

St. Thomas Episcopal Church
Annual Parish Meeting Agenda
January 28, 2024

I. Call to order and opening prayer:

Almighty and everliving God, source of all wisdom and understanding, be present with those who take counsel in this annual parish meeting for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. **Amen.** (BCP 818)

- II. Appointment of the Clerk for the APM (Boo McCullough) and minutes from 2023 (thanks to Amy Washabaugh)
- III. Vestry election: Slate from the nominating committee: Robert Hughes, Amy Minis, Lizann Roberts, Jennifer Calver Tanner
- IV. Treasurer's Report—Mitch Green
- V. Rector's report—Rev. Melanie Lemburg
- VI. Jr Warden's Report—Paige Case and Stewart Marshall
- VII. Motion to adjourn and closing prayer. (New vestry gather immediately following in choir loft.)

Almighty and everliving God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. **Amen.**

Rector's report for 2023

8 Baptisms

1 Marriage

5 Confirmations/receptions

10 Burials

2 Transfers in

3 Transfers out

Parish Discretionary Fund for 2023

January 2023 beginning balance \$1689.30

December 2023 ending balance \$3788.15

Received: \$ 3769.59

Given away: \$1670.74

ST. THOMAS EPISCOPAL CHURCH

MINUTES OF ANNUAL PARISH MEETING---January 30, 2023

CALL TO ORDER AND OPENING PRAYER

Rev. Melanie called the meeting to order and opened with prayer.

APPOINTMENT OF CLERK FOR ANNUAL PARISH MEETING

Amy Jo Washabaugh was appointed as clerk for the meeting. The minutes from the 2022 meeting were voted on and accepted.

VESTRY ELECTION

The slate of four Vestry nominees was presented consisting of Joseph Bernard, David Castleberry, Chris Conner, and Mary Haley. There were no nominations from the floor. Rev. Melanie asked that the nominations be accepted by acclamation. There was a motion and a second to accept the nominations. The nominees were then accepted unanimously.

TREASURER'S REPORT (Handout distributed)

Mitch Green reviewed the process for gathering and organizing the financial data for the 2022 report. He then presented the report, highlighting the actual versus budgeted columns. He complimented the staff for exercising fiscal responsibility. Mitch asked for questions/comments from the floor. Receiving none he went on to the 2023 proposed budget. He explained that the Vestry was presented an unbalanced budget at the vestry meeting and all vestry members increased their pledges to balance the budget and then approved the budget prior to the annual parish meeting. He asked the if there were any questions or comments. There were questions asked about the building loan. Mitch answered the questions and there was not follow up needed. A motion was made and seconded to accept the budget. It was approved unanimously.

RECTOR'S REPORT (Information included on agenda) (Deacon's Report was distributed)

Rev. Melanie reviewed the number of baptisms, marriages, confirmations/receptions, burials, and transfers in for 2022. She identified the amount of money in the Discretionary fund that had been donated, disbursed, and the remaining balance.

Rev. Melanie thanked the church staff and the Vestry for their work during the 2022 year. She shared her appreciation to the Vestry members leaving: Jane Gilchrist, Mary Ryan Aimar, Bobby Minis, and Scott Tanner.

Rev. Melanie went on to identify December 2022 as the 100th year of the establishment St. Thomas Episcopal Church and December 2023 as the 100th year of existence for the church chapel. There will be celebration activities during this year to include the theme of "100 Years of Hope". Among them will include a capital campaign for improvements that need to be made.

Reverend Melanie reviewed staffing changes that occurred in 2022, Amy Jo Washabaugh, Parish Administrator, became a permanent employee in June.

