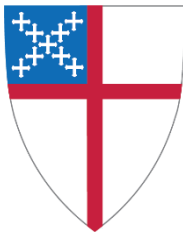
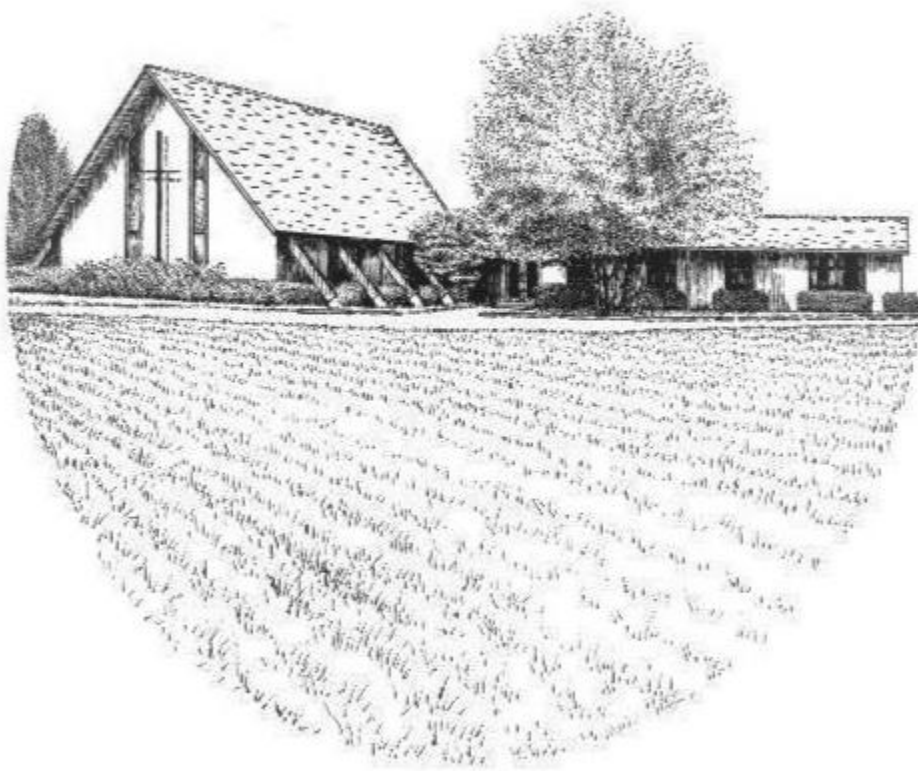


2020

Annual Parish Meeting



St. Luke's Episcopal Church
Shawnee, Kansas
The Episcopal Diocese of Kansas

January 19, 2020

AGENDA

Quorum declaration (25 members required)

Appointment of Recorder for Annual Meeting

Appointment of Teller

Membership status (*see bylaws*) **and signing parish registrar**

Senior Warden Tim Rohrer: Address to Gathering & New Member Recognition

Necrology & Prayers for the Faithfully Departed

Business

Approval of Minutes of 2019 Annual Parish Meeting

Election/Announcement of New Vestry Members:

Herman Holtorf, Rose Wrede, Melissa Pfau

Election/Nominating Committee for 2021 vestry

Three names

Review of 2019 Profit & Loss Report

Review of 2019 Balance Sheet

Review of 2020 Budget (Adopted)

Review of 2019 Endowment Fund Report

Annual Reports

Clergy Report, The Reverend Karen Wichael

Senior Warden's Report, Tim Rohrer

Endowment Fund, Board Chair Richard Lavin

Search Team Summary

Other Ministry Reports

Other business

New vestry meets briefly after service.

Other

Motion to Adjourn

Closing Prayer

PARISH STATISTICS

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
AVG	108	110	114	97	84	82	84	86.7	77	77
8:30 a.m.	19	20	23	21	15		19	21.04	19.7	202
10:30 a.m.	88	90	92	92	69		65	64.3	58.7	57.2
ALL SERV	6746	6274	7045	5526	4455	4269	4275	4571	3972	4152
Baptisms	3	8	4	0	6	0	2	2	1	
Confirmations	3	0	10	0	0	0	4	0	0	
Weddings	2	3	1	4	0	3	2	1	1	
Funerals	5	5	2	9	4	0	2	2	2	

NECROLOGY

1/22/2019	Wanda Kirkham	Service at St. Luke's 1/26/2019
2/13/2019	Mike Jones	Service at St. Luke's 2/23/2019
2/13/2019	Wanda Holtorf	Service at St. Luke's 2/18j/2019
6/11/2019	Elizabeth Ann "Liz" Pfeiffer	Service at St. Luke's 6/29
10/20/2019	Nona Howard	Johnson County Funeral Chapel 10/25/2019
12/6/2019	Sharon Mossman	Service at St. Luke's 12/10/2020; Burial in Hutchinson

