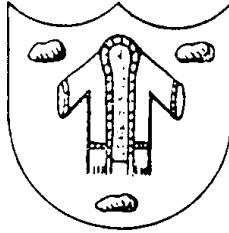




St. Stephen's  
Episcopal Church  
Pittsfield    Massachusetts  
Annual Report 2023





St. Stephen's Episcopal ChurchPittsfield, Massachusetts

***Annual Meeting Agenda – January 28, 2024***

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 rectorPrayers 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:

Heating System Upgrade Summary

Finance report, and Budget Presentation

Presentation of Slate/NominationsElection

Thanksgiving for Outgoing Vestry Members

Closing Prayer, Adjournment and Dismissal

St. Stephen's Slate for Vestry, Officers, Convention Delegates  
Annual Meeting January 29, 2023

**Continuing on Vestry**

Josephine Ellis	1 <sup>st</sup> term
Christopher Plankey	2 <sup>nd</sup> term
Wendy Webster-Coakley	2 <sup>nd</sup> term
John Garinther	1 <sup>st</sup> term
David Nevin	1 <sup>st</sup> term
James Alden	1 <sup>st</sup> term
J. Christopher Perry	1 <sup>st</sup> term
Suzanne White	1 <sup>st</sup> term
William O'Neill	1 <sup>st</sup> term

**Electing Today**

**Officers**

Co-Warden	Josephine Ellis
Co-Warden	John Garinther
Clerk	J. Christopher Perry
Treasurer	Suzanne White
Assistant Treasurer	William O'Neill

**Vestry Member**

Beth-Anne Hamling  
Caleb Harmon

**Diocesan Convention Delegates**

Co-Wardens, Treasurer  
Alternate: Assistant Treasurer

Nominations From the Floor

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**St. Stephen's Annual Meeting**  
**January 29, 2023**  
**Approved by the Vestry at February 28, 2023 meeting**

Annual Meeting of St. Stephen's Parish, Pittsfield, Massachusetts

The annual meeting this year was held during the 10:00 a.m. service which was in person as well as live streamed. Approximately 76 people attended in person and 40 viewed online

Meeting is called to order by Rev. Nina R. Pooley at 10:00 a.m.

**Opening prayer:** Given by Rev. Dr. Nina R. Pooley

**Rector's Report:** See Parish annual report pages 12-16. Introduction of "Go and See in 2023"

**Co-Wardens' Report:** can be found on pages 17 of the Annual Report; Josie Ellis continued Nina's discussion of "Go and See in 2023" Craig Smith joined in on the fun as an "advanced scout".

**Treasurer's Report:** Leah Luczynski spoke at the service summarizing the information provided in the annual report which can be found beginning on page 33. Leah noted that due to pandemic and church not being fully open, no money has been taken from our endowment since 2019. However that may change in 2023, as a deficit of approx. \$104,000 is budgeted at this time. Leah also expressed appreciation for consistent pledge income in 2022 as it was only short by \$2500. Taking questions, Jim Cawse asked about the current balance of the endowment. Nina thanked Leah for being Treasurer for the past 5 years and Leah was given flowers and a gift.

**Nominations and Elections:**

Officers Electing Today:

(must be elected each year for one-year terms - St. Stephens plans for 3 years of service)

**Co-Wardens:** Craig Reynolds Josephine Ellis

**Treasurer:** Suzanne White

**Asst. Treasurer:** William O'Neill

**Clerk:** J. Christopher Perry

Vestry Members electing today:

**James Alden**

Delegates to Diocesan Convention 2023:

Co-Wardens: Craig Reynolds, Josie Ellis Treasurer: Suzanne White

Alternates: Assistant Treasurer: William O'Neill

No nominations from the floor were brought forth. Nominations for all positions were elected uncontested.

**Adjournment:** Nina adjourned the annual meeting at approximately 11:15am.

**Closing Prayer:** Given by Rev. Dr. Nina R. Pooley

Respectfully submitted, Josie Ellis, Co-Warden



## 2023 Highlights

### January

In-person worship and livestreaming Sunday at 10 AM  
Zoom Compline Wednesday at 6:30 PM  
St. Stephen's Table serving Grab andGo  
Active threat training for Vestry and Staff  
Annual meeting in-person during 10 AM worship

### February

Jewish Family Services renews lease on 3<sup>rd</sup> floor and Clothes Closet continues to be maintained by volunteers  
Locks installed on all doors leading into the building from the stairwell allowing re-opening of Allen St. doors during business hours  
Ash Wednesday: Ashes To Go at noon, in-person worship at 6 PM

### March

In-person worship and livestreaming Sunday at 10 AM  
Zoom Compline Wednesday at 6:30 PM  
After snow delay, AGO Organ Recital held  
Engineering company begins 3-D mapping of building for HVAC study

### April

In-person Palm Sunday, Maundy Thursday and Easter services.  
Youth Group goes Easter Caroling  
Deacon Margot ordained at Christ Church Cathedral  
Shakespeare in the Courts returns  
Bishop Fisher visits

### May

In-person worship and livestreaming continues Sunday at 10 AM  
Children's Paint & Sip collaboration with Downtown Pittsfield, Inc. receives grant funding from the diocese  
Bike to Church  
Last Sunday school until September

### June

In-person worship, livestreaming and Zoom compline continue  
Bi-monthly 5PM service moves to Saturday evening  
St. Stephen's Table continues Grab andGo  
Berkshire Pride Festival

### July

In-person worship, livestreaming and Zoom compline continue  
Lemonade on the Lawn begins  
St. Stephen's Table serving Grab andGo

### August

In-person worship and livestreaming continue  
St. Stephen's Table serving Grab andGo

### September

In-person worship, livestreaming and Zoom compline continue  
Sunday School/Sunday Funday resumes  
Peaceful Planning begins  
Coffee hour returns  
YPF resumes

### October

In-person worship, livestreaming and Zoom compline continue  
Confirmation classes this month  
Stewardship Kick-off and Luncheon  
Diocesan Convention at UMass Amherst

### November

In-person worship, livestreaming and Zoom compline continue  
Last Peaceful Planning session  
Berkshire Stonewall event  
New quarterly newsletter begins

### December

MADD Vigil  
New England Bell Ringers concert  
Knitting Group  
Two Christmas Eve services

## From the Register

### *Baptisms:*

Patience Bristol  
Charleigh Godbout  
Caden O'Neil  
Gyannie Rosado  
Kimberly Roy  
Christopher Underhill  
Wyatt Underhill

### *Burials / Funerals:*

Marlene Brouker  
Paul Brouker  
John Crane  
Beulah Fenton  
Joan Morrow  
Gerald O'Connor  
Frederick Oliver  
Robert Talanian  
David Winchester

## Vestry Members and Parish Staff

### ST. STEPHEN'S PARISH 2023

#### Officers (term expires)

Co- Wardens	Craig Reynolds (Jan. 2024)
	Josephine Ellis (Jan 2025)
Treasurer	Suzanne White (Jan. 2025)
Assistant Treasurer	William O'Neill (Jan 2026)
Clerk	J. Christopher Perry (Jan. 2026)

#### Vestry Members (Vestry Terms are 3 Years)

Member	Term Expires
Wendy Coakley	January 2025
Chris Plankey	January 2025
John Culver	January 2024
John Garinther	January 2025
David Nevin	January 2025
James Alden	January 2025

#### Parish Staff

Rector	Nina Ranadive Pooley
Director of Music	Joy Mullen
Office Assistant	Bert Boos
Parish Administrator	Sarah Morrison
Director of St. Stephen's Table	Dan Moon
Sunday Sexton	Roy Stillman
Weekday Sextons	Advantage Employee Network

## Report from the Rector

The Rev. Dr. Nina R. Pooley

### *Opening Prayer:*

Lord, help us to know ourselves and call us to answer and serve; through Jesus Christ, the Master of the Table. Amen. (*Prayers for an Inclusive Church (2009) alt.*)

I wrote the first draft of this report before I left to help my sister navigate my father's deteriorating health. And now, with all the other reports in, my first draft feels redundant. Our wardens and other leadership have done such outstanding and thorough jobs on their reports, much of what I had written is covered. With that in mind, I'm going to be brief - there's a great deal more detail included in the specific reports.

