



**Church  
Open to All  
With Love**

**You are entirely beloved.**



**Climate Justice**

Community

Deeper Personal Contacts  
Warm Acquiring Art  
Inspiration Caring Hope Bells  
Youth Love  
Together Hugs Ritual  
Cozy Grace Eucharist Frie  
Healing Prayer Fellow Believers  
Camaraderie Music Belonging  
Connection

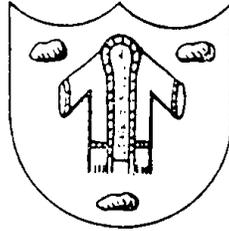


**St. Stephen's  
Episcopal Church**

Pittsfield Massachusetts

**Annual Report 2021**





St. Stephen's  
Episcopal Church  
Pittsfield,  
Massachusetts

**Annual Meeting Agenda – February 6, 2022**

10am In-person worship and meeting

*Included in the worship insert:*

Welcome and Call to Order

Opening Collect - Prayer for our parish.

Sermon - Reflections by wardens and rector

Prayers of the People:

Prayers for the life of this parish

Prayers for those who have died in the past year

Prayers of thanksgiving for those who have served the parish

During Announcement time:

Finance report, and Budget Presentation

Vote on the budget

Presentation of Slate/Nominations

Election

Closing Prayer, Adjournment and Dismissal

11:45 am Zoom Meeting during Coffee Hour

Call to Order

Opening Prayer

Finance report, and Budget Presentation

Vote on the budget

Presentation of Slate/Nominations

Election

Closing Prayer, Adjournment and Dismissal

St. Stephen's Slate for Vestry, Officers, Convention Delegates  
Annual Meeting February 6, 2022

**Continuing on Vestry**

**Officers**

Co-Warden Craig Reynolds, term ends 2023/Annual Meeting 2024  
Clerk Angela Moon, 2<sup>nd</sup> term on Vestry ends 2023  
Treasurer Leah Luczynski, 2<sup>nd</sup> term on Vestry ends 2023

**Vestry Members**

John Culver, 2<sup>nd</sup> term ends 2023

**Electing Today**

**Officers**

Co-Warden Josephine Ellis, term ends 2024/Annual Meeting 2025  
Asst. Treasurer Suzanne White, 2024

**Vestry Members**

Wendy Webster-Coakley 2<sup>nd</sup> term, ends 2024/Annual Meeting 2025  
John Garinther 1<sup>st</sup> term, 2024  
David Nevin 1<sup>st</sup> term, 2024  
Christopher Plankey 2<sup>nd</sup> term, 2024  
Christina Wynn 1<sup>st</sup> term, 2024

**Diocesan Convention Delegates**

Co-Wardens  
Treasurer  
Alternates: Lois Symonds, Alfred Symonds

Nominations From the Floor

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**St. Stephen's Annual Meeting**  
**February 14, 2021**  
**Approved at March 9, 2021 Vestry Meeting**

Annual Meeting of St. Stephen's Parish, by Zoom  
Pittsfield, Massachusetts  
Sunday, Feb. 14, 2021, at 11 a.m.

Present: Rev. David DeSmith; co-wardens Tom Dillon and Erin Sullivan;  
Vestry members Valerie Anderson, Wendy Coakley, Leah Luczynski, Mark Miller, Angie Moon, and Chris Plankey, and newly nominated co-warden Craig Reynolds; James Alden, Cathy Carchedi, Bill Frazier and Diane Forsyth, Dorothy Lambert, Bill Loutrel, Joy Mullen, Lois Neumann, Don and Ann Phipps, Chris Perry, Jeff Pringle, Christine Reynolds, Helene Robillard, Michele Rousseau, Gwen Sears, Debbie and Roy Stillman, Al Symonds, Roy and Marie Sutton, and Susan Wojtasik, Kris Rogers, Joan Morrow, Jim Cawse, Bill and Teddy Carter (this list is not a complete list, there were a few others who attended that we did not get the names of)

**Opening prayer** is offered by David De Smith

Bishop Doug Fisher's message will be emailed to parishioners by Erin Sullivan.

Meeting is called to order by Tom Dillon at 11:02.

**Nominations and approvals.** Craig Reynolds is nominated for a three-year term as co-warden, and John Culver and Louise Penney for three-year Vestry terms. Their nominations are unanimously approved on a motion by Jim Cawse seconded by Roy Sutton. Leah Luczynski is nominated for treasurer and Angie Moon for clerk. Their nominations unanimously approved on a motion by Paula Morey seconded by James Alden. (There were no other nominations.) David De Smith offers a prayer of thanks and blessings for new and continuing Vestry officers and members.

**Bridge Rector's Report:** David De Smith says he won't read his report, which is found on pages 9 and 10 of the Annual Report. He begins by noting our grieving of the death of interim rector the Rt. Rev. John Tarrant, saying that love is stronger than death, grief, sickness, anxiety, fear and frustration. He thanks the many Vestry members, parishioners and staff members whose work has been invaluable in the last challenging year. Of Sarah Morrison and Bert Boos in the office, he says, "My main function, I quickly realized, was just to stay out of their way." He thanks the parish for the "great honor and privilege" of being tapped to serve as bridge rector beginning last October. Before reading the names of the 10 parishioners who died in the last year, he says, "I don't know how you talk about grieving without talking about love." The names are on page 7 of the Annual Report. He concludes by saying, "Nothing will get us through without love ... you have to go through it."

**Co-Wardens' Report**, found on pages 11 and 12 of the Annual Report, is summarized by Tom Dillon, after which Erin Sullivan asks Tom to open his present, a baseball cap with the lettering "Canonically Unavailable."

Tom notes that in the absence of ashes in the Ash Wednesday service face masks will be blessed. St. Stephen's Table will continue, and that coffee hour will be held next Sunday, following the 10 a.m. Eucharist.

**Treasurer's Report:** by treasurer Leah Luczynski, who notes that it was reviewed in detail at an open meeting of the Finance Committee yesterday morning. She gives an overview of the budget, found on pages 31 to 42 of the Annual Report. She notes that the 2020 and 2021 budgets are similar, that while the deficit in the latter budget is greater, so is the parish endowment. There are no questions.

**Message from the New Rector:** A pre-recorded message from Rev. Dr. Nina Pooley, who is still in the process of moving from Maine to Massachusetts, was played. She has three focuses, based on the work that the Profile committee had done. One is building relationships; two is mapping out where we want to go; and three is continuing to be a people of God. She ended with a closing prayer.

**Adjournment:** Craig Reynolds, asking for thoughts and comments and hearing none, asks for a motion to adjourn. On the motion by Paula Morey seconded by James Alden, the meeting is adjourned at 12:02.

Respectfully submitted,

Angela Moon, clerk

## 2021 Highlights

### January

- Taping for Sunday Facebook Services continues on Wednesday Mornings
- St. Stephen's Table serving Grab and Go

### February

- The Rev. Dr. Nina R. Pooley arrives virtually
- Annual Meeting on Zoom
- Facebook services continue
- Facebook Ash Wednesday Service with Blessing of the Masks

### March

- The Rev. Dr. Nina R. Pooley arrives In-person
- Facebook services continue

### April

- Facebook services continue
- Parking Lot services with Zion for Palm Sunday and Easter

### May

- Facebook services continue
- Monthly Healing service begins
- Parking lot service with Zion
- Pentecost Service with St. Helena

### June

- In-person worship resumes with COVID safety protocols and livestreaming to YouTube, 9 AM summer schedule
- St. Stephen's Table continues Grab and Go
- Berkshire Pride Rally

### July

- In-person worship and livestreaming continues
- Hymn singing, with masks, returns

### August

- In-person worship and livestreaming continues
- BCARC Cleaning Crew adds back second day
- AA meetings resume

### September

- In-person worship and livestreaming continues, 10 AM service returns
- Young People's Fellowship participates in Habitat for Humanity
- Wednesday Evening Zoom Compline with Zion begins

### October

- The Rt. Rev. Douglas Fisher officially installs The Rev. Dr. Nina R. Pooley
- Blessing of the Animals at St. Helena's
- Faiths4Climate Justice
- Grab and Go Harvest Dinner with Zoom presentation

### November

- Virtual Diocesan Convention
- Handbell Choir resumes
- Berkshire Pulse dance class begins in auditorium
- Berkshire Stonewall event

### December

- Zoom Advent Vespers with Zion
- Three in-person Christmas Eve services including multi-media service for children and families

## From the Register

### *Marriages:*

Meaghan C. Elmquist – Nathan J. White

### *Baptisms:*

Harper D. Holmes  
Emmelynn E. Pettit

### *Burials:*

Madeline Buerger  
William Carter  
Robert Jones  
Austyn Lamphear  
Timothy McFalls  
Charles May  
Carolyn Sawyer  
Bradford Swanson  
Maureen Wilker

## Vestry Members and Parish Staff

### ST. STEPHEN'S PARISH 2021

#### Officers

Co- Wardens

Erin Sullivan (Jan. 2022)

Craig Reynolds (Jan. 2024)

Treasurer

Leah Luczynski (Jan. 2022)

Assistant Treasurer

Clerk

Angela Moon (Jan. 2024)

#### Vestry Members

	Term Expires
Mark Miller	January 2022
Wendy Coakley	January 2022
Chris Plankey	January 2022
Valerie Andersen	January 2023
John Culver	January 2024
Louise Penney	January 2024

#### Parish Staff

Bridge Pastor (through February 2021)

David DeSmith

Rector (beginning February 2021)

Nina Randive Pooley

Director of Music

Joy Mullen

Pastoral Coordinator

William Frazier

Office Assistant

Bert Boos

Parish Administrator

Sarah Morrison

Coordinator for St. Stephen's Table

Dan Moon

Sunday Sexton

Roy Stillman

Advantage Employee Network, Weekday Sextons

Erika Oliver

## **Report from the Rector**

The Rev. Dr. Nina R. Pooley

*O God of steadfast love: transform our hearts by your Spirit, that we may use our gifts to show forth the light of your love as one body in Christ. Amen.*

### **Introduction**

While this global pandemic has been awful, beginning during challenging circumstances has served us well. From the very beginning we've been willing to meet one another where we are. Adapting to the challenges before us, we are willing to give one another the benefit of the doubt, with kindness and patience, and a sense of humor. Which has been a very good thing because our time together has continued the way it began. We continue to navigate our way - balancing COVID precautions with our desire to be together. Doing our best to provide the safest situation for this community, and those in our building - all while attempting to continue to do what God has called us to do for the greater community.