Let us pray:

Almighty God, with whom still live the spirits of those who die in the Lord, and with whom the souls of the faithfully departed are in joy and felicity: We give you heartfelt thanks for the good examples of all your servants, who, having finished their course in faith, now find rest and refreshment. May we, with all who have died in the true faith of your holy Name, have perfect fulfillment and bliss in your eternal and everlasting glory, through Jesus Christ our Lord. **Amen.**

**MINUTES FROM 2019 ANNUAL MEETING
St. Luke's Parish Hall - January 20, 2019**

Opening prayer and call to order: The meeting was called to order at 10:28 AM. Annual Report packets were available to the parish. There were 50 parish members in attendance. M Mary established that a quorum was present. M Mary offered the opening prayer.

Appointment of Recorder for annual meeting: Christine Uhrmacher—Clerk of the Vestry.

Appointment of Teller: Melissa Pfau offered a motion to proceed with the annual meeting without the appointment of a teller, was seconded by Tom Hayselden, and approved by the parish without exception.

M Mary made a general reminder that only members of the church can vote on any issues.

At St. Luke's we become members of the church by declaration.

Declaration of new church members: Karen and Terry Schroeder, Amanda Textor and Jerry Hibbs—daughter Ella.

Mother Mary's address to the gathering:

M Mary gave a short address, and then posed these questions to the parish:

Where do you see the Holy Spirit working in the life of this congregation?

Discussion points: in every kind interaction, the Web has drawn people in, God's love, Back Snack, Operation Breakthrough, outreach, Holy Spirit puts passion on our hearts, prayers for the sick, Pulse of the Parish, utilizing everyone's special skills, expanding our music program, even though numbers are down we still respond to needs and treat each other like family, art gallery, Sunday school teachers committed to our kids, VBS, response to building issues—compassion towards the perpetrator who vandalized our church.

What is the next step in moving forward at St. Luke's?

Discussion points: drawing in those who don't have a church, figuring out ways to use social media to grow the church, continue community events like the art/jewelry night, highlight our current activities like dinner club, sharing our homes (Margot/Christmas Party, Schrempp's/Dinner Club), let the world know how inclusive our church is, evangelism—M Mary had an evangelism retreat and plans to expand on that this year, reach out to the older people in the community.

M Mary is asking our parish to do two things:

Prayer—pray that God will open some opportunities for you to invite someone to church.

Presence—one thing people can do is commit to faithful weekly worship when you are able.

M Mary and Tom Schrempp presented a slide show highlighting 2018 events at St. Luke's.

Necrology for 2018:

Prayers were offered for Mary Smith (07/03/2018) and Christine Knabel (12/19/2018).

Approval of Minutes: The annual meeting minutes for 2018 were in the packets for the parish to review.

Nancy Hayselden offered a motion to accept the 2018 Annual Meeting minutes as presented, was seconded by Karen Wichael, and approved by the parish without exception.

Election/Announcement of New Vestry Members: the slate for three new vestry members included Tim Rohrer, Dennis Phillips, and Pat Lavin. There were no nominations from the floor.

Mary Hayselden offered a motion to accept the slate of vestry members as presented, was seconded by Nancy Hayselden, and approved by the parish without exception.

Election/Announcement of New Parish Delegate/alternate: Eileen Peoples agreed to act as delegate for a three-year term.

Karen Craig offered a motion to accept Eileen Peoples as delegate, was seconded by Mary Hayselden, and approved by the parish without exception.

Election/Announcement of Nominating Committee for 2019 Vestry: the committee includes off-gong vestry members—Nat Cassingham, Penny Hughes, and Jesse Rohrer; Melissa Pfau and Cheryl Ball have also agreed to serve.

Mary Hayselden offered a motion to accept the slate for the nominating committee as presented, was seconded by Karen Wichael, and approved by the parish without exception.

--Financial Reports

Review of 2018 Profit and Loss Report: M Mary reviewed the January-December 2018 Profit and Loss Budget vs Actual report (page 20 of packet) with the parish.

Discussion: 8001—term *Priest in Charge* needs to be changed to *Rector*.

8001-04-pension group changed billing cycle from quarterly to monthly (15K vs 9k), they had made a mistake with M Mary's yearly salary. This makes the net ordinary income -7112.15 (see page 22).

Net income has -2028.24—M Mary thinks there is a wrong entry somewhere and feels we may actually be a few dollars in the black.

Insurance vandalism payment does not show here, it is not income.

Review of Balance Sheet: M Mary reviewed the Balance Sheet as of December 31, 2018 with the parish.

Discussion: \$1000. deductible on the damage from the vandalism.

