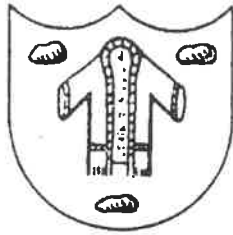


# St. Stephen's Episcopal Church

Pittsfield Massachusetts

Annual Report 2020





**St. Stephen's  
Episcopal Church  
Pittsfield,  
Massachusetts**

**Annual Meeting Agenda – February 14, 2021**

**Governing**

- + Opening Prayer
- + Bishop's Message
- + Call to Order
- + Nominations
- + Election
- + Prayers for those newly elected

**Grieving**

- + Thoughts from the Bridge Pastor
- + Remembering those who have died

**Gratitude**

- + Wardens Report

**Growth**

- + Looking Forward
- + Budget Presentation
- + Incoming Rector's presentation video
- + Closing Prayer and Adjournment

**This Zoom Meeting is being recorded**

## Contents

### Contents

2020 Highlights.....	5
From the Register.....	6
Vestry Members and Parish Staff .....	7
Report of the Bridge Pastor.....	8
Report of the Co-Wardens .....	10
Administration Ministry.....	12
Property Committee .....	12
Parish Library.....	13
Christian Education Ministry .....	13
Sunday School .....	13
Young People's Fellowship .....	13
Adult Education .....	13
Finance Ministry .....	14
Finance Committee .....	14
Outreach Ministry .....	15
Habitat for Humanity .....	15
St Stephen's Table .....	15
United Thank Offering.....	16
Parish Life and Stewardship Ministries .....	17
Coffee Hour .....	17
Communications .....	17
Greeters .....	19
Cooking and Baking Ministry.....	20
Living Green .....	21
Stewardship Committee .....	22
Pastoral Care Coordinator.....	24
Prayer Chain.....	24
Worship Ministry .....	25
Worship at St Stephen's.....	25
Acolyte Guild.....	26
Altar Flowers .....	26

Altar Guild .....	26
Scheduling Ministry .....	27
CD Ministry .....	27
Director of Music .....	28
Ushers .....	29
Report of the Treasurers.....	30

## 2020 Highlights

### January

- Epiphany Pageant
- Annual Meeting

### February

- Online Accounting and Database
- Profile Committee Listening Sessions
- Chili Cook-off with Zion
- Laundry Love

### March

- March 14: COVID-19 shuts down in-person worship, office officially closed, BCARC Cleaning Crew and all meetings suspended
- Online services begin
- St. Stephen's Table begins Grab and Go service

### April

- Online services continue
- Drive-by palms distributed
- Drive-by communion
- Tuesday and Thursday Drop in Center, The Landing Pad, opens
- St. Stephen's Table continues Grab and Go

### May

- Online services continue
- St. Stephen's Table continues Grab and Go

### June

- Online services continue
- St. Stephen's Table continues Grab and Go

### July

- Online services continue
- St. Stephen's Table continues Grab and Go
- Worship safety team formed and begins work with Diocese
- The Landing Pad closes

### August

- In-person worship resumes with COVID-19 protocols
- Parish Profile completed and posted to website
- Office re-opens
- BCARC Cleaning Crew returns
- Limited number of AA meetings resume
- St. Stephen's Table continues Grab and Go

### September

- In-person worship continues with supply clergy
- St. Stephen's Table continues Grab and Go

### October

- Rev. David DeSmith, Bridge Pastor
- Grab and Go Harvest Dinner with Zoom presentation
- Search Committee begins interviews
- St. Stephen's Table continues Grab and Go

### November

- Virtual Diocesan Convention
- Election Eve Prayer Service
- November 14: in-person activities shut down
- Online worship returns, bulletin goes online
- Vestry interviews final search candidates
- BCARC on one day per week schedule
- St. Stephen's Table continues Grab and Go

### December

- Zoom Advent Vespers, Tuesdays with Zion
- Online services continue, music added.
- St. Stephen's Table continues Grab and Go
- Rev. Dr. Nina R. Pooley called as Rector!

## From the Register

### *Marriages:*

Erica Ahnred –Ryan McKeon

### *Baptisms:*

Adaline Assender

### *Burials:*

Mildred Bullett

Leslie Engle

Stephanie Engle

Nellie Galliher

Elmer Green

Mary Hamel

Patricia Lake

Virginia Smith

Rt. Rev. John Tarrant

Sandra Thomas



## **Vestry Members and Parish Staff**

### **ST. STEPHEN'S PARISH 2020**

#### **Officers**

Co- Wardens  
Erin Sullivan  
Treasurer  
Assistant Treasurer  
Clerk

Tom Dillon  
  
Leah Luczynski  
  
Mark Miller

#### **Vestry Members**

	Term Expires
Louise Penney	2021
John Culver	2021
Wendy Coakley	2022
Chris Plankey	2022
Angie Moon	2023
Valerie Anderson	2023

#### **Parish Staff**

Interim Rector (through August 2020)  
Bridge Pastor (beginning October 2020)  
Director of Music  
Pastoral Coordinator  
Office Assistant  
Parish Administrator  
Coordinator for St. Stephen's Table  
Sunday Sexton  
Advantage Employee Network, (through April 2020)  
Weekday Sextons (beginning August 2020)

John Tarrant  
David DeSmith  
Joy Mullen  
William Frazier  
Bert Boos  
Sarah Morrison  
Dan Moon  
Roy Stillman  
Cheryl Smith  
Jenelle Pullaro



## Report from the Bridge Pastor

The Rev. David DeSmith

It has been twenty-one years since I served as your Interim Rector and once again life's circumstances brought us together as people and priest.

We are still grieving the death of our exceptional Interim Rector, The Rt. Rev. John Tarrant. In that, as well as in so many changes and challenges of life, we have continued to witness to each other and the world a love stronger than death, grief, sickness, anxiety, fear and frustration. Sadly, there's still plenty of that to go around in the midst of a global pandemic and our national unrest.

There has been plenty of blessings to go around as well. Oh, where would we be without those blessings! God continues to grace us with many resources, human and material. That is so we can be a blessing to each other and all those we encounter both near and far.

Despite the upheaval of the world and perhaps especially because of it, we have continued to praise God, care for each other and serve our neighbors even while wearing masks and social distancing. To be sure, the Holy Spirit practices neither.

Many people of both the parish and diocese make our discipleship possible and I know you join me in thanking them for their many gifts and commitment:

+ My special thanks go to Co-Wardens, Erin Sullivan and Tom Dillon. What a superb duo especially during this precious time of transition. Tom is completing an extended term so he deserves an extra special thank you.

+ Teams of people make our church life run smoothly as well: members of the Vestry, the Stewardship Committee, the Finance Committee, the Altar Guild and their director, Marie Sutton, and our Pastoral Care Ministry led by Bill Frazier whose devotion and attentiveness to our sick and homebound folks are such wonderful gifts as we confronted the ongoing challenge of providing virtual care.

+The staff here is exceptional: Sarah Morrison and Bert Boos in the office, assisted by Debbie Stillman during Sarah's medical leave; Joy Mullen, Music Director, and our Sunday singers: Jeffrey and Waveyln Hind, occasionally assisted by Sarah Novak and Robert Szczepaniak; Dan Moon and the volunteers at "The Table"; and our Sexton, Roy Stillman.

+ And there's more, our resilient and fearless Sunday Service Recording Team: Chris Plankey and our Lectors - Jim Alden, Tom Dillion, Diane Forsyth, Bill Frazier, Don Phipps and Debbie Stillman; Joan Evans for her faithfulness in helping with the counting of the Sunday offering and the many other helpful things she does; Craig Reynolds and his many gifts which keep our website current and relevant; Connie Bullard who so expertly edits our newsletter; The Rev. Anna Woofenden and the people of Zion Lutheran Church with whom we shared times of prayer and connection; David Nevin and

Louise Penney who enthusiastically assisted with some preaching duties; the ongoing essential frontline work of The Rev. Jenny Gregg and everyone at Cathedral of the Beloved; Bill Carter whose expertise made the new sanctuary lighting possible; the friendly and flexible cleaning crew from Berkshire County ARC; and Al Symonds who regularly checked in on us, making sure the furnace was working properly.

+From the diocese, I especially wish to thank Bishop Fisher and The Rev. Canon Rich Simpson, Canon to the Ordinary for their wisdom, care and support; the Berkshire Episcopal Clergy Deanery Group with their warm welcome and collegiality; and our Dean, The Rev. Michael Tuck who patiently got me up to speed on wrapping my head around all those COVID metrics.

+Many people both on the front lines and behind the scenes are vital in sustaining our mission of being “the heart and hands of Christ.” The whole parish and I thank each and every one of you for your good work of doing “the heavy lifting” especially during these extraordinarily challenging times.

Please know of my heartfelt gratitude for each and every one of you, not only for what you do, but for who you are. It has been an honor and privilege to serve as your Bridge Pastor. A bridge gets us from one point to another and sometimes over “troubled waters.” And so we have, connecting searching to finding with deep gratitude to all those who served on the Profile and Search Committees. Well done.

You have called The Rev. Dr. Nina Pooley to be your next Rector. Blessings be upon her and all of you. This is just another affirmation of what I feel here at St. Stephen’s - that the Holy Spirit continues to be in your midst.

*Glory to God whose power, working in us,  
can do infinitely more than we can ask or imagine:  
Glory to him from generation to generation in the Church,  
and in Christ Jesus for ever and ever. Amen.*

Ephesians 3:20-21

David DeSmith

## Report of the Co-Wardens

The Wardens and Vestry faced 2020 with optimism, hope, and a sense of comfort and stability. We had a wonderful Interim Rector in place. The Rt. Reverend John Tarrant joined us the previous fall after retiring from The Diocese of South Dakota. By February, our Profile Committee had completed a detailed and compelling story of our parish, the vision we had for moving forward, and the type of leader we hoped would take us there. The Search Committee was formed and preparing to advertise and interview candidates to be our new Rector. Services were continuing on Saturday and Sunday, Cathedral of the Beloved had moved from the lawn of St. Joseph's Church to the community space at Zion's and St. Stephen's Table continued its outreach to our friends in need. The Berkshire Immigrant Center was upstairs in the parish house working with new neighbors. Then, things abruptly changed.