### ***Highlights of 2023:***

#### Worship:

Seasonally based Worship, and Baptisms and Funerals

Saturday evening worship resumed in 2023:

Thanks to a clergy team (David DeSmith, Bill Loutrel, Tom Damrosch and myself) we are able to offer this twice monthly (2nd and 4th Saturdays).

#### Mission and Ministry:

The work of the discretionary fund is included at the end of this report.

We invested in bigger banners for the building, and an increased presence at Pride, including fabulous temporary tattoos and selfie frames.

Through the Young People's Fellowship, our youth have committed to gathering items for youth entering the foster care system, and packing them into backpacks.

The property committee put up a "Naloxe Box" - as part of BHS Harm Reduction's safeguarding of the community.

#### Formation and Fellowship:

Compline every Wednesday evening on Zoom at 6:30pm

Sacred Ground Adult Education: finished our 11-session study in April

Sunday Funday: (Sunday School) offered twice a month

Adult Education: Peaceful Planning included: six sessions: Wills, Powers of Attorney, Trusts, Medical Directives, Required Minimum Distributions from IRA's and "Putting the Fun in Funeral."

Confirmation Classes - 12 of us gathered on Sunday afternoons for three sessions covering:

- 1) History of Anglicanism in broad strokes
- 2) The Big Picture: the Bible, the Three-legged stool, and the Baptismal Covenant
- 3) Sacraments, Worship: Seasons, and the Eucharist

Confirmation is scheduled for April 28, 2024..

#### Care of Community:

##### **Pastoral Care Team**

Our members: Angie Moon, Claudia Curry, Debbie Stillman, Bill Frazier, and new members: Sue Smith (particularly for hospital visits), Liz Trapani and Sara Garinther (particularly for Lay Eucharistic Visits). Lenten cards were sent again this year to those unable to be present on Sundays. Eucharistic visits were made, cards and phone calls, as well as prayer shawl deliveries.

##### **Prayer Shawls:**

In 2023 we distributed 34 prayer shawls (knit by Joan Morrow, myself, Marcie Nevin and Suzanne White).

Newly launched knitting gatherings - with 13+ people at each, knitting prayer shawls and other projects.

Newsletter relaunch with substantive seasonal offerings

#### Collaboration with Campus of Downtown Churches:

*Cathedral of the Beloved, First United Methodist, First and South Congregational, St. Stephen's and Zion:*

##### **Holy week Highlights:**

Palm Sunday - liturgy of the Palms began on Dunham Mall together.

Maundy Thursday worship - included Cathedral of the Beloved

Good Friday - Procession of the cross, walked the 'stations' in downtown Pittsfield at noon.

Easter Vigil - Fire at First/South; Word at St. Stephen's, Water/baptismal vows at First UMC, and Eucharist at Zion.

The Comfort and Joy Advent offering:

including the Handbell concert and Christmas I worship service at St. Stephen's

##### ***Considering the Path Ahead***

##### ***Beginning with exploring:***

Last year at our annual meeting we launched the Go and See effort, in the hope that we would build a road map for the years ahead. The Go and See team and the Vestry spent 8+month exploring, walking the neighborhood, and asking questions of the area non-profits serving the Pittsfield community. It was definitely worth the effort, though it didn't pan out the way we initially expected. Which is why we explore, ask questions, and discern with open hearts and minds - because we never know precisely what we'll discover.

The purpose of Go and See was to discover the ways Pittsfield has responded to the shifting landscape

after the heart of the pandemic. We learned that office space downtown is no longer at a premium (though parking is!). Housing insecurity is a major problem, and food insecurity is rising to crisis levels in the Pittsfield community. (There is more about this process and what we learned in the Go and See report.)

Our experience at St. Stephen's Table confirms the severity of food insecurity in our community. The population of people coming to pick up To-Go meals has shifted to include an increasing number of people who are bringing food to neighbors, and extended family.

### ***Discerning:***

At our vestry retreat this past November we took time to consider some of the bigger questions before us - beyond those of the day-to-day business of managing the parish. Once in a while, it's wise for a community to look up from the immediate path and consider the longer view - where are we going, how are we getting there? What makes sense for who we are NOW and who we can reasonably expect to be in the future? Asking these questions allows us to determine how we will invest our time, talent, and treasure in the years ahead.

The overarching questions at our vestry retreat:

After a year of exploration - what have we learned about ourselves, and the community?  
Given that new knowledge and perspective - how do we become vital to the community around us?

One of the questions we considered: "Who would miss us if we were gone?"

Admittedly - a terrifying, but important question. Considering this question helps us see how we effect the communities around us, and what we're doing that makes a significant difference (not only to ourselves, but to others).

At our vestry retreat our answers included:  
the 12 step groups who meet in our building  
our renters - Jewish Family Services, BIC (and BCC's ESL classes)  
other non-profits we support: Shakespeare in the Courts,  
Cathedral of the Beloved - both the office space, and the use of our kitchen for meal prep, and Guild room for meetings  
our Table recipients (and the Table teams)  
the Trans remembrance team - who hold their annual service at St. Stephen's  
DPI and Paint and Sip families  
the YFP kids, and through them, those receiving support backpacks as they enter foster care

### ***Who are we, and who we want to be:***

"Do not neglect to offer hospitality to strangers for thereby have some entertained angels unawares."  
*Heb 13:2*

The core of our identity involves **being intentionally welcoming of all people, with a focus on families and children**. There is power in being a truly welcoming community of faith - and embodying God's love to all people. To that end, we have: continued the banners on the building, encouraged nametags to make things easier on those who visit/are new (and the rest of us!). We are experimenting with holding coffee hour in the back of the sanctuary, behind the pews - to encourage newcomers and visitors to stay for a chat (as going back to the Guild room can be daunting when you're new/visiting).

Created obvious spaces in the sanctuary for kids - up front where they can see and hear what's going on, and feel more included in the worshipping community. Even if you don't have kids, the Kids' Own Space articulates a core value of this community - kids and parent are welcome and valued.

And as we've discerned our call - we feel **addressing food insecurity** still resonates deeply with us. Given the current needs of the greater community - how we meet those needs and the way we provide meals may shift. Our team of explorers and our intrepid vestry - are considering ways we might extend the reach of Table to families in need of meals/food support. Expanding the reach of Table will happen incrementally. Though I believe we'll begin by sending information home to families at one or two local elementary schools.

In the year ahead, the work of being welcoming continues. I hear over and over how powerful it is to hear the words just before the Eucharist: "All are welcome at God's Table." In worship and mission, embodying God's love to all people is the work God calls us to. It's good to be invested in this important and holy work together.

With gratitude for this community,  
Nina+

*Closing Prayer:*

AND THE TABLE WILL BE WIDE

*by Jan Richardson, posted on her blog, The Painted Prayerbook, Sept. 30, 2023*

And the table  
will be wide.  
And the welcome  
will be wide.  
And the arms  
will open wide  
to gather us in.  
And our hearts  
will open wide  
to receive.

And we will come  
as children who trust  
there is enough.  
And we will come  
unhindered and free.  
And our aching  
will be met  
with bread.  
And our sorrow  
will be met  
with wine.

And we will open our hands  
to the feast  
without shame.  
And we will turn  
toward each other  
without fear.  
And we will give up  
our appetite  
for despair.  
And we will taste  
and know  
of delight.

And we will become bread  
for a hungry world.  
And we will become drink  
for those who thirst.  
And the blessed  
will become the blessing.  
And everywhere  
will be the feast.