### ***Looking Back - Beginning together***

A year ago, I pre-recorded a video for this annual meeting - at that point I'd only met a handful of people at St. Stephen's: the search committee on zoom and the vestry in-person (though as socially distanced as possible). My first official day as rector was February 1, 2021. (Hopefully 2/1/21 is an auspicious date!) In my pre-recorded message, I shared that we would begin together by focusing on three priorities: 1) Building relationships, 2) Mapping out where we want to go, 3) And continuing to live into being the people of God in this place.

### ***Looking Back - Sharing our grief***

*Now may our Lord Jesus Christ himself and God our Father, who loved us and through grace gave us eternal comfort and good hope, comfort your hearts. - 2 Thessalonians 2:16-17*

I'm convinced that God was truly at work in our discernment, as St. Stephen's searched for your next rector, and I searched for what God had in mind for me. Our interview convinced me that we are well-matched in our long-term our dreaming about mission and ministry. Yet I was surprised to find us walking hand in hand in our broken heartedness. While this community was warm and welcoming to me and my family, you were also honest with me about your grief. The grief of what felt like an abrupt shift when Cricket left, and then the profound grief of John's unexpected death, all of this amplified by the collective grief of the pandemic and all the loss it brought. Your honest grief allowed me to be honest with my own. Truthfully, it's taken the better part of a year to cope with the grief of leaving our community in Yarmouth. Our being able to be fully human together, even in our heartache - is a solid foundation for our building healthy and Beloved Community.

### ***The work of the past year, and the year before us***

*So let us not grow weary in doing what is right, for we will reap at harvest time, if we do not give up. So then, whenever we have an opportunity, let us work for the good of all, and especially for those of the family of faith. - Galatians 6:9-10*

Given the challenges - we've done a great deal, even though there were a few things we were unable to launch during this year. To address the three focus areas I mentioned at last year's annual meeting:

1) ***Building relationships***

We began with zoom coffee hours, and then finally, were able to hold in-person worship in June. It's still proven challenging to do more than say hello after worship, as more involved in-person gatherings are not yet safe. In addition, I've been sending Notes from Nina from time to time to share a little more with our community.

2) ***Mapping out where we want to go***

I wanted to leverage the discernment work of the parish search process. Taking the hopes and dreams, joys and challenges you articulated - and using them to map out where we hope to go together. Once we map out our path, we can begin to the strategic steps to get there. To get us started, I invited a variety of groups to engage in strategic dreaming. Those groups included: the vestry, the search committee, and those involved in creating the profile, and the leadership of various committees and ministries. Those meetings went well, and we formed a smaller group to dig into the work of discerning, and visioning the path ahead. This visioning includes being in conversation with other parishes (such as Zion Lutheran, Cathedral of the Beloved, and Berkshire Episcopal Churches), and community organizations (18 Degrees, Habitat for Humanity, Soldier On, Pittsfield area schools...). That work continues.

3) ***Continuing to live into being the people of God in this place***

Worshipping God, saying our prayers, serving those in need, as we embody God's love to the world. That's the work we've been involved in from our first day together. Which leads us to the details.

**Ministry:**

*O God of all the prophets, you knew us and chose us before you formed us in the womb: Fill us with faith that speaks your word, hope that does not disappoint, and love that bears all things for your sake, until that day when we shall know you fully, even as we are known by you. Amen.*

***Meaningful Worship***

Together we've engaged in creative and adaptive liturgy, as we've worshipped together both in-person and online - as one community. This began with online collaborations, then moved into the collaborative Parking lot services with Zion (Palm Sunday and Easter), and Pentecost and The Blessing of the Animals with St. Helena's. Our worship 'seasons' have celebrated Being Rooted in God; Creation Season; Belonging to God and One Another; in addition to more traditional worship in Lent and Advent.

***Pastoral care, and care of community***

While restricted by all the limitations of COVID, our pastoral care has been in the good hands of Bill Frazier and those who have been involved in pastoral care for years. As the year progressed, in consultation with Bill, we invited a group to join us as members of our new pastoral care team. (The members of that team include: Sharon Billetter, Claudia Curry, Angie Moon, and Debbie Stillman; with Bill Frazier serving as our pastoral care consultant/member emeritus!)

### ***Leadership and administration***

Our staff has work incredibly hard under these extraordinary circumstances. They welcomed a new rector while dealing with all the challenges of COVID. In addition to the 'regular' office work, we've been working on a variety of issues with the building, while hoping to be able to increase the number of groups renting the unused space.

### ***Formation***

*Adult formation* has been difficult to get off the ground. We attempted to launch the Episcopal Church's Sacred Ground program for racial reconciliation, though it didn't get traction last year. (We'll offer that program again this coming fall, hopefully it will be a better time for people.) But last fall it became clear that what we needed was to pray together, which is when we launched our weekly Compline services. This Lent, I'm hoping to offer an online conversation around the book, *Practical Christianity*, by Jane Shaw. And, if possible, I'd love for us to offer the Episcopal Church's Beloved Community Course. I thought we might begin that during Eastertide.

*Youth formation*, thanks to the on-going work of Matt Behnke and the Young People's Fellowship, we had a foundation to begin working on a Youth Faith Formation program. With the help of Matt and Sara Garinther, and Pastor Joel Bergeland from Zion - we've launched a faith formation program for youth. It's early days yet, but I'm hopeful. Also grateful to Sharon Billetter and David Nevin who have agreed to join us in leading the middle school group, while Pastor Joel and I lead the high school group.

### ***Mission***

*Insistent God, by night and day you summon your people: So stir us with your voice and enlighten our lives with your grace that we give ourselves fully to Christ's call to mission and ministry. Amen.*

*St. Stephen's Table* has pivoted to offer to-go meals, and there's a small team who assist Dan to prepare and box up meals each Thursday and Friday.

*Cathedral of the Beloved* offices are temporarily housed in our building, which makes working together that much easier. Shortly after I arrived, I invited Jenny and Sloan to join us in our online worship. And then together with them we participated with Zion in their Parking Lot worship (for Palm Sunday and Easter Sunday). Currently several of us are part of a team that is working with Cathedral of the Beloved, to bring the vision of Campus of the Beloved to fruition, and discern how St. Stephen's is best suited to serve the greater community around us, in collaboration with the other downtown Pittsfield churches.

In collaboration with Zion Lutheran Church, we've formed a *Zion/St. Stephen's HOST team*, and are about to host an afghan family as they resettle in Pittsfield. And Jewish Family Services has just signed a lease to join us in our building. Their Berkshire area resettlement efforts will take place out of their offices on the third floor of St. Stephen's. ESL classes will be held in our auditorium, offered by BCC, through JFS. And offered to all the Afghan families resettling in the Berkshires.

***Social Justice:***

*O Light of the world, give us new eyes to see, a new heart to care, and a new spirit to work for peace and justice for all your children. Amen.*

In my conversation with the search committee, we talked about social justice and taking a stand in the public square. Though we care deeply about social justice, it's not been a huge part of our work to date. We participated in Creation Season, and the Faiths4Climate Justice event; we participated in Berkshire Pride; and our community is active with BIO. From my perspective, social justice includes racial justice, immigrant justice, economic justice, climate justice, and justice for any on the margins of our society. Our housing the Berkshire Immigrant Center and soon, Jewish Family Services' Berkshire offices for Afghan Resettlement - both embody our commitment to immigrant justice. We're making small steps in the right direction.

***Other work:***

As all full-time clergy are required by canon to be involved in the life of the diocese, I represent St. Stephen's as a member of the Diocesan Beloved Community Commission (through which I was a facilitator for the Diocesan Bending Toward Justice Day of Prayer in January). I'm also part of the Diocesan Creation Care Leadership Circle. I participate in our Diocesan Fresh Start program for clergy new in their calls, and in our Berkshire area Clericus. In addition, the Executive Officer of General Convention has appointed me to serve as Voting Secretary for General Convention 80, which will be held in Baltimore this summer.

## Report of the Co-Wardens

One of my spiritual heroes, Richard Rohr, wrote a wonderful book entitled *Falling Upward*. The whole book is inspiring, but there is one line - about another of my spiritual heroes - that's stuck with me for years. Rohr writes: "As Desmond Tutu once told me on a recent trip to Cape Town, 'We are only the light bulbs, Richard, and our job is just to remain screwed in!'"

Such wisdom. We're not the SOURCE of the light. God is. But we were all built to shine. We just have to follow Archbishop Tutu's advice as best we can: remain screwed in. Stay connected - to God, and to one another.

For me, this captures the essence of the past year at St. Stephen's: we've remained screwed in. In the midst of tremendous pressure to simply quit, we've stayed connected. And while it hasn't always been easy (perhaps the understatement of the year!), there has been light.

