kids on the spot in front of the entire congregation.

With these new wrinkles, the gifts of our tremendous volunteers, the vibrant energy of our clergy, and a wonderful group of children and families, the program continues to thrive. Attendance has averaged 15 - 20 children each Sunday, with particular strength among our 4th/5th/6th grade group.

A few other events/items of note:

Coloring Corners: In August 2016 small sections at the rear of the Sanctuary were reconfigured and two sets of tables installed. These “Coloring and Contemplation Corners” provide children - and adults - comfortable and quiet space to color, draw, write, read, or simply sit. Many thanks to Roy Sutton and Peter Rousseau for their design and installation expertise.

Coffee & Meeting Space: Also in August 2016, we set up a space in the Children’s Library on the 2nd floor of the Parish House for parents, teachers, and guests to get some complimentary coffee and visit with one another prior to the 10:00 a.m. service. We’ve also re-opened the Children’s Library on Sunday mornings. The library remains an active and inviting space, well-stocked with fascinating books on a wide variety of topics.

Rally Day: Church School registration took place September 18, and 38 children signed up.

Safe Church Training: On October 16, William Frazier conducted a Safe Church training session at St. Stephen's for seven volunteers. Thanks, Bill!

Zion Lutheran: As plans were made for Zion's congregation to join us at St. Stephen's during their construction project, we offered formal and informal invitations to Zion families to join us for Church School. We currently have one youngster affiliated with Zion attending.

Advent Wreath Workshop: On November 20, Bill and Teddy Carter once again worked their magic, turning pine branches and wire into 20 or so magnificent Advent wreaths. Additional craft projects were offered and refreshments served. Fun, fun, fun! Thank you, Bill and Teddy!

A special thanks to our incredible volunteers. Our children are blessed to have such dedicated, creative, and faithful adults in their lives.

Susan Bedard	Matt Behnke	Cheryl Bianco	Sharon Billetter
Teddy Carter	Charlene Cassavant	John Culver	Claudia Curry
Christine Furcinite-Reynolds	Sara Garinther	Mary, Andy & Alec Gillman	Renee Kaley
Theresa Latini	David Nevin	Liz Oakes	Michele Rousseau
Andrea Stasiowski	Liz Trapani	Suzanne White	

Craig Reynolds
Interim Church School Director

YOUTH FORMATION

See report from the Assistant Rector.

ADULT EDUCATION PROGRAM

See report from the Assistant Rector.

FINANCE MINISTRY

FINANCE COMMITTEE

See the report of the Treasurers.

OUTREACH MINISTRY

"The mission of the Outreach Ministry is to make God known to others by opening our door and ourselves in His name."

HABITAT FOR HUMANITY

St. Stephen's Day at Habitat for Humanity was Saturday, September 24, 2016. We supplied 6 volunteers, supplementing about 10 other Habitat volunteers. The work assignment was at a rehab at 5 -7 Hall Place. Special thanks to Joan Evans and her helpers who provided the workers with delicious lunch and break food. Work hours were from 8 am. to 3 p.m. The next planned workday will be in April or May, if a new house has been started or there are repair projects where more people are needed. Habitat's web site is: www.berkshirehabitat.org.

St. Stephen's is a Bronze Level sponsor for a Habitat workday. As a sponsor, we must provide lunch for the St. Stephen's members participating in the build plus 10 other staff workers and regular volunteers on site that day.

Respectfully submitted,
William Carter, Jr.

SHAWL MINISTRY

Late in 2016, after many years of dedicated work, the St. Stephen's prayer shawl ministry disbanded.

Ann Phipps

ST. STEPHEN'S TABLE

There is reason to celebrate your commitment to the Table this year. This year's monetary gifts to the Table have covered the cost of the ministry, truly a testament to your passion for making a difference in the community.

Your gifts have come in many different ways. Aside from the hundreds of volunteer hours of labor it takes to make the Table successful each year the food, shelter and interactions with the guests have provided a safe haven for many.

The monetary donations accent much as many of the unseen parts of the ministries, shopping, perpetually picking up bread, milk, produce, invoices, and food bank contracts.

One direction I feel that we should head as a ministry is simplification. We have enough pots and pans for a huge catering operation through donations and church closings, for improved workflow it might make sense to donate those items to a kitchen in need and streamline the efficiency of the kitchen by keeping only equipment we use.

I have been involved with the ministry for probably close to fifteen years you might guess that occasionally I think, it would be nice to take a nap this afternoon or go for a ride this fine sunny day.

It is your conviction over time that has inspired me to stay the course. You should be very proud of what you have accomplished.

Thanks,
Dan Moon

WARM HEADS, WARM HEARTS

“Warm Heads, Warm Hearts” was developed in 2009 to help our local population within the Berkshires in need of warm clothing each winter. Our guests at St. Stephen’s Table and The Cathedral of the Beloved are very grateful for the help.

The donations and distribution to our guests has become a habit to the parish and are almost self-sustaining. The collection has grown to include jackets, sweaters, gloves, hats, socks, and anything that would be warm and helpful.