### Work of the Discretionary Fund 2023

The purpose of the Rector's Discretionary Fund is to allow our community to assist those in need in a timely and confidential way. The fund is completely dependent upon donations. I wanted to give you a sense for the work we've done through the Discretionary Fund. Thanks to your generosity, we are able to assist our neighbors in significant ways. Without getting into personal details, here's the scope of what's been possible through that funding for 2023:

- \*Gifts in Thanksgiving (for ministries of volunteers at St. Stephen's) - Berkshire Humane Society, CATA, and the Leukemia & Lymphoma Society.
- \*Rent assistance for multiple families in need (7 months of rent assistance and counting)
- \*Electricity bills for individuals in need.
- \* Berkshire Gas payment for individual in need of heat.
- \*Hotel costs for a temporarily displaced, disabled veteran
- \*Youth Group Community Service Projects funding support.
- \*Thanksgiving Angels donation to pay for our contribution of corn bread.
- \*Support for South Community Food Pantry (as SNAP benefits decrease and food costs increase, there are now close to 1,000 families picking up food weekly).
- \* Funds to offset the costs of funeral receptions, and funeral music, etc. for families in need of assistance.
- \* Pan Mass Challenge donation
- \*Big Y and Dunkin' gift cards for those in need (distributed by the office when needs arise).
- \* Hotel costs for families in need (often working with the Elizabeth Freeman Center or Habitat for Humanity).
- \* Donations to PACC fuel fund (Pittsfield Area Council of Congregations)
- \* Gas card assistance
- \*Snow suits for toddlers without them at 18 Degrees Childcare program
- \*On-going support to South Community Food Pantry
- \*Knitting supplies for new knitters, as we launched our knitting gatherings
- \**Other outreach to the community:* Pride Banners/give away items on table/ Love is Love St. Stephen's business cards, wrist bells, Pride Flag, Banners for building, and flashlights for Easter Vigil joint worship and for youth sleepover (and again for Christmas caroling); supplies for kid activity bags too:)

## Report of the Co-Wardens

Thank you for giving us your time and attention as we celebrate 2023 and look forward to 2024.

Two weeks ago, we read a beloved lesson – Samuel, Chapter 3. In the text, young Samuel answers God’s call with a simple response:

“Here I am.”

Samuel didn’t say, “Here I am, but I only have a few minutes because I’ve got a lot on my plate right now.” He didn’t say, “Here I am, and wait until you hear *my* plan for dealing with this difficult situation!” And Samuel didn’t respond with doubt and reluctance as Moses, Jonah, and so many other prophets in scripture do.

No. Samuel replied to God’ call with three simple but powerful words:

“Here I am.”

It’s a formidable example of faith, the type of faith we talk about in our parish values: “Faith is not certainty. Rather faith is trust in God.”

In 2023 we trusted God, one another, and our community deeply.

Perhaps the most visible examples of this trust included a renewed emphasis on welcoming, an increase in the community’s use of our building, and parish leadership’s efforts to engage our neighbors’ wisdom and our own. Let’s take a brief look at each one of these instances of trust.

### **Welcoming**

Toward the end of the year, we embarked on several “experiments” designed to make St. Stephen’s more welcoming, especially to newcomers and folks who had been attending only recently. Coffee Hour was moved into the East Street entrance area to make it easier for folks to grab a cup and a kind word after services. A space just for kids - the “Kids’ Own Place” – was established closer to the altar so children could see, hear, and participate more actively in the “action.” We reemphasized name tags as acts of hospitality and personal expression. And we’re working on a refresh of the Dining Room and first-floor foyer area to make these more public-facing spaces bright and welcoming.

### **Examples of Community Use of St. Stephen’s in 2023**

Six wildly popular Kids’ Paint & Sip events brought more than 700 kids and family members to our Auditorium in 2023.

Shakespeare & Company’s renowned Shakespeare in the Courts program returned to St. Stephen’s in 2023 after a break during COVID.

Dozens of 12-Step Program meetings are held each month in our Dining Room.

Better Life Partners – a “whole-health solution for people with addictions” – uses our Dining Room once a month for meetings and consultations.

Berkshire Stonewall and Rainbow coalition used our Dining Room in November for a Friendsgiving celebration and the observance of Trans Day of Remembrance.

Berkshire Immigrant Center and Jewish Family Service continued to lease space on the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Parish House in 2023. And Berkshire Community College rented the Auditorium for ESL classes as well.

A concert by the New England Ringers drew nearly 200 people to St. Stephen's in December.

### **Go & See 2023 – Discerning Our Call with Help from Our Neighbors**

As we emerged from formal COVID restrictions at the end of 2022/start of 2023, it was clear that many, many things had changed. Parish leadership began an intentional effort to understand St. Stephen's place in this new landscape. Over the course of more than a dozen formal meetings and several more informal ones, we took inventory of our own gifts and strengths and set out to understand better the needs of our community.

We interviewed leaders from almost a dozen organizations, including Elder Services of Berkshire County, Berkshire United Way, Berkshire Dream Center, The Christian Center, and our sister churches comprising the Pittsfield Campus of Downtown Churches (Zion Lutheran, First and South, First United Methodist, Cathedral of the Beloved, and St. Stephen's.) And two by two, Vestry members walked the neighborhoods directly surrounding 67 East Street to better gauge the literal local landscape.

From these encounters we heard time and time again how food insecurity continues to be a major challenge for Pittsfield. And we understood in a new way just how vital St. Stephen's Table is to the community. At a fall Vestry retreat, parish leaders recommitted to the Table's mission and began exploring ways to expand that ministry's reach and stabilize our foundation for outreach. That will be our focus in 2024.

Many, many thanks to the Go & See team who will continue their good work in 2024: Jim Alden, Josie Ellis, Bill O'Neill, Chris Plankey, Nina Pooley, Craig Reynolds, Craig Smith, and Suzanne White.

Samuel's example has never been more relevant or more inspiring. God continues to call St. Stephen's to be the heart and hands of Christ. In 2024, may we continue to respond: "Here I am."

Craig Reynolds and Josie Ellis

## 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

Several projects were completed in 2023 and a few are still underway in our church buildings. Some of these projects were required due to deferred maintenance that should have been tackled long ago, but others are more forward-looking and a sign that our church is maintaining relevance in the community.

Additional building upgrades will partly depend on the continuing "Go and See" team discussions being held. These discussions are focused on our long term goals and the results of the discussions may drive the need for more work on the property. It is church leadership's obligation as stewards of the church to thoughtfully and deliberately decide if funding specific projects is in the best interests of the church and the community it supports. We are keenly aware of the pattern of church closings in our city and beyond, which is driven mostly by declining participation, but also by the rising cost of property repair and maintenance. Our property budget will be managed wisely.

Some accomplishments for 2023:

The two chapel stained glass windows were removed, restored, rebuilt, and reinstalled.

All stained glass windows on the lower level of the sanctuary (along with our largest window at the front of the church) have been protected on the exterior with tempered clear glass panes.

The long-awaited heating system feasibility study was completed by Hesnor Engineering and provided to us at the end of December 2023. It is currently under review by the Property Committee.

A new front lawn church sign has been designed and constructed; it will be installed in the spring after the ground thaws.

Boiler #1 has been fully repaired after waiting several months for new parts. We now have two functioning boilers supporting the heating system.

The basement level(undercroft) below the sanctuary has been purged of obsolete material and equipment that has not been used in many years.

Out-sourced asbestos testing has proven no asbestos exists in the vinyl flooring of the main foyer, the basement dining room, the basement kitchen, or the landings at the main floor and basement floor. The test results have been archived in the church office.

A Naloxone/Narcan Box has been mounted on the outside of the church on Allen St to provide complimentary doses to community members.

The Property Committee members are:

John Garinther	Don Phipps
Chris Plankey	Roy Sutton
Al Symonds	

Please feel free to ask committee members any questions about our property or point out any issues that you think may have been overlooked or need attention. Thank you for continuing to support our property with your time, talent, and treasure.

John Garinther  
Property Committee Chairperson

## **Parish Library**

The Parish Library is located in the Guild Room. The collection is organized by subject and the Dewey decimal system is used. The children's section has books ranging from preschool interest up to young adult.

As the church season changes, pertinent books are pulled out of the collection and are displayed for ease in browsing. Materials can be checked out for a month and instructions are located on the top of the card catalog.

