

## St. E's Appalachia Service Trip 2016



# 2016

St. Elizabeth's Episcopal Church

Sudbury, Massachusetts

Annual Meeting held Sunday, February 12, 2017

At 11:25 am in the Parish Hall





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**W A R R A N T**  
 For the Annual Parish Meeting  
 St. Elizabeth's Episcopal Church  
 Sunday, February 12, 2017  
 Convening at 11:25 AM in the Parish Hall

**Order of Business**

- 11:25 Call to Order  
 Opening Prayer  
 Declaration of a Quorum by Vestry Clerk Kiersten Varner  
 Election of nominees  
 Thank you to off-going Vestry members and Delegates  
 Comprehensive Campaign Update  
 Worship Listening Campaign Launch  
 2017 Budget presentation by Cheryl Franke  
 Rector's Report  
 Q & A  
 Adjourn with a prayer

\* \* \* \* \*

**Elections**

The following persons have been proposed by the Nominating Committee to stand for election at the Annual Meeting:

**Vestry**

Co-Warden	Eric Kimble	2 year term
Treasurer	Cheryl Franke	1 year term
Assoc. Treasurer	Stevie Spina	1 year term
Bldg. & Grounds Rep.	TBA	1 year term
Clerk	Kiersten Varner	1 year term
Vestrypersons	Kristin Fisher	3 year term
	Andrew Heier	3year term

**Appointed Youth Vestry**

AnnaMelora St. George	1 year term
Davis Kornblum	1 year term

**Delegates** (all 1-year terms)

Convention Delegates:	Janice Darias
	Matt Chafe
Alternates:	Steve Davies
	TBA

**Warrant**

## Rector's Report 2016

For decades now those who track church trends nationally and globally have signaled paradigmatic shifts in virtually every metric from average Sunday attendance to volunteer availability to pledging. When I was in the ordination process in the 1980's, I was told to make sure I had a way to earn a living apart from parochial ministry. Over time, forecasters said, parishes would be less and less able to afford full time clergy.

Thirty years later, the forecast is being borne out. The Episcopal Diocese of Massachusetts (the eastern third of the state) had 200 congregations in 1998. The Diocese now has 144. In our own backyard, Episcopal congregations have closed in Maynard, Marlborough, Pepperell, and Wayland. St. Paul's Hopkinton is now yoked with Christ Church, Medway. Average Sunday attendance is down in Weston, Lincoln, Acton, and Sudbury. In 2015, St. Elizabeth's averaged 115 in church on Sunday, the lowest since 1999. As recently as 2010, the average was 148. These averages are for the calendar year and include the lightly attended summer Sundays. So St. Elizabeth's, like all the other churches (not to mention synagogues), is in a new environment, one where parishioners and potential parishioners have many competing interests on Sunday morning.

The annual pledging to the operating budget, however, was at an all time high in 2016. It seems that our member base remains stable and the giving strong. Parishioners simply come to worship services far less frequently than they used to. So church school classes are smaller and there are plenty of seats in church. This has led the clergy, wardens, and vestry to reconsider expansion of the worship space.

For years, we went through a repeating cycle that was characterized by an uptick in attendance followed by a fall off in attendance because church was uncomfortably crowded. Then the congregation would grow again and then shrink again. You might rightly ask why the current low attendance level isn't just a trough in the cycle. Why wouldn't we expect the attendance to bounce back? If the attendance were going to bounce back it would have happened sometime in the last 18 months. The lower attendance now, I believe, is part of a cultural paradigm shift marked by many different factors, a complete survey of which is beyond the scope of this report.

The upshot is that parish leadership feels it would be irresponsible to spend precious capital campaign resources to expand worship seating. We propose instead to move forward with enhancing and beautifying the church interior without providing significantly more seats. The leadership's recommendation will be a key feature of the annual meeting, and I encourage you to attend so that you can hear the whole story and provide your feedback.

While worship attendance is lower than it has been in 16 years, there is more going on at St. Elizabeth's than at any time in my tenure, particularly in the areas supported by Jack Clark. By any measure you can imagine, programming has blossomed. The outreach committee has expanded significantly—in numbers of people on the committee, in numbers of people involved in projects, in numbers of projects undertaken, and in the diversity of those projects in mission, scope, and geographical location. The enthusiasm is palpable. Likewise Creative Worship continues to thrive. And Adult Education options continue to diversify. I direct you to Jack's report for more details.

Jack's ministry has enlivened St. Elizabeth's in stunning ways. Her ability to foster relational depth among and between parishioners, her leadership, preaching, astute reflections, administra-

tive gifts, pastoral care, and organizational abilities have enriched the congregation's life and mine. Her oversight of the 2016 Appalachia Service Project trip is a perfect example. With 56 participants (40 teens and 16 adults), 23 more volunteers than the previous high, the 2016 trip was the largest by far ever undertaken by St. E's. A trip this large could not be organized and overseen in the same old way. There were just too many people and too many moving parts. Jack set up an executive team of four adult leaders including herself to work together to ensure a safe, happy, and successful experience. It was a tour de force.

Given Jack's exceptional work and vast contribution to the enriched life of St. Elizabeth's, the parish leadership agreed that she has earned a promotion to Associate Rector, which promotion took effect January 1, 2017. This promotion recognizes that Jack has authority and oversight of several program areas, that her work needs little supervision from me, and that our relationship is primarily collegial.

Other notable accomplishments this year include the new team that compiles, edits and produces the Mantle. Joan Hagger, Alix Brandon, and Sarah Duffy now do what Pat Coffin and I used to do, and they do it very well. Still, St. E's communications is in transition as we develop a variety of ways for the congregation to stay abreast of what is happening. The weekly St. E-news is one new effort. We are looking as well to refresh the website under Paul Grous's able leadership.

In other areas, the leadership of newcomer ministries changed in 2016 from Scott Fisher, who did yeoman's work for five years, to Beth Grous, who is ramping up. Fellowship activities, which used to be overseen by a committee, are now decentralized, so that various teams take responsibility for specific events like the fall and spring picnics, Trivia Night, the Dickens Dinner, and the Winter Weekend. We are immensely grateful for those teams as we are to all of the many volunteers vital to the life of the parish, whether you assist with worship, Christian formation, caring for the physical plant, overseeing finances, pastoral care, hospitality, or outreach. Given the number of volunteer activities, the vestry has asked Nancy Marshall and Nancy Kimble to put into place a system for better connecting parishioners who want to serve with volunteer opportunities and we look forward to its roll-out in 2017.

As you can see, there are lots of people involved in and lots of moving parts to keeping St. E's humming in a way that best empowers us to fulfill our mission to serve God and our neighbor. Without the talented leadership of the wardens, Michael Comer and Janice Darias, Treasurer, Cheryl Franke, as well as those who serve on the vestry, and the staff, our many resources of parishioners' time, talent and treasure would be far less ably employed in the service of God's Kingdom. Please take an opportunity to thank them for their immense generosity.

We are a parish blessed beyond our wildest imaginings and for that we give heartfelt thanks to God and to you.

Yours faithfully in Christ,

Barbara

## Assistant Rector's Report

Dorothy Day is one of my spiritual heroes. She founded the Catholic Worker movement, which created houses of hospitality. In these houses, people lived in intentional community. They opened their tables to those that were hungry and their extra rooms to those who needed a place to stay. She knew how difficult community could be, and she also knew its power. In her autobiography, she writes, "We cannot love God unless we love each other, and to love each other we must know each other. We know Him in the breaking of bread, and we know each other in the breaking of bread, and we are not alone anymore. (The Long Loneliness, p.285) This, for me, is what church is all about. And so this year, much of my work has been focused on building relationships. A few highlights:

**Confirmation:** With input from youth and J2A leaders, I worked with Barbara to redesign the Confirmation Program in order to 1) build relationships between youth and leaders and 2) provide the space for asking questions and discerning readiness to make a mature faith commitment. We kicked off the program with a retreat at the Barbara Harris Camp in November for the 16 youth and will continue meeting through the Spring. Thank you to our leaders, Craig Stafford, Sarah Duffy, and Steve Kenney.

**Discipleship Groups:** This fall, Barbara and I each piloted a "Basic Discipleship Group," which brought parishioners together to share their stories and to support each other in their prayer practices. I've been moved by the honesty and vulnerability that members have brought to these groups. They are real and powerful.

**Saturday Evening Service:** A group of us have been gathering to begin imagining a Saturday Evening Service. We see this as an opportunity engage those whose needs are not met by our more traditional 8am and 10am services. These intergenerational conversations have been honest, thought-provoking, and energizing. There is a hunger for real, authentic conversation, and that is at the heart of the service we are building.

**Worship Listening Campaign:** The Creative Worship Team will be launching a Worship Listening Campaign at the Annual Meeting. We want to know...what brings you to St. Elizabeth's? What keeps you from getting here? What are you hungering for? What feeds you spiritually? When do you feel connected with God? We are excited about spending some time with you and hearing your perspective.

It has been such a privilege and a joy to work with you on these projects, and so many others. This is a remarkable, gifted, creative, and Spirit-filled community. I love serving with you, and I am excited to see what we will do together next. Thank you for everything you are and everything you do.