The Warm Heads program is part of St. Stephen’s Table, and serves as a viable asset in providing additional care for those in need. In the current economy, the joined effort has helped everyone involved.

Connie Bullard
Coordinator

UNITED THANK OFFERING

The United Thank Offering is a way for each person to express tangible THANKS to God for blessings, UNITED with other Episcopalians in OFFERING prayers and money that reach out to our neighbors around the world.

The U.T.O. Blue Boxes and envelopes are always available at the church and envelopes are sent in *The First Order* for the Spring and Fall Ingatherings. The funds received are then sent to the Diocese of Western Massachusetts and then to the National Church to be sent where they are most needed.

Our Spring 2016 offering was \$546.20 and the Fall offering was \$447.22 with a total of \$993.42.

PARISH LIFE & STEWARDSHIP MINISTRIES

"The mission of the Parish Life Ministry is to communicate and provide opportunities for fellowship. This will be accomplished by calling upon individuals within the parish and community to integrate them into the life of the parish."

"The mission of the Stewardship Ministry is to nurture and make thoughtful and prayerful use of parish assets, including time, talent and financial resources. We will accomplish this through education, encouragement and careful management of all parish resources."

COFFEE HOUR

Coffee Hour is a great time after the 10 o'clock service to chat with members of our community new and old. Coffee, juice for the children, and light refreshments are served at this weekly gathering in the Guild Room from September to the end of June. In July and August we begin Lemonade on the Lawn. We gather at the East Street entrance to continue this social time outside when weather allows. As the name suggests, lemonade and refreshments are served. Each team is responsible for supplying the refreshments and the coffee is supplied by the church. In November and December we were joined by members of Zion Lutheran in providing light refreshments at Coffee Hour. If anyone would like to join this ministry please contact the Parish Office.

COMMUNICATIONS

2016 Highlights

Monthly Newsletter – *The First Order*

- Joan Kurber and Rob Langsdale served skillfully and faithfully throughout the year as Editor and Designer respectively. Connie Bullard was also a huge help, serving as interim editor when Joan took a medical leave late in the year.
- The digital version of the newsletter remains our primary format. A small number of parishioners continue to receive the newsletter by postal mail, and print copies are made available each month in the Church and Parish Office.

Web Site

- The website (redesigned in 2015) continues to be updated on a weekly basis.
- In October 2016 we started to post sermon audio to the website each week.
- The site received 7,347 visits last year from 3,995 unique visitors. 26% of visits to the website in 2016 were made from a mobile device.

Media/PR

- Kathy Sulock effectively managed our weekly service announcement in the Berkshire Eagle.
- Kathy also managed our special seasonal newspaper ads.

Weekly E-Newsletter

- The parish email update continued to be sent each week to more than 300 active email addresses.
- January 2017 marks 12 years of continuous publication of the mid-week email.

Photography

- Jim Cawse and David Nevin continued to snap high-quality photos of parish events at prodigious rates in 2016. Their contributions were augmented throughout the year by other creative parish photographers, including Bill Carter, Craig Reynolds, and Sara Garinther.

Social Media/Facebook

- Cricket and Joseph serve as administrators of the parish Facebook page, with assistance from the Communication Team. Many wonderful pictures, notes, and updates were posted in 2016.

GREETERS

For the 2016 calendar year, there were 31 people scheduled as greeters, including 5 couples. All greeters arrive at least 30 minutes prior to the start of the service and welcome parishioners and visitors alike. Welcome Packets may be distributed to newcomers along with an invitation to sign the Guest Book. Also, newcomers attending the 10:00 service will be invited to join other parishioners at Coffee Hour in the Guild Room for fellowship and refreshments, which follows the 10:00 service.

For the 8:00 a.m. service:

One greeter is assigned to cover the East Street entrance only.

For the 10:00 a.m. service:

Two greeters are assigned to cover the East Street entrance and one greeter covers the Allen Street entrance.

- Greeters at the East Street entrance also bring forth the gifts to the altar at the Eucharist.
- Greeters at the Allen Street entrance may also assist parishioners needing the elevator.

For special services such as Christmas and Easter, volunteers are requested, though not assigned and always welcomed to step in as needed. The summer schedule (July and August) requires greeters only for the one service at 9:00.

Thank you to all who faithfully serve in this very special ministry. More greeters are always welcome. If this is something that you would like to get involved in or find out more about, please see me. We can accommodate your schedule.

Respectfully,
Paula Morey

COOKING AND BAKING MINISTRY

The Cooking and Baking Ministry had a rewarding year. We provided food for Habitat for Humanity workdays and assisted at funeral receptions. Parishioners donated over 2,000 packets of mashed potatoes for Thanksgiving baskets. Several members of the ministry volunteered many hours to help with the preparation and distribution of the baskets to feed over 1,400 families.

Respectfully submitted,
Joan Evans and Jean Gray

LIVING GREEN

The mission of Living Green is to bring awareness to the people of St. Stephen's of the ways in which we, communally and individually can practice environmental stewardship. Throughout the year, we diligently continued our mission through weekly recycling of paper, cardboard, bottles, cans and plastics.