A dozen books were added to the collection for the 2023 year and more will be added in the following year. All suggestions are welcome for new book titles.

Respectfully submitted,  
Sara Garinther,  
Parish Librarian

## **Finance Ministry**

### **Finance Committee**

Please see the report of the treasurers beginning on page 36.

## Christian Education Ministry

### Adult Formation

Please see the Rector's Report page 12.

### Sunday School

Children's Formation 2023

Sunday Funday 2023-2024

Sunday school at St. Stephen's took a bit of a different turn this year. Rather than having our lessons match the church's lectionary schedule, we decided to work with the children from a big picture outlook and provide a close-up of everything St. Stephen's in addition to focusing on the church's seasons.

Sunday Funday happens the 2nd and 4th Sunday each month from 9:45-10:30 am. **Did you know our number of children doubled from 2022 to 2023!** We continue to be grateful for those willing to teach the kiddos. *Please thank Suzanne White, Angie Moon, Chris Plankey and Craig Reynolds for their tireless efforts!*

So far the kids have learned more about the Children's library, where it is located and how to check out books. We visited the Sacristy and explored all of the drawers, touched the jewels on the chalice, explained what the piscina is and marveled at all the robes! We focused on gratitude and Advent during November, Christmas in December, Epiphany in January. For the rest of the year, we plan to learn about Lent, Baptism, walk the labyrinth, celebrate Easter, listen to stories and speak in tongues during Pentecost. As always, the children are the best part and if you're interested in joining our teaching team, please reach out!

Respectfully submitted,  
Josie Ellis

### Young People's Fellowship

#### Youth Programming Annual Report 2023

The Young People's Fellowship is made up of middle and high school students in the Berkshires and draws from St. Stephen's, the downtown campus of churches, St. John's in Williamstown and is open to any other interested teens and parishes. YPF holds events once a month during the school year. Most events are kept intentionally agnostic in order to keep the group open to all teens and to encourage more participation. Youth participants have voiced the importance of keeping these events secular and welcoming to their non church-going friends.

Our monthly events focus on Service and Fellowship. Adult volunteers provide administrative and logistical support and all are trained in Safe Church practices. The activities of YPF are planned and implemented by a Youth Leadership Team which includes teen representatives James Behnke, Grace Garinther and 2 youth from St. John (Linnea and Mariam). YPF looks to include teens from other parishes and towns; teen ministry is enriched by having a group large enough to have a genuine peer community.

We have teens join our events from St. Stephen's and Zion Lutheran in Pittsfield, Trinity Church in Lenox, St. John's in Williamstown and All Saints in N. Adams.

YPF Highlights of 2023 include

Christmas caroling for St. Stephen's parishioners (2nd annual)

Delivery for Thanksgiving Angels

Spring Sleepover at the church

Painting a house for Habitat for Humanity

Bonfire at the State forest

Visit to 5Wits Escape Room in Albany

Blanket making/flower arrangements for Hillcrest Cancer Care unit

Joint trip with St. John's Williamstown youth group to Nightwatch at St. John the Divine in NYC

Meal prepared and served at St. Stephen's Table.

Creation of backpacks provided to kids and teens entering foster care

YPF Goals for 2024 include

Continued outreach to/collaboration with area parishes

Fundraising for causes and for our group

Acquire a grant to fund another Ramblewild trip

Overnights and trips

Continuation and expansion of formal youth leadership of the group

It is an honor to facilitate this multifaceted and collaborative ministry.

Respectfully submitted,

Matt Behnke

## Outreach Ministry

### Habitat for Humanity

YPF participated in a Habitat project in 2023. There is an opening for a coordinator to work with Zion Lutheran and facilitate St. Stephen's participation in future Pittsfield area projects.

### St Stephen's Table

In reflection of the year 2023 for St Stephen's Table my worry fell a few different ways. The cost of food gnaws at my psyche. I saw my weekly purchasing reach levels close to \$700 dollars that once cost a fraction of that. To combat this on weeks when I had more time I would shop at a few different stores which reduced it and at times improved food quality, on personally busy weeks I find myself needing to go to the most efficient suppliers. Purchasing online has helped reduce the cost of paper goods, (to go containers and plasticware). On occasion I have purchased large orders through Amazon, the flexibility of purchasing in this ministry is a real strength. The ease of being able to use a credit card makes it very simple.

This was our first full year not using the food bank. I feel we have made the right decision for the ministry. Logistically it was challenging for the size of our program and has made reducing inventory a lot more feasible which is much better for rotation of food, quality and safety. There was a cost savings but not a massive one. The products they were mandating us to buy did not always help us put meals together and were more suitable for a food pantry.

I admire the commitment of the volunteers that come week after week. We have not missed a scheduled meal this year and have been able to accommodate most of our guests' requests for meals. I don't know how many times I have walked up and down those steps over the years but on a Friday night they can be challenging. A huge amount of gratitude goes to the volunteers coming week after week, setting up things early, taking care of the guests, handling the food, caring for the guests, opening and closing that door. Thank you all so much.

We have served approximately 9000 meals this year utilizing our food and materials creatively. We have managed to keep that food safe which is an ongoing focus. When dealing with aged populations and people with potentially compromised food systems it is imperative that we continue to serve food that is handled and cooked properly to keep them healthy. This is a continued concern in all aspects of food service.

Hospitality can be a difficult process when dealing with a stressed demographic or a stressed chef. We walk a fine line providing food safely. We strive to provide hot meals in an efficient way. It seems as if the takeout meal model works for us and we have settled into accepting this strategy.

When Nina mentioned the concept of Star word during her Sermon, I thought to myself Starward will be my Star word. I really like the sound of that. I guess it's what my brain's interpretation of forward,



sprinkling in a little ADHD here. So “*starward*” we travel into 2024, we know that the kitchen is aging, and some of the equipment is hanging on by a thread. The kitchen is old and comfortable, kind of like a pair of faded jeans. In many ways this can be a good thing, we don’t have to worry about scratching up or dirtying a brand new kitchen. We should anticipate some replacement costs; I can’t believe that the dishwasher still works after all these years. Also for the aging kitchen reason I believe simplification is always a goal, less inventory, good sanitation habits, simple hot meals that we can move starward. Perhaps “*starward*” could mean to travel on and on and on up those stairs.

Thanks once again to all the volunteers who care for the ministry and thanks to the parish for being supportive of what we do.

Many Thanks,  
Dan Moon

## 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

For the 2023 calendar year, greeters were scheduled for the 10:00 a.m. Sunday service. Greeters welcomed parishioners and guests at both the Allen Street and East Street entrances. Visitors were invited to sign the "Guest Book" at the East Street entrance.

Thank you to all who faithfully served in this important ministry. New volunteers are always welcome. Volunteers through 2023 were:

Susan LeBourdais	Joan Evans
Craig & Christine Reynolds	Claudia Austin Curry
Joan Morrow	Sandy Soule
Diane Forsyth	

Respectfully,  
Paula Morey

## Coffee Hour/Lemonade on the Lawn

Warning... Joke ahead!  
How do most Episcopalians take their coffee?  
Very seriously!

In 2023 we continued to hold Coffee Hour/Lemonade on the Lawn twice each month on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays. This allowed our dedicated team of hosts to serve only once a quarter or so. The schedule also matches our Sunday school and Adult Formation offerings, allowing everyone to join in the fun.

In November, we ran an experiment. We held Coffee Hour at the East Street entrance. The hope was that folks (newcomers in particular) would feel more comfortable grabbing a cup of coffee and sharing a few kind words on their way out the door. It worked! While a bit cramped at times (a good problem to have!), engagement seems to have increased. We'll continue the arrangement at least until Lent.

Many thanks to our wonderful Coffee Hour hosts for their dedication, flexibility, and generosity. If you would like to host Coffee Hour, please contact Craig Reynolds or the Parish Office for more information.  
Craig Reynolds

## Communications

The communications ministry includes the St. Stephen's Website, the newsletter and the weekly email. In conjunction with these, Joan Morrow sent birthday and anniversary cards to hundreds of member in 2023.