Respectfully submitted,

Jacqueline Clark

## Warden's Report

As we begin 2017, St. Elizabeth's is a thriving, energetic church, full of worship, spiritual development, fellowship, Christian education, and outreach. We are thankful for the financial support from our membership and the leadership of Barbara, Jack, and Mary Sue, and the continued service of our Parish Administrator, Peg Scarlata. Finally, we are thankful for the hard work of our vestry. We are fortunate to have so many talented individuals make the commitment to participate. Each year presents its share of challenges and opportunities. With prayerful deliberation and hard work, decisions get made, budgets are negotiated and approved, and we move forward. The finance committee has been particularly helpful in providing leadership and direction, as we have grappled with financial scenarios related to the TogetherNow campaign and the generous \$200,000 gift the church received. Some highlights from the year:

**TogetherNow & Design Committee.** The vestry has grappled with how to handle the potential of breaking ground for an expanded footprint with the fact weekly attendance is down slightly. Our community is incredibly busy with outside lives, and demographic data, which we have studied over the course of the year, does not point to future growth of the church. Thus, we asked the Design Committee to suspend meeting while we reflected and deliberated on these issues. We have decided to come to the Parish at the Annual Meeting with our proposed path forward. We look forward to your feedback.

**\$200,000 gift.** We were blessed with an anonymous donation of \$200,000. We will let the parish know more details on how the Vestry has decided to spend this money at the Annual Meeting, but it will go towards paying back the TogetherNow campaign for the rectory renovations, paying off our debt completely, expanded outreach, paving the parking lot, and perhaps adding a door to the Parish Hall.

**Volunteer Recruitment.** Nancy Marshall and Nancy Kimble have agreed to spearhead a new volunteer recruitment committee. We are so grateful for their generosity. We have been grappling for years with how to remove Barbara as the gatekeeper for all volunteer recruitment, and for how to better meet our volunteer recruitment goals. This committee has already conceived of some important initiatives, and we look forward to seeing this incredibly important work flourish in the year ahead.

**Relationship with St. Mary's, Dorchester.** We were blessed to develop a deeper relationship with St. Mary's in Dorchester this past year. Groups from St. E's attended services there, they came here, we attended a cleanup day there, we enjoyed their steel drum band during one of our services, and it looks like we will all enjoy this wonderful new relationship for years to come.

**Fundraising & Fellowship.** From the luau to Dicken's Dinner, we have tested the concept of combining fun, fellowship opportunities with fundraising for our wonderful youth pro-

# Warden's Report

# Warden's Report

grams. A group is now planning a St. E's prom night. We hope that you have all enjoyed these opportunities and as always, appreciate any feedback you might have.

These are just some highlights of the many incredible things that this parish has been involved with this year. From Stephen's Ministers' impact on pastoral care, to creative worship services and beyond, the list goes on and on. We are both so thankful to be a part of this incredible place.

The most gratifying aspect of serving on the vestry is getting to know a group of fellow parishioners with whom we normally do not spend as much time. We are blessed by various personalities, backgrounds, and perspectives, all which help us to grow as a church. We are grateful and look forward to a successful 2017 and beyond for this church.

Respectfully submitted,

Janice Darias and Michael Comer

## Continuing Vestry

Co-Warden:	Janice Darias	(1 year remaining)
Vestry Persons	Paul Grous	(2 years remaining)
	Marie Briasco	(2 years remaining)
	Eric Becker	(1 year remaining)
	Samantha Truex	(1 year remaining)
	(Eric Kimble as Co-Warden)	

## New Vestry

Co-Warden	Janice Darias	(1 year term)
Co-Warden	Eric Kimble	(2 year term)
Treasurer	Cheryl Franke	(1 year term)
Assistant Treasurer	Stevie Spina	(1 year term)
Building & Grounds Rep.	TBA	(1 year term)
Clerk	Kiersten Varner	(1 year term)
Vestry Persons	Sam Truex	(1 year term)
	Eric Becker	(1 year term)
	Kristin Fisher	(3 year term)
	Andrew Heier	(3 year term)
	Marie Briasco	(2 year term)
	Paul Grous	(2 year term)
Youth Vestry	Davis Kornblum	(1 year term)
	AnnaMelora St. George	(1 year term)

<b>Convention Delegates:</b>	Janice Darias
	Matt Chafe
Alternates:	Steve Davies

**Deanery Representatives:** Win Treese  
Scott Fisher  
Carol Dicker

**Nominating Committee:** Michael Comer, Chair  
Angela Crocker  
Steve Davies

# Treasurer's Report

## Executive Summary:

For the first time ever, St. Elizabeth's ended the year with over \$1 million in the bank (\$1,088,456), despite running a deficit in 2016 of \$(7336). Of the \$1,088,456, \$883,193 is restricted leaving a free cash of \$205,593. This is directly a result of a generous one-time gift of \$200,000 which is unrestricted. Without this gift, free cash would have been \$5,593 down from \$54,318 last year. Details of the financials of the parish are included as follows:

## Income Statement:

### Operating Income:

The Operating Income of the church is comprised of a number of significant parts including pledges, facility income, unpledged giving from members, plate contributions and occasionally Diocesan contributions. For the fiscal year ended December 31, 2016 St. Elizabeth's had some significant misses:

- Pledges – The parish ended the year with a shortfall against budget of (\$23,271) for pledge income on a total budgeted income of \$419,000. This is a direct result of shortfall in two significant pledges which we are working to resolve.
- Facility use income was over budget by \$730 representing an increase in rent for the Rectory when the previous tenants moved out.

### Operating Expenses:

Utility costs were below budget by \$2,646. This is due in part by our participation in the solar initiative at St. Andrew's Church in Framingham, whereby we received some discounts on electricity and lower than prior year heating costs.

Snow removal and lawn care were significantly under budget \$402 and \$2,693 respectively, reflecting lower than average costs associated with property maintenance and less snow than in 2015.

Although Property and Casualty appear to be under budget for the year it is actually a classification difference as Workers Comp was improperly budgeted to this category and the costs are reflected in Salaries.

### Office Supplies and Costs:

Office costs were basically on target this year being ahead of budget by \$404. Increased costs for the equipment lease and telephones were offset by savings in computer maintenance after extensive computer upgrades last year.

## Staff Costs:

- Staff costs were in line with budget for 2016 with the exception of the aforementioned Workers Compensation which is unbudgeted on the staff line but accounted for in the overall expenses. Costs for the Assistant Rector are recorded in the Operating Budget, but the costs are then allocated against the Comprehensive Campaign fund as outlined in the fundraising principles of the campaign.

## Christian Education, Worship, Music and Liturgy

- Costs largely in line with budget.

## Fund Activities:

St. Elizabeth's Church maintains a series of Funds which are intended to segregate monies contributed for "special circumstances" outside of the normal operating budget. A fund is created if it is necessary to collect restricted monies (such as endowment funds or earmarked bequests) or special purposes monies that will be spent only for the purpose collected.

During 2016 the following significant cash contributions were also received into the Fund accounts of the church:

- **Together Now Fund:** \$261,345 (for a total over three years of \$775,311)
- **Rectors Discretionary Fund:** \$25,000
- **ASP/City Mission/Pilgrimage:** \$10,000 in the form of a grant

Significant uses of Funds during 2016 (Other than Together Now outlined separately) were as follows:

- **ASP/City Mission/Pilgrimage:** \$32,026 Cost of ASP.

## Balance Sheet:

The parish continued to strengthen its balances sheet by paying down debt from the loans taken out to fund expansion and roof repairs. Loan balances were reduced by \$19,956. Interest paid on these loans was \$2,661 for a total cash outlay to fund debt service of \$22,618. The Vestry has voted to use part of the \$200,000 gift to retire the debt in 2017. This will relieve the parish of approximately \$3,950 of interest expense.

Cash at the end of the year is \$1,088,456 of which is \$883,193 restricted.

## Together Now Comprehensive Campaign:

### Revenue:

- For the entire campaign have received \$775,311 net proceeds from Diocese

### Outflows: (In total 2013 through 2016)–

- Support for Assistant Rector spend of \$198,740
- Support for Stephen's Ministry/Outreach Activities \$ 3,197
- Support for Rectory Renovations \$56,223
- Establish endowment fund \$20,000
- Begin Church Enhancement project \$39,466

The Vestry voted in the January meeting to pay back the Rectory renovations costs to the TogetherNow campaign from the \$200,000 gift. This will make the TogetherNow campaign whole in relation to the original goals of the campaign.

## 2017 Budget

The 2017 budget represents an Operating deficit of \$(6,447). The Vestry chose to budget Pledges for 2017 at \$410,000 down from \$419,000 the prior year. In 2017 the Assistant Rector will be funded at a rate of 50% by the Together Now campaign based upon the re-allocation formula approved by the Vestry.

The Rectory is now fully rented and the expectation is that this will continue throughout 2017.

Salaries for the Rector this year was in line with current recommendations and the Clergy Compensation was set at Diocesan Guidelines. Jack Clark, the Assistant Rector was promoted to Associate Rector. As part of this promotion, the salary was stepped over a period of years rather than moving ahead to the full Associate Rector salary. This was a reflection of the budget rather than any reflection around Jack. Additionally, the Parish Administrator was given a cost of living increase. The Vestry and Finance Committee continue to be mindful of the balance between rewarding our outstanding church employees and the pressures of the budget.

The Vestry and Finance committee spent a great deal of time discussing and reviewing the budget in hopes of not presenting a deficit budget to the Parish. The reality is that our costs are mainly employees and physical maintenance and there is very little "fat" in the budget. The support for the Assistant Rector continues to come from the TogetherNow campaign and it is clear that there will be future pressure on the budget when the benefit of the TogetherNow campaign is no longer available. Even though the balance sheet of the church is strong, all members of the leadership team recognize the importance of ensuring the future sustainability of the church.