This is how it works:

- The recyclable bottles and cans that accumulate in the Guild Room and kitchen are emptied into the big blue toter located in the Dining Room.
- Dot Lambert, John Garinther or Susan Wojtasik breakdown the cardboard that accumulates in the former art room located next to the nursery in the basement.
- Don Phipps, Joan Evans, Jeff Pringle or Virginia Donovan pick up the cardboard that has been prepared and take it home for recycling at curbside.
- Jeff Pringle, Bill Morey, John Garinther or Craig Reynolds roll either the paper toter or the toter for bottles and cans out to the side entrance to be readied for pickup early Monday morning by Allied Waste on an alternating schedule.
- And "tips" on living green appear each week in the Sunday bulletin.

If you are interested in getting involved and/or have ideas to share, please speak with anyone mentioned above. The work of recycling continues thanks to the dedication of each and every member of this ministry.

Paula Morey

STEWARDSHIP COMMITTEE

The Stewardship season was kicked off with our annual Harvest Supper, and a Talent Show! Thanks to Dan Moon and his team for whipping up a tremendous meal for about 100 of us to enjoy together. And thank you to the cheerleaders, singers, comedians, and others who made this first talent show so fun. It was a great night to celebrate community. Members of the committee then wrote testimonials for the Sunday bulletins throughout the next month, sharing their love for St. Stephen's.

We wanted to go deeper this year, by asking all parishioners about their visions and desires for the parish. A series of questions, and post-it notes were handed out

and then adorned the chapel wall for many weeks. What was very clear is that the #1 priority of the parish is to care for our neighbors, near and far. Our current outreach ministries only serve to enlarge our compassion and draw us even more toward the concerns of those in Berkshire County whom we can assist, and people further away with whom we feel connected.

The "Planning for Paradise" event was a light-hearted reminder to us all that planning for end-of-life issues and questions is not meant to be scary or depressing, but rather is one way we can assist our families at a time when they may long for words of direction from us. The chance to look at the prayer book funeral services, to talk about one's favorite hymns, to have a chance to gather power-of-attorney and advance directive forms, was softened by the party atmosphere and by normalizing conversations that are often had behind closed doors in hushed tones.

The Stewardship season is a reminder to us that our parish is at the heart of our lives, not just for a few weeks per year, but always. As the year ended, we were still in the "clean up" phase of inviting last-minute pledge cards to return home to be counted. As the demands of our building continue to increase, pledges will no longer be the one way to make our budget sustainable. Look in the year ahead for more strategic thinking around long-term financial planning to keep St. Stephen's strong for generations to come.

Kudos to our Chair for taking parish membership so seriously, she added a new member to the parish this fall! Welcome, Calvin!

Gratefully, your Stewardship Team

Leah Luczynski (chair), Craig Smith, Al Symonds, Josie Ellis, Cricket Cooper

PASTORAL CARE MINISTRY

"Christians are called to be the heart and hands of Christ in the world. The mission of the Pastoral Care Ministry is the inclusion of shut-ins, the elderly and those who are ill, into the care and concerns of the parish."

PASTORAL CARE

Once again it is time to report on the status of Pastoral Care at St. Stephen's. I am taking the privilege this year of copying my report from last year, as the explanations for each of the Pastoral Care ministries don't change. But, neither do the needs of our church family. I would appeal to all parish members to consider one (or more) of the ministries. We always have needs. Sharing in Pastoral Care is a blessing - consider answering the Call! When we reach out to one another, we know that Christ is with us.

In brief, Pastoral Care consists of the following:

Healing Prayers - two members weekly receive communion and then go to the Chapel. Any member who has a need can receive communion and then go to the chapel and speak with the team. Any communication is privileged, shared with the priest only with permission (exception: harm to oneself or to another).

Eucharistic Visitors - two members are assigned to an individual and take communion from the Altar to the member who is not able to attend church. This shared experience is of value to both parties.

Eucharistic Ministers - these trained members assist on the altar at all services, offering the Chalice after the Priest. This is a marvelous opportunity to participate fully in the service.

Lectors - Members who wish to participate in this ministry attend a training with the priest and come prepared to services to lead in the reading and hearing of the Word.

Nursing Homes - Eucharistic Visitors are assigned to a local nursing home and lead a service on a monthly basis. It is a wonderful experience to share the Eucharist with residents who deeply appreciate the Message and the interaction.

Pastoral Care Team - These individuals are trained by the Clergy. On a weekly basis, a member is assigned to go to the hospital and bring the prayers and love of St. Stephen's to any member who is admitted. Truly, a wonderful experience and a unique way to share one's faith.

New members are always needed and welcomed. Please speak to Cricket, Joseph, or me if you feel called to one of these ministries.

William Frazier,
Pastoral Care Leader

PRAYER CHAIN

The Prayer Chain ministry, which consists of approximately 12 members, ran efficiently in 2016. Prayer requests can be emailed or phoned into our Parish Administrator, Kathy Sulock, who will forward the request to our faithful members.