In February reports of COVID 19 hit the news, and by March the bishop suggested that in-person worship would be suspended at least for two weeks. The safety measures expanded, and we had to change all of our services and programming. The church and Immigrant Center were essentially closed, and the Table became a take-out operation. Under the guidance of our Rector, John Tarrant, we opted for live-streamed services via our website and Facebook page. Pastoral care became limited. Holy Week and Easter were observed virtually. John continued to guide St. Stephen's, and we continued our mission of spreading God's love to our parishioners and the local community.

As things started to level off, St. Stephen's, through Rev. Jenner Gregg, Rev. Sloan Letman and Cathedral and a grant from the COVID-19 Emergency Response Fund for Berkshire County, offered a respite program for people experiencing homelessness during the week and opened the church for people to come for coffee, phone-charging and conversation. Through the CARES Act, the Diocese was granted funding for parishes to be able to maintain their staffing. The COVID crisis seemed to stabilize somewhat and the infection rate remained relatively low in the western part of the Commonwealth.

June saw planning begin for a return to limited in-person worship. The Diocese established guidelines and John Tarrant, Chris Plankey, and J.D. Hebert set up protocols for St. Stephen's to return offering services on Saturdays and Sundays. Pre-registration was required, social distancing observed and the number of congregants was limited. August first saw our first service, with the Rt. Rev. John Tarrant presiding. Things seemed to be heading toward some kind of relative normalcy.

Tragically, on August 24th, word spread rapidly of the sudden death of our beloved Interim Rector, The Rt. Rev. John Tarrant. The priest who had brought us stability, calmness and hope was no longer with us. As was said by many, he had brought us to a better place. A funeral service was concelebrated on Saturday, August 29th by our bishop, The Rt. Rev. Douglas Fisher, The Rt. Rev. Lawrence Provenzano, The Rt. Rev. John Scruton, retired, and the Rev. Jennifer Gregg.

In this time of crisis, we were grateful for the many clergy who supported us. The Rev. Jennifer Gregg and Rev. Bill Loutrel, along with Rev. Sloan Letman offered their assistance. Jenny and Bill, along with Rev. Peter Elvin covered the weekend services. And then, truly under the guidance of the Holy Spirit, Rev. David DeSmith offered his assistance “in any way I can” and became our Bridge Pastor. David is known by many in the Parish, having served in it previously. He and his husband, Jim, are members and settled locally after his retirement.

David maintained our in-person worship until early fall, when a spike in the infection rate required that we return to virtual worship. As things deteriorated in the community David continued to guide, comfort and inspire us with his thoughtful and effective preaching and, along with Bill Frazier, our Pastoral Care program continued.

This narrative of St. Stephen’s journey through those tumultuous, unsettling, and stressful months of 2020 brought us to the more joyful announcement in early December of the selection of a new Rector, the Rev. Dr. Nina Pooley. The Search Committee, with the prayerful support of the Rev. Frances Hills, had been quietly but effectively completing their mission. Nina was the unanimous choice of the Search Committee and unanimously endorsed by the Vestry after interviews and numerous Zoom meetings. Rev. Dr. Pooley, from St. Bartholomew’s Parish in Yarmouth, Maine, is energetic, organized and God-centered in her approach to parish service and administration. Nina also has an infectious sense of humor.

The Wardens and Vestry have worked diligently and cooperatively to maintain as much stability as possible for our parish. Finances for the year, while on the positive side, still require watching as expenses will increase dramatically next year. However, kitchen renovations under the guidance of Leah, Erin and Dan are being addressed, and we have new LED lighting in the church which will make our return to regular worship seem even brighter. A “thank you” goes out to Bill Carter and Chris Plankey for overseeing this project. Speaking of “thank you”, a special one goes to our incredible office staff including Sarah, Bert, and Debbie Stillman, our sexton, Roy Stillman, and our music director, Joy Mullen; and the Wardens and Vestry would like to extend a big “thank you” to one of St. Stephen’s treasures, the Rev. David DeSmith. The guidance and support you have given us will be treasured.

Tom Dillon and Erin Sullivan

## 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."

### Property Committee

The Property Committee is responsible for maintaining and improving the Church and Parish House and for responding to property issues identified by the Rector and staff. Because of the pandemic, the committee only took care of urgent issues. We were not able to do any extra projects.

The church lighting became an urgent issue and, after a couple of years working on the project, all new LED lights have been installed in the Nave.

Two high lumen output fixtures were installed in each of the old fixtures. Note photo on the Facebook page. Photo was taken by Chris Plankey before final adjustments were completed. It looks even better, now. They are controlled by the 6 switches in the Chapel. They are not dimmable, at the present time, because of the extra wiring required to control the dimming. This could be a project in the future, if dimming is deemed necessary.

The next phase of the project involves replacing all the flood lights shining on the pulpit, the lectern, the Altar and the back wall with the cross, along with the choir area. We were going to replace the large theater lights with equivalent LED bulbs. Some of the fixtures also needed repairing. These LED bulbs cost about \$100.00 each. We will, instead, be replacing all these lights with standard track lighting and dimmable PAR38 LED bulbs and fixtures. This installation should be complete by Annual Meeting. RAM Electric from Adams has been handling the emergency repairs and the installation of the new lights, under the direction of representatives from the Property Committee and the Vestry.

The new lighting will result in a several hundred dollar savings per month because of reduced kilowatt hour usage and reduced kilowatt demand charge.

Volunteers for Property Committee or for any of the Parish Work Days are always welcome!

Respectfully submitted by  
Joan Evans, Property Committee Chair  
Bill Carter of the Property Committee

## Parish Library

Due to the pandemic, the library has had little use. I look forward to highlighting topical book titles once the building is open again

Respectfully submitted,  
Sara Garinther,  
Parish Librarian

## Christian Education Ministry

### Sunday School

This year started with 7 children registered for Sunday School, meeting in the Auditorium at 9:30 a.m. for 15 minutes then going to the 3<sup>rd</sup> floor classrooms. Our 2 regular Sunday school teachers, David Nevin and Sharon Billeter and 2 assistants, Pat Tarrant and Anne Jones are very experienced; for them I am grateful. We hope to resume Sunday School in 2021!

There is always room for more people to share their gifts and enthusiasm for the faith with young people. If you are interested in helping with Sunday school please contact Bert Boos.

Bert Boos  
Office Assistant

## Young People's Fellowship

2020 was an extremely quiet year for the Young People's Fellowship. The pandemic halted our spring plans for a ropes course trip and overnight to St. John's in NYC. We hope to restart our activities as it is judged safe. Adult volunteers are always welcome (Safe-church trained, please). There are 3 prongs of this ministry; Spirituality, Service, and Fellowship. There was a wonderful youth Sunday in the fall of 2019, an inspiring promise of ongoing participation in the spiritual ritual life of the parish. We have included community service in our schedule and hope to increase this facet of our program. Fellowship includes fun events and gatherings for the young people of the parish. I look forward to a renewal of this important ministry as the pandemic lifts.

Respectfully submitted,  
Matt Behnke

## Adult Education

The Coronavirus cut short the Wednesday evening Lenten course created by Louise Penney and Rt. Rev. John Tarrant. It also forced the cancellation of Marc Britt's Lenten course on The Passion of John for which 7 members had enrolled.

We were unable to hold any other classes during 2020.

## **Finance Ministry**

### **Finance Committee**

Please see the report of the treasurers beginning on page 30.



## Outreach Ministry

### Habitat for Humanity

St. Stephen's, in conjunction with Zion Lutheran, had planned on sponsoring a work day at a Habitat for Humanity project on Saturday, March 28, 2020, which was moved to June 20, 2020, but because of the Covid-19 pandemic, we cancelled our participation in any project for 2020. We will try to schedule a work day in the fall of 2021, if conditions allow. Habitat's web site is: [www.berkshirehabitat.org](http://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.

### St Stephen's Table

Looking back at this last year, which got really interesting about a year ago with news of Covid-19 and leading into March we had to move to an alternative to-go plan which is handed out at the side door. Our staffing and systems morphed quickly as avoidance of transmission was the top priority.

Rt. Rev. John Tarrant and I encouraged volunteers not to put themselves at risk. In March it will be a year since we moved away from dining room seating. During this year I have also seen people choose to come weekly and some time twice a week. The table has not been short of help once but has seen fewer volunteers while we do what we can to serve.

Through the summer transmission was still a concern, though things did seem easier then as guests could sit outside and eat their meals and we weren't losing heat every time we opened the door. Bless the women who have been working that door throughout the year and especially during the winter months.

I have seen clothing, food supplies, and other resources handed out. John hired guests to service the lawn during the summer. John and I would have long discussions about what way was best to help guests, I am not sure that we came up with any definitive answers but the memory of the conversations remains valuable.

We had chosen at one point to serve outside as long as possible, and really I don't think we had a choice given the present health regulations. There have been many generous donations throughout the year, Pittsfield Rye Bakery, Panera Bread, Crescent Creamery, Donations to the Food Bank, Donations from Blue Q, and volunteers that have picked up that food on a weekly basis. The monthly storage of food from the food bank has been essential to keeping the ministry going as well as the generous monetary donations to both the Food Bank and St Stephens Table.

The table has also lost friends, Ginger Smith and John both championed the spirit of the table, which in its simplest form is to give. Ginger had been a part of the table for longer than I was involved and with the ups and downs over the decades she always gave in her quiet consistent way. The table is like any other

kitchen I worked in with its stresses and celebrations, I always admired how Ginger navigated that. I learned a lot from Ginger and how strong a quiet persistence to something you care about could be.