Here are some of the ways we've stayed screwed in and connected to God in the past year:

- Thanks to the faithful efforts of the profile and search committees and our vestry, we welcomed a new Rector early in 2021: The Rev. Dr. Nina Ranadive Pooley.
- We remained connected through worship: whether it was pre-recorded, in-person, or live-streamed, we celebrated God's love and redemptive power together.
- We remained screwed into our community via the continuing good work of St. Stephen's Table.
- Our wonderful staff helped us stay connected in so many important ways, including the development of new, innovative worship materials and their unwavering, always-professional administrative support.
- A visioning team was convened to imagine and develop new ways of shining God's light.
- Fresh new liturgies mixed with traditional favorites - sometimes in the same service. And the now-beloved Wednesday evening service of Compline, and the fun and innovative Christmas Eve Family Service, to cite two examples, came into being.
- Careful attention was devoted to long-standing property issues including repair and preservation of - and potential funding for - our historic stained glass windows.
- An exciting youth formation and fellowship effort took shape in collaboration with our friends at Zion Lutheran.
- Wonderful music, in so many beautiful forms, kept us rooted and grounded.

- Mission work and parish hospitality broke new ground as we plan to welcome Jewish Family Services as a 3rd-floor tenant in the Parish House and join them and Zion Lutheran in welcoming Afghan allies to Pittsfield.

And so much more...

My sense is that this is our call for 2022 as well: stay screwed in. Stay connected to divine energy wherever we may find it. And we may discover it in surprising places. Remember that we're light bulbs. We're built to shine. Every single one of us. We just have to stay screwed in.

Craig Reynolds 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.

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

Respectfully submitted by  
Joan Evans, Property Committee Chair

### **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

## **Finance Ministry**

### **Finance Committee**

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

## Christian Education Ministry

### Sunday School

Due to 2021's continuing COVID-19 precautions we did not have Sunday School or Nursery this year.

Bert Boos  
Office Assistant

### Young People's Fellowship

Young People's Fellowship, 2021

The Young People's Fellowship invites middle and high school students in the greater Pittsfield area together to do good deeds and have fun adventures. We hold events in 2 areas; Service and Fellowship. It is moderated by trained and vetted adult volunteers. YPF is based out of St. Stephen's in Park Square but draws from a wider interfaith community of teens. The ideas and initiatives are informed and driven by the interests of our Young People! Please come join us at one of our upcoming events or contact me with questions.

As the Spring of 2021 brought gradual re-openings of in-person to schools, the Young People's Fellowship restarted gathering and it was so nice to see people again! Simply to walk and talk together felt almost magical. We hiked through Canoe Meadows on the Sacred Way Trail in April, shared stories of the pandemic and talked about fishing. Based on the kid's interest in it, we planned for our May activity to be a fishing trip to Berry Pond and a picnic. Unfortunately, heavy rains cancelled it.

Over the summer a small contingent of YPF manned the Appalachian Trail Angels tent in Sheffield and served hot food to dozens of hungry Appalachian Trail through-hikers. One energetic one came running up to the tent, explaining that he was in the first hours of a run along the trail from CT to the VT border! I checked online and he made it!

In the fall we began an alternating schedule between a service project and a fun gathering. This rhythm worked well for us in the fall and will continue in the spring. Our September Service project was helping in Pittsfield's West Side on the **Habitat for Humanity workday**- lots of work and a great chance to get to know more about Habitat. In October we met up at Whitney's Farm for some donuts, hayrides and bouncing. This was a harvest festival on a few levels because it was at Whitney's that the conversation began about starting an interfaith teen spiritual formation class. November's service project was home-deliveries for the amazing Thanksgiving Angels food pantry- this was a great experience and a chance to be part of this generous, well-coordinated, community oriented, loving program. December's fun activity was tubing but on an extremely cold day so numbers were low.

More exciting than tubing in December was the launch of the Young People's Faith Formation by Pastor Joel and Reverend Nina. This first event was a success, with lunch and two break-out groups. Ten youth attended along with their families and Faith Formation will continue to meet

monthly through-out the spring. This program will provide a great complement to the service and fellowship programming of the YPF.

I look forward to continuing youth ministry with the parish as my teens grow and as our program grows!

Respectfully submitted,  
Matthew Behnke

## Outreach Ministry

### Habitat for Humanity

See Young People's Fellowship page 16

### St Stephen's Table

Another year at St Stephen's Table. We are proud to report that we have not missed a meal on Thursday and Friday since the beginning of the Pandemic and have been incredibly fortunate that Covid has not spread at the table though it has affected some of our volunteers recently. We have maintained the smaller crew managing handing out meals at the door which is not a fun task this time of year especially with my request to keep it closed as much as possible to not strain our furnace.

Our steadfast volunteers gave their time to provide meals on Christmas Eve and New Year's Eve. Your contributions as well as Pittsfield Rye Bakery, Crescent Creamery, and Panera Bread as well as a continued partnership with the Food Bank to provide approximately 60 meals a night on Thursdays and Fridays. We can't thank all the people who so dutifully donate their time and energy to pick up supplies, prepare meals, put away food bank orders, and all the things that go into serving safe meals and arranging for water donations. The table wouldn't be a continued possibility without your gifts of time, treasure and talent. Thanks for all the blessings and possibilities.

Many thanks to everyone,  
Dan Moon  
Table Coordinator

## **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."

### **Greeters**

On and off throughout 2021, Greeters continued to welcome congregants as the pandemic continued to rage on and as the Diocese permitted in-person worship. Mask wearing and social distancing persists although the presentation of "gifts" at the Eucharist, has not yet resumed.

Roy Stillman is ever present to assist if greeters can't make it. Due to the restrictions during this time, the numbers of greeters has dropped and many have chosen to wait until the pandemic is no longer a concern. It is certainly a different time.

Thank you to all who have stepped up and to Roy for his help.

Respectfully,

**Paula Morey**

### **Coffee Hour**

I would like to take this opportunity to thank all of our coffee hour hosts for their time, talent and dedication to this important ministry. Many of our coffee hour hosts have served St. Stephens for many years and have missed providing snacks & refreshments to parishioners and their families after the 10 AM Sunday services. This is a great time for fellowship and conversation with new and old friends and to welcome any new members and visitors.

However, during this past year, due to the COVID-19 pandemic, we have been unable to participate in this important ministry.

Moving forward, I pray that we will once again be able to resume coffee hour, keeping safety protocols in mind.

Hope, Peace, Joy, & Love,  
Marie Sutton

## Communications

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

### Website

#### Worship

The parish website continued to be a hub for worship and connection in 2021. From January through May, when in-person worship was suspended due to COVID protocols, the parish website housed prerecorded weekly worship services. Beginning in June 2021, when in-person worship resumed, the website shifted to house the weekly worship service live-stream. Recordings of these streams are now archived on our [YouTube channel](#). (Worship videos posted in this time have registered over 1,300 views.)

The website also houses digital copies of our seasonal worship booklets and each week's Sunday bulletin.

#### Other Website Content

In addition to worship services, the website continues to highlight [recent parish news and upcoming events](#). The site also provides up-to-date information on [COVID health and safety protocols](#). Finally, the site also offers a digital archive of important parish documentation, including the [parish calendar](#), the [monthly newsletter](#), [minutes of Vestry meetings](#), and [annual reports](#).

#### Overall Website Performance

In 2021 the site received 7,432 visits from 4,201 visitors (up from 6,762 visits/3,306 visitors in 2020). 43% of visits to the website in 2021 were made from a mobile device or tablet. Suggestions for site improvements are always welcome.

#### Worship Live-Stream

When in-person worship resumed in June 2021 a small team headed by Ken Pooley pulled together an initial effort to live-stream the Sunday service. This initial effort was not only led by Ken, but it also relied almost exclusively on Ken's equipment, technical expertise, and streaming experience.

Over the course of 2021 the parish purchased our own equipment, expanding the number of cameras from one to three, adding a master vide board to coordinate the multiple camera set-up, and honing the sound quality provided by the incumbent sound system. Additional system refinements and small purchases of ancillary equipment are planned for 2022. Ken is now training others to run the livestream during the service.

The quality of the livestream has improved greatly over the course of the year. A HUGE thanks to Ken for the use of his equipment, but primarily for the hours and hours of time he's invested in establishing the livestream system and tirelessly working to improve the quality of its output.

## **Press Releases**

With the help of Mark Miller and Craig Reynolds, the parish published and distributed three [press releases](#) in 2021: one announcing the arrival of our new Rector in February 2021; another in February 2021 summarizing highlights from our 2021 Annual Meeting; and one in October 2021 announcing a visit by the Rt. Rev. Douglas Fisher to lead our celebration of new ministry. All three press releases were published by the *Berkshire Eagle*. Other media outlets (including the [Episcopal News Service](#)) covered one or more of the releases.

*Respectfully submitted, Craig Reynolds, Website Coordinator, Live Stream Assistant, Press Release Coordinator*

## **Cooking and Baking Committee**

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

We did participate in the 10th annual “Turkey Angels” Thanksgiving food basket donations and distribution. We donated 2000 rolls of toilet paper with Zion Lutheran. We also donated over 800 cans of corn and \$2,300.00 for the purchase of turkeys. Thank you for your generosity!

The Thanksgiving Angels distributed boxes of groceries and turkeys to 1,600 families!

Volunteers are always welcome!

Joan Evans  
Chairperson

## **Living Green**

In spite of the challenges that the pandemic has brought us in 2021, the Living Green team has been able to continue in this ministry.

Recyclables are still getting readied and totes are brought to the side door for pick up by Covanta each Tuesday. Cardboard breakdown and take home are still being done. The weekly “tips” are still published in the weekly email blast and printed Sunday bulletins.