Anyone wishing to join the Prayer Chain ministry is welcome.

Respectfully submitted
Debbie Stillman – Chair

WORSHIP MINISTRY

"We will provide spiritual and practical nurture to enable those who serve to know God and make God known to others in our worship. We will accomplish this by encouraging, training, recruitment and communication, and by affirming the spirituality of this service."

WORSHIP AT ST. STEPHEN'S

The Rector, Music Director and two Vestry members coordinate the committees, groups and individuals involved in our worship life.

In 2016, there were 5 Baptisms, 3 Marriages and 23 Funerals. The following presents a comparison of number of services and attendance for the past five years:

	2016	2015	2014	2013	2012
Holy Communion – Sunday	148	149	150	150	150
Midweek	44	53	106	128	197
Private	60	74	96	138	142
All Other Services	0	0	0	4	14
Total Services	252	276	352	420	503
Total Attendance	10,505	10,070	11,739	13,557	14,934

ACOLYTE GUILD

We currently have 24 active Acolytes in our ministry.

In 2016, Alec Gillman received training as Server, Andrew Gillman and Jasmine Hyatt were trained as Assistant Server.

We want to thank all Acolytes for their faithful service in 2016, and would invite anyone who is interested to join us in one of the most fulfilling ministries here at St. Stephen's.

Respectfully Submitted,
David Turner, Debbie Stillman and Susan Bedard
Co-Directors

ALTAR FLOWERS

Joan Kurber contacts people who placed flowers on the altar the previous year to give them the opportunity to do so again. She asks how they wish the wording to be in the bulletin and whether or not they have a preference as to kind/color of flowers. Flowers are purchased from local florists each week. Kathy Sulock coordinates a list of volunteers who take turns arranging the flowers each Sunday. Thank you Susan Coles, Cathy Doyle, Joan Evans, Diane Forsyth, Bill Frazier, Jean Gray, Bill Morey and Marie Sutton for your lovely arrangements. More volunteers are always welcome. Call Kathy in the Parish Office if you are interested. If you would like to have flowers placed on the altar on a particular Sunday please contact Joan Kurber.

ALTAR GUILD

We welcomed the members of Zion Lutheran Church to St. Stephen's.

It's hard to believe that another year has passed again and it's time for our Annual Meeting!

The Altar Guild was active in 2016 with committed members gathering faithfully each week on Saturday and Sunday, as well as whenever needed for additional events.

An open line of communication flows between clergy and our members. New ideas are always encouraged and welcome.

Clergy and co-chairs discuss Altar Guild activities on a regular basis and workshops can be offered whenever needed to help members continue learning how the altar is to be set, implements cleaned and polished, as well as how to launder and care for linens.

A large group gathered in April to prepare for Holy Easter and again in December to prepare for Christmas. A heartfelt thank you all who participate in the decoration of the Sanctuary and also in removing the decorations. Your help is very much appreciated.

At present we have twenty-six active members. We thank them all for their dedicated service throughout the year.

Anyone wishing to join the Altar Guild ministry will be warmly welcomed. Many hands are needed, please come and join us in this truly rewarding ministry.

Respectfully Submitted

Janice Furcinite
Marie Sutton
Edie Mingalone
Co-Chairs

LECTORS/EUCHARISTIC MINISTERS HEALING PRAYER MINISTERS/VESTRY GREETERS

The scheduling process continued on an even keel through 2016, with few changes in the lists of minsters.

More parishioners serving in one or more of these ministries would allow the dedicated people who serve at the 5:00 p.m. and 8:00 a.m. services a few more free weekends between their times to serve.

The office staff continues to mail out printed copies of the schedules, along with the scheduled readings for the Lectors, and Craig Reynolds continues to place the schedules on the St. Stephen's website.

Respectfully submitted,
Don Phipps, Ministry Scheduler

CD MINISTRY

Roy Sutton produces a master CD of the Sunday 10 a.m. service each week and copies are available upon request by contacting the Parish Office.

REPORT OF THE DIRECTOR OF MUSIC

2016 at St. Stephen's has been interesting, fun and busy. In general, things have gone well, with a few bumps in the road here and there.

The Parish Choir, comprised of adults, continues to be faithful in singing anthems and helping to lead worship on Sunday mornings. The choir rehearses on Tuesday evenings during the academic year and sings on Sundays. This year, the choir also sang on Maundy Thursday, and for the ecumenical Easter Vigil Service. On Good Friday, Sarah Novak, Wavelyn Hine, Jeffrey Hine, Craig Smith, and Charlotte Hays sang for the evening service. The choir and service music adds much to the worship experience and the choir members take their participation seriously. We are always looking for singers to add to our number.

St. Stephen's is fortunate to have one of the best if not the best church choir in Berkshire County. One of the main reasons for this success is the musical expertise of the four section leaders/soloists. Each section leader models excellent singing, and is able to master her/his part in a short period of time. As a result, the other singers are able to "lean on" the section leaders, as needed, for some assistance in learning their parts. The choir is able to sing quite a bit of the acapella choral literature. The choir is able to perform the repertoire from the various periods and styles of music. The choir sings in foreign languages, as do all decent choirs. The value of these capabilities should not be underestimated. The sum of the parts is indeed greater than the whole. And, who wants to come to church to listen to mediocre music with copious wrong notes, geared to the lowest common denominator?