Review of Endowment Fund Report: Charlie Smith was not present due to the weather. Mike Jones has had to resign due to health issues Steve Mann has agreed to take over for remainder of Mike's time on the board. Steve Mann reviewed the St. Luke's Endowment Fund 2018 Annual Report with the parish. The stock market was not good to us this year. In comparison to other funds: The National Episcopal Church Fund lost 8% in 2018; St. Luke's lost 4.5%. Steve credits our fund manager. For 2019 there will be distributions of \$1915.00 for education and \$875 unrestricted. The vestry has requested that some of that go to the Shawnee Community Center.

Review of the Budget: The adopted St. Luke's Episcopal Church 2019 Budget was reviewed with the parish.

Discussion: Increase in pledges \$6K+.

Need to start increasing the rector's insurance so that it is built into the budget; currently M Mary is not needing that, but it will be needed in the future.

The budget is balanced.

Apportionment has gone up.

Rose Schrempp commented that if we ever have any extra funds, we should consider a salary increase for the secretary and organist.

Karen Wichaël offered a motion to accept all annual financial reports as presented, was seconded by Melissa Pfau, and approved by the parish without exception.

The Annual Clergy Report and all annual reports were available in the packets.

Announcement: Tim Rohrer was announced as the senior warden for 2019.

Discussion: Steve Mann thanked M Mary for all her great work.

The Hayselden family has been here more than 55 years, strongest backbone in the diocese.

Many thanks were offered for the breakfast provided by Zone 7.

Closing: Rose Wrede offered a motion to adjourn the 2019 Annual Meeting at 11:34 AM, was seconded by Debbie Fowler, and approved by the parish without exception.

The parish recited the Lord's Prayer as the closing prayer.

These annual meeting minutes have been recorded and transcribed by Christine Uhrmacher, and respectfully submitted on March 3, 2019, to the senior warden and the rector.

CLERGY REPORT, BY THE REV. KAREN WICHAEL, DEACON

As I was asked to write this clergy report for the annual meeting, I started jotting down memories of what I had experienced during the year. Then I went back to my calendar and was jolted into reality of all that had taken place in our community of faith.

Both here at St. Luke's, our neighboring community, and in the Diocese of Kansas. So many people have been a great part of my life here at St. Luke's, it is difficult to remember details, but for sure I know that God's presence is alive and acting in our parish, serving in our community, and having fellowship with our neighbors near and far.

We were all blessed by Mother Mary Siegmund and her gifts of guidance, devotion, spirit, enthusiasm, unending pastoral care and celebration of the sacraments, but most of all bringing the peace of God into our hearts. But as clergy, we all receive our call from God, and when Mother Mary was called to another job of love and support to her family, we said our goodbyes. I still remember the looks on the faces of the vestry... "what are we to do now?"

The Holy Spirit was present in the room that night, when with many tears the vestry opened up to what God was calling them to do. It was to pray, care, act, and LOVE.

As a family, we looked around to see what needed to be done. We also looked within ourselves to share our talents with St. Luke's. Some things were fairly simple like housekeeping. But something I noticed was the attention to listening and sharing prayer with each other. Change didn't make us stop serving, it opened our hearts and minds to start serving more intentionally.

We have been blessed by our supply clergy the Reverends Evan Ash, George Wiley, Tom Baker, Laird MacGregor, Mary Breese, and Kevin Schmidt, who were welcomed into our family as our brothers and sisters. Our outreach to the community with BackSnacks, trunk or treat, Operation Breakthrough, fellowship following every service with food and laughter, and especially listening with each other which continue with love for us to share.

As deacon in charge of pastoral care, I was blessed in so many and varied ways to bring God's love and support out into the world, along with many of you who also felt called to reach out to lift up those in need of care. Since my returning to service in July 2019, we have visited 16 individuals, some frequently. I logged 22 hours providing Holy Eucharist or Unction.

The support you all have given to me, has made it possible for me and the St. Luke's family to GO IN PEACE TO LOVE AND SERVE THE LORD!

SENIOR WARDEN'S REPORT, BY TIM ROHRER

It was tough to say goodbye to Mother Mary Siegmund at the end of June. She worked very hard in her five-year tenure at St. Luke's and left us in a good place to move forward and build upon the ministries she started and helped nurture. We sent her off in style with a grand reception in appreciation for all her work and to wish her well as she began her retirement.

I want to thank all of you for pulling together and helping us maintain our stability as a parish family since the end of June when Mother Mary retired. Life without a full-time rector is not an easy thing to endure and I am so thankful for the way all of you have been supportive of me and each other in the wake of her absence. Nobody has panicked, threatened to jump or showed impatience. This congregation has remained focused, they have come to church and kept doing what they do, and we have continued to function at a high level.

Karen Wichael stepping up and getting reinstated as a Deacon was a tremendous asset for us. She has fulfilled our pastoral care needs, helped run our Sunday services and contributed in several other capacities to keep us rolling. Having Rev. Evan Ash with us most Sundays during our transition provided us with some much-needed consistency. He also challenged us to take on new ministries such as "The Care of Creation" and "The Way of Love". He provided us with a special tribute to our armed service men and women by sending them medals and prayer books and made our traditional "Happy Birthday Jesus" party special by taking on the starring role as Fr. Christmas and presenting gifts to the children.