We have not suffered from a lack of resources, I wish I could thank everyone for everything they have done and given to make the table work but I don't think I would do it correctly. We certainly are not out of the woods yet so we will continue to serve as we can and adjust as necessary.

Many thanks to everyone,  
Dan Moon  
Table 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 put in the bulletins 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.

In 2020, there was no formal U.T.O. ingathering or offering.

**\$250.00 was received in 2020 and will be included in any 2021 offering.**

## **Parish Life and 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**

Each and every Sunday after the 10 AM service, we gather in the Guild room for coffee, snacks, and conversation with friends and fellow parishioners. Juice and snacks are also provided for the children over by the Library. This is a great time to chat with members of our community, meet new people and catch up with old friends. This is made possible by the very dedicated Coffee Hour Hosts who cheerfully arrive about a half hour before the 10 AM service on Sundays to make coffee, and provide a variety of snacks for the rest of us to enjoy. The coffee is provided by St. Stephens and the juice and snacks are generously provided by the coffee hour hosts.

This year, due to social distancing restriction, we did not hold coffee hour after Sunday, March 8, 2020.

We would like to take this opportunity to thank all of our coffee hour hosts for volunteering. Anyone who would like to participate in this ministry, will be warmly welcomed. Please contact the Parish Office if you are interested in joining as a "Coffee Hour" host.

Respectfully submitted,  
Marie Sutton

### **Communications**

The communications ministry includes the monthly newsletter, The First Order, the St. Stephen's Website and the weekly email.

#### **St. Stephen's Website - 2020**

The parish website took on new importance in 2020 as the result of two events: the move to online worship in March 2020 due to COVID-related restrictions, and the publication of the parish profile in July 2020 in support of our Rector search.

#### **Video Worship Services Published and Archived on the Website**

In March 2020, Chris Plankey started sharing his remarkable talents with the parish by recording portions of our liturgy for viewing online. Soon after, Chris and his team would film complete services each week. All of these recordings were first published on the parish website and on the parish Facebook page. Both of these virtual locations now hold full archives of the recordings.

## **Publication of the Parish Profile**

In July 2020, the Profile Committee completed the parish profile in support of our Rector search. The entire document was published on the parish website and made available only online, as per guidelines received from the Diocese. The profile was viewed more than 1,000 times as dozens of people – including candidates - got to know St. Stephen's in revealing detail.

## **Overall Site Performance in 2020**

The site received 6,772 visits last year from 3,312 visitors (up from 4,603 visits/2,586 visitors in 2019). 43% of visits to the website in 2020 were made from a mobile device or tablet.

In 2020, the five most popular pages on our site were, in order: Home Page (of course), Services & Sermons, Profile, Clergy/Staff/Vestry, and Ministry Schedules.

Suggestions for site improvements are always welcome.

*Respectfully submitted, Craig Reynolds, Website Coordinator*

## **The First Order**

The First Order exists to provide a connection to all members, of current events and notable thoughts presented by those in our community. Each month our presiding priest or a guest contributor offers food for thought in a front-page article that helps us focus on coming events through each month. Birthday and Anniversary Lists are included to help celebrate our members passage. The Treasurer's Report contributes an invaluable focus on our current health which help guide our future.

In June of 2020, our beloved Editor Joan Kurber, chose to step down and take a well-earned retirement. I was invited to step in, having trained under Joan a number of times over the years, when needed. Rob Langsdale was managing the layout and design back when I arrived at St. Stephen's in 2005 and before, and his contribution brings the work all together. Sarah Morrison manages the flow of articles to the Editor and keeps us on schedule.

We welcome news from the congregation as well as interesting items related to our mission and community.

Since the onset of the Covid-19 Pandemic, the need to communicate is more important than ever. Active participation in spreading the news of our members is a vital link in a time of disconnect and solitary confinement.

We are a family, even when we have to be socially-distanced. Helping bridge that divide holds us together until we can return to a safe environment. The First Order helps bridge that gap.

Sincerely,  
Constance Bullard  
Editor

*The First Order* is sent electronically to 282 subscribers, paper copies are mailed to 17 and available in the office and church for pick-up

## Weekly Emails

The Parish Administrator's goal is to send out the weekly eblast at 9:00 a.m. Wednesday mornings. Content is submitted by parishioners, linked from the diocesan and national church websites and found around the community. There are currently 282 subscribers, down from 287 at the start of 2020. Our engagement rate remains consistent with 2019 at over 40%. The email is also linked to the Facebook page where it reaches up to 110 people per week. Online services have greatly increased our Facebook views overall along with the number of followers. We started 2020 with 299 followers and ended with 419.

## Greeters

For the 2020 calendar year, greeters were scheduled for the 10:00 a.m. Sunday service. All greeters arrive at least 30 minutes prior to the start of the service and welcome parishioners and visitors alike.

How it works:

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.

During 2020, because of the restrictions in place, St. Stephen's suspended the greeter process to comply with Covid-19 guidelines. While the church held socially distanced services, Roy Stillman, served as greeter and usher, checking in members who had made a reservation and made sure that everyone was socially distanced. This process was also interrupted when we switched to virtual services and continues until such time as it is once again safe to worship in person.

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

Due to the pandemic, the cooking and baking ministry was not needed for the usual parish activities at the church.

However, we did participate in the annual “Turkey Angels” Thanksgiving food basket donations and distribution. We donated 2000 rolls of toilet paper with Zion Lutheran. We also donated \$1,500.00 for the purchase of turkeys. Thank you for your generosity!

Because of COVID-19, the Thanksgiving Angels delivered over 300 boxes of groceries to shut-ins and the elderly and gave out 1200 boxes by the “Grab and Go” method. Thank you, everyone!

Volunteers are always welcome!

Joan Evans and Jean Gray  
Co-chairs

## 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 in spite of the challenges presented with Covid-19 in 2020.

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, Don Phipps or Susan Wojtasik breakdown the cardboard that accumulates in the former art room located next to the nursery in the basement.

Joan Evans, Paula Morey, Mark Miller 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 Tuesday morning by Covanta on an alternating schedule.

And those "tips" that appear in each Sunday bulletin are prepared by our Parish Administrator, Sarah Morrison.

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

### Report of the Stewardship Committee - 2020 church year.

Every month or so in 2020 your Stewardship Committee met, continuing meetings by Zoom after the pandemic struck. At the beginning of the year, we discussed with John Tarrant how stewardship is a spiritual endeavor and how we should encourage and thank those who serve on our many ministries. We began to collect information from each ministry so we can write up a summary for each one and encourage people to become involved. This project is ongoing and will be continued into 2021. We hope to place this information on our web site, and in rack cards after we are allowed to give out paper. We also discussed how to possibly increase legacy giving and John Tarrant contacted the Diocese for information. We hope to build on this information in the coming year.

In the late summer we began to plan our annual stewardship campaign and decided on a theme: Sing the Lord's Song in a Time of Change and Challenge. We hoped to emphasize the fact that God is still with us even in a pandemic and we can still be strong and take care of our community.

To kick off our stewardship campaign, and though we could not eat together, in October, we were treated to a wonderful Harvest Dinner (to go) by Dan Moon and his staff, vestry and volunteers. Pledge cards and a brochure were given out with the meals and mailed to those who could not attend. We watched a wonderful video presentation put together by Chris Plankey. The video showed that we have much to be thankful for. The video highlighted that even in a worldwide pandemic we still thrive. St. Stephens is still rising to help our community through St. Stephen's Table, on-line and in person (for a time) worship, and welcoming those in need of respite to our sanctuary this summer. We saw our Interim Rector John Tarrant leading us and nourishing us – even mowing the lawn- and taking care of us so well. We heard our wonderful Bridge Pastor, David DeSmith, with his calm reassuring voice call us to do God's work. And we heard from your Co Warden Tom Dillon and Stewardship Committee (Valerie Andersen, Leah Luczynski, and Al Symonds) asking for your time, talent and treasure to sustain our loving community. Our faith and our community are well.

As a result of the generosity of our parishioners, as of January 19, 2021 we received pledges for the 2021 church year in the amount of \$227,470.00. This is a slight increase over last year even though the number of people pledging has decreased. Here is a chart comparing 2020 to 2021:

	<u>2020</u>	<u>2021</u>
Number of pledges	119	93
Percentage of individuals Increasing their pledge From prior year	50%	50%
Percentage of individuals Decreasing their pledge From prior year	16%	7%
Total dollar amount pledged <i>Not including St. Stephen's Table, Rector's Discretionary Fund, etc.</i>	\$221,025.00	\$227,477.00

Hand written thank you notes are being mailed out. We are continually awed and grateful for the generosity of our community. Stewardship means taking care of something. Our parishioners have shown that we are a community in loving hands, a thriving church, taking care of each other even in a worldwide pandemic and even after the sudden death of our Interim Rector John. We thank each and every one of you who give your time, talent and treasure to be the heart and hands of Christ through our church. We truly are singing the Lord's song.

Respectfully submitted,  
Valerie Andersen, Chair

## 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 Coordinator

This report is a most unusual one, not unlike the year of 2020! Sadly, Covid-19 forced us to curtail all Pastoral Care at the hospital, nursing homes, and homes of members who are unable to attend services. We were able, briefly, to resume hospital calls in the fall, but with another surge, we had to stop again. I want to thank the members who served while we were open and for those who continued their ministry via the phone.

On a positive side, St. Stephen's was blessed to have John Tarrant step forward to be our interim rector. He organized the weekly taping of services and provided pastoral care as needed to our members. John's untimely death left all of us shaken and a large void in the professional leadership. Into this void stepped our former interim rector, David DeSmith. Again, the right person at the right time. Like John, David has been an inspiring, dedicated leader, providing us with wonderful worship times and comfort for many at the time of death. Both priests deserve our unending Thank You for jobs well done.

I look forward to the day when we can return to "normal" in our lives. Specifically, we need to have our church open, our Altar Guild at work, our organist sounding the trumpets, the choirs rejoicing, the lectors reading, the Table serving - may that day be soon. In the meantime, we will continue to worship remotely and provide pastoral care via phone. Please call the church office with any concerns.