Our choral librarians Don and Ann Phipps continue to keep the music organized. This significant undertaking helps to make the rehearsals and services run smoothly. Because we sing a large number of pieces each Sunday, from various sources, we try to have most of the music set up in order in one folder. We could not possibly keep this system together, without the time and effort of the librarians.

One of our choir members, Heather Macfarlane attended the RSCM America course in Newport, RI, in August. In preparation, she rehearsed her part with me in advance. She reported that she had a positive experience in Newport. The tuition was paid from a scholarship fund that we have here at St. Stephen's.

During the summer months soloists and instrumentalists offered musical selections, including St. Stephen's Handbell Ringers; Thomas Tuthill, organ; Charlotte Hays, soprano; Amanda Fillio, flute; Annie Rodgers, Jeff Hine, tenor and Wavelyn Hine, alto; Cindy Dickinson, soprano; Louise Penny, alto; Deborah Duff, piano; Bing Liu, violin; Emily Duff, saxophone; Ronald Lively, clarinet; Donna Gouger and Susan Green, trumpets; Craig Smith, bass; Cindy Ogulnick, violin.

St. Stephen's Handbell Ringers had a productive year. Gradually we are gaining more ringers, some who have prior experience. Many of our new pieces are quite complex, and soon you will take us for granted. On December 15th, the ringers performed at the Colonial Theater at intermission for a performance of *A Christmas Carol*. It was our first excursion into the community since I have been the director at St. Stephen's. We continue to incorporate new ringing techniques and mallets in some of our pieces. The good news is that I still have some additional tricks up my sleeve. We are utilizing the chimes, and their unique tone is a nice contrast to the sound of the handbells. As I reported last year, we could use some additional bells that we currently lack.

In September, I again attempted to get the children's choir up and running. Unfortunately, there seemed to be little or no interest. Hopefully, in the near future, there will be a core group of kids who will want to participate in the choir.

Beginning in July, I have served as the Sub-dean (Assistant Chief Cook and Bottle Washer) of the Berkshire Chapter of the American Guild of Organists.

Respectfully submitted,
Joy Herzig Mullen
Director of Music

USHERS

I am pleased to report that we currently have 10 volunteer ushers in the parish. The ushers serve at all the Sunday services as well as holidays and special services throughout the year. Their responsibilities include arranging for collectors for the offering, arranging for greeters to bring the oblations to the altar, and assisting me in monitoring the sound system and recording the 10:00 a.m. Sunday service. They also fill in as greeters when needed, take attendance and assist me in the count of the Sunday monetary collection, and handle just about anything else that may arise at the back of the church, to ensure that the service runs smoothly.

The ushers are a very faithful group of volunteers and I am thankful to them for their service and dedication to this very important ministry. I am always looking for new ushers and welcome any man, woman, or young adult who would like to serve. Free training provided. If you think that you may be interested in sharing a little of your time with St. Stephen's as an usher, please see me after any of the 10:00 a.m. Sunday services or at coffee hour.

Respectfully Submitted,
Roy Sutton, Usher Scheduler

REPORT OF THE TREASURERS

For 2016, the parish had a budget of \$473,564 with a planned use of endowment funds in the amount of \$58,806. We received \$294,337 in pledges; however this was off our budget by \$17,983. Our expenses were only slightly over budget (1.75%) but between the two, an additional \$16,194 was withdrawn from our endowment, totaling \$75,000. (Receipts = \$407,847. Expenses = \$482,847).

St. Stephen's continued to provide the mission and ministry for the year with less than anticipated pledge income, but the generosity of our parish is amazing. Our unbudgeted income for the year included:

\$ 11,176	Clergy Discretionary Fund
\$ 993	United Thank Offering
\$ 2,715	Memorial Donations
\$ 3,306	Flowers; Memorial, Easter, Christmas
\$ 2,400	Music Fund
\$ 1,800	Wedding and funerals
\$ 2,664	Special gifts/donations collected for Jenny Gregg
\$ 10,650	Gifts collected for elevator doors

Additionally, St. Stephen's was the recipient of several significant gifts and bequests in 2016.

- \$12,751 was received from the estate of Phil Desch. Per the bequest, these funds were placed in the Centennial Fund.
- \$5,500 was received as a gift from St. Martin's of Pittsfield.
- \$11,466 was received from the Estate of Robert Fox; \$7,250 was deposited into the checking account for operating expenses and \$4,215 was deposited into the Robert Fox Fund in our DMMP savings account.
- \$5,000 was sent to the Centennial Fund from the Beattie Fund to continue to pay for the organ console.

We began 2016 with \$3,904 in the checking account and ended 2016 with \$1,056 in the checking account.