Thanks go out to all of our volunteers for their participation in this important work. This would include all within the building who take stewardship of the earth seriously.

Thank you Dot, John, Don, Susan, Joan, Mark, Virginia, Jeff, Bill, Craig and Sarah.

Respectfully,  
Paula Morey

## Stewardship Committee

The start of last year found our congregation grappling with feelings of grief over the unexpected loss of our Interim Priest John Tarant, gratitude for the calming presence of our Bridge Pastor David DeSmith and excitement for the new ministry of our incoming leader, Reverend Nina Pooley. These swift transitions occurred against the frightening backdrop of a global pandemic.

Accordingly, in 2021 your Stewardship Committee (Valerie Andersen, Wendy Coakley, Leah Luczynski and Al Symonds) leaned into the dictionary definition of stewardship: literally “to take care of something.”

As plans to reopen the church for in-person worship took hold over the late spring and summer, we undertook – with the help of the Vestry and other parish leaders – a handwritten “welcome back” postcard campaign to every household in the Parish Directory. The intent was to remind our members that their presence in our community – whether online or in the pews – is truly God’s gift to us all.

We further embraced this idea in our selection of the theme for this year’s stewardship campaign: Belonging to God and One Another.

To kick off the campaign, a parish-wide Word Cloud Project was announced at the September 12 service. Parishioners were asked to provide a one-word response to “What do you miss/love about St. Stephens?” Over the following month, responses were collected via hard-copy forms dropped in the collection basket each week, and via email from those worshipping at home. The Word Cloud Project reveal took place on October 17, the Sunday before the Harvest Dinner.



A poster-sized version of the Word Cloud was displayed in the sanctuary.

Over the next five weeks, members of the parish shared their perspectives about stewardship and why they feel called to support St. Stephen's with their time, talent and/or treasure:

- October 17 - Wendy Coakley
- October 24 - Chris Plankey
- October 31 - Diane Forsyth
- November 14 - Matt Behnke
- November 21 - Valerie Andersen

To underscore the equally vital non-monetary gifts of time and talent that support the mission of St. Stephen's, the Stewardship Committee arranged for an ongoing series spotlighting the various volunteer ministries to appear in the weekly e-newsletter throughout the fall. Many thanks to the talented Sarah Morrison for her assistance in this effort. In this time of social distance, our new slogan is "Every day is Rally Day!"

For the second year in a row, the Harvest Dinner was a takeout affair. Nevertheless, the feast prepared on October 23 by Dan Moon and his staff - supported by Vestry and Stewardship volunteers - was joyfully received by approximately 80 members of the parish.

Leah Luczynski designed an educational trifold brochure, featuring a drawing by budding artist Charlotte Luczynski, which was included with a pledge card in each Harvest Dinner. Members who did not pick up dinners that evening received these materials at church or through the mail.

In lieu of an in-person presentation during the Harvest Dinner, Chris Plankey produced an engaging video featuring Leah, Craig Reynolds and Reverend Nina Pooley. Ingathering Sunday was December 5, with Nina's sermon reinforcing the year's stewardship theme.

Thanks to the generosity of our parishioners, as of January 25, 2022, we received 95 pledges for the 2022 church year for \$231,431.00. Here is a year-to-year comparison:

	<b>2021</b>	<b>2022</b>
Number of pledges	95	95
Percentage of individuals increasing their pledge from prior year	50%	26%
Percentage of individuals decreasing their pledge from prior year	7%	16%
Total dollar amount pledged <i>Not including St. Stephen's Table, Rector's Discretionary Fund, etc.</i>	\$227,477.00	\$231,451.00

Messages of gratitude for your investment in the future of St. Stephen's will be mailed out shortly. In the meantime, during this time of continued uncertainty in the world, your Stewardship Committee continues to be in awe of the faith and munificence offered by this

church family. True to the dictionary definition of stewardship, our parishioners have demonstrated that we are a community in loving hands, a thriving church forging a dynamic vision for a post-pandemic world, while caring for our members and neighbors in the present.

In conclusion, we offer grateful thanks to outgoing Stewardship Chair Valerie Andersen, who has “stewarded” this vital ministry for the past three years – a period marked by significant change, both within our clerical ranks and beyond the sanctuary of our beloved St. Stephen’s – with unstinting dedication and grace.

Respectfully submitted,

Wendy Webster Coakley  
Incoming Stewardship 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**

The pandemic has sadly changed much of what constituted Pastoral Care at St. Stephen's. Our eucharistic visitors and our hospital team were, for the most part, unable to go into homes or into hospital visiting. Nina and Sarah have kept us updated with any changes in protocols. We pray that the pandemic will soon end and allow full function of pastoral care.

Under Nina's leadership, a committee for Pastoral Care has been formed and is working on plans of how to most effectively carry out the mission of our parish's pastoral care. More information will be provided for the congregation as the committee proceeds.

It has been my great pleasure to have served as Pastoral Care Leader for over 19 years. Jim Dannals was our Rector and he suggested that I assume this role. Bishop Scruton approved my application to be licensed by the Diocese. I had the good fortune to spend a year in chaplaincy training at Albany Medical Center and found this experience to be an incredible one. You have welcomed me into your homes or into your hospital rooms and I am grateful for the opportunities. Now that the committee is in place, I am retiring from this role. Thank you for this opportunity to serve. It has been a great blessing in my life.

At our Rector's suggestion, I have agreed to serve as a consulting role to our newly formed committee and to continue to assist with pastoral offices as needed.

William Frazier

### **Prayer Shawl Ministry**

Our Prayer Shawl ministry is making a comeback! During 2021 we made, blessed and gave 13 prayer shawls. I was joined in my knitting by Jessica Hansen and Joan Morrow who each knit a shawl, and continue their knitting as 2022 begins. If you'd like to join in the fun, please let me know, we'd love to have your knitting, purling, whatever stitch you prefer.

Respectfully submitted,  
Nina +

## 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 Vestry members coordinate the committees, groups and individuals involved in our worship life.

In 2021, with in-person worship curtailed for most of the year, there were 2 Baptisms, 1 Marriage and 10 Funerals. The following presents a comparison of number of services and attendance for the past five years:

	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
Holy Communion: Saturday & Sunday	58	77	107	123	143
Communion: Midweek	17	17	48	40	45
Communion: Private	5	20	22	27	56
Other Services and Private	11	0	0	15	2
<b>Total Services</b>	<b>91</b>	<b>114</b>	<b>177</b>	<b>205</b>	<b>246</b>
<b>Total Attendance</b>	In Person: 2061 Online: 4231  Total: 6,894	In Person: 2,383 Online: 2,667  Total: 5,050	8,017	8,477	10,912

## **Altar Guild**

We currently have twenty Altar Guild members. I would like to thank all the Altar Guild members for their dedication to this ministry. Due to COVID protocols, it has been a somewhat challenging year. We have tried to keep Altar Guild teams smaller in observance of social distancing and abiding by COVID safety protocols to keep everyone healthy. As we move into the New Year, I hope and pray that more church activities will open up be somewhat closer to normal.

With Peace, Love, Joy, and Hope.  
Marie Sutton

## **Scheduling Ministry**

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

Throughout 2021, the service schedules (all at 10:00 AM on Sundays) varied: on-line streaming with no in-person congregation; in-person congregations without music; to in-person congregation with a small cadre of solo or group singers; then congregational singing; then back to no congregational singing.

Starting on June 6, I scheduled a single Lector for each service through September 4, then scheduled two Lectors for every service through the rest of 2021 and into 2022.

There were thus opportunities for each Lector to serve at least once from June through December, and a few served twice.

Since the Eucharist has been restricted to the host, distributed by the Celebrant to the congregation as they remained in the pews, no Eucharistic Minister served during 2021.

So, another different year for the 60-some people who would have been serving in the course of a year.

Respectfully submitted,

Don Phipps, Ministry Scheduler

## Director of Music

2021 was another Covid-19 year. Music in churches as well as music in secular venues, looks and sounds much more toned down, than it did two short years ago. Even our beloved Tanglewood took a hit as it abbreviated its summer program. And, the world acclaimed Boston University Tanglewood Institute – for very select high school musicians, went virtual. Here at St. Stephen’s we did our best to provide the best music possible both in-person and virtually.

From January 2021 to the end of the spring, we continued our practice established the year before of pre-recording the services. Thanks to the expertise and patience of Chris Plankey, the music turned out better than I could dreamed. Here is the five-part musical process that took place each week.

1. I prerecorded all of the organ music on the organ console. I fussed a great deal to make these recordings as perfect as possible.
2. Chris came in and recorded the above music on his phone(s).
3. Chris sent the recordings of the hymns and service music to Jeff and Wavelyn Hine. Wavelyn used Garage Band to add tracks and their vocals for 4-part harmonies in the hymns.
4. Wavelyn sent the recordings back to Chris, who placed them in the correct spots in the order of service.
5. Gradually Chris and Ken Pooley incorporated “B footage” to the organ solos. This footage displayed interesting visuals that people could watch during the organ music.

Since we re-opened for in-person worship in the late spring, we have had some congregational singing and soloists. For Advent and Christmas, we were able to up our game a little with the addition of the handbell ringers and small ensembles of singers.

Thanks to the following people who participated in the musical rotation of groups in 2021: The Behnke Trio (Colin, James and Matthew); Matthew Behnke; Gwen Davis; Jeffrey Hine; Wavelyn Hine; Sarah Novak; Craig Smith; Robert Szczepaniak; St. Stephen’s Handbell Ringers.