### New Quarterly Newsletter

The monthly parish newsletter, *The First Order*, was reimagined and relaunched in the fall of 2023 as a new quarterly publication: *St. Stephen's Offerings*. The [new newsletter](#) format provides detailed updates from each of our ministries and more effectively complements our other communication tools, including the weekly email and parish website.

Many thanks to Sarah Morrison, our Parish Administrator, for compiling the articles written by parish leaders, producing the actual publication, and designing its new look.

Many thanks as well to Connie Bullard and Rob Langsdale for their outstanding work on the First Order over the years.

As always, we welcome your feedback and suggestions.

## Website

### Worship

The parish website continued to be a hub for worship and connection in 2023. Throughout the year the website housed the live stream of the weekly worship service. Recordings of these streams are archived on our [YouTube channel](#).

Worship live streams and recordings registered over 2,200 views and more than 551 total viewing hours in 2023 – a gain of 26% vs. 2022. Many, many thanks to Ken Pooley the hours and hours of time he's invested in establishing the livestream system and tirelessly working to improve the quality of its output.

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 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 2023 the site registered 23,272 pageviews, a 58% increase over 2022. 44% of visits to the website in 2023 were made from a mobile device or tablet. Suggestions for site improvements are always welcome.

## Press Releases

The parish published and distributed one [press release](#) in 2023 to announce the award of a Diocesan Ministry Development Grant to support our partnership with Downtown Pittsfield, Inc. and promote the 4<sup>th</sup> quarter Kids' Paint & Sip events.

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

## Cooking and Baking Committee

The cooking and baking ministry has resumed! The committee participated in several funeral receptions in 2023. St. Stephen's members took part in the Thanksgiving Angels project and we met our goal of 1500 boxes of corn muffin mix. Members also generously gave over \$2,000.00 towards the purchase of turkeys.

Volunteers are always welcome!

Joan Evans  
Chairperson

## Living Green

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

Thanks go out to all of our volunteers for their participation in this important work. Special "thanks" to Sarah Morrison for her many contributions including the weekly "Tips". New volunteers are always welcome.

Volunteers for 2023 were:

Bill Morey	Susan Wojtasik
Craig Reynolds	Don Phipps
John Garinther	Joan Evans
Jeff Pringle	Mark Miller
	Dot Lambert

Respectfully,  
Paula Morey

## Stewardship Committee

In 2023, your Stewardship Committee (Jim Alden, Wendy Coakley, Leah Luczynski, Bill O'Neill, Al Symonds and Suzanne White, as well as *ex officio* member Rev. Nina Pooley) chose "Together at St. Stephen's: Refreshed & Restored by the Power of the Spirit" as our theme for the year.

Not only did this sentiment express our mutual joy in being able to worship together without the restrictions of the prior three years, we felt it captured the parish's collective mindset as we undertook our Go & See work to advance a healthy and sustainable community beyond our doors.

Acknowledging that Stewardship Season is a bit of a misnomer - since acts of stewardship are practiced year-round at St. Stephen's - we traditionally designate a month within the Belonging to God and One Another liturgical cycle to focus on the importance of pledging. This year, Stewardship Season began on Sunday, Oct. 22, with a festive Launch & Lunch, and continued through Ingathering Sunday on Nov. 19.

Throughout the month, we asked you to actively think about and prayerfully consider making a regular commitment to the work of St. Stephen's. Four members of the parish took to the lectern over four weeks to share their thoughtful perspectives on how individual acts of stewardship are a core component of our shared mission to foster more equitable well-being in the Berkshires. Whether you were in the pews or watching at home, it was a profound blessing to hear the heartfelt words expressed by:

Jim Alden (Oct. 22)

Caleb Harmon (Oct. 29)

Susan LeBourdais (Nov. 5)

Beth-Anne Hamling (Nov. 12)

Because stewardship means caring for one another and ourselves just as much as it does for the church and the community beyond, we also hosted a Peaceful Planning Adult Education series. Committee members Bill O'Neill and Rev. Nina Pooley organized a truly outstanding schedule:

Wills (Sept. 17)

Powers of Attorney (Oct. 1)

Trusts (Oct. 15)

Medical Directives (Oct. 29, featuring special guest Dr. Chris Perry)

Required Minimum Distributions from IRAs (Nov. 5)

Putting the "Fun" in Funeral (Nov. 19)

Each session was recorded, and will be available online for members of the parish who were unable to attend in person.

Finally, on Ingathering Sunday, four pledgers' names were drawn to receive a prayer blanket, lovingly knitted by the late Joan Morrow.

Thanks to your generosity, as of January 22, 2024, we received 83 pledges for the upcoming church year totaling \$208,906.00 Here is a year-to-year comparison:

	<b>2023</b>	<b>2024</b>
Number of pledges	89	83
Percentage of individuals increasing their pledge from prior year	42%	31%
Percentage of individuals decreasing their pledge from prior year	14%	22%
Total dollar amount pledged <i>Not including St. Stephen's Table, Rector's Discretionary Fund, etc.</i>	\$199,648	\$208,906

Messages of gratitude for your investment in the future of St. Stephen's will be mailed out shortly. In the meantime, your Stewardship Committee thanks you for believing in the power of stewardship!

Respectfully submitted,

Wendy Webster Coakley  
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 Team**

Please see the Rector's Report page 13.

## **Prayer Shawl Ministry**

Please see the Rector's Report page 13.

## 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 2023 Sunday in-person worship was also livestreamed and Wednesday evening compline was held on Zoom. There were 7 Baptisms, and 9 Funerals. The following presents a comparison of number of services and attendance for the past five years:

	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
Holy Communion: Saturday & Sunday	81	52	58	77	107
Communion: Midweek	0	0	17	17	48
Communion: Private	5	6	5	20	22
Other Services and Private	61	54	11	0	0
Total Services	147	112	91	114	177
Total Attendance	In Person: 4,240 Online: 2,377  Total: 6,617	In Person: 3,621 Online: 2,321  Total: 5,942	In Person: 2,061 Online: 4,231  Total: 6,894	8,017	8,017



## Altar Guild

The Altar Guild currently has eleven active team members. Please welcome our newest member, Cathy Darling, who joined the Altar Guild this past year. The group consists of five teams that serve St. Stephens for one weekend every five weeks, as well as special events and funerals throughout the year that require Altar Guild coverage. Teams gather Saturdays and Sundays to prepare for the 5 PM Saturday & 10 AM Sunday services. Open communication flows between clergy, the parish administrator, and the Altar Guild to keep things running smoothly. New ideas are always welcomed and encouraged.

We eagerly welcome anyone who wishes to join the Altar Guild. Special thanks to parishioner Paula Morey, who graciously volunteers weekly to pick up and care for our Altar Guild linens and to Roy Sutton who comes to the church weekly to take care of our oil candles. Thank you also to all of our Altar Guild members for their faithful service to this very important ministry.

Respectfully Submitted,  
Marie Sutton, Altar Guild Coordinator

## Scheduling Ministry

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

The more things change ...

Beginning in March 2023, we returned to a schedule of two services every Sunday, one at 10 AM and one at 5 PM, and added Eucharistic Ministers to administer the chalice at the Eucharist for both services.

Beginning on the last weekend of June, the 5 PM service was moved to Saturday, and was held only on the second and fourth weekends of each month.

No Healing Prayer Ministers served during 2023, and the scheduling of Vestry Greeters was done by others.

So, another different year for the 35 people who have served at some time in 2023. Thanks to them all.

Respectfully submitted,  
Don Phipps, Ministry Scheduler

## Director of Music

2023 at St. Stephen's was a more normal year, with most of my time spent rehearsing the choir, the handbell ringers, playing the organ and choosing music. Though smaller in numbers, the Parish Choir continues to do a nice job singing anthems as well as leading the congregation in hymn-singing and the service music on Sunday mornings and other special services throughout the year. Our section leaders - Sarah Novak, Wavelyn Hine, Jeff Hine and Craig Smith are crucial to the overall success of the choir, as they help everyone to learn their music in a timely manner. And, we always seek those who are able and willing to add their voices to our choir.