Currently, the accounting team serving the parish includes two officers, Treasurer (Cheryl K

Franke), and Assistant Treasurer (Stevie Spina). Additionally the team receives valuable assistance from Peg Scarlata who handles pledge records, and the Finance Committee who has been invaluable this year in assisting with budgeting and long range financial planning.

The ushers in service each Sunday are also an integral part of the financial team as they collect and count checks and cash each week.

I remain available to any parishioner who has a question or concern around the parish finances. Please let me know if there are any questions that can be answered.

Thank you!

Respectfully submitted,

Cheryl Kimmens Franke  
Treasurer

# Treasurer's Report

# Treasurer's Report

St. Elizabeth's Episcopal Church  
Budget vs. Actuals: Fiscal 2016 - FY16 P&L  
January - December 2016

	Total				Revised Budget 2017
	Actual	Budget	over Budget	% of Budget	
<b>Income</b>					
4100.01 Pledges - Current Year	\$393,903.48	\$419,000.00	\$(25,096.52)	\$ 0.94	\$ 410,000.00
4100.02 Pledges - Prior Year	\$ -	\$ 3,500.00	\$ (3,500.00)	\$ -	\$ 3,500.00
4100.03 Recognition of Prepaid Pledges	\$ 1,825.00	\$ -	\$ 1,825.00		
4200.01 Unpledged Contributions	\$ 15,312.00	\$ 18,000.00	\$ (2,688.00)	\$ 0.85	\$ 18,000.00
4200.03 Plate	\$ 10,014.08	\$ 8,500.00	\$ 1,514.08	\$ 1.18	\$ 8,500.00
4200.09 Rectory Rental Income	\$ 32,630.00	\$ 31,900.00	\$ 730.00	\$ 1.02	\$ 33,000.00
Total 4200.05 Other Misc Income	\$ 32,630.00	\$ 31,900.00	\$ 730.00	\$ 1.02	\$ 473,000.00
4200.06 Gain/Loss on Sales of Securities	\$ (2,094.40)	\$ -	\$ (2,094.40)		
4200.07 Dividends and Interest	\$ 4.61	\$ -	\$ 4.61		\$ 299.55
4200.08 Tai Chi Donations	\$ 370.00	\$ -	\$ 370.00		\$ 0.12
4200.12 Church School Registrations	\$ 1,350.00	\$ 2,000.00	\$ (650.00)	\$ 0.68	\$ 2,000.00
4400 .00 Comprehensive Campaign Gift Income	\$ 42,776.46	\$ 42,640.00	\$ 136.46	\$ 1.00	\$ 42,640.00
	\$ -	\$ -	\$ -		\$ 25,000.00
<b>Total Income</b>	<b>\$496,091.23</b>	<b>\$525,540.00</b>	<b>\$(29,448.77)</b>	<b>\$ 0.94</b>	<b>\$ 542,640.00</b>
<b>Expenses</b>					
Total 5100.00 Utilities	\$ 10,753.46	\$ 13,400.00	\$ (2,646.54)	\$ 0.80	\$ 13,000.00
5200.00 Diocesan Assessment	\$ 42,569.04	\$ 51,600.00	\$ (9,030.96)	\$ 0.82	\$ 65,515.00
Total 5300.00 Debt Service	\$ 3,116.80	\$ 4,992.00	\$ (1,875.20)	\$ 0.62	\$ -
Total 5400.00 Repair & Maintenance	\$ 50,827.28	\$ 60,310.00	\$ (9,482.72)	\$ 0.84	\$ 60,900.00
Total 5500.00 Office Expenses	\$ 19,253.72	\$ 18,850.00	\$ 403.72	\$ 1.02	\$ 19,850.00
Total 5600.00 Payroll	\$357,110.24	\$352,653.00	\$ 4,457.24	\$ 1.01	\$ 368,422.08
Total 5700.00 Christian Education	\$ 1,698.73	\$ 2,500.00	\$ (801.27)	\$ 0.68	\$ 2,500.00
Total 5800.00 Music Program	\$ 4,058.00	\$ 4,600.00	\$ (542.00)	\$ 0.88	\$ 4,600.00
<b>Total Expenses</b>	<b>\$503,315.38</b>	<b>\$522,455.00</b>	<b>\$(19,139.62)</b>	<b>\$ 0.96</b>	<b>\$ 549,087.08</b>
<b>Net Operating Income</b>	<b>\$ (7,224.15)</b>	<b>\$ 3,085.00</b>	<b>\$(10,309.15)</b>	<b>\$(2.34)</b>	<b>\$ (6,447.08)</b>
<b>Net Other Income</b>	<b>\$ (142.01)</b>	<b>\$ -</b>	<b>\$ (142.01)</b>		<b>\$ -</b>
<b>Net Income</b>	<b>\$ (7,366.16)</b>	<b>\$ 3,085.00</b>	<b>\$(10,451.16)</b>	<b>\$(2.39)</b>	<b>\$ (6,447.08)</b>

**St. Elizabeth's Episcopal Church  
Balance Sheet  
As of December 31, 2016**

	<b>Dec 2016</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1100.02 Fidelity Money Market	\$ 476,774.29
1100.03 Middlesex Bank Checking	\$ 240,350.49
<b>Total 1100.01 Cash and cash equivalents - unrestricted</b>	<b>\$ 717,124.78</b>
1100.07 Cash-Rector's Discretionary	\$ 26,909.00
1100.08 Tenant Deposit Account	\$ 2,900.80
1100.09 Chapel Endowment	\$ 321,219.56
1100.10 General Endowment	\$ 20,076.24
<b>Total 1100.05 Cash-temporarily restricted</b>	<b>\$ 371,105.60</b>
<b>Total Bank Accounts</b>	<b>\$1,088,445.91</b>
<b>Total Current Assets</b>	<b>\$1,088,445.91</b>
<b>TOTAL ASSETS</b>	<b>\$1,088,445.91</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Current Liabilities</b>	
<b>Total Other Current Liabilities</b>	<b>\$ 22,476.90</b>
<b>Total Current Liabilities</b>	<b>\$ 22,476.90</b>
<b>Long-Term Liabilities</b>	
<b>Total 2000.01 Loans</b>	<b>\$ 56,772.37</b>
2100.01 Security deposit - rectory	\$ -
<b>Total Long-Term Liabilities</b>	<b>\$ 56,772.37</b>
<b>Total Liabilities</b>	<b>\$ 79,249.27</b>
<b>Equity</b>	
3000.01 General Fund Balance	\$ (65,703.22)
3100.01 Together Now Campaign	\$ 457,685.87
3100.07 Memorial Churchyard Fund	\$ 320,718.20
3100.11 Restricted Gift Fund	\$ 47,157.39
3100.12 Miscellaneous Small Funds	\$ (75.77)
3100.15 Pilgrimage and ASP	\$ 12,174.50
3100.17 Rector's Discretionary Fund	\$ 25,380.79
3100.20 Unrestricted Gift Fund	\$ 199,148.80
3100.21 General Endowment Fund	\$ 20,076.24
<b>Net Income</b>	<b>\$ (7,366.16)</b>
<b>Total Equity</b>	<b>\$1,009,196.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,088,445.91</b>

# Treasurer's Report

# Committees & Activities

Altar Guild

Buildings & Grounds

Christian Formation

Adult Education

Catechesis of the Good Shepherd

Journey to Adulthood

Youth Mission Trip

Coffee Hosting Ministry

Communications Committee

Design Committee

Finance Committee

Flower Guild

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## ALTAR GUILD

The Altar Guild continues to work with the clergy and Creative Worship Team to find ways to enhance our worship experience. With these enhancements we hope to encourage parishioners to feel the spirit and comfort in their worship. Thanks to the donations from the Church of the Holy Spirit last year we have new tools to help in this process.

The Altar Guild prepared for special services by polishing silver, setting up for baptisms and funerals. We continue to help set up the Celtic service and any other special service. We look forward to the use of the Chapel and to learn what changes will occur in the main church sanctuary.

The members enjoy this ministry and we are always looking for others to join us. If you are interested in this ministry feel free to contact anyone on the membership list or contact Clare Perry at [clare.perry@comcast.net](mailto:clare.perry@comcast.net).

Respectfully submitted:

Clare Perry, Chair  
Kristin Fisher  
Ruth Griesel  
Karen Hodder  
Jane Newton  
Terry Rourke  
Stevie Spina  
Linda Trail

Altar Guild

## Buildings & Grounds Report

Before getting into the nitty-gritty of the 2016 work of the Buildings & Grounds Committee, we want to express our enormous thanks to Dave Mitchell for his stellar leadership as Committee Chair and B&G Representative to the Vestry. In July, we were sad to bid farewell to the Mitchell family who moved to Malaysia where Dave is overseeing the construction of a new facility for his company.

The rest of the Buildings & Grounds Committee has ably managed and cared for the physical plant of St. Elizabeth's through a combination of standing vendor relationships, independent contractor relationships, and volunteer efforts. The duties of the committee include organizing the fall and spring clean up efforts, general grounds maintenance, maintaining all permits and inspections, hiring carpenters, plumbers, and other specialists when needed, and completing other repair and improvement tasks directly. The goals of the committee each and every year are to maintain our buildings & grounds cost-effectively for the safe and comfortable enjoyment of all our parishioners and visitors.