I am proud of the community outreach that this parish continues to provide. Programs such as our Backsnacks, 12 Baskets, Operation Breakthrough, KC 4 Refugees, our involvement with Shawnee Community Center and several others continue to be strong. I am grateful for our teachers who continue to provide our children with a quality Sunday School program and first-class Vacation Bible School each summer.

Junior Warden, Dennis Phillips and our make shift band of mowers and grounds keepers have done exceptional work to keep up our property. They have been very attentive to our maintenance needs and have made a lot of improvements to get us compliant with current fire codes and have taken significant measures to increase our buildings security to list just a few of their major accomplishments.

A special thank you goes out to our parish secretary, Melissa Carlson, who has worked very hard to keep the church office running and the reports coming every week. She was also very instrumental in helping us put together search documents, our annual report and several other side projects we saddled her with.

We began our search for a new rector in early July. Our search team was very thorough and worked expeditiously in putting together our OTM and parish profile to where we could advertise in mid-September. They conducted interviews and background checks on several candidates over the past few months and ultimately made their selection. I commend our search team on their hard work and diligence

throughout this process as we prepare to call our next rector at St. Luke's.

Though we have been without a rector for much of this year, we truly have a lot to celebrate and be thankful for. The one constant that can always be felt in this church is God's presence. It is felt through our fellowship, our outreach and our working and worshipping together.

Blessings to you all as we begin a new chapter in 2020!

ENDOWMENT FUND, BY BOARD CHAIR RICHARD LAVIN

Endowment Board: Tim Rohrer, ex officio; Steve Mann, ex officio; Richard Lavin; Margo Matheson; Ruth Knabel; Dennis Phillips; Charles Smith

Our endowment fund was established in 2014 to preserve the future of St. Luke's parish and to assist St. Luke's in fulfilling its mission more completely by developing its ministries beyond what is possible through its annual operating funds. Income derived from our endowment fund is used exclusively for religious, charitable, literary and educational purposes, either directly or indirectly.

As we begin 2020 the possibility of an uncertain market may be very likely, although the market as I write is very strong and hopefully will remain that way. Our financial advisor, Brook Menees, reminded us of the possibility of a coming recession. So, as a precautionary measure, the endowment board with vestry approval has expanded our asset allocation categories from 5 (five) to 9 (nine). This allows us to purchase more secure investments to safeguard us from us from any major losses.

Our fund at the end of 2019 has a "basis" (the amount that remains in perpetuity) of \$185,046.25 and a total value of \$283,284.48. That leaves us with an unrealized gain of \$98,238.23.

However, the **Beginning Endowment Fund Balance** for 2019 was \$236,248.58 again leaving us with an **Ending Endowment Fund Balance** of \$283,284.58. This results in an Annual Market Gain of \$47,035.90 for the year 2019. **AMEN!**

The endowment board is grateful for the generosity of parishioners donating to the fund. For the love of the Church's mission donations have been given in recognition of **birthdays, anniversaries, job promotions, retirements, and for the way of love.** etc. More than \$700 has been received and more than \$3,000 has been distributed for the use of VBS and Adult Forums. Please review our annual financial report on the next page. The endowment board is not only responsible for the management of donated funds but also charged with growing the fund. Please keep in mind that any amount can be given at any time for any reason. Consider planned giving and include St. Luke's as the beneficiary.

This year, by utilizing and practicing the principles of good stewardship, we encourage all of our parishioners young and old to participate in the future of St. Luke's Endowment Fund. We will be introducing the **Red Cup Spare Change Initiative (RCSCI)**. For additional information contact Endowment Board Chair, Richard Lavin or any member of the endowment board committee.

We are grateful for the gifts and talents of outgoing member Mr. Charles Smith, a Charter Member, as he completes another 3-year term on the board. God bless you, Charlie, for all you have done to get St. Luke's Endowment beyond your goal of +\$250,000! The vestry has appointed Dr. Wayne Fowler, Jr., to a new 3-year term, and Dennis Phillips to a second 3-year term to serve on the endowment board in 2020.