From mid-June through Labor Day, the following vocalists and instrumentalists offered musical selections, including St. Stephen's Handbell Ringers: Gwen Davis, alto; Jeff Hine, tenor, Wavelyn Hine, alto; Sarah Novak, soprano; Craig Smith, bass; Deborah Duff, piano and Bing Liu, violin;

St. Stephen's Handbell Ringers had another productive year. We are down a couple of ringers, but we continue to work to improve our playing, through hard practicing at rehearsals and individual practicing by the ringers at home. Thank you to Pam Wall (one of our ringers from First United Methodist Church, who has the skills and willingness to make straightforward bell repairs. St. Stephen's owns a White Chapel handbell repair kit, which contains a large set of small replacement parts for the handbells. Though we are pretty well set for the time being, I understand that these kits are no longer available for purchase.

Our Choral Librarian Don Phipps continues to keep our music organized. This significant undertaking helps to make the rehearsals and services run smoothly. He sets up the choir's music, which comes from a number of sources, into one folder for every service and every singer. We could not keep this system together without the time and effort of our librarian.

The Berkshire Chapter of the American Guild of Organists and St. Stephen's co-sponsored an organ recital played by Dr. Timothy Piper, held on Saturday, March 11 at 3:00 pm. Even though the recital had to be postponed one week because of weather, the performance was very well done and appreciated by all. The attendance was good, partially due to the fact that Tim is on the Williams College music faculty and a number of his students and friends came to the concert.

St. Stephen's sponsored a Holiday Handbell Concert performed by the New England Bell Ringers, on Sunday, December 10 at 3:00 pm. It had been about 20 years since a fine bell ensemble had performed in the Berkshires. One of our bell ringers, Heather Topolski, rings in this group and was able to get St. Stephen's on the calendar for the annual holiday series. This handbell ensemble plays advanced level repertoire and has members from many areas of New England. Weekly rehearsals are in Oxford, MA. Thank you to Sarah Morrison and Wendy Coakley for working on the publicity for this event. Wendy was able to point us in some new directions for advertising – particularly on-line options. We advertised in the Berkshire Eagle only on a limited basis, because the prices have become exorbitant. Our bell ringers also, put up flyers, contacted people in other bell groups, and invited their friends to come. I was pleasantly surprised to see 184 people walk in the door(s) to enjoy this bell concert.

In June, I accepted the position of Dean of the Berkshire Chapter of the AGO. I have served in this important capacity for several years in past years. I took this on with some trepidation, because of my other commitments. However, like many of the churches and other organizations in Berkshire County, the guild is struggling due to the pandemic as well as the overall shortage of organists. The mission of the AGO is “to foster a thriving community of musicians who share their knowledge and inspire passion for the organ.” It is the national professional association serving both the organ and choral music fields. It sponsors performances; the composition of new music; professional development; outreach to new organ students of all ages; certification in levels of performance; regional and national conventions, and collegiality. It works to improve and support the quality of music in the churches. It is both interdenominational and nondenominational. It can be compared to the role that the clergy plays in the Council of Congregations. And, it is not an outside group or a club. There is a nucleus of organists in the county that are working to keep this mission going.

Respectfully submitted,  
Joy Herzig Mullen  
Director of Music

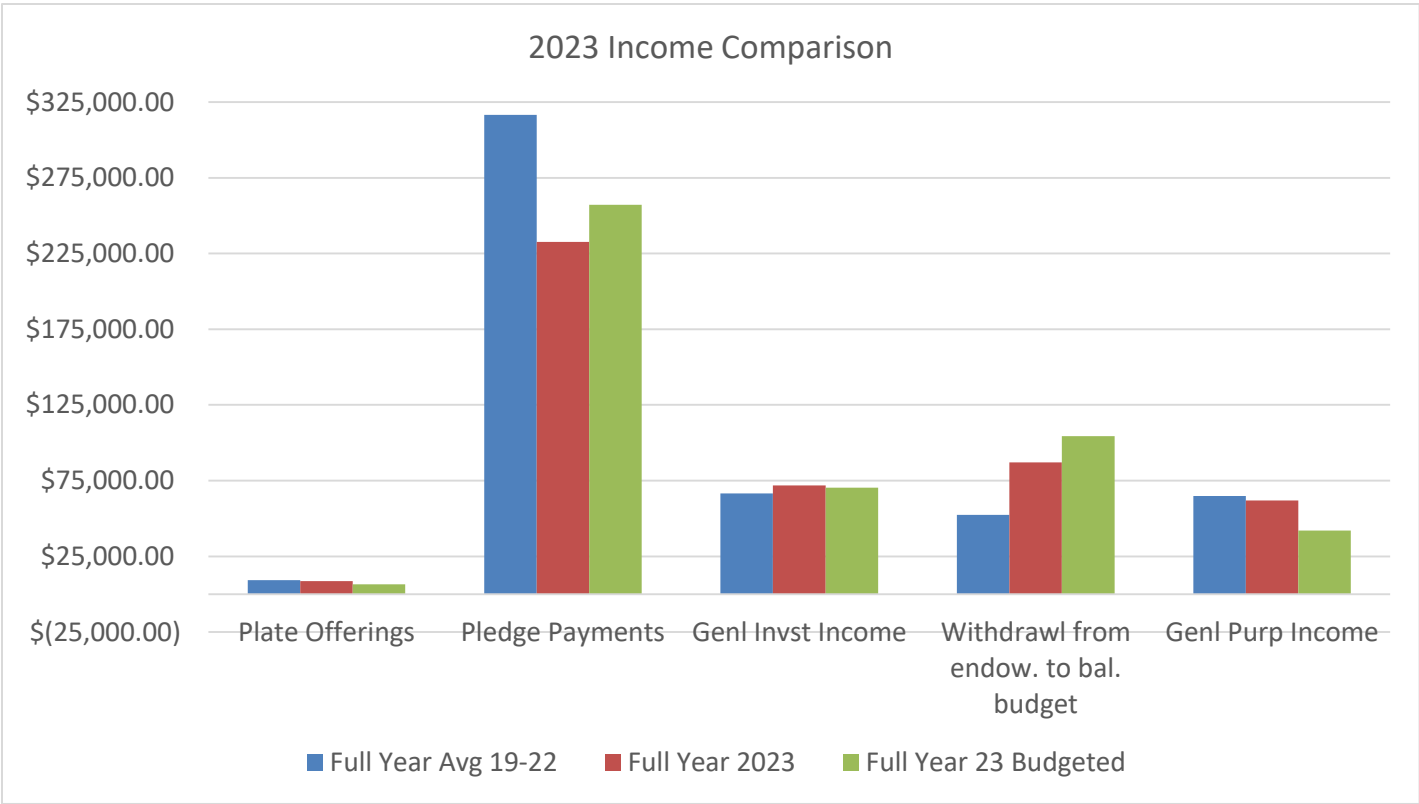
## Ushers

Ushers have not yet been called back to service, but are ready, willing and able to serve when it is appropriate.