Respectfully submitted,

Joy Herzig Mullen  
Director of Music

## Ushers

Before the COVID pandemic, the Ushers served at the 10AM Sunday services as well as holidays and special services throughout the year. Their responsibilities include arranging for offering collectors and greeters to bring the oblations to the altar, monitoring the sound system, and recording the 10 AM Sunday service.

They also fill in as greeters when needed, take attendance and assist the Sexton with 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.

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

Due to COVID concerns, the Ushers have not yet been called back to service, but are ready, willing and able to serve when it is appropriate and safe to do so.

Respectfully submitted,  
Roy Sutton  
Usher Scheduler

# Report of the Treasurer 2022 Budget

Accounts	Through December					2022 Budget	Notes
	2021 Actual	2021 Budgeted	Differential	%of Budget YTD	VTD Budget Remaining		
<b>fill in UP</b>							
<b>Schedule A-Plate Offerings</b>							
4001.00 Loose	\$ 532.25	\$ 4,000.00	\$ (3,467.75)	13.31%	\$ (3,467.75)	\$ 2,000.00	Cash not in an offering envelope and unconnected to database
4002.00 Initial	\$ 1,273.24	\$ 500.00	\$ 773.24	254.65%	\$ 773.24	\$ 500.00	A special offering envelope to defray the cost of the envelopes
4003.00 Easter	\$ 1,585.00	\$ 1,300.00	\$ 285.00	121.92%	\$ 285.00	\$ 1,300.00	Special Easter envelope only
4004.00 Christmas	\$ 3,848.00	\$ 4,861.00	\$ (1,013.00)	192.40%	\$ (1,013.00)	\$ 2,000.00	Special Christmas envelope only
4005.00 Holy Days	\$ 495.00	\$ 500.00	\$ (5.00)	99.00%	\$ (5.00)	\$ 500.00	Special Holy Days envelopes only
<b>Total Schedule A-Plate Offerings</b>	<b>\$ 1,733.49</b>	<b>\$ 11,161.00</b>	<b>\$ (3,427.51)</b>	<b>69.29%</b>	<b>\$ (3,427.51)</b>	<b>\$ 6,300.00</b>	
<b>Schedule B - Pledge Payments</b>							
4013.00 Last Year	\$ 4,465.00					\$ 2,000.00	Previous year's commitment that comes in the current FY
4014.00 Current Year	\$ 225,676.00	\$ 244,000.00	\$ (18,324.00)	92.49%	\$ (18,324.00)	\$ 235,000.00	Pledge money that comes in for the current FY as pledger's commitment card indicates
4016.00 Non-pledge receipts	\$ 15,507.33	\$ 20,000.00	\$ (4,492.67)	77.54%	\$ (4,492.67)	\$ 15,000.00	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	\$ 9,855.00	\$ 8,000.00	\$ 1,855.00	123.19%	\$ 1,855.00	\$ 10,140.80	St. Stephen's doesn't own the principal
<b>Total Schedule B - Pledge Payments</b>	<b>\$ 255,503.33</b>	<b>\$ 212,000.00</b>	<b>\$ (20,961.67)</b>	<b>93.94%</b>	<b>\$ (16,496.67)</b>	<b>\$ 262,140.80</b>	
<b>Schedule C-Genl Invst Income</b>							
4040.00 Checking Interest/Sav General	\$ 10.44	\$ 5.00	\$ 5.44	208.80%	\$ 5.44	\$ 7.00	Interest from savings
4041.00 Endowment Fund Income	\$ 30,409.46	\$ 30,401.77	\$ 7.69	100.03%	\$ 7.69	\$ 31,291.33	
4042.00 Real Estate Fund Income	\$ 8,595.21	\$ 8,469.12	\$ 126.09	101.49%	\$ 126.09	\$ 8,844.47	
4043.00 Diocesan Endowment	\$ 10,975.68	\$ 10,814.04	\$ 161.64	101.49%	\$ 161.64	\$ 11,293.97	
4044.00 Dillon Fund Income	\$ 1,992.66	\$ 1,963.44	\$ 29.22	101.49%	\$ 29.22	\$ 2,050.45	
4045.00 Centennial Fund Income	\$ 1,144.11	\$ 1,509.66	\$ (365.55)	75.79%	\$ (365.55)	\$ 1,177.29	
4046.00 Other Endowment Income	\$ 3,124.74	\$ 2,324.91	\$ 799.83	134.40%	\$ 799.83	\$ 3,215.36	
4048.00 Bailey Trust Income	\$ 197.46	\$ 194.57	\$ 2.89	101.49%	\$ 2.89	\$ 203.19	
4049.00 M Peek/E Bell Real Estate Fnd Inc	\$ 11,666.40	\$ 11,495.26	\$ 171.14	101.49%	\$ 171.14	\$ 12,004.73	
4050.00 Withdrawal from Centennial Fund	\$ -	\$ 107,151.00	\$ -	0.00%	\$ 107,151.00	\$ 85,779.42	Taken from Endowment to bal. budget
<b>Total Schedule C-Genl Invst Income</b>	<b>\$ 68,116.16</b>	<b>\$ 184,714.50</b>	<b>\$ (9,447.34)</b>	<b>36.88%</b>	<b>\$ 116,598.34</b>	<b>\$ 155,867.21</b>	
<b>Schedule D - Genl Purp Income</b>							
4080.00 Building Use	\$ 9,545.00	\$ 15,000.00	\$ (5,455.00)	63.63%	\$ 5,455.00	\$ 15,000.00	Grps./Org. that use our bldg., i.e. Berk. Imm. Ctr.
4090.00 SS Table Donations	\$ 29,678.00	\$ 17,000.00	\$ 12,678.00	174.58%	\$ (12,678.00)	\$ 19,000.00	Donations given to St. Stephen's Table
4092.00 Theological Education	\$ 200.00	\$ 150.00	\$ 50.00	133.33%	\$ (50.00)	\$ 150.00	example • Laundry Love - Pass Through Account (PTA)
4099.00 Miscellaneous Income	\$ 5,969.49	\$ 5,000.00	\$ 969.49	119.39%	\$ (969.49)	\$ 5,000.00	i.e. from bequests that come into savings before going Endowment
<b>Total Schedule D - Genl Purp Income</b>	<b>\$ 45,392.49</b>	<b>\$ 37,150.00</b>	<b>\$ 8,242.49</b>	<b>122.19%</b>	<b>\$ (8,242.49)</b>	<b>\$ 39,150.00</b>	
<b>TOTAL BUDGETED RECEIPTS (Operating)</b>	<b>\$ 376,745.47</b>	<b>\$ 505,025.50</b>	<b>\$ (128,280.03)</b>	<b>74.60%</b>	<b>\$ 128,280.03</b>	<b>\$ 463,458.00</b>	

Accounts	Through December					2022 Budget	Notes
	2021 Actual	2021 Budgeted	Differential	% of Budget YTD	VTDBudget Remaining		
Schedule G-Spc. Offrngs/Transfer (Non-Operating)						\$ 14,000.00	
4902.00 Beattie Fund Distribution	\$ 4,453.66						
4906.40 United Thank Offerin-UTO	\$ 250.00						
4907.40 Memorial Flowers	\$ 208.12						
4908.40 Christmas Flowers	\$ 815.00						
4909.40 Easter Flowers	\$ 290.00						
4910.40 Rector's Discretionary Fund	\$ 12,907.00						
4920.40 Memorial Funds	\$ 1,900.00						
4921.40 Special Gifts	\$ 50.00						
4922.30 Mission and Outreach	\$ 1,353.00						
4924.40 Special Donations	\$ 3,220.00						
4929.40 Music Fund Income	\$ 500.00						
4930.00 Rector's Purse	\$ 2,230.00						
4940.00 Transfers from Savings	\$ 15,000.00						
<b>Total Schedule G-Spc. Offrngs/Transfer (non-operating)</b>	<b>\$ 43,176.78 I</b>	<b>I</b>		<b>n/a</b>		<b>\$ 14,000.00</b>	
<b>TOTAL REVENUES</b>	<b>\$ 419,922.25</b>	<b>\$ 505,025.50</b>		<b>83.15%</b>	<b>\$ (505,024.67)</b>	<b>\$ 477,458.00</b>	