2019 ST. LUKE'S ENDOWMENT FUND REPORT (UNAUDITED)

Prepared by Stephan Mann, Endowment Fund Treasurer

Beginning of Year Endowment Fund Balance	\$ 236,248.58
Annual Market Value Net Gain	<u>47,035.90</u>
Total Endowment Fund End of Year Balance	\$ 283,284.48
1. Restricted Funds balance beginning of the year	\$ 131,78.99
• Fees, Expenses	- 1,068.18
• Dividends, Interest, Capital Gains	4,449.81
• Increase in Market Value	29,563.43
• Distribution from fund	<u>- 2,003.12</u>
TOTAL YEAR END BALANCE	\$ 162,020.93
2. Unrestricted Funds balance beginning of the year	\$ 105,169.59
• Additions	12,701.45
• Fees, Expenses	-853.86
• Dividends, Interest, Capital Gains	5,558.57
• Increase in Market Value	46,917.87
• Distribution from fund	<u>-48,230.07</u>
TOTAL YEAR END BALANCE	\$ 121,263.55
3. Restricted and Unrestricted End of 2019 Total	\$ 283,284.48

St Luke's Endowment Fund Distribution for 2020

Restricted to Education Funds: Unrestricted Funds for general use:

10/1/17	\$ 37,892	10/1/17	\$ 19,497
10/1/18	\$ 52,593	10/1/18	\$ 21,438
10/1/19	<u>\$ 56,677</u>	10/1/19	<u>\$ 25,432</u>
TOTAL	\$ 147,162	TOTAL	\$ 66,367
Average	\$ 49,054	Average	\$ 22,122

5% distribution \$ 2,453

5% distribution \$ 1,106

SEARCH TEAM SUMMARY, "JOYFULLY SUBMITTED" BY CO-CHAIR ROSE WREDE

Dear God of Grace and Hope, we lift up our grateful hearts to you in the spirit of unity for the many blessings of this new year. We are thankful for your continuing Grace and guidance during the process of seeking and finding our new rector. Watch over us as we join together in joy and Thanksgiving to continue our journey of faith and ministry together at St Luke's - Shawnee. In Christ's name we pray. Amen.

The St Luke's Search Team began its task in July 2019. The Vestry charged Steve Mann (co-chair), Tim Rohrer (senior warden), Vicki Heflin, Abraham Verghese, Brenda Carl, Karen Craig, Melissa Pfau, and me with the task of finding our next priest. The main steps toward the goal included surveying the parish for guidance as to the main qualities to look for; producing an updated parish profile; completing all necessary information and final documents; communicating progress to the parish; interviewing candidates; checking references; and presenting a final recommendation to the vestry.

The team was supported and guided in this important task by diocesan staff and Bishop Cathleen Bascom, as well as the skillful and prayerful members of this parish. The team's hopeful goal was to be able to complete our

task within one year of the resignation of our former beloved rector Mother Mary Siegmund. Through God's grace and hard work, we were able to accomplish our mission on Thursday, Jan. 9, 2020, when Bishop Cathleen called the Rev. Jonathan Brice to be the next rector of St Luke's, and he accepted her call. Fr. Jonathan will start his ministry Feb. 1.

OTHER COMMITTEE REPORTS

Altar Guild, by Brenda Carl

This Ministry sets up the altar every service during the year. We have a dedicated group serving each time. We need to set the Altar every Saturday and other days as needed.

I am thankful for these members serving this ministry Victor Clarke, Chantal Martinson, Penny Hughes, Cheri Parkhurst, Christine Uhrmacher, Brenda Carl. Margo Matteson & Shirley Goetz help with the altar flowers. If this ministry peaks your interest, let me know. I will be happy to talk to you.

Art: "Gallery at the Luke," by Curator Rose Wrede

Gallery at the Luke featured eleven outstanding and unique shows during 2019. Of those artists, some were familiar favorites who returned with new, inspiring work and others were new to our gallery. Several artists displaying their first ever "one person" show in our friendly space. Throughout the year, we highlighted outstanding creativity and talent through paintings, prints, art quilts, mosaics, multi-media pieces, photography, charcoal and pencil drawings. Each featured artist creates a show that is displayed for around a month. Each is welcome to sell pieces of their work, if they so choose. Our gallery is open to the public each Sunday from 8:00 a.m. to noon; Tuesdays through Thursdays, 9:30 a.m. to 1:45 p.m.; and by arrangement with an art committee member. Many artists choose to hold an opening or closing reception in our parish hall, inviting the community and church members. Committee members include Margot Matteson, Nat Cassingham, and Rose Wrede. Artists interested in showing their work may contact Rose Wrede at reallyrosie13@gmail.com.

Adult Formation, by Linda Brown

As part of St. Luke's program of adult formation, three multi-part forums were offered this fall.

Dr. David May, from Central Baptist Theological Seminary, presented a two-part series entitled *Entering the Bible Through Different Doors*. In the first week he discussed learning ethics from an ant, using animals in the Bible to explore ethics and morality. In the second week, he introduced the disciple Thaddeus, the "neglected disciple," as an exemplar of faithful Christian leadership. Parishioners expressed appreciation for these inspiring and imaginative presentations, which can guide our spiritual journeys.