The expense budget categories which were over budget are as follows:

- Benefits by \$2,707 - larger than anticipated increase worker's compensation expense as well as health insurance coverage
- Utilities by \$1,309 - while our gas bill was less than budgeted, we discovered a leaking valve in the apartment which hit our quarterly water bill pretty hard (\$1,500)
- General Expenses including Stewardship, Publicity, Parish Activities, Postage for First Order were over budget by \$5,130
- Property Expenses were over by \$3,427— our heating system and building cleaning services

The following unplanned and unbudgeted expenses were covered by the DMMP Savings account

- \$2,369 - Sound system improvement
- \$1,690 – Alley wall repair and re-grade
- \$1,200 – Addition of hot water to men’s room in basement
- \$3,225 – Boiler pump replacement
- \$5,301 – Asbestos removal, steam valve and ceiling repair

The Investments with the Trustees of the Diocese continue to have strong returns. In 2016, gifts of \$23,251 were added to the Centennial Fund and \$75,000 was removed. \$50,018 was received in income disbursement and the fund had gains of \$26,233. The net change loss was \$16,650 compared to the beginning of 2016.

The Finance Committee, led by our Wardens, evaluated the Mission and Ministry performed by St. Stephen’s. We concluded:

- We will continue to monitor our budget to reduce spending where possible and provide opportunities for giving when able.
- Opportunities for parishioners to assist with large expenses such as water heaters, boilers and elevators will continue. This generosity is very meaningful when St. Stephen’s is faced with a large unexpected building expense.
- Our staff is an important part of being the heart and hands of Christ. As guided by the Diocese, cost of living increases were given in 2016 to most staff members. This is a significant part of our budget.
- The parish accepted the increase to the Assessment of Common Ministry.
- Some investment from our endowment funds was required in 2016 and likely will be needed again in 2017. It is important to note the amount needed continues to decrease.

For 2017: a budget of \$446,890. We will plan to use \$53,933 from our endowments and the hope will be to just use our investment growth on the income side to show the budget in balance. While disappointed that additional money is needed from our investments, the amount will be less than was used last year. Ideally, this amount will continue to decrease. The Vestry approved this budget via email vote on January 30, 2017.

Going forward: Our building continues to age and wear; everything from ceilings, to windows, to elevator doors. The Finance Committee listens to the Property Committee as they evaluate the state of our building. We are hopeful that some new opportunities of building use will appear and in the meantime, St. Stephen’s is happy to host our neighbors, Zion Lutheran while their building is renovated. While the Vestry determined that timing for a capital campaign didn’t feel quite right in 2016, it may be re-evaluated in 2017.

Summary: We believe that the staff will continue to be frugal with expenses. We pray for the courage to invite and incorporate new people – not for the dollars but to spread the Word and love of this faith community.

Working with you for Christ, we are,
Josie Ellis, Treasurer
Don Phipps, Assistant Treasurer

St. Stephen's Parish: Summary of Income and Expenses 2014-2017

30 January 2017

INCOME	2014		2015		2016		2017
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted
Plate Offerings	\$ 14,800	\$ 14,656	\$ 13,650	\$ 15,011	\$ 13,700	\$ 14,112	\$ 14,500
Pledges and Expected Unpledged Gifts	\$ 345,681	\$ 311,215	\$ 326,450	\$ 299,647	\$ 312,320	\$ 294,337	\$ 292,600
Root Fund	\$ 9,200	\$ 9,428	\$ 9,200	\$ 8,996	\$ 9,200	\$ 8,233	\$ 8,000
General Investment Income	\$ 56,725	\$ 56,814	\$ 50,653	\$ 49,272	\$ 50,783	\$ 47,677	\$ 49,772
General Purpose Income *	\$ 28,105	\$ 28,156	\$ 25,755	\$ 51,815	\$ 28,755	\$ 43,488	\$ 28,085
TOTAL BUDGETED RECEIPTS	\$ 454,511	\$ 420,268	\$ 425,708	\$ 424,741	\$ 414,758	\$ 407,847	\$ 392,957
EXPENSES							
Diocesan Assessment for Common Ministry	\$ 57,400	\$ 57,400	\$ 55,950	\$ 55,950	\$ 56,064	\$ 56,064	\$ 57,070
Church Programs	\$ 16,750	\$ 16,352	\$ 19,450	\$ 18,556	\$ 13,500	\$ 13,302	\$ 13,750
Salaries and Benefits	\$ 257,220	\$ 264,037	\$ 270,036	\$ 280,960	\$ 262,183	\$ 265,102	\$ 236,067
Utilities	\$ 30,175	\$ 30,530	\$ 30,100	\$ 30,283	\$ 28,600	\$ 29,909	\$ 27,600
Office Expense	\$ 16,600	\$ 18,048	\$ 16,550	\$ 14,241	\$ 16,550	\$ 14,587	\$ 16,550
Christian Education	\$ 4,950	\$ 8,140	\$ 4,700	\$ 6,424	\$ 4,500	\$ 4,207	\$ 4,500
Reimbursed Expenses	\$ 4,400	\$ 5,854	\$ 4,500	\$ 5,533	\$ 3,600	\$ 2,571	\$ 3,000
Telephone	\$ 3,400	\$ 3,484	\$ 3,400	\$ 3,549	\$ 3,400	\$ 3,463	\$ 3,400
Altar and Acolyte Supplies	\$ 2,700	\$ 1,550	\$ 1,400	\$ 2,397	\$ 1,400	\$ 957	\$ 1,400
Music Expenses	\$ 10,375	\$ 9,488	\$ 9,625	\$ 9,530	\$ 8,625	\$ 8,986	\$ 8,244
General Expenses	\$ 18,320	\$ 12,232	\$ 11,420	\$ 14,778	\$ 10,920	\$ 16,050	\$ 10,920
Property Expenses	\$ 67,128	\$ 71,087	\$ 67,578	\$ 72,542	\$ 64,222	\$ 67,649	\$ 64,389
Total All Budgeted Expenses	\$ 489,418	\$ 498,204	\$ 494,709	\$ 514,741	\$ 473,564	\$ 482,847	\$ 446,890
TOTAL BUDGETED RECEIPTS	\$ 454,511	\$ 420,268	\$ 425,708	\$ 424,741	\$ 414,758	\$ 407,847	\$ 392,957
TOTAL BUDGETED EXPENSES	\$ 489,418	\$ 498,204	\$ 494,709	\$ 514,741	\$ 473,564	\$ 482,847	\$ 446,890
Endowment Funds Used to Meet Expenses	\$ 34,907	\$ 77,936	\$ 69,001	\$ 90,000	\$ 58,806	\$ 75,000	\$ 53,933