In 2016, the Buildings & Grounds Committee focused primarily on the repairs to the chapel and maintenance and cosmetic updates. This effort included:

- Repairs (not quite complete) of damage to the chapel from a fallen tree including
  - Roof truss damage
  - Roof slate damage
  - Flue damage

Because the chapel is an historic building, craftsmen (as opposed to typical contractors) needed to be engaged in order that the structural repairs maintain the vintage style of the original construction.

- Arborist work to diminish the "sail" of the pines surrounding the chapel to mitigate against additional damage from falling trees
- Inspection and repair of the flat rubber roof over the offices and parish hall
- Minor repairs to the rectory in the transition from one tenant to another
- Spring and fall cleanup activities
- Hiring of a new plow service that also shovels and salts the walks
- Various elevator maintenance activities
- Various heating system repairs
- Minor plumbing repairs in the kitchen and bathrooms
- Minor electrical repairs

The rectory tenants of the last three years moved to Connecticut. While they took excellent care of the rectory, there were minor repairs needed before the new tenants moved in.

As usual, B&G also organized two clean up events for the grounds of the church, and hired some additional assistance from landscaping companies to do targeted work (chapel cleanup

and mulch distribution), both around the main church building and up by the Chapel. The Spring and Fall cleanups were great successes. Thank you to all who turned out to lend a helping hand to keep our grounds looking great (**especially Mike Brown's boy scout troop!**)

2017 planned activities include:

- Targeted trim replacement and select painting of the exterior structure, aligned with any changes being made by the upcoming capital improvements
- Completing the repairs to the chapel
- Improving lighting throughout the facility by phasing in additional LED lighting

A warm thank you to all our Buildings and Grounds team members, including **Art Franke, Giff Perry, Eric Becker, Dave Wallingford, Ian Springsteel, Steve Kenney, Tim White, Walter Morgan, and Nancy Morgan.**

**One final note:** In many cases the B&G team is not always aware of items that need attention. Please do not hesitate to reach out to us if you notice something that needs repair, replacement, or improvement. Our goal is to maintain and continuously improve our facilities to provide a functional, safe, and aesthetically pleasing environment for the community, and your feedback helps us deliver on that goal.

Respectfully submitted,

The B&G Team

## Adult Formation

### Discipleship Groups:

This fall, Barbara and Jack each facilitated a 5-week “Basic Discipleship Small Group,” each starting with six to eight people. These groups began by discussing different kinds of prayer practices. Each week, the groups met to share their spiritual journeys, to talk about the joys and struggles of prayer, and to support one another. Both groups elected to continue meeting beyond their initial 5-week commitment to deepen their relationships and their prayer as well as to explore ways to deepen other spiritual practices. We hope to offer more Basic Discipleship Small Groups this Spring. The group members report finding them valuable and encourage you to join one as new groups form. If you are interested, please be in touch with Jack.

### Study Groups:

- **Morning Bible Study**

Our longstanding morning bible study continues on Tuesdays at 10:00am. We draw from about 12 members. We begin each session with prayer. Then, we delve deeply into short passages, listening together for what the text means and what it has to do with our daily lives. Last Spring, we worked through the books of Ruth, Esther, and the prophet Micah. We were joined at two of our meetings by Rabbi Lisa Eiduson from Congregation B’nai Torah, who provided a Jewish perspective on these books and taught us about the Jewish holidays and liturgical calendar. This Fall, we began working our way through the Paul’s letter to the Romans. All are welcome to join us any time!

- **Evening Bible Study**

This was the third year of the evening bible study. In the spring, the group started reading the Psalms. We enjoyed comparing the themes, tone and style between the selections. It was wonderful to share the opportunity to read though most of the Psalms together! During the fall, we focused on the Sermon on the Mount. It was insightful to read though Jesus' early teachings and explore how it inspired the disciples. We will be changing gears for the spring and studying a new topic (tbd). Newcomers are always welcome to join at any time!

--Andrew and Elle Heier

- **Book Group**

The St. Elizabeth’s Book Group meets monthly during the program year to discuss a variety of books. Our focus has been to feature books that will touch on social justice issues, creating engaging, challenging and interesting conversation. Below is a list of the books we featured in 2016.

Jan – Whistling Vivaldi by Claude Steele

Feb - Buddhaland Brooklyn by Richard Morais

Mar - Orphan Train by Christina Baker Kline

May - Nightingale by Kristin Hannah

June – The Jihad of Jesus by Dave Andrews

Sept - One Summer: America 1927 by Bill Bryson

Oct - Being Mortal by Atul Gawande  
Nov - Into the Magic Shop by James Doty  
Dec - Kindred by Octavia Butler

Upcoming books for the 2017 include:

Jan- Brother, I'm Dying by Edwidge Danticat  
Feb - Man's Search for Meaning by Viktor E. Frankl  
Mar - The Power and the Glory by Graham Greene

with more books left to be chosen.

Everyone is welcome to join the group, or to come to a meeting to enjoy a single discussion. Feel free to come for the discussion even if you haven't read the book! If you'd like more information, contact Win Treese at [treese@acm.org](mailto:treese@acm.org).

Respectfully submitted,

Win Treese

#### Other Opportunities:

- **Stretch with Spirit Yoga**  
On a series of Sundays in Lent (as well as the previous Advent), parishioner Julie McKay offered a gentle, all-levels yoga class for 5 to 12 parishioners just before the Celtic Eucharist.
- **Lenten Mini Retreat**  
In March, the church hosted a mini retreat. We began with optional yoga led by Julie McKay. Participants were invited to move through different stations, which invited meditation on scripture with reflection questions, music, and art materials. We ended the retreat with lunch and conversation about the gifts of the day.
- **Book Study Group with St. Mary's, Dorchester**  
In April, members of St. Elizabeth's and St. Mary's Dorchester participated in a joint study of Kelly Brown Douglas' book *Stand Your Ground: Black Bodies and the Justice of God*. Rick Pinderhughes of Visions, Inc. joined us to provide professional facilitation of the discussion. These discussions took place on Sunday mornings at both churches, which also provided an opportunity for us to worship together.

This fall, Win Treese and I designed a survey to gauge interest and availability in adult formation activities. Thank you to everyone who participated! We will continue to use the results to guide our formation programming.

Respectfully submitted,

Jack

## Catechesis of the Good Shepherd

The COGS program continues to be supported by the dedicated leadership of catechists and assistant catechists for Levels 1, 2, and 3. Again this fall, with few 3-year olds in the program, Level 1 included the more traditional mix on 3, 4, and 5-year olds.

New catechists are always welcome and are, in fact, needed in order to ensure that we are able to offer the COGS program to our children. Often parishioners would like to learn more about the program before making a commitment to become a catechist. Some learn more about the program by serving as aides, others through volunteering as an assistant catechist. This role, which includes making presentations, is a good fit for people who want to increase their participation in the COGS program and to explore the role before jumping into one of the catechist training courses.

Due to work being done on the Chapel, the Liturgy of Light once again was held in the church instead of the Chapel. Led by children in Level II and held on the eve of Easter, the Liturgy of Light helps the children leading it and those in attendance understand and acknowledge the importance and holiness of the Paschal candle. As always it was a moving service, and a special thank you to Steve Kirby for coordinating the many parts and people that make this service possible and to Mara Huston for supporting Steve in this effort.

Thank you, also, to all the aides who helped in the atria and to Angela Crocker for making sure that the materials needed are available and in good condition.

Finally, the COGS program would not be possible without the wonderful and dedicated group of catechists and assistant catechists who accompany our children on their spiritual journeys. At the end of the 2015-2016 COGS year, Suzie Kornblum decided that it was time for her to take a break after many years as a catechist in the program. She has been part of many of the children's Level 1 experience and has often expressed her delight and awe at being part of their deeply spiritual moments. Thank you, Suzie and to all the St Elizabeth's catechists and assistant catechists for your loving dedication!

Level I: Ruth Griesel, Suzie Kornblum, Susan Dewey, Sarah Duffy

Level II: Kihm Sanders, Mara Huston, Derek Zurn

Level III: Lisa Kenney, Kris Wile, Angela Crocker

AnnaMelora St. George – Level 1, 2, or 3 as needed

Materials Coordinator: Angela Crocker

Respectfully submitted,

Susan Berry

## Journey to Adulthood

The Journey to Adulthood Program is based on the key concept that “Manhood and Womanhood are gifts from God, but Adulthood must be earned.” It encourages our teens to explore the four areas of Self, Spirituality, Sexuality and Society, and learn to connect their faith to all areas of life. It is the hope of all of us that this program fosters an environment of wholeness and authenticity and helps teens develop a life-changing relationship with the God who created them. We have been blessed with wonderful leaders who have offered their time and talent to work with this amazing group of young people. As you will see below, the first year of the two-year cycle was completed in June and the second began in September. Here are some highlights:

### Rite 13

The first two years (Grades 6-7 or 7-8) celebrate the individuality of each young teen and their creative potential, while exploring Biblical stories of God and God's people. The Rite-13 liturgy (Celebration of Manhood and Womanhood) is the community expression of this and serves as a rite of passage from childhood towards adulthood. (Leaderresources.org)

### **2015/2017 Leaders Christine Howard, Bob Kilkenny, Deb Comer and Ian Springsteel**

This cohort of Rite 13 began in September 2015 and will continue until June 2017. During 2016, the children continued learning from the Rite 13 curriculum with its themes of self, society, sexuality, spirituality, and prayer. Each lesson includes, an opening prayer, scripture, activities to help us understand the topic more deeply, closing prayer, and, of course, snack. In addition to lessons, Rite 13-ers have enthusiastically embraced outreach activities, including cooking for and serving at the Miracle Kitchen, helping with the spring baskets, and contributing to the preparations and organization of the Giving Tree. We look forward to celebrating this amazing group of young people through the Rite 13 Ceremony, welcoming them to young womanhood and manhood on Spring of 2017.