William Frazier  
Pastoral Care Coordinator

### Prayer Chain

The Prayer Chain ministry ran efficiently through 2020 and consists of approximately 10 members. Prayer requests can be emailed or phoned in to our Parish Administrator, Sarah Morrison, and she will forward the request to our faithful members.

Anyone wishing to join the Prayer Chain 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 2020, with in-person worship curtailed for most of the year, there were 1 Baptism, 1 Marriage and 9 Funerals. The following presents a comparison of number of services and attendance for the past five years:

	2020	2019	2018	2017	2016
Holy Communion: Saturday & Sunday	77	107	123	143	148
Communion: Midweek	17	48	40	45	44
Communion: Private	20	22	27	56	60
Other Services and Private	0	0	15	2	0
Total Services	114	177	205	246	252
Total Attendance	In Person: 2,383 Online: 2,667 5,050	8,017	8,477	10,912	10,505

## Acolyte Guild

We currently have 19 active Acolytes in our ministry.

We want to thank all Acolytes for their faithful service in 2020, limited as it was, 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 and Susan Bedard Co-Directors

## Altar Flowers

Part of enhancing the beauty of each service at St. Stephen's is the gift of flowers on the Altar each Saturday and Sunday. The flowers are given in memory of a loved one, in honor of a special occasion or to the glory of God. The usual schedule was interrupted this year when in-person worship was suspended.

While several weeks are chosen each year, there are weeks left without a name attached and we hope to fill them when in-person worship resumes. A call is made ahead of time to confirm the date and the choice of flowers, if there is one. Many weekends are available; I would welcome a call or email (413-499-3799 or [joankurber@gmail.com](mailto:joankurber@gmail.com)) if you wish to add your name to the schedule.

The arrangements are produced by parishioners. Sarah Morrison coordinates a list of volunteers who take turns arranging the flowers each Sunday. Thank you Susan Coles, Joan Evans, Diane Forsyth, Bill Frazier, Mary Gillmand, Jean Gray, Bill Morey and Pat Tarrant for your lovely arrangements. More volunteers are always welcome. Call Sarah in the Parish Office if you are interested.

## Altar Guild

What a challenging year it has been with church on and off again most of the year. I would like to thank all the altar guild members for your dedication to this very important ministry, but mostly for staying the course for us all during this very trying time. The new oil candles have been a blessing with such low maintenance & care during this difficult year. Our former member Edie Mingalone did most, if not all of the leg work to make this purchase possible and I also would like to thank St. Stephen's Vestry for prayerfully authorizing the purchase. It was money well spent.

During the year we had to say goodbye to Edie Mingalone as she moved away to Las Vegas, Nevada to be closer to her family. We thank her for all her time and talent for the all the years she was co-director of the Altar Guild. She will be greatly missed. Also this year, Janice Furcinite has stepped down as my other co-director. Janice also served us well as the Altar Guild scheduler for many years. Thank You Janice, for all your help, advice and assistance.

As we move on through 2021, I would like to offer special thanks to Bill Frazier and the virtual team for assisting me with Altar Guild duties for the all of the virtual services, and set ups for special events.

With peace, love, joy, & hope I pray that we can all be together again very soon.

Respectfully submitted,

Marie Sutton, Altar Guild Director

## Scheduling Ministry

### **Lectors/Eucharistic Ministers/Healing Prayer Ministers/Vestry Greeters**

At the end of February 2020, the service schedules for the period from March 14 through July 5 was mailed out to the ministers.

After the services on March 8, all churches were closed because of the COVID-19 pandemic and, except for a few weeks from August through October, they have been closed ever since, with no idea when they will be reopened.

As the services moved online, the video services used only one lector and no LEMS, Healing Prayer Ministers, or Vestry Greeters. The Lectors were scheduled by Bill Frazier, our Pastoral Leader, in coordination with the Interim Rector and then the Bridge Rector.

So, a very, very different year for the 60-some people who would have been serving during the almost 10 months that were drastically changed.

Respectfully submitted,

Don Phipps, Ministry Scheduler

## CD Ministry

The ushers create a master CD of the Sunday 10 a.m. service each week and copies are available upon request by contacting the Parish Office. The audio of the sermon is also made available online through our website. This ministry was discontinued in March 2020 when services moved online.

## Director of Music

2020 at St. Stephens started off as usual. Most of my time was spent rehearsing the choir and handbell ringers, as well as playing the organ. At the beginning of March, we were preparing to move from Epiphany to Lent, Holy Week and Easter. However, we were in for quite a surprise. Worship was about to change dramatically. COVID-19 arrived in the Berkshires in the early days of the pandemic. As a result, we quickly moved to lockdown for several months. Worship services went from in-person to virtual.

In late spring, I emerged from my cocoon and returned to work in the building. I revved up the organ and started to practice. I felt rusty. I spent many hours pitching unnecessary items and filing music in the choir room/music office. In particular, I sorted piles of handbell music. This was a grueling process, but a good chance to undertake an important task.

Concurrently, I began to record some organ music for the remote services. At the beginning of August, we resumed services in the sanctuary and continued with the online worship. We maintained this pattern through the beginning of November, when it became necessary to revert back to remote worship.

In preparation for Advent and Christmas we made plans to add hymn-singing to the virtual services. Thanks to Jeff and Wavelyn Hine for singing the words over my pre-recorded hymn accompaniments. Wavelyn utilizes GarageBand to accomplish this feat. This provides people at home some support in singing the hymns. The feedback on this has been positive.

For Christmas Eve and Epiphany, David DeSmith encouraged us to pull out all the stops. The final product was a team effort. We were able to provide special prelude music and familiar using a quartet of singers – Sarah, Novak, Wavelyn Hine, Jeff Hine and Bob Szczepaniak. Volunteers decorated the sanctuary and guild room, according to the usual customs for Christmas – the creche, Advent/Christmas wreath, poinsettia, pew candles, Christmas tree, etc. We were able to enjoy a thoughtful Christmas sermon and Scripture Lessons read by our lectors. For Epiphany, we had Kings in costume and a star-bearer.

While these services did not replace actually being there, in my opinion they were beautifully done. And, none of this would have been possible without Chris Plankey. He plans the videos carefully and implements the recordings with 1 or 2 cell-phones - believe it or not! For each service he has two separate recording sessions, one with the clergy and readers and the other with me. He is patient and accommodating. He edits the recordings and puts the services together. He uses images from the church as well as from on-line domains. He continually evaluates the quality of the videos and works to improve them. He encourages constructive feedback. He is fun to work with and professional. This has been one of the highlights of my time working at St. Stephens.

Finally, it was a privilege to get to know and work with the interim clergy this year. It was a personal disappointment when John Tarrant died. He was a true servant leader and he worked diligently during the pandemic to keep St. Stephen's on a straight path. The day following his memorial service, Jennifer Gregg started off her sermon, by saying - "We did not ask for this". At first, we did not think that there would be a replacement for him. But then David DeSmith picked up the ball and kept things moving upward. I appreciate his sense of humor.

Respectfully submitted,  
Joy Herzig Mullen



## Ushers

In normal times, the St. Stephens Ushers serve at the 10AM Sunday services as well as holidays and special services throughout the year. Their responsibilities include arranging for collectors of the monetary offering, arranging for greeters to bring the oblations to the altar, monitoring the sound system, and recording the 10 AM Sunday service for those unable to attend.

I am grateful to our volunteer ushers for their gift of time and dedication to this very important ministry.

I pray that we will soon be able to safely gather at church again.