Accounts	Through December					2022Budget	Notes
	2021 Actual	2021 Budgeted	Differential	%ofBudget YTD	YTD Budget Remaining		
<b>Expenses</b>							
Schedule H-Community Outreach							
5001.00 Assessment for Common Ministry	\$ 48,749.00	\$ 48,749.00	\$ -	100.00%	\$ -		
5012.00 Council of Churches	\$ 500.00	\$ 500.00	\$ -	100.00%	\$ -	\$ 45,977.00	As appointed on 11/1/20, assessments are based on the previous 11 years
5016.00 St. Stephen's Table	\$ 14,257.45	\$ 14,000.00	\$ 257.45	101.84%	\$ -	\$ 500.00	Pittsfield Area Council of Congregations (PACC)
5023.00 Theological Education (1)	\$ 917.00	\$ 300.00	\$ 617.00	305.67%	\$ (617.00)	\$ 14,000.00	
5024.10 Additional Mission - MDG	\$ 75.00	\$ -	\$ 75.00	#DIV/0!	\$ -	\$ 300.00	
<b>Total Schedule H-Community Outreach</b>	<b>\$ 64,498.45</b>	<b>\$ 63,549.00</b>	<b>\$ 874.45</b>	<b>101.49%</b>	<b>\$ -</b>		Berkshire Interfaith Organization
Schedule I - Salaries							
			\$ -		(874.45)	\$ 60,777.00	
5100.00 Rector	\$ 48,237.68	\$ 60,000.00	\$ (11,762.32)	80.40%	\$ 11,762.32	\$ 53,150.00	This is the midpoint suggestion from Diocese for tier IV parish (2020)
5102.00 Clergy Supply	\$ 425.52	\$ 3,200.00	\$ (2,774.48)	13.30%	\$ 2,774.48	\$ 3,200.00	Clergy hire to fill in on those days when reg. rector is away
5103.00 Parish Administrator	\$ 37,821.60	\$ 37,821.60	\$ -	100.00%	\$ -	\$ 39,145.36	Sarah Morrison
5103.10 Office Assistant	\$ 13,498.47	\$ 13,248.78	\$ 249.69	101.88%	\$ (249.69)	\$ 13,712.49	Bert+ Director of Sunday School
5104.00 Rector Housing Allowance	\$ 36,666.74	\$ 30,000.00	\$ 6,666.74	122.22%	\$ (6,666.74)	\$ 40,000.00	Cost of living increase is also based on this number but added to Rector Salary
5108.00 Sexton - Weekend	\$ 2,860.08	\$ 2,860.00	\$ 0.08	100.00%	\$ (0.08)	\$ 2,960.10	
5109.30 Nursery Caregiver	\$ -	\$ 2,176.00	\$ (2,176.00)	0.00%	\$ 2,176.00	\$ 1,126.08	6 Months
5110.00 Director of Music	\$ 26,654.64	\$ 26,654.64	\$ -	100.00%	\$ -	\$ 27,587.55	
5113.00 Substitute Musician	\$ 200.00	\$ 1,000.00	\$ (800.00)	20.00%	\$ 800.00	\$ 200.00	
5114.00 Director of St. Stephen's Table	\$ 12,506.16	\$ 12,506.22	\$ (0.06)	100.00%	\$ 0.06	\$ 12,943.94	
5116.00 Social Sec-Lay Employees	\$ 6,167.77	\$ 7,287.94	\$ (1,120.17)	84.63%	\$ 1,120.17	\$ 7,456.88	Account 5118.00 is calculated from the combined salaries of all the lay employees.
5116.10 Social Security-Rector	\$ 6,495.28	\$ 6,885.00	\$ (389.72)	94.34%	\$ 389.72	\$ 7,125.98	Accounts 5116.10 is calculated from the Rector's Salary plus Housing Allowance
5117.00 Rector Pension Premiums	\$ 15,986.08	\$ 17,439.30	\$ (1,453.22)	91.67%	\$ 1,453.22	\$ 18,049.68	5117.00 is calculated from the Rector's Salary plus Housing Allowance, 5118.10
<b>Total Schedule I - Salaries</b>	<b>\$ 207,520.02</b>	<b>\$ 221,079.48</b>	<b>\$ (13,559.46)</b>	<b>93.87%</b>	<b>\$ 13,559.46</b>	<b>\$ 226,658.04</b>	
Schedule J - Empl Benefits							
5118.00 Empl Ben - Worker's Comp	\$ 369.00	\$ 1,500.00	\$ (1,131.00)	24.60%	\$ 1,131.00	\$ 782.00	
5119.00 Emp Ben - Lay Medical/Dental/Life	\$ 11,754.00	\$ 13,104.00	\$ (1,350.00)	89.70%	\$ 1,350.00	\$ 13,824.00	Parish Admin
5120.00 Emp Ben-Clergy Med/Den	\$ 6,422.98	\$ 9,335.00	\$ (2,912.02)	68.81%	\$ 2,912.02	\$ 12,036.00	
5121.00 Emp Ben - Lay Pension Premiums	\$ 3,403.92	\$ 3,403.94	\$ (0.02)	100.00%	\$ 0.02	\$ 3,523.08	Parish Admin
5125.00 Emp Ben-Director of Music T.S.A	\$ 2,398.81	\$ 2,398.92	\$ (0.11)	100.00%	\$ 0.11	\$ 2,482.88	
5128.00 Disability Insurance	\$ 221.04	\$ 700.00	\$ (478.96)	31.58%	\$ 478.96	\$ 700.00	
5129.00 Continuing Education	\$ 805.00	\$ 1,000.00	\$ (195.00)	80.50%	\$ 195.00	\$ 1,000.00	
<b>Total Schedule J - Empl Benefits</b>	<b>\$ 25,374.75</b>	<b>\$ 31,441.86</b>	<b>\$ (6,067.11)</b>	<b>80.70%</b>	<b>\$ 6,067.11</b>	<b>\$ 34,347.96</b>	
Schedule K-Utilities							
5202.00 Church Gas	\$ 16,116.97	\$ 21,000.00	\$ (4,883.03)	76.75%	\$ 4,883.03	\$ 21,000.00	
5203.00 Church Electric	\$ 8,645.00	\$ 13,000.00	\$ (4,355.00)	66.50%	\$ 4,355.00	\$ 10,000.00	
5204.00 Church Water/Sewer	\$ 1,048.88	\$ 1,000.00	\$ 48.88	104.89%	\$ (48.88)	\$ 1,000.00	
<b>Total Schedule K-Utilities</b>	<b>\$ 25,810.85</b>	<b>\$ 35,000.00</b>	<b>\$ 19,189.15</b>	<b>73.75%</b>	<b>\$ 9,189.15</b>	<b>\$ 32,000.00</b>	

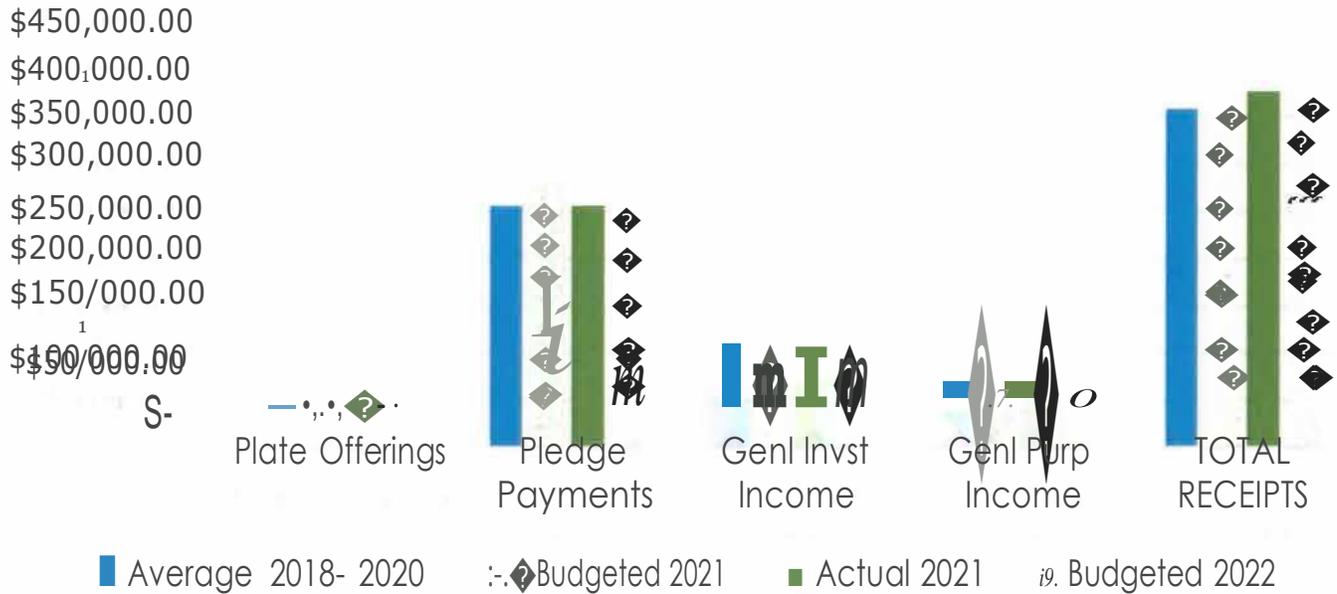
Accounts	Through December					2022Budget	Notes
	2021 Actual	2021 Budgeted	Differential	%ofBudget VTD	VTDBudget Remaining		
Schedule L - Office Expense			\$ -				
5221.00 General Supplies	\$ 2,648.53	\$ 3,000.00	\$ (351.47)	88.28%	\$ 351.47	\$ 3,000.00	
5222.00 Postage/Meter	\$ 1,111.80	\$ 1,500.00	\$ (388.20)	74.12%	\$ 388.20	\$ 1,500.00	
5224.00 _gg-8YlletiAfPriAtiRg		\$ 125.00					Removing line in 2022
5226.00 Offering Envl/Elec. Giving Fees	\$ 2,730.79	\$ 2,000.00	\$ 730.79	136.54%	\$ (730.79)	\$ 2,000.00	
5230.00 Copier Expense	\$ 2,917.36	\$ 4,000.00	\$ (1,082.64)	72.93%	\$ 1,082.64	\$ 4,000.00	
5231.00 Computer Expense	\$ 5,870.69	\$ 6,000.00	\$ (129.31)	97.84%	\$ 129.31	\$ 6,000.00	
<b>Total Schedule L - Office Expense</b>	<b>\$ 15,279.17</b>	<b>\$ 16,625.00</b>	<b>\$ (1,220.83)</b>	<b>92.60%</b>	<b>\$ 1,220.83</b>	<b>\$ 16,500.00</b>	
Schedule M-Christian Ed			\$ -				
5235.00 Church School Material	\$ -	\$ 300.00	\$ (300.00)	0.00%	\$ 300.00	\$ 300.00	
5237.00 Youth Christian Education	\$ 105.89	\$ 1,000.00	\$ (894.11)	10.59%	\$ 894.11	\$ 1,000.00	
5238.00 Tract Rack Supplies	\$ 145.50	\$ 250.00	\$ (104.50)	58.20%	\$ 104.50	\$ 250.00	
5239.00 Adult Christian Education	\$ -	\$ 325.00	\$ (325.00)	0.00%	\$ 325.00	\$ 325.00	
5243.40 Youth Group	\$ 223.39	\$ -					
<b>Total Schedule M-Christlan Ed</b>	<b>\$ 474.78</b>	<b>\$ 1,875.00</b>	<b>\$ (1,623.61)</b>	<b>25.32%</b>	<b>\$ 1,623.61</b>	<b>\$ 1,875.00</b>	
Schedule N-Expense Reimbursemn			\$ -				
5246.00 Rector's Expense Reimbursement	\$ 156.31	\$ 1,000.00	\$ (843.69)	15.63%	\$ 843.69	\$ 1,000.00	
5250.00 Parking	\$ 1,200.00	\$ 1,200.00	\$ -	100.00%	\$ -	\$ 1,200.00	
<b>Total Schedule N-Expense Reimbursement</b>	<b>\$ 1,356.31</b>	<b>\$ 2,200.00</b>	<b>\$ (843.69)</b>	<b>61.65%</b>	<b>\$ 843.69</b>	<b>\$ 2,200.00</b>	
Schedule O - Telephone			\$ -				
5252.00 Telephone/Fax/Internet - Church	\$ 2,500.00	\$ 3,500.00	\$ (1,000.00)	71.43%	\$ 1,000.00	\$ 2,500.00	
<b>Total Schedule O - Telephone</b>	<b>\$ 2,500.00</b>	<b>\$ 3,500.00</b>	<b>\$ (1,000.00)</b>	<b>71.43%</b>	<b>\$ 1,000.00</b>	<b>\$ 2,500.00</b>	
Schedule P-Altar Supplies			\$ -				
5265.00 Acolyte Guild	\$ -	\$ 400.00	\$ (400.00)	0.00%	\$ 400.00	\$ 400.00	
5266.00 Altar Supplies	\$ 1,187.78	\$ 1,000.00	\$ 187.78	118.78%	\$ (187.78)	\$ 1,000.00	
<b>Total Schedule P-Altar Supplies</b>	<b>\$ 1,187.78</b>	<b>\$ 1,400.00</b>	<b>\$ (212.22)</b>	<b>84.84%</b>	<b>\$ 212.22</b>	<b>\$ 1,400.00</b>	
Schedule Q - Music Expenses			\$ -				
5277.00 Music	\$ 797.05	\$ 1,500.00	\$ (702.95)	53.14%	\$ 702.95	\$ 1,500.00	
5278.00 Beattie Fund Expense	\$ 130.00	\$ 1,800.00					
5280.00 Centennial Fund/Organ Console Loan	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%	\$ 5,000.00	\$ 5,000.00	
5281.00 Choir Honorarium	\$ 4,400.00	\$ 10,800.00	\$ (6,400.00)	40.74%	\$ 6,400.00	\$ 5,000.00 4 Soloists	