St. Thomas Proposed Budget 2024

Operating Fund Account 01		2023	2023	2024
Account	Description	Actual	Budget	Proposed Budget
Income				
7060	CONTRIBUTIONS			
7110	Pledge (Actual)	\$459,513.49	\$442,553.00	\$494,000.00
7120	Plate	\$48,921.91	\$60,000.00	\$60,000.00
7400	OTHER RECEIPTS	15,860.71		
7420	Interest	\$263.31	\$250.00	\$250.00
7455	Rental - Parish Hall	\$14,717.00	\$12,000.00	\$15,000.00
7462	Chapel Rental	\$2,000.00	\$4,000.00	\$4,000.00
	Transfer			\$11,071.17
	Insurance Reimbursement	\$ 10,000.00	\$ 10,000.00	\$10,000.00
		\$551,276.42	\$528,803.00	\$594,321.17
Expenses				
8100	Diocesan Support	\$44,425.00	\$44,425.00	\$45,915.00
8200	PROGRAMS	\$37,881.08	\$31,550.00	\$32,000.00
8300	COMPENSATION/SALARIES	\$248,899.19	\$238,300.08	\$273,990.08
8400	TAXES, INSUR. & BENEFITS	\$112,564.64	\$116,214.32	\$131,982.29
8500	BUILDINGS AND GROUNDS			
8505	Total from Budgeted Funds	\$17,672.28	\$17,500.00	\$20,000.00
8600	AUTOMOBILE EXPENSE	\$3,511.31	\$2,650.00	\$5,500.00
8700	OFFICE EXPENSE	\$17,272.79	\$13,200.00	\$17,500.00
8800	BUILDINGS - LOAN REPAY.	\$18,433.80	\$18,433.80	\$18,433.80
	UTILITIES	\$43,823.10	\$43,500.00	\$46,500.00
	OTHER DISBURSEMENTS			
	Vanco / Bank Charges	\$14,952.17	\$3,029.80	\$2,500.00
8998	Total	\$559,435.36	\$528,803.00	\$594,321.17

St. Thomas” Endowment Fund Report
Report – Annual Parish Meeting

	Year to Date	4th Quarter Ended
	12/31/23	12/31/23
Beginning Market Value	\$144,546.85	\$153,390.00
Income	\$4,124.39	\$ 1,446.06
Realized Gains(Losses)	\$7,486.89	(\$223.41)
Unrealized Gains (Losses)	\$12,490.82	\$13,384.06
Fees	\$(908.84)	\$(256.60)
Ending Market Balance	\$ 167,740.11	\$ 167,740.11

The Endowment Fund is managed by the Diocese Fund manager, Bank of America’s philanthropic administrator.

Please remember that proceeds from the Brick Sale will go to the Endowment Fund.



St. Thomas” Episcopal Church
Active Committees and Groups for St. Thomas’
2023

Building & Grounds/ Co Junior Wardens – Paige Case and Stewart Marshall

Choir- Tripp Hardee

Formation- (Adults & Children) – Reverend Colette Hammesfahr

EYC – Matt Rice

Unseen Guest- Angie Nichuals, Mary Blaney, and Ellie Titus

St. Thomas’ Thrift Store – Millie Green, Stacie Bacon, and Dave White

LEV Ministry- Dave White

St. Martha’s Guild- Mary Ryan Aimar

Hospitality Ministry – Jan Castleberry

“Lazarus Guild” (funeral ministries) Mary Haley

Altar Guild- Sandra Calver

Flower Guild- Annie Quaile

Endowment Committee- Bill Franklin (chair) David Castleberry (vestry liaison)

Finance Committee- Mitch Green, Treasurer

H.R. Task Force- Reverend Melanie Lemburg, Rector

Centennial Planning Committee: Mary Haley and Howard Bacon

Men’s Group- Howard Bacon

S.S.O.R. - Scott Tanner and Stewart Marshall

Service Projects- Reverend Colette Hammesfahr

St. Thomas’ Chapel- Jane Moore

Capital Campaign Committee- Henry Minis and Tom Hailey

2023 Reports from the above committees and groups are attached.

Associate Rector Report

Associate Rector Report – January, 2024 – Rev. Colette Hammesfahr

Since starting on August 2, much of my time has been spent learning the ins and outs of St. Thomas' and getting to know members of the Congregation. I've enjoyed participating in all aspects of the life of this parish – monthly Lunch Bunch, Wednesday Night Suppers, Bingo Night, Centennial Celebration, Feast of St. Nicholas, Vestry Meetings, etc.