Respectfully, Roy Sutton

Accounts	Full Year		Through December			Notes
	2020 Budgeted	2020 Actual	2020 Budgeted	% of Budget YTD	2021 Budget	
Revenues						
Schedule A-Plate Offerings						
4001.00 Loose	\$ 4,000.00	\$ 521.00	\$ 4,000.00	\$ 0.13	\$ 4,000.00	Cash not in an offering envelope and unconnected to database
4002.00 Initial	\$ 500.00	\$ 1,009.62	\$ 500.00	\$ 2.02	\$ 500.00	A special offering envelope to defray the cost of the envelopes
4003.00 Easter	\$ 1,300.00	\$ 3,015.00	\$ 1,300.00	\$ 2.32	\$ 1,300.00	Special Easter envelopes only
4004.00 Christmas	\$ 4,861.00	\$ 720.00	\$ 4,861.00	\$ 0.15	\$ 4,861.00	Special Christmas envelope only
4005.00 Holy Days	\$ 500.00	\$ 571.00	\$ 500.00	\$ 1.14	\$ 500.00	Special Holy Days envelopes only
Total Schedule A-Plate Offerings	\$ 11,161.00	\$ 5,836.62	\$ 11,161.00	\$ 0.52	\$ 11,161.00	
Schedule B-Pledge Payments						
4013.00 Last Year	\$ 1,000.00	\$ 2,178.00	\$ 1,000.00	\$ 2.18		Previous year's commitment that comes in the current FY
4014.00 Current Year	\$ 230,000.00	\$ 218,573.40	\$ 230,000.00	\$ 0.95	\$ 244,000.00	Pledge money that comes in for the current FY as their commitment card indicates
4015.00 Prepaid	\$ 14,760.00	\$ 30.00	\$ 14,760.00	\$ 0.00	\$ -	Money that is paid in the calendar year before it is due. ELIMINATING
4016.00 Non-pledge receipts	\$ 20,000.00	\$ 16,281.16	\$ 20,000.00	\$ 0.81	\$ 20,000.00	Money that comes in from "givers of record"—those that did not fill out a commitment card, but money can be linked to a specific person, i.e. check
4020.00 Organizations - Root Fund	\$ 8,000.00	\$ 8,637.75	\$ 8,000.00	\$ 1.08	\$ 8,000.00	St. Stephen's doesn't own the principal
Total Schedule B - Pledge Payments	\$ 273,760.00	\$ 245,700.31	\$ 273,760.00	\$ 0.90	\$ 272,000.00	
Schedule C-Genl Invst Income						
4040.00 Checking Interest/Sav General	\$ 4.00	\$ 7.64	\$ 4.00	\$ 1.91	\$ 5.00	Interest from savings
4041.00 Endowment Fund Income	\$ 25,000.00	\$ 29,805.66	\$ 25,000.00	\$ 1.19	\$ 30,401.77	
4042.00 Real Estate Fund Income	\$ 8,500.00	\$ 8,452.22	\$ 8,500.00	\$ 0.99	\$ 8,469.12	
4043.00 Diocesan Endowment	\$ 11,000.00	\$ 10,792.46	\$ 11,000.00	\$ 0.98	\$ 10,814.04	
4044.00 Dillon Fund Income	\$ 2,000.00	\$ 1,959.52	\$ 2,000.00	\$ 0.98	\$ 1,963.44	
4045.00 Centennial Fund Income	\$ 4,000.00	\$ 1,506.65	\$ 4,000.00	\$ 0.38	\$ 1,509.66	
4046.00 Other Endowment Income	\$ 3,000.00	\$ 2,320.27	\$ 3,000.00	\$ 0.77	\$ 2,324.91	
4047.00 Beattie Fund Income/Musical Instruments	\$ 6,800.00	\$ 10,365.00	\$ 6,800.00	\$ 1.52	\$ 10,385.73	Restricted to paying for instruments and maintenance
4048.00 Bailey Trust Income	\$ 200.00	\$ 194.18	\$ 200.00	\$ 0.97	\$ 194.57	
4049.00 M Peek/E Bell Real Estate Fnd Inc	\$ 11,500.00	\$ 11,472.32	\$ 11,500.00	\$ 1.00	\$ 11,495.26	
4050.00 Withdrawal from Centennial Fund	\$ 39,830.00	\$ -	\$ 39,830.00	\$ -	\$ 107,151.00	Taken from Endowment to bal. budget
Total Schedule C-Genl Invst Income	\$ 111,834.00	\$ 76,875.92	\$ 111,834.00	\$ 0.69	\$ 184,714.52	
Schedule D - Genl Purp Income						
4080.00 Building Use	\$ 15,000.00	\$ 14,010.00	\$ 15,000.00	\$ 0.93	\$ 15,000.00	Grps./Org. that use our bldg., i.e. Berk. Imm. Ctr.
4090.00 SS Table Donations	\$ 17,000.00	\$ 24,481.75	\$ 17,000.00	\$ 1.44	\$ 17,000.00	Donations given to St. Stephen's Table
4092.00 Theological Education	\$ 150.00	\$ 330.00	\$ 150.00	\$ 2.20	\$ 150.00	example - Laundry Love - Pass Through Account (PTA)
4099.00 Miscellaneous Income		\$ 7,247.61	\$ -	\$ -	\$ 5,000.00	i.e. from bequests that come into savings before going Endowment
Total Schedule D - Genl Purp Income	\$ 32,150.00	\$ 46,069.36	\$ 32,150.00	\$ 1.43	\$ 37,150.00	
TOTAL BUDGETED RECEIPTS	\$ 428,905.00	\$ 374,482.21	\$ 428,905.00	\$ 0.87	\$ 505,925.52	
Schedule G-Spc. Offrgs/Transfer (Unbudgeted)						
4123.00 Assistance from the Diocese		\$ 30,981.76	\$ -			PPP
1906.40 United Thank Offerin-UTO		\$ 250.00	\$ -			
4907.40 Memorial Flowers		\$ 157.20	\$ -			
4908.40 Christmas Flowers		\$ 550.00	\$ -			
4909.40 Easter Flowers		\$ 85.00	\$ -			
4910.40 Rector's Discretionary Fund		\$ 10,986.06	\$ -			
4920.40 Memorial Funds		\$ 10,713.00	\$ -			
4922.30 Mission and Outreach		\$ 1,188.17	\$ -			
4924.40 Special Donations		\$ 3,523.00	\$ -			
4929.40 Music Fund Income		\$ 300.00	\$ -			
Total Schedule G-Spc. Offrgs/Transfer (Unbudgeted)	\$ -	\$ 58,734.19	\$ -	n/a	\$ -	10K from Jeanette Roosevelt
Total Revenues	\$ 428,905.00	\$ 433,216.40	\$ 428,905.00	\$ 1.01	\$ 505,925.52	

Accounts	2020 Budgeted	2020 Actual	2020 Budgeted	% of Budget YTD	2021 Budget	Notes
<b>Expenses</b>						
<b>Schedule H-Community Outreach</b>						
5001.00 Assessment for Common Ministry	\$ 52,205.00	\$ 52,205.00	\$ 52,205.00	\$ 1.00	\$ 48,749.00	As appointed by convention, assessments are based on the previous three years average operating revenues
5012.00 Council of Churches	\$ 500.00	\$ 250.00	\$ 500.00	\$ 0.50	\$ 500.00	Pittsfield Area Council of Congregations (PACC)
5016.00 St. Stephen's Table	\$ 14,000.00	\$ 13,408.84	\$ 14,000.00	\$ 0.96	\$ 14,000.00	
5023.00 Theological Education (1)	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	
<b>Total Schedule H-Community Outreach</b>	<b>\$ 67,005.00</b>	<b>\$ 65,863.84</b>	<b>\$ 67,005.00</b>	<b>\$ 0.98</b>	<b>\$ 63,549.00</b>	
<b>Schedule I - Salaries</b>						
5100.00 Rector	\$ 42,537.00	\$ 34,044.76	\$ 42,537.00	\$ 0.80	\$ 60,000.00	This is the midpoint suggestion from Diocese for tier IV parish (2020)
5102.00 Clergy Supply	\$ 2,000.00	\$ 2,150.00	\$ 2,000.00	\$ 1.08	\$ 3,200.00	Clergy we hire to fill in on those days when reg. rector is away
5103.00 Parish Administrator	\$ 37,080.00	\$ 37,080.00	\$ 37,080.00	\$ 1.00	\$ 37,821.60	Sarah Morrison
5103.10 Office Assistant	\$ 12,989.00	\$ 15,252.00	\$ 12,989.00	\$ 1.17	\$ 13,248.78	Bert + Director of Sunday School
5104.00 Rector Housing Allowance	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ 30,000.00	
5108.00 Sexton - Weekend	\$ 2,597.00	\$ 2,603.37	\$ 2,597.00	\$ 1.00	\$ 2,860.00	
5109.30 Nursery Caregiver	\$ 2,060.00	\$ 563.00	\$ 2,060.00	\$ 0.27	\$ 2,176.00	
5110.00 Director of Music	\$ 26,132.00	\$ 26,131.92	\$ 26,132.00	\$ 1.00	\$ 26,654.64	
5113.00 Substitute Organist	\$ 1,000.00	\$ 200.00	\$ 1,000.00	\$ 0.20	\$ 1,000.00	
5114.00 Director of St. Stephen's Table	\$ 12,261.00	\$ 12,290.75	\$ 12,261.00	\$ 1.00	\$ 12,506.22	
5116.00 Social Sec-Lay Employees	\$ 7,124.00	\$ 6,231.01	\$ 7,124.00	\$ 0.87	\$ 7,287.94	
5116.10 Social Security-Rector	\$ 1,590.00	\$ 551.76	\$ 1,590.00	\$ 0.35	\$ 1,685.00	Account 5116.10 is calculated from the combined salaries of all the lay employees.
5117.00 Rector Pension Premiums	\$ 4,028.00	\$ -	\$ 4,028.00	\$ -	\$ 17,439.30	5117.00 is calculated from the Rector's Salary plus Housing Allowance, 5116.10
<b>Total Schedule I - Salaries</b>	<b>\$ 158,898.00</b>	<b>\$ 137,098.57</b>	<b>\$ 158,898.00</b>	<b>\$ 0.86</b>	<b>\$ 221,079.48</b>	
<b>Schedule J - Emp/Benefits</b>						
5118.00 Emp Ben - Worker's Comp 5119.00 Emp Ben - Lay Medical/Dental/Life 5120.00 Emp Ben - Clergy Med/Den	\$ 1,500.00	\$ 1,213.00	\$ 1,500.00	\$ 0.81	\$ 1,500.00	
5121.00 Emp Ben - Lay Pension Premiums	\$ 10,329.00	\$ 10,397.01	\$ 10,329.00	\$ 1.01	\$ 13,104.00	Parish Admin
5125.00 Emp Ben-Director of Music T.S.A	\$ 7,542.00	\$ 63.67	\$ 7,542.00	\$ 0.01	\$ 9,335.00	
5128.00 Disability Insurance	\$ 3,337.00	\$ 2,351.77	\$ 3,337.00	\$ 1.00	\$ 3,403.94	Parish Admin
5129.00 Continuing Education	\$ 2,352.00	\$ 179.41	\$ 2,352.00	\$ 1.00	\$ 2,398.92	
<b>Total Schedule J - Emp/Benefits</b>	<b>\$ 700.00</b>	<b>\$ -</b>	<b>\$ 700.00</b>	<b>\$ 0.26</b>	<b>\$ 700.00</b>	
<b>Total Schedule J - Emp/Benefits</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ 1,000.00</b>	
<b>Schedule K - Utilities</b>						
5202.00 Church Gas	\$ 19,000.00	\$ 13,463.85	\$ 19,000.00	\$ 0.71	\$ 21,000.00	
5203.00 Church Electric	\$ 13,000.00	\$ 11,232.15	\$ 13,000.00	\$ 0.86	\$ 13,000.00	
5204.00 Church Water/Sewer	\$ 800.00	\$ 958.71	\$ 800.00	\$ 1.20	\$ 1,000.00	
<b>Total Schedule K - Utilities</b>	<b>\$ 32,800.00</b>	<b>\$ 25,654.71</b>	<b>\$ 32,800.00</b>	<b>\$ 0.78</b>	<b>\$ 35,000.00</b>	
<b>Schedule L - Office Expense</b>						
5221.00 General Supplies	\$ 3,000.00	\$ 1,014.09	\$ 3,000.00	\$ 0.34	\$ 3,000.00	
5222.00 Postage/Meter	\$ 1,500.00	\$ 1,584.85	\$ 1,500.00	\$ 1.06	\$ 1,500.00	
5224.00 Bulletin/Printing	\$ 125.00	\$ 95.98	\$ 125.00	\$ 0.77	\$ 125.00	
5226.00 Offering Envl/Elec. Giving Fees	\$ 2,000.00	\$ 2,489.65	\$ 4,000.00	\$ 0.98	\$ 2,000.00	
5230.00 Copier Expense	\$ 4,000.00	\$ 5,270.62	\$ 6,000.00	\$ 0.62	\$ 4,000.00	
5231.00 Computer Expense	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 0.88	\$ 6,000.00	
<b>Total Schedule L - Office Expense</b>	<b>\$ 16,625.00</b>	<b>\$ 12,411.47</b>	<b>\$ 16,625.00</b>	<b>\$ 0.75</b>	<b>\$ 16,625.00</b>	
<b>Schedule M-Christian Ed</b>						
5235.00 Church School Material 5237.00 Youth Christian Education 5238.00 Tract Rack Supplies 5239.00 Adult Christian Education	\$ 300.00	\$ 49.58	\$ 300.00	\$ 0.17	\$ 300.00	
	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	
	\$ 250.00	\$ 254.25	\$ 250.00	\$ 1.02	\$ 250.00	
	\$ 325.00	\$ -	\$ 325.00	\$ -	\$ 325.00	
<b>Total Schedule M-Christian Ed</b>	<b>\$ 1,875.00</b>	<b>\$ 303.83</b>	<b>\$ 1,875.00</b>	<b>\$ 0.16</b>	<b>\$ 1,875.00</b>	