Ruth Stoen, a licensed professional counselor who works with families and individuals as they experience change and navigate transitions in their lives, offered three sessions on *Caring for Those We Love*. She addressed the stresses of caregiving and ways for caregivers to assess their needs and become more effectively in charge of decisions, organizing a support system that works for them. Parishioners engaged each other in lively and thought-provoking conversation, considering caregiving from the perspective of a community that views itself as part of the body of Christ. Informational sheets were provided in the narthex for interested parishioners who were unable to attend each session.

The fall forums closed with a month-long series on *the Nicene Creed* led by Dr. Bill Stancil, professor of theology at Rockhurst University. Dr. Stancil offered insight into the scriptural and institutional bases of the Creed and helped parishioners to explore our own beliefs and find a way to embrace the Creed not just as an ancient statement of Christian beliefs but as a vibrant statement for our own faith journeys.

Forums were held between services. Light refreshments were provided. Attendance ranged from 15-25 people on any given Sunday.

Audit Committee Findings on Policies and Procedures, by Audit Committee

Date August 18, 2019

To: Tim Rohrer and Dennis Phillips, Wardens and Vestry of St. Luke's Episcopal Church, 5325 Nieman Rd, Shawnee, KS 66203-2838

Subject: 2018 Audit of St. Luke's Episcopal Church

The Rector and the Vestry are responsible for obtaining the audit, the written audit report and the statements required by the Manual of Business Methods in Church Affairs; ensuring that a written response to the audit report be made addressing all audit recommendations.

The objective of this audit of financial statements and related documents was to determine that the records were prepared and presented fairly the financial positions and changes in net assets and cash flows of the congregation. The findings and recommendations of this audit will be discussed with the Rector and Parish Treasurer and within 30 days their written response, attached to the audit report, will be presented to the Vestry.

First, we determined that we had all the necessary documents to complete the audit. Stephan Mann was instrumental in helping prepare and organize all documents for the Audit Committee to review.

After the audit, we found that reasonable internal controls are in place to protect the assets of the Parish in the collections, the operating accounts, all designated accounts and funds, and all disbursements of funds.

We reviewed the 2018 Audit reports for recommendations of internal control and other operation matters. The following areas are where prior year auditors' recommendations have been implemented:

- Electronic versions of all vestry minutes were available for review. Dropbox is no longer used by St. Luke's, but the Parish Executive Assistant was able to e-mail all pertinent Vestry minutes and documents to the Audit team.
- A previous recommendation to include "Annual Budget", "Budget to Date", "Actual To Date" and "Over/Under" columns for Revenue and Expense Accounts on the Monthly Financial Statements to the vestry was enacted by Stephan Mann for the 2018 reporting.

During the above inspection, the following items pertaining to the internal control and other operation matters were noted:

Vestry Minutes Review:

Vestry meeting minutes were reviewed. It was noted that the financial reports provided to the vestry consisted of Profit and Loss Statement, Balance Sheet Statements, and Endowment Fund Reports.

The March minutes mentioned buying and installing a timer for the parking lot lights. A receipt from Home Depot in April was used to determine that this Vestry recommendation was enacted.

It was suggested in the April minutes to move some of the money from the Commerce operating account into a higher yield account so that more interest could be earned. The audit team found a transfer of funds receipt that moved \$14,000 from the Commerce operating account to St. Luke's Capital Federal Money Market account in the October files.

In the May minutes there was a suggestion about continuing to spray for bugs around the trees. There was an invoice found from VanBooven for 2 treatments totaling \$427.44. There was a suggestion to get quotes from businesses to replace the fuse box with money that was left over from the Capital Campaign. The audit team did not find quotes or invoices for said work. Copier leasing quotes were obtained by Mother Mary. She received quotes from the current supplier, Sumner/Datamax, and from Midwest Office Tech and both quotes were equivalent. The audit team found evidence that the Sumner/Datamax copier lease was renewed.

Much of the October minutes focused on a vandalism incident that St. Luke's suffered. Some of the work was to be done by professional installers and some was done by congregation members. Junior Warden Dennis Phillips summed up the extent of work in the 2019 Annual Meeting minutes. Contractors from Landmark Homecare Company, Arbor Masters and Titan Environmental Services were used for some repairs. Congregation members completed much of the glass clean up, carpet installation and painting. All estimates, invoices and Home Depot receipts were found by the audit team and determined that all work was completed and paid for accordingly. The

October minutes also mentioned replacing a water heater. An invoice for the water heater was found from the Charleston Inc. and installed by congregation member Tom Grandgenett. The November minutes included a recommendation for giving \$800 to the Shawnee Community Services non-profit organization from St. Luke's Endowment fund. The audit team found evidence that this recommendation was carried out. An insurance check was received from the Diocese in the amount of \$4755.00. The copy of this check was found in the deposits to the Commerce operating account. The December folder included detailed line by line information for the 2018 budget. The Audit committee did not have access to the December 2018 minutes to determine whether the budget was approved by the Vestry. However, 1 member of the committee was on the Vestry at that time and recalled that the budget was approved for 2019. It is to be noted that the pledge income totaled \$179,244 and this figure is obtained from totaling 100% of all pledge cards received.