* For 2015 and 2016, this line includes some unrestricted gifts or bequests that were used for operating expenses.

St. Stephen's Parish: Balance Sheet as of December 31, 2016

ASSETS

Regular Checking	\$	1,056
Clergy Discretionary Checking Accounts	\$	11,048
Savings Accounts	\$	136,811
Restoration '99 Checking *	\$	-
Servant Leadership Checking	\$	1
Total Cash	\$	148,917
Total Investments	\$	929,258
Total Property	\$	10,398,450
Other Assets	\$	760,191
Total Assets	\$	12,236,816

LIABILITIES AND FUND BALANCES

Total Liabilities	\$	-
Fund Principal		
Undesignated Funds	\$	22,059
Vestry Designated Funds	\$	142,734
Donor Restricted Funds	\$	270,078
Endowment Funds	\$	1,431,188
Property Fund	\$	10,398,450
Capital Campaign Fund	\$	9,337
Current Year Excess/Deficit	\$	(23,541)
Excess Cash Received	\$	(13,489)
Total Fund Principal	\$	12,236,816
Total Liabilities and Fund Principal	\$	12,236,816

* This checking account has been closed and the funds placed in "The Alice Beattie Fund for Musical Instruments" in our Berkshire Bank Savings Account.

Endowment Funds Year-end Values

Fund Name	2007 Year End	2008 Year End	2009 Year End	2010 Year End	2011 Year End	2012 Year End	2013 Year End	2014 Year End	2015 Year End	2016 Year End
Bailey	\$ 4,267.94	\$ 2,729.03	\$ 3,168.47	\$ 3,363.47	\$ 3,138.47	\$ 3,384.91	\$ 3,578.03	\$ 3,733.55	\$ 3,669.71	\$ 3,747.85
Beattie	\$ 473,649.34	\$ 366,755.00	\$ 420,241.06	\$ 441,404.20	\$ 436,016.64	\$ 459,936.16	\$ 505,438.49	\$ 534,677.72	\$ 507,810.90	\$ 524,620.16
Cambell	\$ 758.09	\$ 482.47	\$ 560.16	\$ 594.65	\$ 554.87	\$ 598.45	\$ 632.60	\$ 660.12	\$ 652.38	\$ 662.68
Centennial	\$ 320,087.41	\$ 214,348.32	\$ 248,865.17	\$ 264,180.32	\$ 368,794.20	\$ 397,754.20	\$ 421,701.10	\$ 311,628.33	\$ 222,883.31	\$ 174,757.40
Dillon	\$ 43,270.66	\$ 27,539.40	\$ 31,974.14	\$ 33,941.82	\$ 31,671.09	\$ 34,188.07	\$ 36,108.73	\$ 37,675.94	\$ 37,233.47	\$ 37,620.19
Gift Endowed Pledge	\$ 66,851.18	\$ 42,365.96	\$ 49,176.64	\$ 52,202.96	\$ 48,710.56	\$ 52,535.60	\$ 55,532.66	\$ 57,946.14	\$ 57,265.63	\$ 58,168.05
Endowment	\$ 30,483.69	\$ 19,401.11	\$ 22,525.32	\$ 23,911.56	\$ 22,311.85	\$ 24,063.90	\$ 25,436.70	\$ 26,542.19	\$ 48,829.10	\$ 49,598.52
Humphries	\$ 120,231.22	\$ 76,520.22	\$ 88,642.43	\$ 94,309.81	\$ 73,634.49	\$ 61,413.33	\$ 64,916.83	\$ 67,738.15	\$ 66,942.64	\$ 67,997.48
Nickerson	\$ 75,634.05	\$ 26,933.54	\$ 31,270.68	\$ 33,195.07	\$ 30,974.29	\$ 33,406.60	\$ 35,312.37	\$ 36,847.05	\$ 36,414.30	\$ 36,988.11
Plunkett	\$ 3,638.40	\$ 2,442.88	\$ 2,836.29	\$ 3,010.85	\$ 2,809.42	\$ 3,030.01	\$ 3,202.86	\$ 3,342.06	\$ 3,302.81	\$ 3,354.85
Root Estate	\$ 135,311.71	\$ 86,118.06	\$ 99,985.79	\$ 106,138.93	\$ 99,038.22	\$ 106,815.34	\$ 112,968.94	\$ 117,816.06	\$ 116,432.45	\$ 118,267.14
Root Fund	\$ 281,689.79	\$ 192,082.66	\$ 223,655.28	\$ 241,591.62	\$ 219,393.99	\$ 238,463.43	\$ 245,199.67	\$ 246,988.19	\$ 229,677.18	\$ 231,355.41