Accounts	Through December					2022 Budget	Notes
	2021 Actual	2021 Budgeted	Differential	% of Budget YTD	YTD Budget Remaining		
<b>Total Schedule Q - Music Expenses</b>	<b>\$ 5,327.05</b>	<b>\$ 19,100.00</b>	<b>\$ (12,102.95)</b>	<b>46.32%</b>	<b>\$ 12,102.95</b>	<b>\$ 11,500.00</b>	
Schedule R - General Expenses			\$ -				
5290.00 Stewardship	\$ 1,707.64	\$ 1,800.00	\$ (92.36)	94.87%	\$ 92.36	\$ 1,800.00	Dinner, incidentals need for yearly campaign
5291.00 Publicity	\$ 5,191.56	\$ 6,200.00	\$ (1,008.44)	83.73%	\$ 1,008.44	\$ 6,200.00	Advertising, Virtual Service Recordings
5292.00 Hospitality	\$ -	\$ 2,000.00	\$ (2,000.00)	0.00%	\$ 2,000.00	\$ 500.00	Inlcudes Parish Coffee, incidentals for funeral receptions, etc.
5294.00 Parish Activities	\$ -	\$ 500.00	\$ (500.00)	0.00%	\$ 500.00	\$ -	For church functions like retirement parties
<del>5295.00 Search and Relocation</del>	<del>\$ 9,459.52</del>	<del>\$ 18,500.00</del>	<del>\$ (9,040.48)</del>	<del>51.13%</del>			New rector to relocate and cost of travel - Removing line in 2022
<del>5297.00 Computer Enhancement</del>	<del>\$ -</del>	<del>\$ 500.00</del>					Removing line in 2022
5298.00 Mission and Outreach	\$ 476.00	\$ 300.00	\$ 176.00	158.67%	\$ (176.00)	\$ 300.00	
5299.00 Gen Op Exp - All Others	\$ 4,423.11	\$ 5,000.00	\$ (576.89)	88.46%	\$ 576.89	\$ 5,000.00	Money comes from Misc. Income 4099.00
5299.50 Bank Fees-Electronic Giving	\$ 15.00	\$ 100.00	\$ (85.00)	15.00%	\$ 85.00	\$ 100.00	Prior years included electronic giving charges here (moved to 5226.00)
<del>SABATICAL</del>		<del>\$ 500.00</del>					Removing line in 2022
<b>Total Schedule R - General Expenses</b>	<b>\$ 21,272.83</b>	<b>\$ 35,400.00</b>	<b>\$ (13,127.17)</b>	<b>153.04%</b>	<b>\$ 13,127.17</b>	<b>\$ 13,900.00</b>	
Schedule S-Property Expense					\$ -		
5301.00 Church Maintenance and Minor Repair	\$ 6,143.42	\$ 9,000.00	\$ (2,856.58)	68.26%	\$ 2,856.58	\$ 9,000.00	
5303.00 Church - Sexton Supplies	\$ 654.83	\$ 4,000.00	\$ (3,345.17)	16.37%	\$ 3,345.17	\$ 4,000.00	
5305.00 Heating System Maintenance	\$ 3,473.06	\$ 5,600.00	\$ (2,126.94)	62.02%	\$ 2,126.94	\$ 5,600.00	
5306.00 Church - Rubbish Removal	\$ 4,694.97	\$ 4,960.00	\$ (265.03)	94.66%	\$ 265.03	\$ 4,960.00	
5307.00 Property Misc. Expenses	\$ 15,089.77	\$ 3,000.00	\$ 12,089.77	502.99%	\$ (12,089.77)	\$ 3,000.00	
5317.00 Blanket Insurance	\$ 18,018.00	\$ 17,987.00	\$ 31.00	100.17%	\$ (31.00)	\$ 18,468.00	
5318.00 Building Cleaning Service	\$ 7,469.98	\$ 25,272.00	\$ (17,802.02)	29.56%	\$ 17,802.02	\$ 25,272.00	
5319.00 Elevator Maintenance	\$ 2,132.28	\$ 3,500.00	\$ (1,367.72)	60.92%	\$ 1,367.72	\$ 3,500.00	
<b>Total Schedule S-Property Expense</b>	<b>\$ 57,676.31</b>	<b>\$ 73,319.00</b>	<b>\$ (15,642.69)</b>	<b>78.15%</b>	<b>\$ 15,642.69</b>	<b>\$ 73,800.00</b>	

Accounts	Through December					2022 Budget	Notes
	2021 Actual	2021 Budgeted	Differential	%of Budget YTD	VTD Budget Remaining		
<b>TOTAL BUDGETED EXPENSES</b>	\$ 49,278.30	\$ 504,489.35	\$ (73,714.44)	8&.3s%	\$ 73,714.44	\$ 49s,9s8.oo	
Schedule G-Spec Offering/Trans (Unbudgeted)							
#### Beattie Fund							Will move to non-operating in 2022
5907.40 Memorial Flowers (1)	\$ 137.05						
5908.40 Christmas Flowers (1)	\$ 332.13						
5910.40 Easter Flowers (1)	\$ 226.73						
5910.40 Rector's Discretionary Fund (1)	\$ 4,510.44						
5920.40 Memorial Funds (1)	\$ 18.40						
5921.40 Special Gifts (1)	\$ 200.00						
5922.30 Community Mission Fund	\$ 1,935.50						
5924.40 Special Donations (1)	\$ 1,370.00						
5930.00 Rector's Purse	\$ 2,230.00						
5999.40 Other Sp. Offerings/Transfers	\$ -						
<b>Total Schedule T-Spec Offering/Trans (Unbudgeted)</b>	\$ 10,960.25			0.00%	\$ -		
<b>Total Ex: lens</b>	\$ 439,238.55	\$ 504,489.35		88.56%	\$ 73,714.44	\$ 495,958.00	
<b>BUDGETED Net Total</b>	\$ (51,532.83)						
4050.00 (From Above) Withdrawal from Centennial Fund			Budgeted or Actual Operating Surplus/(Deficit) to be Covered by Withdrawal from Centennial Fund		DEFICIT - 2022	\$ 85,779.42	