Recommendations:

- A previous recommendation: each Fiscal year provide the Rector a letter stating the housing allowance amount.
- A previous recommendation: Ensuring the use of vendors who are reliable, competent to deliver and independent of any relation to the church or its staff is essential to a good procurement system. The use of a standard vendor list aids in ensuring transparency and minimizes conflict of interest situations. It is suggested that a vendor list (binder) be prepared to cover such areas as Heating and Air Conditioning; Pest control; carpet and floor cleaning; Plumbing etc. At least three vendors for each type of good or service purchased should be included in the list. If fewer than three reliable vendors are available, the list should note this.

Bank Statements:

All bank statements (including subsequent January) from Commerce Bank Checking and Capital Federal Savings (2 accounts) were reviewed and checked for reconciliations. All voided checks were found and verified in the General Ledger. Each month's statement was reconciled. It was the recommendation of the vestry that bank statements be reviewed and signed by the Treasurer to look for discrepancies or abnormalities, however there were at least 4 statements that were unsigned by the Treasurer. We reviewed a total of 36 monthly expenditures and found consistent recording of checks and EFT payments. Original invoices were received and paid. Proper accounting was used on all payments made. Reimbursement payments had proper receipts to support the amount requested. They were charged to the correct accounts per the General Ledger.

Recommendations:

- Treasurer should review and sign all Commerce Bank Statements monthly.
- It was very helpful to have the bookkeeper's summary of checks written and to have all checks in sequential order. There were a few months where the Printed Checks summary page was missing. The committee recommends that a summary page be prepared and attached to each stack of checks written.

Pledges:

Records of total receipts for 12 individual pledges were reviewed to check with the amounts recorded and reported in the cash receipts journal. Amounts included the bank deposits and reported on the pledge statements were all in agreement. In addition, contributions in kind were reviewed and found to be properly documented and reported.

Fixed Assets:

We did not find any list of fixed assets listed on the Balance sheet showing date of purchase and cost. However, a digital inventory of physical assets with pictures was performed 2 years ago and was reviewed.

Recommendations:

- The digital physical asset inventory should be updated yearly and stored on a flash drive. The prices of many items were not available at the time of inventory. Going forward receipts with prices should be reviewed and pictures of the item should be added to the inventory. Keeping the flash drive in the fire proof box in the office is recommended so that when items are bought, they can be easily added to the document. In the event of a disaster this information would be helpful to the Church Insurance company.

Payroll:

Payroll files were reviewed to reconcile total wages with quarterly Federal Form 941s. It was noted that not every Payroll summary was included for each pay period. It was determined that all Federal and State withholding taxes were remitted on a timely basis. All W4s were reviewed and it was determined that all employees are up to date on their withholdings.

Recommendations:

- Having one folder for payroll was helpful. It is recommended that a payroll summary be included for every pay period.
- Move the W4s from the office of the Rector into the fireproof box in the office was recommended and implemented when the forms were reviewed.

Endowment:

Monthly and quarterly reports prepared by the Treasurer of the Endowment committee were reviewed. In addition, the Fund Brokerage account reports were used to verify the figures on the annual report. No discrepancies were identified. The audit committee noted deposits into and withdrawals from the Capital Federal Money Market account. The withdrawals from the account were used for the intended purposes of the Endowment.

Recommendations:

- Congregation contributions to the Endowment should be totaled and moved periodically, perhaps once a year, from the Capital Federal Money Market account into the Fund Brokerage account. This will ensure that our congregation's contributions are being used to grow the Endowment.

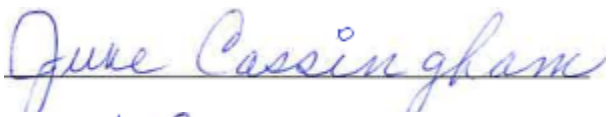

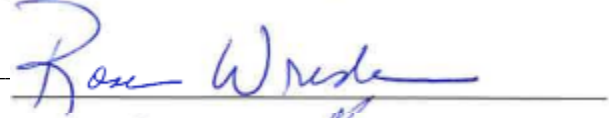

Insurance:

Church insurance documents were reviewed, and it was determined that St. Luke's has adequate insurance for assets. Policies were renewed as needed and all insurance is up to date.

The income amounts on the 2018 Parochial Report were reviewed and found to be accurate.

The 2018 Audit Committee found that St. Luke's Episcopal Church financial activities and transactions are clearly and appropriately documented and recorded. The financial condition of the Parish is sound.

Submitted by the Members of the Audit Committee:

June Cassingham	
Nat Cassingham	
Rose Wrede	
Melissa Pfau	

BackSnacks, by Brenda Carl

The Backsnack program helps children eat on the weekends. We are holding at 30 each for the two school we sponsor. Thank you to the helpers who pack and helpers who load cars for the delivery every week. I am so thankful for St. Luke's taking part in the program to help the children.