Accounts	2020 Budgeted	2020 Actual	2020 Budgeted	% of Budget YTD	2021 Budget	Notes
<b>Schedule N-Expense Reimbursement</b>						
5246.00 Rector's Expense Reimbursement	\$ 1,000.00	\$ 287.68	\$ 1,000.00	\$ 0.29	\$ 1,000.00	
5250.00 Parking	\$ 1,200.00	\$ 1,000.00	\$ 1,200.00	\$ 0.83	\$ 1,200.00	
<b>Total Schedule N-Expense Reimbursement</b>	<b>\$ 2,200.00</b>	<b>\$ 1,287.68</b>	<b>\$ 2,200.00</b>	<b>\$ 0.59</b>	<b>\$ 2,200.00</b>	
<b>Schedule O - Telephone</b>						
5252.00 Telephone/Fax/Internet - Church	\$ 3,500.00	\$ 3,162.51	\$ 3,500.00	\$ 0.90	\$ 3,500.00	
<b>Total Schedule O - Telephone</b>	<b>\$ 3,500.00</b>	<b>\$ 3,162.51</b>	<b>\$ 3,500.00</b>	<b>\$ 0.90</b>	<b>\$ 3,500.00</b>	
<b>Schedule P-Altar Supplies</b>						
5265.00 Acolyte Guild	\$ 400.00	\$ -	\$ 400.00	\$ -	\$ 400.00	
5266.00 Altar Supplies	\$ 1,000.00	\$ 1,463.43	\$ 1,000.00	\$ 1.46	\$ 1,000.00	
<b>Total Schedule P-Altar Supplies</b>	<b>\$ 1,400.00</b>	<b>\$ 1,463.43</b>	<b>\$ 1,400.00</b>	<b>\$ 1.05</b>	<b>\$ 1,400.00</b>	
<b>Schedule Q - Music Expenses</b>						
5277.00 Music	\$ 1,500.00	\$ 1,343.83	\$ 1,500.00	\$ 0.90	\$ 1,500.00	
5278.00 Beattie Fund Expense	\$ 1,800.00	\$ 365.00	\$ 1,800.00	\$ 0.20	\$ 1,800.00	
5280.00 Centennial Fund/Organ Console Loan	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 2.00	\$ 5,000.00	
528100 Choir Honorarium	\$ 10,800.00	\$ 1,350.00	\$ 10,800.00	\$ 0.13	\$ 10,800.00 4 Soloists	
<b>Total Schedule Q - Music Expenses</b>	<b>\$ 19,100.00</b>	<b>\$ 13,058.83</b>	<b>\$ 19,100.00</b>	<b>\$ 0.68</b>	<b>\$ 19,100.00</b>	
<b>Schedule R - General Expenses</b>						
5290.00 Stewardship	\$ 1,800.00	\$ 1,500.00	\$ 1,800.00	\$ 0.83	\$ 1,800.00	Dinner, incidentals need for yearly campaign
5291.00 Publicity	\$ 1,000.00	\$ 2,434.60	\$ 1,000.00	\$ 2.43	\$ 6,200.00	Advertising, Virtual Service Recordings
5292.00 Hospitality	\$ 2,000.00	\$ 154.61	\$ 2,000.00	\$ 0.08	\$ 2,000.00	Includes Parish Coffee, incidentals for funeral receptions, etc.
5294.00 Parish Activities	\$ 500.00	\$ 240.00	\$ 500.00	\$ 0.48	\$ 500.00	For church functions like retirement parties
5295.00 Search and Relocation	\$ 18,500.00	\$ 475.00	\$ 18,500.00	\$ 0.03	\$ 18,500.00	New rector to relocate and cost of travel/lodging for interviewees
5297.00 Computer Enhancement	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	
5298.00 Mission and Outreach	\$ -	\$ 250.00	\$ -	\$ -	\$ 300.00	
5299.00 Gen Op Exp - All Others	\$ 2,500.00	\$ 3,901.49	\$ 2,500.00	\$ 1.56	\$ 5,000.00	Money comes from Misc. Income 4099.00
5299.50 Bank Fees-Electronic Giving	\$ 100.00	\$ 15.00	\$ 100.00	\$ 0.15	\$ 100.00	Prior years included electronic giving charges here (moved to 5226.00)
530010 Sabbatical	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	
<b>Total Schedule R - General Expenses</b>	<b>\$ 27,400.00</b>	<b>\$ 8,970.70</b>	<b>\$ 27,400.00</b>	<b>\$ 0.33</b>	<b>\$ 35,400.00</b>	
<b>Schedule S-Property Expense</b>						
5301.00 Church Maintenance and Minor Repair	\$ 9,000.00	\$ 8,507.14	\$ 9,000.00	\$ 0.95	\$ 9,000.00	
5303.00 Church - Sexton Supplies	\$ 4,000.00	\$ 2,039.64	\$ 4,000.00	\$ 0.51	\$ 4,000.00	
5305.00 Heating System Maintenance	\$ 3,000.00	\$ 2,834.21	\$ 3,000.00	\$ 0.94	\$ 5,600.00	
5306.00 Church - Rubbish Removal	\$ 4,960.00	\$ 4,575.38	\$ 4,960.00	\$ 0.92	\$ 4,960.00	
5307.00 Property Misc. Expenses	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	
5317.00 Blanket Insurance	\$ 17,987.00	\$ 17,987.00	\$ 17,987.00	\$ 1.00	\$ 17,987.00	
5318.00 Building Cleaning Service	\$ 25,895.00	\$ 11,688.15	\$ 25,895.00	\$ 0.45	\$ 25,272.00	
5319.00 Elevator Maintenance	\$ 3,500.00	\$ 2,728.05	\$ 3,500.00	\$ 0.78	\$ 3,500.00	
<b>Total Schedule S-Property Expense</b>	<b>\$ 71,342.00</b>	<b>\$ 50,359.57</b>	<b>\$ 71,342.00</b>	<b>\$ 0.71</b>	<b>\$ 73,319.00</b>	
<b>Schedule G-Spec Offering/Trans (Unbudgeted)</b>						
5907.40 Memorial Flowers (1)	\$ -	\$ 293.18	\$ -	\$ -	\$ -	
5908.40 Christmas Flowers (1)	\$ -	\$ 934.00	\$ -	\$ -	\$ -	
5910.40 Easter Flowers (1)	\$ -	\$ 49.90	\$ -	\$ -	\$ -	
5910.40 Rector's Discretionary Fund (1)	\$ -	\$ 8,846.16	\$ -	\$ -	\$ -	
5230.40 Copier Purchase	\$ -	\$ 8,132.00	\$ -	\$ -	\$ -	
5921.40 Special Gifts (1)	\$ -	\$ 99.99	\$ -	\$ -	\$ -	
5924.40 Special Donations (1)	\$ -	\$ 3,683.00	\$ -	\$ -	\$ -	
5999.40 Other Sp. Offerings/Transfers	\$ -	\$ 10,365.00	\$ -	\$ -	\$ -	
<b>Total Schedule T-Spec Offering/Trans (Unbudgeted)</b>	<b>\$ -</b>	<b>\$ 32,403.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total Expenses</b>	<b>\$ 428,905.00</b>	<b>\$ 369,580.43</b>	<b>\$ 428,905.00</b>	<b>\$ 0.86</b>	<b>\$ 504,489.35</b>	
<b>Net Total</b>	<b>\$ -</b>	<b>\$ 63,635.97</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Budgeted or Actual Operating  
Surplus/(Deficit) to be  
Covered by Withdrawal from  
Centennial Fund