TREASURER’S REPORT

INCOME

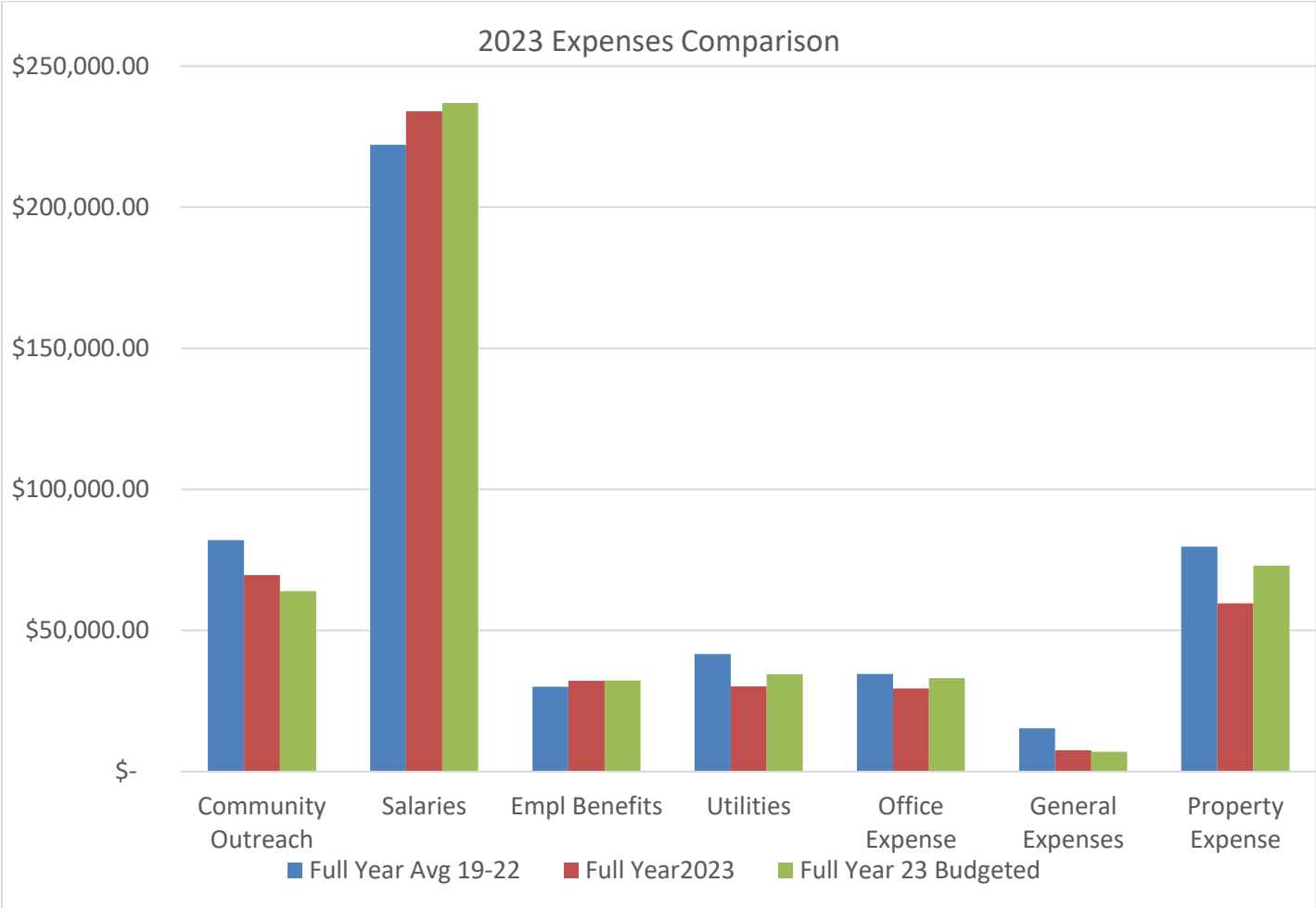
ANNUAL MEETING 2024



TREASURER’S REPORT

EXPENSES

ANNUAL MEETING 2024



NOTES

Salaries—there will be a Cost of Living increase (as advised by the Diocese) of 5% in 2024.

2023 Deficit—We had budgeted for a deficit of \$104,353. Our actual deficit was 87,164. Because the savings account still has a surplus, we were able to balance the budget using money from the savings account without having to take any money from the endowment for the fourth year in a row.

2024 Deficit—We are budgeting for a deficit of \$112,380.

# TREASURER'S REPORT

# ANNUAL MEETING 2024

## BALANCE SHEET

Accounts	Balance Year to Date	
<b>Assets</b>		
CASH1		
100300 Checking Account	\$	23,455.08
100440 Rector Discretionary Checking	\$	6,163.99
SAVINGS ACCOUNT		
100400 Sav Acct- Beattie Savings Account	\$	19,974.21
101030 Sav Acct - Alexander Carney Library	\$	1,373.47
101240 Sav Acct - Youth Group Fund	\$	11,350.38
101440 Sav Acct - Memorial Fund	\$	9,840.68
101640 Sav Acct - St. Stephen's Table	\$	5,357.68
101650 Sav Acct - Kitchen Renovation	\$	2,001.26
101740 Sav Acct - Music Department	\$	8,827.01
102030 Sav Acct - Education Fnd	\$	27,866.30
102340 Sav Acct - Sabbatical Fund	\$	2,004.67
102430 Sav Acct - St. Francis Shelter Fund	\$	398.96
Total SAVINGS ACCOUNT	\$	88,994.62
Total CASH1	\$	118,613.69
INVESTMENTS		
110100 Trustee - Endowment Fund	\$	649,498.36
110200 Trustee - Real Estate Fund	\$	99,391.34
110300 Trustee - Dillon Memorial Fund	\$	39,511.45
110400 Trustee - Nickerson Fund	\$	38,642.14
110500 Trustee - Spaulding Fund	\$	174,791.37
110600 Trustee - Centennial Fund	\$	34,625.79
110700 Trustee - Lucia Campbell Fund	\$	692.30
110800 Trustee - Plunkett Fund	\$	3,504.89
110900 Trustee - Marsha Humphries Real Es.	\$	71,038.21
111000 Trustee - Bailey Trust	\$	3,915.44
111100 Trustee - Gravitt Endowed Pledge	\$	60,769.18
111200 Trustee - M. Peek & E. Bell Real Es	\$	231,326.19
Total INVESTMENTS	\$	1,407,706.66
OTHER ASSETS		
113000 Berkshire Housing Loan	\$	3,000.00
116500 Centennial Fund Bond	\$	1,215.20
Total OTHER ASSETS	\$	4,215.20
Total Assets	\$	1,530,535.55

# BALANCE SHEET (con't)

## Liabilities & Net Assets

### Liabilities

200200 PrePaid Pledges	\$	11,675.00
208000 PrePaid Rent	\$	1,600.00
Total Liabilities	\$	13,275.00

### Net Assets

330100 Endowment Funds	\$	1,407,706.66
340440 Rector's Discretionary Fund	\$	6,163.99
390000 Operating Surplus/(Deficit)	\$	10,464.44

### Designated/Restricted Funds

300400 Beattie Fund	\$	19,829.87
301030 Alex Carney Library Fund	\$	1,423.20
301240 Youth Fund	\$	11,347.95
301440 Memorial Fund	\$	9,821.88
301640 St. Stephen's Table Fund	\$	5,356.53
301740 Music Department Fund	\$	9,450.32
301840 Community Outreach Grants	\$	545.98
302030 Education Fund	\$	26,660.35
302340 Sabbatical Fund	\$	2,004.24
302430 St. Francis Shelter Fund	\$	398.87
304000 New Sign Fund	\$	(3,010.00)
Total Designated/Restricted Funds	\$	83,829.19

### Capital Funds

301650 Kitchen Renovation Fund	\$	2,000.84
350100 Stained Glass Windows	\$	(0.02)
Total Capital Funds	\$	2,000.82

### Transmittals

360010 United Thank Offering	\$	350.00
360030 Donation to Rect. Discr. Fund	\$	1,813.00
360070 Laundry Love	\$	169.00
360080 Community Programs	\$	512.45
Total Transmittals	\$	2,844.45

### Other Funds

313000 Berkshire Housing Fund	\$	3,000.00
316500 Centennial Bond Fund	\$	1,215.20
Total Other Funds	\$	4,215.20

### Fund Principal1

310100 Vestry Designated Funds	\$	33.87
320100 Donor Restricted Funds	\$	1.93
Total Fund Principal1	\$	35.80

## BALANCE SHEET (con't)

Total Net Assets	\$	1,517,260.55
Total Liabilities & Net Assets	\$	1,530,535.55



TREASURER’S REPORT

ANNUAL MEETING 2024

SAVINGS ACCOUNTS - AS OF 12/31/2023

EDUCATION	\$	27,866
BEATTIE	\$	19,974
MEMORIAL	\$	9,841
MUSIC	\$	8,827
YOUTH	\$	11,350

INDIVIDUAL FUNDS

Alex Carney Library	\$1,373		
St. Stephen's Table	\$5,357	\$	11,136
St. Francis Shelter Fund	\$ 399		
TSA/Sabbatical Fund	\$2,005		
Kitchen Renovation	\$2,001		