I visited and met with seven families through “Coffee or Communion with Colette.” This was a great opportunity to meet people one-on-one.

In September, Rev. Melanie established “Children’s Chapel” for children kindergarten through 5th grade. I put together the weekly program, based on Sunday’s sermon topic, and whoever is not preaching, Rev. Melanie or I, leads chapel, with the assistance of an adult volunteer. Weekly, we have 3-6 children attending.

EYC has struggled in the past to maintain a Safe Church trained volunteer to assist Matt Rice, the EYC Youth Group Coordinator. This Fall, both Rachel Deal and Maggie Lyons agreed to assist Matt with the EYC. EYC continues to have weekly fun activities where they include the “Big Question of the Week” in their formation time. We have a new group of Middle School age youth in our congregation, and I am working on getting them more involved with both EYC and participating in Sunday worship as acolytes.

In the Fall we started up our Outreach Ministry again, making 20 Blessing Bags in September. The Blessing of the Pets was held in October, where we collected items for One Love Pet Rescue. We collected 16 hats, 14 scarves, 32 pairs of gloves, two boxes of blankets, and six sleeping bags for Union Mission in November and members of St. Thomas' handed them out at the group's annual Thanksgiving Dinner. Also in November, we teamed up with Messiah Lutheran Church on Skidaway Island to learn how to plarn (knitting or crocheting re-purposed plastic shopping bags into sleeping mats for the unsheltered). We will be branching off on our own in February and plarning in the parish hall on Mondays starting in February. For December, we set up an angel tree and collected 50 gifts for Senior Citizen's, Inc. and the Christmas Cookie Mission provided cookies for nine nearby businesses and organizations who were open on Christmas Day. We also carried on the tradition of Poinsettias of Care, providing a total of 16 small poinsettias to those who live in assisted living facilities, people who were sick, and to those who have lost loved ones over the past year.

October 16th, with the help of Claudia Welch and Margaret Minis, we began a new program called “Women Sharing Wisdom.” This is a small group of women who meet twice a month, to discuss a variety of topics women face as they move into their older decades. This has been such a success, we are starting a second group in March.

1/25/2024

St. Thomas Episcopal Church

Music Ministry Annual Report

The music department at St. Thomas Episcopal Church is alive and well! We have had a very productive and blessed year within our ministry.

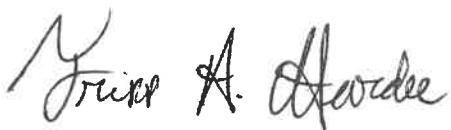
Since March, the choir has been working very diligently on many challenging anthems. The choir meets regularly through the academic year to rehearse and prepare music for the 9:30 service weekly. In the past year, the choir has presented over 50 anthems as a result of hours of practice. The choir is also growing! We have been blessed with several new singers. In addition, the St. Thomas Music Library has been organized and cataloged with help from a new choir member. We currently have a library of approximately 315 anthems. This catalog of anthems has also been digitalized.

In 2023, the handbell choir was reformed. St. Thomas currently owns two octaves of Malmark Handbells, and also has three octaves of Malmark Handbells on loan from St. Michaels and All Angels. The handbell choir also meets weekly to rehearse and rings in worship during Easter and Christmas season. The handbell choir has also welcomed new folks into the music ministry.

In December of 2023, St. Thomas Episcopal Church was generously gifted a Steinway and Sons Model O grand piano for the church by a parishioner. This addition elevates the quality of our music and serves as a lasting symbol of support for the arts within our church.

The music ministry continues to grow, welcoming new singers and ringers. I am so very thankful for the people of St. Thomas and honored to serve as your Minister of Music. As we reflect on the past year, it is evident that the music ministry continues to thrive and play a vital role in enhancing our worship services. I look forward to the music we will make together this year to bring praises unto God.

In His Service,

A handwritten signature in black ink that reads "Tripp A. Hardee". The signature is written in a cursive, flowing style.