### J2A

The second two years (grades 8-9 or 9-10) of the Journey to Adulthood program are spent in the J2A class, which culminates in both confirmation and pilgrimage. J2A “helps teens create and understand the importance of Christian community as they develop critical thinking and other skills they will need in adulthood.” Lessons this year touched on subjects such as gender proving in media, equality and social justice movements, and foot washing.

### **2015/2017 Leaders Eileen Levoy, Craig Stafford, Meg Striepe and Jim Newton**

The class of 2017 participated in fundraising for the ASP/Pilgrimage Fund in the Spring. Several of our class joined the ASP trip in the summer of 2016, which was a great experience full of spiritual and personal growth.

This year, the J2A class has been focused on planning our 2017 Pilgrimage. We decided to use the Wonder Voyage company and have spent many meetings thinking and praying about what a pilgrimage is and what we want ours to look like. We will be traveling to San Francisco this summer and planning is still ongoing.

Rite 13, J2A & YAC

# Rite 13, J2A & YAC

Confirmation classes started in the fall of 2016 and students will be confirmed June 10th at St. Elizabeth's after a retreat to the BCH Camp and Conference Center in April.

## YAC

The last two years (11th and 12th grade) of the Journey to Adulthood program are referred to as YAC, which stands for **YOUNG ADULTS IN CHURCH**. YAC students are encouraged to accept more adult peers as they explore their faith more deeply and struggle with the details of transitioning from teenager to young adult in today's world.

**2015/2016 Leaders: Gayle Namchuk and Matt Chafe**

This group was involved mostly in the 2016 Youth Mission trip. We find it to be a struggle to find a time that most of the youth can meet, given their wildly busy schedules. We hope with their input to develop a new worship service in which they would play important roles.

Respectfully submitted,

The Journey to Adulthood Team

## Appalachia Service Project 2016

At the end of July, 40 youth and 16 adults (divided among 8 vans) successfully made the trip to Hinton, West Virginia to make homes warmer, safer, and drier. Thirty-two of these youths and 12 of these adults were from St. Elizabeth's, and the others joined us from St. Andrew's Episcopal Church in Framingham. We prepared for this trip by building community and learning about rural Appalachia with three 75-minute preparation sessions, as well as two tool trainings, an overnight retreat, and a pre-trip information and policy meeting.

Our 8 teams worked on five different homes in the Summers County area:

Project's Code Name: Razzmatazz

The crew at this site installed a new door and window in the back room of the house to connect to the wheelchair ramp. They completed drywall on parts of the ceiling and installed a bathroom floor. In addition, they completed work on the fascia and boxed in the gable ends of the new roof.

Project's Code Name: Copper

The crew at Copper completed a drainage ditch next to the house to prevent water from leaking into the crawlspace under the home. They also installed snow guards on the new tin roof.

Project's Code Name: Mountain Meadow

The crews on Mountain Meadow finished constructing a back porch and worked on floor repair and floor coverings in the kitchen.

Project's Code Name: Outer Space

The three crews at Outer Space tackled drywall in the back bedrooms, laminate flooring in the bedrooms, vinyl tiling in the bathroom floor, drainage around the back of the house, and some siding.

Project's Code Name: Laser Lemon

Laser Lemon finished up the last sides of the house, which is now entirely covered in new vinyl siding!

We had an incredibly strong and gifted group of both youth and leaders. Several of our groups had the opportunity to develop meaningful relationships with the families they were serving, and many of these families attended a picnic with us on Thursday night. In addition, adults and teens alike were deeply moved by an emotional presentation during their visit to the Summers County Veterans Museum. This experience, along with many warm interactions with the residents of Hinton instilled a deeper understanding and appreciation of the culture and people of West Virginia. At the ASP Center, morning devo-

# YOUTH MISSION TRIP

tionals and evening gatherings allowed the participants to explore their faith and relationships with God and each other during this transformational experience.

The entire group gathered again on the evening of Saturday, September 17th to provide a space for processing and fellowship. The following morning, the youth made their presentation to the congregation, sharing their stories of how the ASP experience created meaningful change in their lives. We are truly grateful for the support of the St. Elizabeth's and St. Andrew's communities, which made this trip possible.

Respectfully submitted,

Nancy Kimble

## COFFEE HOSTING MINISTRY

The gatherings in the Parish Hall following the Sunday 10 o'clock service are integral to the vibrancy of our community. Thanks to the dedication of the 11 members of the coffee hosting ministry we can enjoy fellowship, a cup of Fair Trade coffee and some lovely snacks. There is also a table for children with juice, fruit and nut-free goodies.

We rotate the responsibility of this offering, taking turns which are as infrequent as our numbers allow. Reimbursement is provided by the CH ministry fund. New members are encouraged to join at any time. The more the better!

Respectfully submitted,

Betsy Wallingford, Chair

Carolyn Bacon

Kristen Collins

Janice Darias

Kristin Fisher

Addie Krebs

Diana Pease

Edith Ristau

# Coffee Host Ministry

## Communications Committee

The Communications Committee facilitates the sharing of information across multiple mediums with Saint Elizabeth's parishioners and the Sudbury Community.

We do this with a variety of content published in:

- Our newsletter, *The Mantle*
- Our website, [st-elizabeths.org](http://st-elizabeths.org)
- Media submissions, such as articles in the Sudbury Town Crier
- Social Media
- Email updates

Saint Elizabeth's newsletter, *The Mantle*, serves as one of the primary means of communicating news, upcoming events, articles, as well as updates from the rector, music director, wardens and vestry. With an increased use of social media, and a weekly St. E's new email blast, in 2016 we shifted *The Mantle* publishing schedule to 6 issues per year – January, March, May, September, November and December. The Mantle is emailed to parishioners, posted to [st-elizabeths.org](http://st-elizabeths.org) and printed and mailed to a small number of people on request.



In 2015, the editorial staff consisted of a single compiler/editor, Pat Coffin, with editorial assistance from Peg and Barbara. Pat has retired from the Mantle staff and we can't thank her enough for all her dedication and hard work. We are very pleased to announce a team of 3 new volunteers that compile and edit *The Mantle*; Alexandra Jerome Brandon, Joan Hagger and Sarah Duffy. All previous Mantles from 2007 to the present are posted in the archives area on the St. E's web site. Input into the content and design of *The Mantle* is always very much appreciated. Contact us if interested.

We have also introduced the St. E-News. A weekly email of events and happenings at the church, compiled and sent by Peg.

Our website, [st-elizabeths.org](http://st-elizabeths.org), provides content to parishioners and visitors. Contact [webmaster@st-elizabeths.org](mailto:webmaster@st-elizabeths.org) if you have content you'd like posted. Look for a major web site redesign in 2017!

Periodic articles and announcements continue in the Sudbury Town Crier. Recently the Communications Committee added the Wayland Town Crier to our community newspaper announcements to further welcome members from Wayland to St E's, especially with the closure of Wayland's Church of the Holy Spirit.

St. Elizabeth's on social media:

- <https://www.facebook.com/StElizabetsSudbury> is the official St. E's Facebook page. It's a public page and major news and events are posted. We hope to use this page to increase our visibility into the wider community. In November 2016, we did our very first [St. E's live broadcast](#), the Christ the King Jazz Eucharist, featuring the Mark Kross Jazz Trio.
- <https://www.facebook.com/groups/st.elizabets.sudbury/> is an active and popular Facebook group created by parishioners. This group is **private** and posts are only visible to members of the group, which has over 100 members.
- <https://www.youtube.com/user/stelizabetschurch> is our YouTube video channel.

Are you on the St. E's e-News weekly email list? If not, contact [office@st-elizabets.org](mailto:office@st-elizabets.org) to be added.

Did you know that St. Elizabeth's can notify you via txt alert or email in the event church services/activities need to be canceled due to bad weather? Subscribe to our Bad Weather Alerts at <http://st-elizabets.org/alerts>.

The Communications Committee would like to thank the many parishioners and church leadership for their contributions of content throughout the year. We also encourage other parishioners to join us in spreading the great word and fun times of Saint Elizabeth's

Respectfully submitted,

Paul Grous

# Design Committee

## Design Committee

The Design Committee presented its recommended design to the parish in early 2016. In mid-2016, the committee gathered a few times to discuss parish feedback. The committee made some progress with feedback, specifically concerning the look of the back wall. However, during the summer, the Vestry asked the Design Committee to halt its meetings, so that the Vestry could provide more comprehensive mandate to the committee regarding budget and direction. We look forward to parish feedback following the Annual Meeting so that we can commence our work again and drive the design phase to conclusion.

Respectively submitted,

Steve Robak and Michael Comer

## Finance Committee

The Finance Committee meets regularly (about once every six to eight weeks) to review the financial condition of St. E. and ensure that we carefully manage the generous gifts received from our parishioners.

Our primary function is to oversee the use of funds, develop a budget recommendation for the Vestry's approval and monitor and report to the Vestry our performance against the budget. We also review and monitor the investment performance of our endowed funds, currently managed by Trustees of Donations.

For 2017, we look forward to continuing to work with the Vestry to chart a financial course for St. E's future and to alleviate some of the burdens placed upon our capable and hard-working treasury personnel.