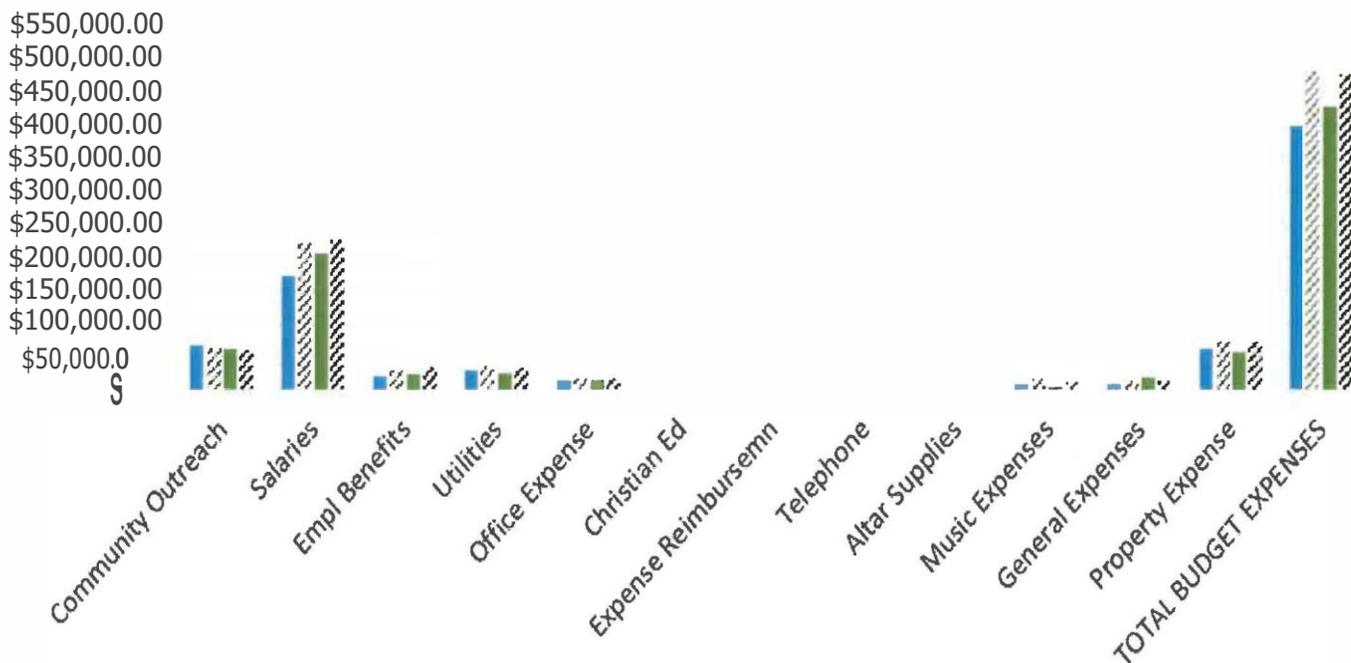
# INCOME

## Budgeted Revenue Comparison



# EXPENSES

Budgeted Expenses



## NOTES

■ Average 2018-2020   
 ▨ Budgeted 2021   
 ■ Actual 2021   
 ▨ 1/2 Budgeted 2022

- ➔ Salaries-there will be a Cost of Living increase (as advised by the Diocese) of 3.5% in 2022
- ➔ 2021 Deficit-We had budgeted for a deficit of \$107,000. Because of the continued pandemic, our actual deficit was \$51,533. We had enough money in our savings account to balance the budget without having to take any money from the endowment for the second year in a row.
- ➔ 2022 Deficit-We are budgeting for a deficit of \$85,779. The finance team found a few areas that could be adjusted or removed from the budget. We will continue to go through the budget closely throughout 2022 to see what other areas could be refined for 2023.

## BALANCE SHEET

Accounts	Balance This Year
Assets	Year to Date
<b>CASHI</b>	
100300 Checking Account	\$ 30,304.97
100440 Rector Discretionary Checking	\$ 9,979.44
101030 Sav Acct - Alexander Carney Library	\$ 1,072.88
101230 Sav Ace - Youth Iona Trip	\$ 11,017.01
101240 Sav Acct - Youth Group Fund	\$ 327.84
101400 Sav Acct - Prayer Shawl Knitters	\$ 40.10
101430 Sav Acct - Duke Grant	\$ 3,498.44
101440 Sav Acct - Memorial Fund	\$ 191,180.57
101550 Sav Acct - Altar Guild Memorial	\$ 5,014.38
101560 Sav Acct - Gaither Chapel Fund	\$ 6,785.44
101640 Sav Acct - St. Stephen's Table	\$ 5,355.06
101650 Sav Acct - Kitchen Renovation	\$ 2,000.30
101740 Sav Acct - Music Department	\$ 5,829.76
101800 Sav Acct - Altar Flowers Fund	\$ 3,463.80
102030 Sav Acct - Memorial Scholarship Fnd	\$ 23,061.90
102140 Sav Acct - Continuing Ed. Fund	\$ 1,380.71
102330 Sav Acct - Community Mission Fund	\$ 80.34
102340 Sav Acct - Sabbatical Fund	\$ 1,503.74
102430 Sav Acct - St. Francis Shelter Fund	\$ 398.76
102440 Sav Acct - Women's Retreat Fund	\$ 690.09
102640 Sav Acct - Ch Ed Fund C-Vestry	\$ 1,010.51
103540 Sav Acct-A. Beattie Fund/Music Inst	\$ 18,045.08
103840 Sav Acct - Columbarium Fund	\$ 2,250.73
103930 Sav Acct - Stained Glass Repair	\$ 61.79
104230 Sav Acct - RSCM Fund	\$ 1,100.66
104240 Sav Acct-Computer Replacement Fund	\$ 2,503.00
<b>Total CASH1</b>	<b>\$ 327,957.30</b>
<b>INVESTMENTS</b>	
110100 Trustee - Endowment Fund	\$ 685,868.53
110200 Trustee - Real Estate Fund	\$ 113,055.64
110300 Trustee - Dillon Memorial Fund	\$ 44,943.44
110400 Trustee - Nickerson Fund	\$ 43,954.65
110500 Trustee - Spaulding Fund	\$ 198,821.63
110600 Trustee - Centennial Fund	\$ 33,603.41
110700 Trustee - Lucia Campbell Fund	\$ 787.48
110800 Trustee - Plunkett Fund	\$ 3,977.74
110900 Trustee - Marsha Humphries Real Es.	\$ 80,804.52
111000 Trustee - Bailey Trust	\$ 4,453.72
111100 Trustee - Gravitt Endowed Pledge	\$ 69,123.71
111200 Trustee - M. Peek & E. Bell Real Es	\$ 263,137.81
<b>Total INVESTMENTS</b>	<b>\$ 1,542,532.28</b>

**BALANCE SHEET {con't}**

Accounts	Balance This Year Year to Date
<b>OTHER ASSETS</b>	
113000 Berkshire Housing Loan	\$ 3,000.00
116500 Centennial Fund Bond	\$ 1,215.20
<b>Total OTHER ASSETS</b>	<b>\$ 4,215.20</b>
<b>Total Assets</b>	<b>\$ 1,874,704.78</b>
<b>Liabilities &amp; Net Assets</b>	
<b>Liabilities</b>	
200200 PrePaid Pledges	\$ 9,650.00
<b>Total Liabilities</b>	<b>\$ 9,650.00</b>
<b>Net Assets</b>	
<b>Fund Principall</b>	
300100 Undesignated Funds	\$ 40,284.41
310100 Vestry Designated Funds	\$ 249,303.44
320100 Donor Restricted Funds	\$ 47,584.65
330100 Endowment Funds	\$ 1,537,532.28
390000 Current Year Excess/Deficit	\$ (9,650.00)
<b>Total Fund Principall</b>	<b>\$ 1,865,054.78</b>
<b>Total Net Assets</b>	<b>\$ 1,865,054.78</b>
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 1,874,704.78</b>

# TREASURER'S REPORT

ANNUAL MEETING 2022

## SAVINGS ACCOUNTS-AS OF 12/31/2021

### EDUCATION

Memorial Scholarship Fund	\$23,061.88
Continuing Ed	\$1,380.72
Christian Ed "C" Fund	\$1,010.50

**\$25,453.10**

### GENERAL

Prayer Shawl Knitters	\$40.11
Community Mission Fund	\$80.33
Women's Retreat Fund	\$690.09
Stained Glass Window Repair	\$61.92
Computer Replacement Fund	\$2,502.98

**\$3,375.43**

### MEMORIAL

Memorial Funds	\$191,180.49
Altar Guild Memorial	\$5,014.37
Altar Flower Fund	\$3,463.80

**\$199,658.66**

### MUSIC

Music Fund	\$5,829.75
Beattie Fund—Musical Instr.	\$18,045.07
RSCM Fund	\$1,100.52

**\$24,975.34**

### YOUTH

"Iona" Trip	\$11,017.00
Youth Group	\$327.86

### INDIVIDUAL FUNDS

Alex Carney Library	\$1,072.88
Duke Grant	\$3,498.44
St. Stephen's Table	\$5,355.06
St. Francis Shelter Fund	\$398.76
Gaither Chapel Fund	\$6,785.44
TSA/Sabbatical Fund	\$1,503.75
Columbarium Fund	\$2,250.73
Kitchen Renovation	\$2,000.30

**\$11,344.86**

**\$22,865.36**

**AVAILABLE TOTAL**

**\$287,672.72**

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, 2021

#### Revenues

**Budgeted-\$397,870**

**Actual Operating Income-\$376,745**

**Non-Operating (unbudgeted)-\$28,177**

*Underbudget by \$21,125 or approx. 5%*

#### Pledge Income-(Plate Offerings and Pledge Payments)

**Budgeted Pledges-\$283,161**

**Actual Pledges-\$263,237**

*Underbudget by \$19,924 or approx. 7%*

#### Expenses

**Budgeted-\$504,489**

**Actual Operating Expenses-\$428,278**

**Non-Operating (unbudgeted)-\$8,730**

*Underbudget by \$76,211 or approx. 15%*



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

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

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