AVAILABLE TOTAL                      —                      \$                      88,994

## SUMMARY

### Revenues and Expenses through December 31, 2023

#### Revenues

Operating Budget	\$	480,641.00
Actual Operating Income	\$	462,524.47
<i>Underbudget by \$18,117 or approx. 3.8%</i>		

Non-Operating (Transfers and other Unbudgeted )	\$	156,332.00
<i>includes \$121,591 in grant money for stained glass repair and \$1,900 grant from diocese for Paint and Sip</i>		

Pledge Income (Plate Offeringsd and Pledge Payments)		
Budgeted Pledges	\$	263,700.00
Actual Pledges	\$	241,490.00
<i>Underbudget by \$22,210 or approx 8.5%</i>		

#### Expenses

Operating Budget	\$	438,349.00
Actual Operating Expenses	\$	420,232.00
<i>under budget by \$18,117 or approx. 4.1%</i>		

Non-Operating (Transfers and other Unbudgeted)	\$	159,895.00
<i>includes expenses for stained glass repair, boiler repair, new sign and Paint and Sip</i>		

# TREASURER'S REPORT

# ANNUAL MEETING 2024

## NON-OPERATING 2023

### Accounts

Actual Jan 01 - Dec 31

### Revenues

#### Schedule G-Sp Offrngs/Transfer

490740 Memorial Flowers	\$	145.00
490840 Christmas Flowers	\$	815.00
490940 Easter Flowers	\$	445.00
499940 All Other Offerings/Transfers	\$	30.00
<b>Total Schedule G-Sp Offrngs/Transfer</b>	\$	<b>1,435.00</b>

### Other Revenues

600400 Beattie Fund Receipts	\$	6,261.30
600410 Beattie money for Loan	\$	5,000.00
601030 Carney Library Donations	\$	150.00
601440 Memorial Fund Donations	\$	2,445.48
601740 Music Fund Income	\$	2,517.63
601840 Community Outreach Grants (Paint and Sip)	\$	1,900.00
<b>Total Other Revenues</b>	\$	<b>18,274.41</b>

### Transmittals

660010 UTO Donations	\$	410.00
660030 Transmit to RDF (Rector's Discretionary)	\$	6,603.00
660070 Laundry Love Donations	\$	2,088.00
660080 CommProgsDonations	\$	2,930.00
<b>Total Transmittals</b>	\$	<b>12,031.00</b>

### Capital Fund Revenues

604000 New Sign Donations	\$	3,000.00
650100 Grants for SGW (Stained Glass Windows)	\$	121,591.11
<b>Total Capital Fund Revenues</b>	\$	<b>124,591.11</b>

### Total Other Revenues

\$ **156,331.52**

### Expenses

#### Schedule G-Spec Offering/Trans

590740 Memorial Flowers (1)	\$	100.92
590840 Christmas Flowers (1)	\$	440.65
590940 Easter Flowers (1)	\$	379.76
591040 Rector's Discretionary Fund (1)	\$	1,366.83
592940 Music Fund Expense	\$	1,625.00
<b>Total Schedule G-Spec Offering/Trans</b>	\$	<b>3,913.16</b>

# NON-OPERATING 2023 (Con't.)

## Other Expenses

700410 Pay Off Organ Loan	\$	5,000.00
701440 Memorial Fund Expenditures (Boiler)	\$	10,718.25
701840 Community Outreach Grants Payout	\$	1,354.02
<b>Total Other Expenses</b>	\$	<b>17,072.27</b>

## Tansmittal Payouts

760010 UTO Sent Out	\$	60.00
760030 Rector's Discr Fund Sent out	\$	6,152.00
760070 Laundry Love Paid Out	\$	1,919.00
760080 Comm Programs Payouts	\$	3,177.05
<b>Total Tansmittal Payouts</b>	\$	<b>11,308.05</b>

## Capital Fund Expenses

704000 New Sign Expenditures	\$	6,010.00
750100 Stained Glass Windows	\$	121,591.13
<b>Total Capital Fund Expenses</b>	\$	<b>127,601.13</b>

<b>Total Other Expenses</b>	<b>\$</b>	<b>159,894.61</b>
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# TREASURER'S REPORT

# ANNUAL MEETING 2024

## 2023 Budget - Operating Accounts

2022 Budget    2023 Budget    2023 Actual    2024 Proposed  
Budget

Revenues				
Total Schedule A-Plate Offerings	\$ 6,300.00	\$ 6,600.00	\$ 8,751.58	\$ 8,200.00
Total Schedule B - Pledge Payments	\$ 262,140.80	\$ 257,100.00	\$ 232,738.75	\$ 232,200.00
4050.00 Withdrawal from Endowment	\$ 95,553.33	\$ 104,352.78	\$ 87,163.78	\$ 112,379.14
Total Schedule C-Genl Invest Income	\$ 165,641.12	\$ 174,790.97	\$ 159,022.29	\$ 184,939.14
Total Schedule D - Genl Purp Income	\$ 39,150.00	\$ 42,150.00	\$ 62,011.85	\$ 52,150.00
TOTAL BUDGETED RECEIPTS (Operating)	\$ 473,231.92	\$ 480,640.97	\$ 462,524.47	\$ 477,489.14
TOTAL REVENUES	\$ 473,231.92	\$ 480,640.97	\$ 462,524.47	\$ 477,489.14
Expenses				
Total Schedule H-Community Outreach	\$ 60,777.00	\$ 63,942.00	\$ 69,618.71	\$ 68,942.00
Total Schedule I - Salaries	\$ 225,531.96	\$ 236,960.91	\$ 234,065.27	\$ 244,723.76
Total Schedule J - Empl Benefits	\$ 34,347.96	\$ 32,266.06	\$ 32,120.09	\$ 32,581.37
Total Schedule K-Utilities	\$ 32,000.00	\$ 32,000.00	\$ 27,396.73	\$ 30,000.00
Total Schedule L - Office Expense	\$ 16,500.00	\$ 15,500.00	\$ 14,242.88	\$ 12,750.00
Total Schedule M-Christian Ed	\$ 1,875.00	\$ 2,400.00	\$ 2,089.51	\$ 2,300.00
Total Schedule N-Expense Reimbursement	\$ 2,200.00	\$ 1,700.00	\$ 1,985.66	\$ 2,200.00
Total Schedule O - Telephone	\$ 2,500.00	\$ 2,500.00	\$ 2,717.20	\$ 2,700.00
Total Schedule P-Altar Supplies	\$ 1,400.00	\$ 1,200.00	\$ 3,147.54	\$ 1,100.00
Total Schedule Q - Music Expenses	\$ 11,500.00	\$ 12,250.00	\$ 7,976.36	\$ 7,250.00
Total Schedule R - General Expenses	\$ 13,800.00	\$ 7,000.00	\$ 7,529.72	\$ 6,600.00
Total Schedule S-Property Expense	\$ 70,800.00	\$ 72,922.00	\$ 59,634.80	\$ 66,342.00
TOTAL BUDGETED EXPENSES (Operating)	\$ 473,231.92	\$ 480,640.97	\$ 462,524.47	\$ 477,489.14
Total Expenses	\$ 473,231.92	\$ 480,640.97	\$ 462,524.47	\$ 477,489.14
BUDGETED Net Total (Operating)	\$ (0.00)	\$ -	\$ -	\$ 0.00

4050.00 (From Above) Withdrawal from Endowment Fund

\$ 95,553.33	\$ 104,352.78	\$ 87,163.78	\$ 112,379.14
Preliminary deficit -2024 Taken from Endowment to bal. budget			

***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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