4050.00 (From Above) Withdrawal from Centennial Fund

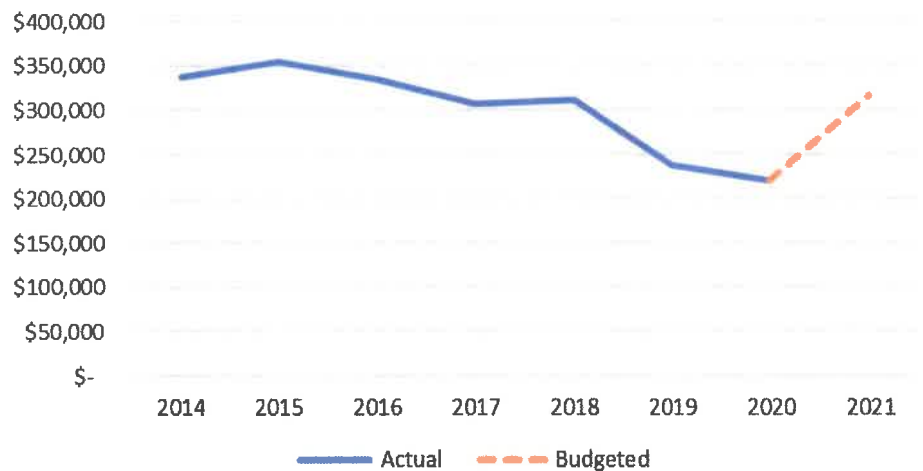
\$ (107,151.00)

## EXPENSES 2014—2021

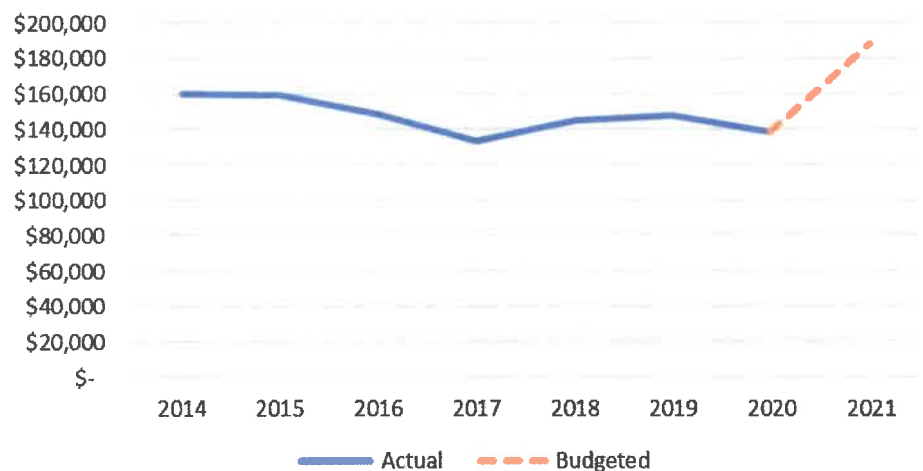
2021 will see an increase in Salaries and Benefits due to "Cost of Living" increases as well as hiring our new full-time/normal salaried rector which we have not had since 2018. The budgeted number is not out of line with years from 2014-2018.

While 2021 General Operating and Property look to be quite a bit higher than the previous 6 years, we do tend to budget on the high side. I feel that the "actual" amount at the end of 2021 will be more in line with the previous years shown. Additionally, \$18.SK (almost half of the budgeted increase) is for a one-time/non-recurring moving expense for our new Rector.

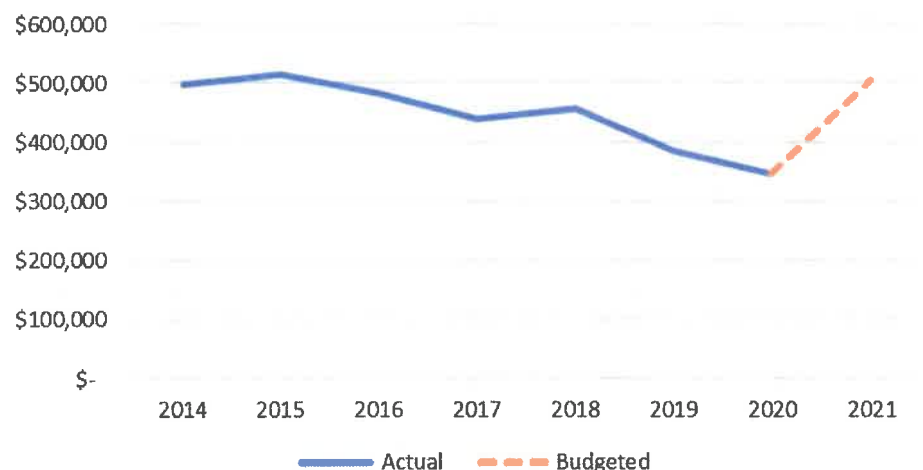
### Salaries, Benefits, Programs



### General Operating and Property



### Total Expenses



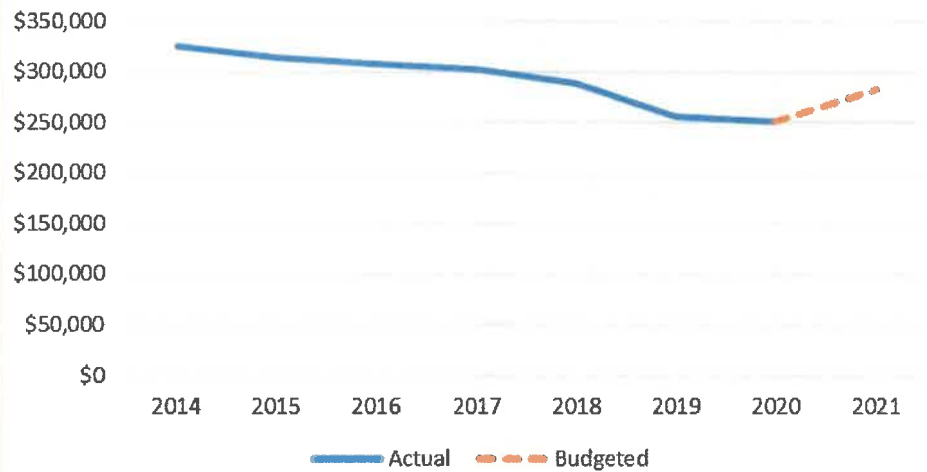


### INCOME 2014—2021

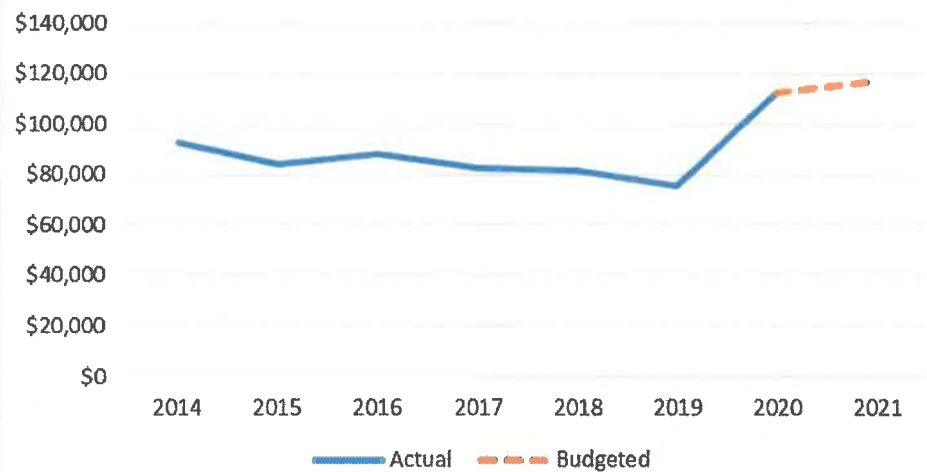
It goes without saying that loose plate offerings took a hit in 2020 due to the pandemic and the decision to close the church for most of the year. Loose plate offerings were about \$3,500 less than budgeted, and regular pledges were down roughly \$26,000.

The investment income always has its up and downs. 2019 shows a jump due to the bequest from our be-loved Claire Cox. The Trustees from the diocese predict a 0.2% increase in 2021.