To that end, the Finance Committee welcomes interested parishioners to join the committee, or just join a meeting. Meeting dates and times are posted on the parish calendar. No experience is necessary! Just looking for a few thoughtful people.

We thank the regular and Ex-Officio members of FinCom for their active participation this year!

Respectfully submitted,

Trey Stowell, Co-Chair  
Bob Dawson, Co-Chair

Members of the Finance Committee: Steve Kenney and Ex-Officio members Barbara Williamson, Jack Clark, Cheryl Franke, Stevie Spina, and Michael Comer.

## Flower Guild

Every Sunday there are beautiful floral arrangements gracing our altar. The seven members of the Guild alternate the responsibility of purchasing the flowers and creating their own designs. The church reimburses the costs from the Flower Guild Fund. Altar flowers can be dedicated by parishioners for a special event or person and it is hoped that this will happen more frequently than in the past. The donation requested is \$40, and the dedication is according to the wishes of the donor and appears in the Sunday bulletin. On Easter and Christmas the sanctuary is enhanced with special floral materials, enabled by the generosity of parishioners. The Flower Guild would welcome new members who need only to love flowers and enjoy working with them, which is how most of us on the Guild began! Please think about it!

Respectfully submitted,

Betsy Wallingford, Chair

Marie Briasco and Nina Treese

Laura Schreiber

Karen Hodder

Anna Cass

Louise Bendel

## Liturgy 2016

This was the third year of the Creative Worship Team (CWT). We now have 12 members: John McNeill, Clare Perry, Mandy Fleming, Jeremy Perisho, Annette Molnar, Scott Fisher, Kiersten Varner, Edith Ristau, Carol Davies, Mary Sue Willie, Barbara and I. At our meetings, we reflect deeply on the liturgical seasons, our experiences of worship, and then consider how our worship might help us enter into any given season. In addition to liturgy planning, this group does the time consuming work of hanging and taking down the fabric we use to mark different liturgical season in the sanctuary. The CWT's work this year included:

- **Lent:** This year, we worked to encourage participation in the powerful services during Holy Week. With some major video editing assistance from Alexander Namchuk, we created a Star Wars themed "movie trailer" for Holy Week, which debuted at the Annual Meeting. We continued to tweak the Ash Wednesday service, and added a short period of meditation time to most Sunday services.
- **Palm Sunday:** We continued using the dramatic reading of the passion (with percussion!), but this year we had an intergenerational cast, directed by Nancy and Sara Kimble, that read at both services.
- **Easter Sunday:** Last year, we introduced a dramatic beginning to the Easter morning services, moving from darkness and death into resurrection and light. This year, we tweaked and tightened up the transformation.
- **July Cookout Eucharists:** On Wednesday evenings, we continued our Cookout Eucharist tradition, with a short, simple service in the backyard followed by dinner.
- **All Saints' Day:** We provided colorful paper "prayer flags" and invited members of the congregation to use them to remember loved ones who have died. These were hung around the altar as a "cloud of witnesses" from All Saints' Day until Advent.

Finally, this fall, the CWT met for a retreat to reflect on the work we've already done and to begin looking ahead. The major project to emerge from the retreat was the idea of launching a listening campaign focused on our worship offerings. We will receive training to prepare us for this campaign in late January, and plan to launch it at the Annual Meeting.

In addition to the work of the Creative Worship Team, staff and volunteers also worked on liturgy:

- A group of us took a "field trip" to the Crossing, a worshipping community at the Cathedral, and experienced a service very different than what we experience on Sunday mornings. This same group, plus some of our youth, began meeting to plan

a Saturday Evening Service. We hope to launch this service soon. Stay tuned for more information!

- **Celtic Eucharists:** Barbara continued to design and lead this quiet, candlelit, contemplative service of Eucharist featuring beautiful Celtic prayers beginning in Lent and continuing through May. Moving forward, this service will be offered when we are not on Daylight Savings Time. The Celtic Service resumed in November and will continue until mid-March.
- **Children's Ash Wednesday Service:** Kihm Sanders, Mara Huston, and I prepared and led this interactive service, which was attended by over 30 people. Children (and adults) moved through 5 different stations that helped us remember our baptisms before receiving ashes.
- **The Longest Night:** This year, we combined the Longest Night Service (or as it is sometimes known, Blue Christmas Service). Coming just before Christmas, this service focuses on Christ's coming as bringing light to a world and a people experiencing pain, loss, despair, grief, suffering, etc. In the midst of a season that is relentlessly cheerful and joyful, this service makes room for other feelings, and expresses our hope for God's feeling and restoration.

If you're interested or curious about liturgy, we invite you to join us at our Creative Worship Team meetings. And if you have feedback about liturgy, please let us know!

Respectfully submitted,

Jacqueline Clark

## Music Report

We began the Epiphany Season singing our 'paperless music': "Arise, Shine, for your Light has Come" and the Sanctus, as well.

Our Annual Pancake Supper and Talent Show were spectacular with many new performers and outstanding singing, dancing, karate demonstrations and skits.

Then on Ash Wednesday we continued our informal theme of singing Taize, carrying messages of hope and repentance to the fire outside and reinstated the distribution of ashes along with communion.

Our Palm Sunday service was once more opened with our young dancers led by Megan Powley, choreographer as the choir sang the ancient version of *All glory laud and honor* accompanied by bells and drum. The service ended with the dramatic enactment of the Gospel punctuated by timpani, cymbals and triangle signifying the coming of Good Friday. The Easter service again began in semi-darkness with Bonnie Brown playing solo violin and the Youth Choir sang *Now the Green Blade Riseth* with flute, violin and cello. Then in a burst of Celebration the trumpet, trombone, Alto Sax and Violin with the organ began the triumphant hymn: *Jesus Christ is Risen Today*. The final hymn was the instruments playing with the congregation and choirs as we all sang the Hallelujah Chorus from the Messiah. [These instrumentalists included Thomas Small who could not be with us for Christmas this year.]

Ascension Day Service was once again held at Trinity Church Concord with a large contingent of St. Elizabeth's Choir singing and your organist playing and conducting, as well.

Following a summer without use of the Chapel due to repair issues, we reconvened with several new choir members. These included: Richard Cass (bass), Oleg Belokoz (bass), Robin Juvenville (soprano), and Nicholas, Anna and Zack Belokoz in the youth choir. Later in the fall we were augmented by Lucas Pepin, a 10th grader at Maynard High School, as our bass section leader. This has made a huge difference in our ability to handle more challenging music.

On November 20th, Christ the King Sunday, we were treated to a service of spirituals with the Mark Kross Jazz Trio playing before, during and following the service. A high day for all! The Pageant Service on Christmas Eve afternoon, was shortened but as lovely as ever with all of the traditional singing. Graham Daley sang "Sweet Little Jesus Boy" which she reprised at the later service – singing it poignantly and sweetly.

On Christmas Eve an instrumental ensemble: Bonnie Brown (violin), Richard Cass (violin), Clarissa Briasco-Stewart (cello), Andrew Briasco-Stewart (flute), Tim Howard (trombone), Adam Howard (Alto Sax) and Carol Davies (timpani) accompanied the choir and played the postlude. Once again our former section leaders joined with our faithful Adult Choir to help bring a glorious sound to the choral music. Following the late service the choir adjourned to the kitchen for the tradition party but without Gin and Dick Bell who have hosted for years. Gin was recovering from serious injuries caused when she was hit by a car near Symphony Hall. So choir members stepped up to make the punch and cheese ball which we all declared good but not as good as the Bell's.

# Music Ministry

Those who have sung with us in the Adult Choir this past year include: Gin Bell, Oleg Belokoz, Susan Berry, Richard Cass, Graham Daley, Carol Davies, Jane Graham, Susanne Gilliam, Sam Jones, Georgie Johnson, Robin Jubenville, Sara Kilkenny, Nancy Morgan, Lucas Pepin, Linda Trail, Charles Willie and Jonathan Wood. And in the Youth Choir: Nick, Anna and Zack Belokoz, Kaylee Bonin, Grace Comer, Kate Crocker, Christine Collins, Amelia Haryanto and Ava Springsteel.

Special thanks to Susanne Gilliam for continuing to coordinate and shepherd the youth choir; Linda Trail for keeping up the library for the adult choir; Carol Davies acting as assistant conductor, playing timpani and bells; and Bonnie Brown for her beautiful offerings on violin during communion and on our hymns.

Many thanks to Peg Scarlata for her continued support on so many fronts, keeping track of schedules and deadlines making life so much easier.

Great gratitude to Jack Clark for her work with the Creative Worship Team – finding new ways for music to illuminate our worship.

Finally, eternal thanks to Barbara Williamson for her support of the music program, encouragement and collaboration in planning the music for our services of worship.

Respectfully submitted,

Mary Sue Willie, Director of Music and Organist

## 2015 Newcomers Committee Report

2016 was an active and successful year for the Newcomers Committee, and for St. Elizabeth's in general with respect to our newcomers!

As in previous years, the Newcomers Committee focused on three key objectives:

- Encouraging people to visit St. E's.
- Inviting visitors to become members of St. E's.
- Ensuring that new members feel integrated into the St. E's community.

Fifteen new families attended services in 2016 and provided us with at least some information. Of those, nine families have joined (or have committed to join) St. E's and another three are still considering joining. We truly have a special community in Christ where people feel welcome!