Tripp A. Hardee

Minister of Music & Organist

Lay Eucharistic Visitors Ministry

Lay Eucharistic Visitors take communion after the service to a person not able to attend church. During the visit, a brief, available liturgy can also be used. A list is provided of persons who could be visited. Please let Dave White know if you are interested in being part of our Lay Eucharistic Visitors ministry. We are in need of more volunteers for this ministry.

In 2023, a total of 162 persons were administered to by our LEV's and our clergy.

Altar Guild

The opportunity to serve on Altar Guild is a very sacred and special thing. We get to be a part of our church service without being seen or heard. Altar Guild members serve 2 months out of the year six months apart and also a week in July and December. This service includes setting up for all Sunday and week day services. This is putting out wine, wafers and the host, linens, brass, silver, candles, and changing the frontal and paraments for the different seasons and services. Also we set up for special services like baptisms, funerals, confirmations, bishop visits, or any others that arise. We also clean, polish and shine the brass and silver 2-3 times per year especially for Easter and Christmas. We would love if you would consider becoming a part of our group. Talk to Sandra Calver, a member of our altar guild, or Rev. Melanie if you would like to be a part of this special group of people—THE ST. THOMAS' ALTAR GUILD.

Members during 2023 included: Irma Steel, Beth Wall, Pam Smith, Cathy Joyce, Sandra Calver, Sally Minis, Jane Gilchrist, Jennifer Calver, Stacie Bacon, Lizann Roberts, Kelley Marshall, Pat Martin, Tracy Edgar, Mary Haley, Salli White, Anna Fowler, Sheldon White, Marie Centgraf, Judy Holland, Boo McCullough, Mary Wilson, and Candy Baxter (Linens). Also joining us is Ingrid Skousgard.

Unseen Guest Ministry

Unseen Guest ministry provides fresh, healthy meals for the clients of Phoenix House a division of Union Mission. We meet on the 2nd Wednesday of each month at 8:00 a.m. The meals, usually 200, contain a main protein entrée, vegetables, and a dessert. They are packed, labeled in an aluminum tray and frozen. The following Monday morning the trays are stacked in groups of seven, placed in a plastic bag, tied together and picked up by Union Mission. This provides each client with at least one hot meal a day for a week.

Not only do we enjoy working together but we all reap the rewarding benefits of helping people in need of a good meal. Cash donations and supermarket gift cards are always greatly appreciated!

Flower Guild

The Flower Guild has many responsibilities at St. Thomas', we are responsible for two arrangements every Sunday for the 9:30 service, one of those arrangements is then taken to the 11:15 service. After the service, the flowers are broken down and distributed to parishioners that are ill, homebound, or otherwise in need of a little cheer. We also supply arrangements for weddings and funerals as well as special events at the church.

We welcome parishioners to participate in this ministry by signing up to donate flowers on Sundays. You can choose a Sunday that represents a birthday, an anniversary, or another special occasion. There are sign-up sheets in the Parish Hall. The cost of donating is around \$150.00 for two arrangements depending on your choice of flowers. Flower Guild members are happy to arrange the flowers of your choice for you, however, there is now another option. We have a relationship with the Sandfly Flower Shop. You can call and pay them directly. They will arrange exactly what you would like: they will handle all the aspects of the arrangement and the delivery of the flowers to the church on your chosen Sunday.

Throughout the year, the Flower Guild has many responsibilities.

- We order and create the Advent Wreath in the Church.
- We sponsor the Advent Wreath event for Parishioners to create their own Advent Wreaths.
- We hang wreaths on the doors of the Church and the Chapel.
- We are responsible for arranging all the flowers that parishioners donated which are around the altar during the Easter and Christmas season.
- We create arrangements for all the windows during the Christmas season.
- We are responsible for the gathering of Palms for Palm Sunday.
- We are responsible for the Flowering of the Cross.

Again, aside from all these events, we are also on call for a variety of other Church activities.

Please, if you are interested in joining this dedicated group of volunteers and participating in this valuable ministry, please contact Annie Quaile. Please do not let lack of experience keep you away.....we have sponsored flower arranging workshops and would welcome the chance to have them again.

Please consider joining this important part of St. Thomas'.