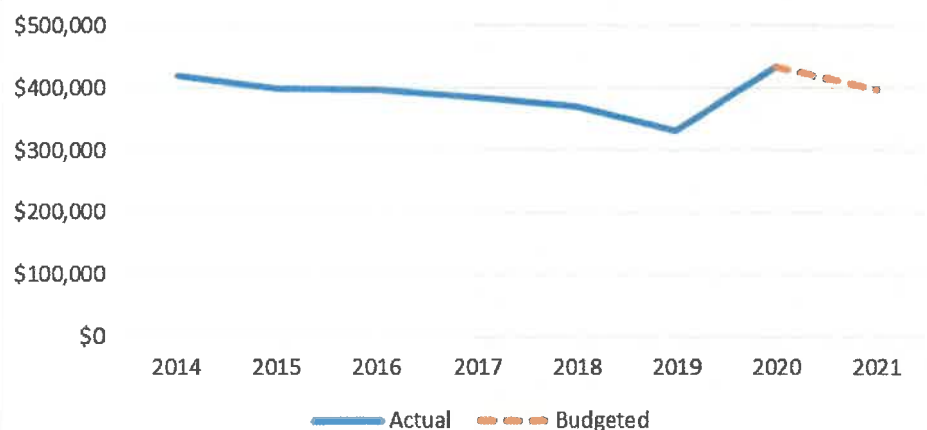
#### Plate and Pledge Income



#### Investment and General Purpose Income



#### Total Income

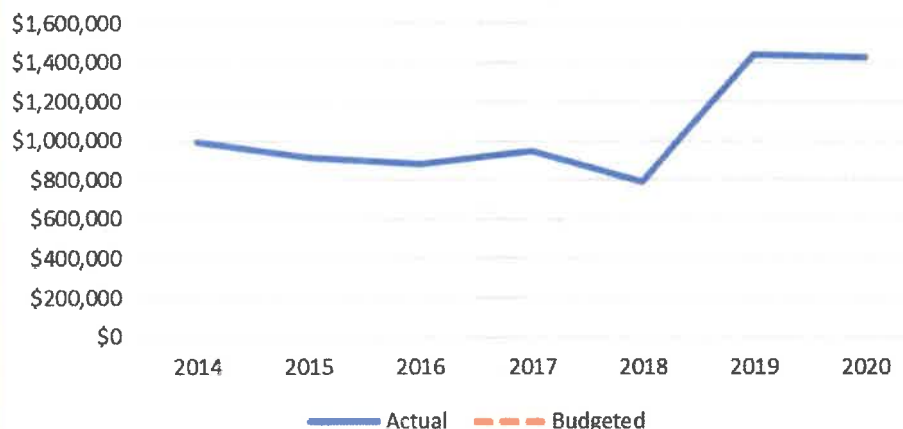


## ENDOWMENT 2014 — 2021

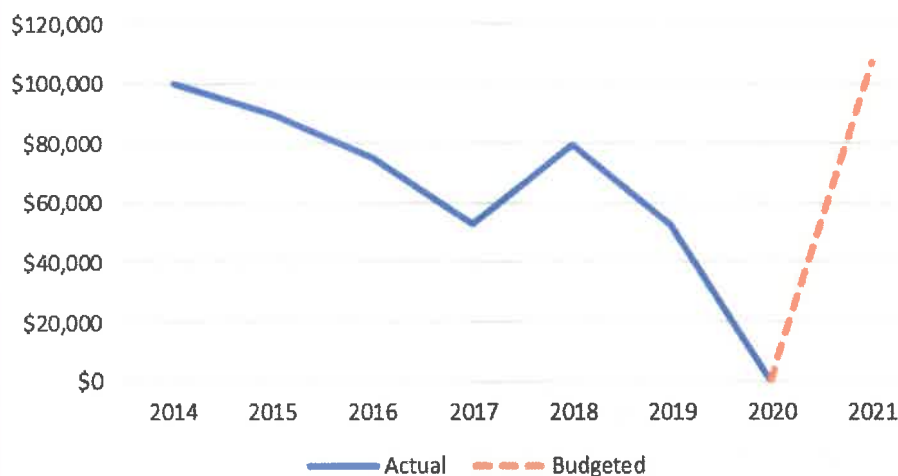
If there was a silver lining to COVID-19 and the shut-downs, it was that it resulted in less expenses. We saved money in many of our expense categories simply because the building was not open (to the public).

In 2020, we did not take any money from the endowment to balance the budget, which was budgeted to take \$39,830. What's more, we had a surplus of money to put into savings and the endowment.

Endowment



Deficit





# SAVINGS ACCOUNTS—2020

## EDUCATION

Memorial Scholarship Fund	\$21 854 56
Continuing Ed	\$1 380 27
Christian Ed "C" Fund	\$1 010 17

**\$24,244.99**

## GENERAL

Prayer Shawl Knitters	\$40 10
Community Mission Fund	\$80 30
Women's Retreat Fund	\$689 8
Stained Glass Window Repair	\$61 90
Computer Replacement Fund	\$2 502 17
General Savings	\$7624 00

**10,998.34**

## MEMORIAL

Memorial Funds	\$92 087 12
Altar Guild Memorial	\$5 012 75
Altar Flower Fund	\$3 462 68

**\$100,562.55**

## MUSIC

Music Fund	\$5 827 87
Beattie Fund—Musical Instr	\$14 384 65
RSCM Fund	\$1 100 17

**\$21,312.69**

## YOUTH

"Iona" Trip	\$11 013 45
Youth Group	\$327 75

**\$11,341.20**

## INDIVIDUAL FUNDS

Alex Carney Library	\$1 022 54
Duke Grant	\$3 497 31
St Stephen's Table	\$5 353 33
St Francis Shelter Fund	\$398 63
Gaither Chapel Fund	\$6 783 25
TSA/Sabbatical Fund	\$1 503 26

**\$18,558.32**

**AVAIL. TOTAL \$187,018.09**

**NOTES:** The Scholarship Fund is a donation from Prudence Dyer's son. TSA and Computer are annual deposits. The Alex Carney Library and Music Fund are directed donations made by individuals.

# SUMMARY

## Revenues and Expenses through December 31, 2020

### Revenues

Actual Income (budgeted and unbudgeted) through December 31, 2020 - \$433,216.40\*

Budgeted Income through December 31, 2020 - \$428,905  
(Underbudget by \$4,331.40 or approx. 1%)

### *Pledge Income*

Actual Pledges (Plate Offerings and Pledge Payments) Received through December 31, 2020 - \$251,536.93

Budgeted Pledges (Plate Offerings and Pledge Payments) through December 31, 2020 - \$284,921  
(Underbudget by \$33,384.07 or approx. 13.2%)

*\*The Diocese gave us assistance due to COVID-19 for a total of \$30,981.76. This is accounted for in the above income total.*

### Expenses

Actual Expenses (budgeted and unbudgeted) through December 31, 2020 - \$369,580.43

Budgeted Expenses through December 31, 2020 - \$428,905  
(Underbudget by \$59,324.57 or approx. 16%)

As of December 31, 2020 – net positive \$63,635.97

Accounts	Balance (This Year to Date)
<b>Assets</b>	
<b>CASH1</b>	
1003.00 Checking Account	\$40,549.57
1004.00 Savings Account	\$7,624.00
1004.40 Rector Discretionary Checking	\$1,220.80
1010.30 Sav Acct - Alexander Carney Library	\$1,022.54
1012.30 Sav Acc - Youth Iona Trip	\$11,013.45
1012.40 Sav Acct - Youth Group Fund	\$327.75
1014.00 Sav Acct - Prayer Shawl Knitters	\$40.10
1014.30 Sav Acct - Duke Grant	\$3,497.31
1014.40 Sav Acct - Memorial Fund	\$92,087.12
1015.50 Sav Acct - Altar Guild Memorial	\$5,012.75
1015.60 Sav Acct - Gaither Chapel Fund	\$6,783.25
1016.40 Sav Acct - St. Stephen's Table	\$5,353.33
1017.40 Sav Acct - Music Department	\$5,827.87
1018.00 Sav Acct - Altar Flowers Fund	\$3,462.68
1020.30 Sav Acct - Memorial Scholarship Fnd	\$21,854.56
1021.40 Sav Acct - Continuing Ed. Fund	\$1,380.27
1023.30 Sav Acct - Community Mission Fund	\$80.30
1023.40 Sav Acct - Sabbatical Fund	\$1,503.26
1024.30 Sav Acct - St. Francis Shelter Fund	\$398.63
1024.40 Sav Acct - Women's Retreat Fund	\$689.87
1026.40 Sav Acct - Ch Ed Fund C-Vestry	\$1,010.17
1035.40 Sav Acct-A. Beattie Fund/Music Inst	\$14,384.65
1038.40 Sav Acct - Columbarium Fund	\$2,250.00
1039.30 Sav Acct - Stained Glass Repair	\$61.78
1042.30 Sav Acct - RSCM Fund	\$1,100.31
1042.40 Sav Acct-Computer Replacement Fund	\$2,502.17
<b>Total CASH1</b>	<b>\$231,038.49</b>
<b>INVESTMENTS</b>	
1101.00 Trustee - Endowment Fund	\$641,413.22
1102.00 Trustee - Real Estate Fund	\$105,727.81
1103.00 Trustee - Dillon Memorial Fund	\$42,030.36
1104.00 Trustee - Nickerson Fund	\$41,105.68
1105.00 Trustee - Spaulding Fund	\$185,934.81
1106.00 Trustee - Centennial Fund	\$16,746.56
1107.00 Trustee - Lucia Campbell Fund	\$736.42
1108.00 Trustee - Plunkett Fund	\$3,728.33
1109.00 Trustee - Marsha Humphries Real Es.	\$75,567.09
1110.00 Trustee - Bailey Trust	\$4,165.06
1111.00 Trustee - Gravitt Endowed Pledge	\$64,643.37
1112.00 Trustee - M. Peek & E. Bell Real Es	\$246,073.84
<b>Total INVESTMENTS</b>	<b>\$1,427,872.55</b>
<b>PROPERTY</b>	
1201.00 Land - Church	\$94,600.00
1208.00 Building - Church	\$4,410,373.00

1209.00 Building - Parish Hall	\$2,641,140.00
1212.00 Permanent Fixtures - Church	\$172,400.00
1213.00 Permanent Fixtures - Parish Hall	\$119,049.00
1215.00 Furn & Contents - Church	\$100,423.00
1216.00 Furn & Contents - Parish Hall	\$431,965.00
1222.00 Fine Arts - Church	\$1,647,500.00
1223.00 Fine Arts - Parish Hall	\$79,000.00
1229.00 Pipe Organ - Church	\$702,000.00
Total PROPERTY	\$10,398,450.00
OTHER ASSETS	
1130.00 Berkshire Housing Loan	\$3,000.00
1150.00 Investment - A. Beattie Fund	\$638,969.66
1165.00 Centennial Fund Bond	\$1,215.20
1180.00 Investment - Root Fund	\$288,457.81
Total OTHER ASSETS	\$931,642.67
Total Assets	\$12,989,003.71
Liabilities & Net Assets	
Liabilities	
Total Liabilities	\$0.00
Net Assets	
Fund Principal1	
3001.00 Undesignated Funds	\$22,059.61
3101.00 Vestry Designated Funds	\$757,633.72
3201.00 Donor Restricted Funds	\$316,769.04
3301.00 Endowment Funds	\$1,547,229.72
3401.00 Property Fund	\$10,398,450.00
3900.00 Current Year Excess/Deficit	-\$53,138.38
Total Fund Principal1	\$12,989,003.71
Total Net Assets	\$12,989,003.71
Total Liabilities & Net Assets	\$12,989,003.71



***St. Stephen's Parish  
67 East Street  
Pittsfield, Massachusetts***

**OUR MISSION** is to be the heart and hands of Christ: nourishing people, transforming lives.

**Telephone:** (413) 448-8276      ~      **Fax:** (413) 442-5374  
**e-mail:** [mail@ststephenspittsfield.org](mailto:mail@ststephenspittsfield.org)      ~      [www.ststephenspittsfield.org](http://www.ststephenspittsfield.org)