The flagship event each year in welcoming visitors (and new members) to the parish is the Newcomers Brunch, which is organized by the Newcomers Committee but which wouldn't be possible without the attendance of other parishioners. We held one Newcomers Brunch in 2016, which was well attended, not only by many visitors and new members, but also by many of our enthusiastic parishioners who enjoy welcoming folks to our parish. Furthermore, the brunch clearly helped to convey the warmth of our parish and then strong ties existing members have to St. E's.

With respect to ensuring that new members feel integrated into the St. E's community, the committee is thrilled to know that a new system of volunteer coordination and newcomer incorporation will be rolled out in 2017. In addition, Joan Hagger, one of the editors of the Mantle, the parish newsletter, is working to interview new families and individuals to be able to introduce them by publishing the interviews.

The Newcomers Committee (with the much appreciated diligent support of Barbara, Jack, and Peg) also maintains communication and information about visitors to the parish, and follows up with visitors, recognizing that each visitor is unique so the approach to welcoming each visitor is different. As a part of this effort, and when appropriate, the Newcomers Committee ensures that a folder of information is provided to newcomers to the parish, and reviews the information in the folder with them.

The efforts and warmth of the entire parish and the Newcomers Committee, and of course the vitality of St. E's and the opportunities that St. E's offers, have facilitated the continued growth and activity of our parish and its work in Christ. Thank you all for greeting visitors when you see them in the pews or at coffee hour. No single committee can assume the entire responsibility of welcoming visitors – this is God's work for everyone in the parish, and our parish does a wonderful job with it!

# Newcomers Committee

Finally, it is with great gratitude that we thank Scott Fisher for five years superbly leading the Newcomers Committee. And it is with equal gratitude that we welcome Beth Grous as the new chair. Excellent leaders, both!! Thank you!!

Respectfully submitted,

Beth Grous, Chair  
Deborah Comer  
Angela Crocker  
Ellie Harris

## Nursery

The nursery has been staffed regularly this year by the Wolin girls, Kelly and Courtney. Occasionally, they have brought friends as well, Calling all parishioners: please let newcomers know about this convenient, free service provided by the church.

Respectfully submitted,

Deborah Comer

# Nursery

## Outreach Annual Report

The Outreach Committee was very active in 2016 and added many new members to its ranks. The committee undertook a variety of projects this past 12 months of which some have been part of St. Elizabeth's for many years. Carol Davies took over the leadership this past year and the Reverend Jacqueline Clark did an incredible job working with the committee. We are very fortunate that so many individuals are always willing to step up and take on the responsibilities for coordinating various projects. The committee created a new mission statement and also updated the Outreach website this past year. The committee works to support those projects and is always looking at options for new initiatives. We also welcome any new members, even if only on a short term basis, and embrace new ideas and suggestions.

The Outreach Committee would like to thank the congregation for their input in how we made the financial donations to many worthwhile charities. The list included: Habitat for Humanity MetroWest/Greater Worcester (\$375), Pine Street Inn (\$225), Salvation Army in Framingham (\$400), Greater Boston Food Bank (\$350), Ecclesia Ministries (\$400), S.T.O.P (\$300), Episcopal City Mission (\$250), and ASP (\$1000). All combined, we donated \$3350 to organizations working to House the Homeless, Feed the Hungry, Walk with the Oppressed, and Treat Their Neighbors as Themselves. Thank for helping us share our treasure with these worthwhile organizations. Many thanks to Mara Huston and Stevie Spina for organizing and collating the data.

### **Miracle Kitchen – Salvation Army in Framingham**

In 2016, we had another successful year of coordinating, cooking and serving at the Salvation Army Soup Kitchen. On the second Tuesday of every month, we served an average of 60 clients in addition to packaging about 20 meals that were delivered to elderly clients in their homes. Our coordinators – Pat Coffin, Betsy Wallingford, Jim and Jane Newton, Maria Congleton, Stevie Spina, and Ruth Griesel – faithfully organized and executed this operation. We are grateful and want to thank the group/committees from St. Elizabeth' who volunteered to serve at the Soup Kitchen-members of the Vestry, Outreach Committee, Men's Group, Adult Formation Groups, Eucharistic Ministers/Lectors, Choir, J2A and Rite 13, as well as others who volunteered to serve when needed. We also want to thank those parishioners who prepare the casseroles that we serve at the Soup Kitchen every month. Without you, we would not be able to continue this service that I deeply appreciated at the Miracle Kitchen. St. Elizabeth's has been cooking and serving dinner at the Salvation Army for over 30 years.

Stevie Spina and Ruth Griesel  
Co-Administrators

### **Ecclesia Thanksgiving on the Common**

Sunday November 20th, the day we celebrated Thanksgiving on the Common with Ecclesia Ministries, was such an incredible day! The generosity and compassion of the Saint Elizabeth's family was so moving. Over 40 people shopped, chopped, cooked, prepped and served, coming together as the Body of Christ to share a meal and worship with others who live lives so different from ours. Thank you for your support of Ecclesia Ministries!

Our offering of a hot meal on Boston Common was met with incredible enthusiasm and gratitude. It was really cold – the wind was literally howling (thankfully we had no rain!) I couldn't help thinking, as we stood together serving the meal that so many had a hand in preparing and worshipping hand in hand with folks who face so many challenges in their lives, that we were all linked together in the Peace of God.

Matt Chafe

### **Mother's Day Walk for Peace**

Mother's Day Walk for Peace For the 4th year, members of St Elizabeth's joined 10,000 walkers in the 20th annual Louis D Brown Peace Institute Mother's Day Walk for Peace. We rented a bus to transport many walkers to Dorchester on May 8th. To mark the 20th walk, they started in Dorchester and walked to Boston. There was a peace rally in Boston attended by many Boston dignitaries. It was a flat 3.6 mile walk giving us an opportunity to talk and listen to other people who care and are affected by gun violence. The Louis D Brown Peace Institute provides violence prevention education to the Boston Public school system and community as well as provides support to families directly affected by gun violence. Several of the walkers gave financial contributions to the peace institute.

Mara Huston

### **B-SAFE Program**

This year St Elizabeth's continued its role in the diocesan B-SAFE (Summer Camp) program at St Augustine's/St Martin's in lower Roxbury by partnering with St Peter's Weston in providing and serving a week's worth of lunches to 100 youthful campers, their counselors and student organizers as well as co-hosting a field trip to the Wayland Town Beach for a cook-out and recreational activities. Approximately 40 individuals from 30 households served in ways such a purchasing food and supplies, preparing it, taking it into Boston to serve it and interact with the campers and counselors, as well as staffing the grills, setting the tables, serving the food, and organizing games and crafts at the cook-out. There were lots of interaction with the campers at the cook-out. Some who could not directly participate, donated funds for food and the busses for the trip out from Boston. All who participated felt rewarded, including some parishioners participating in Outreach activities for the first time.

Lisa Kenney and Jim Peters

### **Spring Baskets and Giving Tree**

The Sudbury Reach-Out Practice, led by Lucie St George, Kristen, Fisher, and Eric Becker orchestrated: 1) The assembly and delivery of 28 spring baskets to Sudbury resident and 2) the collection and delivery of the huge number of Christmas presents (a part of the Christmas Giving Tree) to two families at Longfellow Glen in Sudbury. The Ecclesia Ministry, led by Lucie St George and Kristin Fisher continued its support for the Common Cathedral by collecting gift cards to Dunkin Donuts and winter clothing for Boston's neediest individuals as a part of the Giving Tree activity. For the Blackstone School, led by Susan Berry, the community successfully collected wish list items.

Again this year, the Rite 13 class of "Ambassadors" was instrumental in helping with the Spring Baskets, Giving Tree, the Ecclesia Ministry clothing and gift card collection and the Blackstone School wish list drive.

Lucie St. George

## **MLK Day of Service**

On January 18th, 13 members from St E's congregation joined hundreds of other volunteers to assist at the Blackstone School on MLK day of service. People had the option to participate in many different work assignments including painting, cleaning and working in the library. It was great so be involved with so many enthusiastic volunteers from Boston and the surrounding community, all working together to improve the school.

## **Blackstone School Partnership**

St. Elizabeth's became a Blackstone School Partner and adopted a first grade class at the Blackstone (South Boston) after eight parishioners visited a classroom during library time in May of 2014. This partnership is coordinated through St. Stephen's Episcopal Church, the Blackstone's neighbor and creators of the Be Safe and Be Ready programs for children in the area.

Again in the fall, members of St. Elizabeth's donated school supplies for the Blackstone school that otherwise would have to be provided by the teachers themselves or the children would do without, and the Giving Tree included tags for money to donate a table for one of the first grade classes as well as cushion seats and a number of read-along books and CD's.

This partnership also offers members of the parish an opportunity to volunteer to read books to classrooms of students each week during library time or to support students and teachers in the classroom, providing extra help either one-on-one or in small groups.

Susan Berry

## **Sister Relationship with St. Mary's Episcopal Church in Dorchester**

In 2016, we continued our relationship with reciprocal events with Father Edwin Johnson from St Mary's in Dorchester. We started the year by accepting the invitation to join their Tres Reyes (Three Kings Day) celebration at their church on January 8th. It was a joyous celebration to start Epiphany and a fun evening filled with delicious food, wonderful music and Latin dance, games and fun.

We also were privileged to have the steel band from St Mary's be a part of our service on April 24 along with Father Edwin preaching. Our sanctuary was filled with an incredible Caribbean sound that thrilled young and old alike.