Saulding	\$ 211,752.07	\$ 121,829.20	\$ 141,447.53	\$ 150,152.16	\$ 140,106.95	\$ 151,109.02	\$ 159,729.49	\$ 166,671.46	\$ 164,714.09	\$ 167,309.60
Reik & Bell Real Estate	\$ 253,338.24	\$ 161,233.87	\$ 187,197.62	\$ 198,717.76	\$ 185,623.46	\$ 199,984.05	\$ 211,982.75	\$ 220,580.02	\$ 217,989.54	\$ 221,424.53
Malti			\$ 80,263.64	\$ 68,845.49	\$ 64,145.76	\$ 39,160.44	\$ 4,139.47			
Total	\$ 2,020,891.99	\$ 1,360,771.72	\$ 1,632,010.22	\$ 1,715,560.67	\$ 1,726,724.26	\$ 1,805,813.51	\$ 1,885,228.69	\$ 1,832,846.98	\$ 1,713,807.51	\$ 1,696,071.97
Increase/(Decrease)	\$ 30,959.82	\$ (660,120.27)	\$ 271,238.50	\$ 83,550.45	\$ 11,163.59	\$ 79,069.25	\$ 79,415.18	\$ (52,381.71)	\$ (119,039.47)	\$ (17,735.54)

Note 1: These funds are restricted: St. Stephen's receives income, but cannot use the principal.

Note 2: Fund is proceeds from sale of Waverly House and is restricted.

Note 3: During 2013, St. Stephen's withdrew a total of \$97,394: \$15,000 for the boiler update, \$45,000 for the new organ console, and \$37,394 from the Malti Fund (as planned) to balance the budget. The organ console funds were a loan, to be repaid from St. Stephen's portion of the income from the Beattie Fund.

Note 4: In 2014, St. Stephen's withdrew a total of \$130,000 from the Centennial Fund - \$15,000 in June and \$15,000 in July to complete the payments for the new organ console, and \$100,000 in December to balance the budget. We used \$20,000 of the \$100,000 to repay a loan from our savings account, and \$18,008 remained in the checking account at the end of 2014. (The 2014 budget anticipated the use of \$34,907 from the Centennial Fund to balance the budget.)

Note 5: In December 2015, St. Stephen's withdrew \$60,000 from the Centennial Fund to balance the budget. In the 4th quarter, we deposited \$5,000 in the Centennial Fund to continue repaying the \$75,000 borrowed to pay for the new organ console, and deposited a \$22,400 unrestricted bequest into the Endowment Fund. (The 2015 budget anticipated the use of \$69,633 from the Centennial Fund to balance the budget.)

Note 6: In the 3rd quarter of 2016, we deposited \$23,251 into the Centennial Fund; \$5,000 was the next payment on the loan for the organ console, and the other \$18,251 was a final payment from the estate of Phil Deutch. In December, we withdrew \$75,000 from the Centennial Fund to balance the budget. (The 2016 budget anticipated the use of \$68,645 from the Centennial Fund to balance the budget.)

Total minus Beattie, Graybill and Root Funds	\$ 1,199,001.68	\$ 739,578.10	\$ 908,937.24	\$ 980,361.89	\$ 1,022,603.07	\$ 1,054,878.32	\$ 1,079,057.87	\$ 993,234.93	\$ 919,083.80	\$ 881,928.35
Increase/(Decrease)	\$ (3,581.27)	\$ (459,423.58)	\$ 199,359.14	\$ 41,424.65	\$ 42,241.18	\$ 32,275.25	\$ 24,179.55	\$ (85,822.94)	\$ (74,181.13)	\$ (97,125.45)

Note 3, 4, 5 & 6

Notes 3, 4, 5 & 6

**Berkshire Servant Leadership Center –
2016**

BEGINNING BALANCE	\$2,122.64
INCOME	+ \$6,528.50
EXPENSES	- \$8,649.78
ENDING BALANCE	\$1.36