In the fall, a band of St E's parishioners traveled to St Mary's to help with their fall clean-up and also join them in their church service followed by a superb potluck meal. We hope to continue this reciprocal process of sharing experiences and meeting new friends!

Respectfully submitted,

Carol Davies

## Pastoral Care

# Pastoral Care

### Stephen Ministry

In 2014, we began the process of implementing the Stephen Series system of lay caring ministry, developed by Stephen Ministries, a not-for-profit religious and educational organization based in St. Louis, Missouri. Following an application and interview process six parishioners were welcomed into the 50-hour training, which prepares the trainees to care for others, covering such areas as how to listen effectively, how to deal with feelings, how to use traditional Christian resources in caring, how to maintain confidentiality, how to be present with people experiencing crises. A Christ-centered approach to caring and the need to care for the whole person is stressed throughout the training.

Five parishioners, three men and two women, serve as Stephen Ministers and are an integral part of the caring ministry at St. Elizabeth's. These Stephen Ministers provide confidential, one-to-one Christian care for people experiencing challenges in their lives, such as serious illness, hospitalization, loss of a loved one, loneliness, divorce, unemployment, birth of a child, and many other life events for which a person could benefit from effective caring ministry.

Stephen Ministry does not supplant the pastoral care clergy offer; it augments it. A Stephen Minister is matched with a willing care receiver, and then meets weekly, one on one with that care receiver, for a year. Stephen Ministry not only multiplies the amount of caring ministry that goes on in the congregation. It deepens the level of participation by laypeople in the healing ministry of Jesus Christ, a healing ministry of presence. Stephen Ministry has the power to transform the lives of the care givers and the care receivers and through them to transform the life of the whole congregation.

### Eucharistic Visitors

Eucharistic [Visitors](#) (EVs) are lay people who have been trained to give the Holy Eucharist to parishioners who are unable to attend church services. Eucharistic visitors must be licensed by the diocese, which offers day-long training for those called to this ministry and who are endorsed by the rector. These sessions are led by a clergy person and an experienced Eucharistic Visitor and are offered four times a year around the diocese.

Generally, EVs are scheduled to visit a homebound or hospitalized parishioner once a month. The timing is based completely on the mutual convenience of the EV and the parishioner to be visited.

St. E's Eucharistic Visitors in 2016 included Steve Davies and Jim Peters. While the clergy also visit and take communion to the hospitalized or homebound, the Eucharistic Visitors make sure that parishioners who cannot get to church are included in the sacramental life of the congregation at least monthly.

The clergy welcome additional EVs. Please be in touch with the Rector to express your interest.

# Pastoral Care

## Healing Ministry

In this ministry we focus on prayerful compassion and healing. We are conscious that healing is part of God's will for all of humankind. Healing impacts mind, body and spirit. Healing has many meanings, which include mental/emotional/spiritual acceptance, reconciliation when relationships are damaged, remission in the case of progressive disease, and/or a cure in the sense of removal of some specific illness or cause.

We gather weekly on Wednesday afternoons for intercessory prayer on behalf of the people on the parish prayer list. Our guidance follows the Gospel teachings: "Ask and it will be given to you..." [Matt. 7:7 and Luke.11:9] and "For where two or three gather in my name, I am in the midst of them." [Matt. 18:20] In addition to prayer, we study and discuss books and other materials on prayer, healing, compassion, and guidance in traveling the road with our fellow parishioners in need.

On Sundays at the 10 AM service we offer Laying on of Hands. Trained healing ministers assist the clergy in this sacramental act, bringing Christ's healing light to those in need.

Parishioners participating in the various functions overlap but in summary we have:

Weekly Prayer and Study	Laying on of Hands
Mary Ainsworth Barbara Bell Mandy Fleming Jim Peters	Mandy Fleming Jane Graham Jim Peters Stuart Pease

We have solid leadership and training for all endeavors. We welcome new parishioners interested in the ministry.

Respectfully submitted,

The Rev. Barbara Williamson

## Small Groups

### Small Groups

Small Groups are a community within the community; a place to get connected within the congregation, to build relationships, to share our stories, and to have fun. For more information, talk to the contact person listed for each group. Our current small groups include:

### Ladies' Night

Ladies' Nights were on hiatus in 2016, but we hope to organize some gatherings this Spring. We are always open to suggestions! Let us know if you have any ideas!

--Kristine Robak, Kiersten Varner & Ildi Morris

### Men's Group

The St. E's men's group is an informal gathering of parishioners aimed to share a bit of fellowship away from the hectic pace of our daily lives and responsibilities. We typically meet on the first Wednesday of the month at 8pm at a local restaurant. In the past year, we have enjoyed relaxing conversation, competed in trivia night, and volunteered at the Miracle Kitchen in Framingham. If you would like to get to know your fellow parishioners please be sure to join us.

All men are welcome.

-Jim DeMichele and David Varner

### Loaf and Ladle

Loaf and Ladle is a small group for members who are 55 and up. Every other month, we transform the parish hall into a movie theatre and 15-20 of us meet for a film screening, a potluck lunch of soup, bread and dessert, and discussion. Films this year have included To Kill a Mockingbird, Sophie's Choice, One Flew Over the Cuckoo's Nest, Jackie Robinson, and Cabaret. Thank you to members of the group to took a turn hosting the gathering, including Joan Hagger, Laura Milton, Betsy Wallingford, Ellie Harris, Dick and Gin Bell, and Mary Sue and Chuck Willie. We'd love to have you join us!

--Jack Clark

# Small Groups

## Stewardship

Planning for this year's Stewardship campaign began in August, when the Stewardship team met with the Vestry. Echoing the "Season of Gratitude" theme from previous years, co-chairs John McNeill and Mark Namchuk introduced the "Season of Attitude" theme: as in, whatever attitude you bring to St. Elizabeth's, whatever role the St. E's community plays in your life, let that motivate your stewardship and support.

With the Vestry we reflected on the success of last year's campaign, which achieved 100% of the total income goal of \$415,000. For participation, 93 pledge cards were returned which represented 89% of the participation goal of 105 pledges. We decided on ambitious goals for this year's campaign, increasing to an income goal of \$425,000 and participation of 110 families.

This year Ingathering Sunday was observed on October 23rd. As we did last year, we decided not to bring in an outside speaker for the Stewardship conversation, and instead opted for a Dialog Sermon on the preceding Sunday, October 16th. John McNeill led a form of *lectio divina* exploring the attitudes of the various people encountered in the day's Scripture readings. Following a spirited discussion among the congregation, Mark Namchuk closed with thoughts on his family's experiences as newcomers welcomed to the St. E's community.

We are grateful to the **97** individuals and families who filled in the pledge card and returned it, either on October 23rd, on subsequent Sundays, or by mail. This represents approximately 88% of the goal of 110 pledges. This is up from last year's receipt of 92 pledge cards, and close to last year's return rate of 89%. Our hope and goal is to have every card returned, even if a family or parishioner notes on the card that a pledge is not possible at this time – it is never too late to submit a pledge card, and the closer we can get to our goal of 100%, the better is our sense of common purpose in the community of St. Elizabeth's.

As of January 19, 2017, the total pledged is **\$405,762**, which represents 95% of our original pledging goal. We are especially grateful to the parishioners who resumed or began pledging this year. Thank you for taking this important step in your spiritual journey. We are also grateful for those who have expressed their generosity in choosing to give gifts of time and talent.

We were blessed with many dedicated members who performed a myriad of important tasks. There were writers of Mantle articles, bulletin articles, and pledge letters; writers of thank you notes to acknowledge each pledge received; and those who made follow-up calls and emails to complete the Stewardship process. Thank you to all those who helped.

This report would not be complete without acknowledgement and gratitude for the work of our Parish Administrator, Peg Scarlata. From databases and letters to mailings, bulletins, and spreadsheets, Peg's meticulous attention to detail and dedication ensured the success of the project. We are grateful for her generosity.

Finally, we would like to thank Barbara, Jack, the Wardens, and the Vestry for their continued support of the Stewardship Campaign.

Respectfully submitted,  
John McNeill and Mark Namchuk, co-chairs

2017 Stewardship Campaign Summary, as of January 19, 2017

	2017	2016	2015	2014	2013	2012	2011	2010
Pledge Participation Goal	110	105	110	110	110	125	130	130
Pledge Participation Actual	97	93	92	100	106	105	97	99
Pledge Participation %	88%	89%	84%	92%	96%	84%	75%	76%
Pledge Income Goal	\$425,000	\$415,000	\$400,000	\$401,400	\$396,000	\$377,000	\$362,000	\$308,000
Pledge Income Actual	\$405,762	\$415,000	\$397,379	\$367,411	\$385,179	\$354,966	\$315,000	\$324,000
Pledge Income %	95%	100%	99%	92%	96%	84%	75%	76%
Mean pledge	\$4,183	\$4,510	\$4,319	\$3,950	\$3,634	\$3,380	\$3,247	\$3,274
Median Pledge	\$2,400	\$2,600	\$2,400	\$2,200	\$2,000	\$1,800	\$2,000	\$1,800
Pledge Distribution								
Up to \$1,000	23	16	15	18	25	22	22	20
\$1,000 to \$2,999	36	34	37	36	43	47	44	50
\$3,000 to \$4,999	16	17	17	20	19	19	17	15
\$5,000 to \$6,999	10	11	10	6	19	17	14	14
\$7,000 to \$9,999	4	2	2	2				
\$10,000 to \$19,999	5	6	11	11				
\$20,000 and up	3	3						

Stewardship