Building and Grounds, by Junior Warden Dennis Phillips

We thankfully report that our worship space, the building and grounds, are in good condition with only minor items in need of attention. This results from hundreds of hours of hard work by our members and others who recognize a problem and take the corrective action. Actions might range from wiping up a spill, repairing a loose kneeler, replacing a light bulb, shoveling snow, trimming a bush, cleaning the gutters, painting a wall, or fixing a sticking door; to mowing the grass, planting and mulching our gardens, raking leaves, trimming trees and burning the brush, and on and on. Many thanks to all of you who worked so hard to maintain our worship space in such good condition. You know who you are what you have done, you are blessed. And please know that you are appreciated.

We need to especially thank the leadership of Craig Burris for scheduling the lawn mowers, Tom Grandgenett for his mechanical work in the building and on the grounds, Tom Schrempp and Wayne Fowler for our technology improvements, Scott Goodman for lawn mower repairs, and thanks to Ginger Waters and Ruth Knabel for their planning and scheduling work in the gardens.

All of this generous contribution of your time and talent is worth many thousands of dollars if purchased. This is the kind of effort that enables our parish to remain on budget and financially strong.

Children's Christian Education, by Debbie Fowler

We gather in the Children's Chapel at 10:15 on Sunday mornings— with the dates for Church School coinciding with the public-school calendar. Peek in our windows and it is easy to see that there is no place we would rather be— the enthusiasm and excitement are contagious. Truth is we are a small, but very dedicated group. We would love to grow, and we are good at inviting friends and family to join us, but our small size has the special benefit of getting to know each other well and recognizing how our gifts and talents can help each one of us minister to those around us. We are already ministering in the church! (Two good examples from the past month)

First, our Christmas Eve Pageant: We have 3 very faithful young men in our class ages 6, 6, and 9 years old. As the church was being decorated and these kiddos were searching thru our costume boxes for what they wanted to wear for the Christmas Eve Pageant, I began to wonder how we could make it happen with the cast at hand... Then I got a phone call telling me "we have a volunteer for a 4-month-old baby Jesus who will arrive on the 24th"... I think to myself— this is truly beyond wonderful— but how am I going to prepare these 3 young boys to care for a baby who will not even be here for rehearsal on Dec. 22? I went into urgent prayer mode. The answer I heard was "ask for help." (Duh) I did—with haste! Melissa and Greg Pfau agreed to be Mary and Joseph (knowing that they are completely prepared to direct young men— and have provided 2 babies for the role of Jesus themselves). Then, Amanda Textor agreed to be "director of angels" and her husband Jerry Hibbs agreed to be "director of shepherds". After these supportive parents had stepped-up, I had no worries. I was able to stand up with confidence and invite all visitors, friends & family, who wished to be a part of the Christmas Eve Pageant to join us in the Sunday School for costumes! In addition to my 3 faithful young men (Gabriel & 2 angels) and 4 always-helpful adults— we had Jesus, and 4 more angels and 4 more shepherds (from California, Georgia, Wyoming, & Kansas) for a total of 16 in our cast! I heard many reports that it may have been our best ever Christmas Eve Pageant.

Second, our Wisemen on Epiphany: Three faithful young men laid gifts at the altar...they traveled with camels from the Holy Land, bringing gold, frankincense, and myrrh.

We feel blessed to have a congregation that welcomes us and helps us be our best. We feel blessed to have Father Evan Ash who supports this ministry and makes a special place for us in worship and in community.

In January 2019, we received a communication from the Diocese of Kansas that there was a policy update concerning those who work with the youth in our parishes. In addition to the previously required certification for "Safeguarding God's Children Training," we are now required to participate in back-ground checks thru the diocese. I thank all our teachers who have given of their time to attend workshops, and all those who have worked together to get us current with the new policy.

Primary Class (3yr– 4th grade)

Fortunately, we currently have 3 students who regularly attend our primary class

Teachers: Cheryl Ball & Debbie Fowler

Secondary Class (5th grade– 12th grade)

Unfortunately, we currently have no one who is attending our secondary class.

Teacher: Rose Wrede

Children's Vacation Bible School, by Debbie Fowler

Vacation Bible School took place July 22-26, Monday-Friday, 8:30 -11:30 a.m. We chose a Cokesbury curriculum called "To Mars and Beyond," with the tagline: "Explore Where God's Power Can Take You!" The theme was "Glory to God, who is able to do far beyond all that we could ask or imagine (Ephesians 3:20)."

Monday "Go Beyond with Faith!" Daniel 6 Daniel Trusts God in the Lions' Den

Tuesday "Go Beyond with Boldness" Esther 4-6 Queen Esther Takes a Stand

Wednesday "Go Beyond with Kindness " Luke 10:25-37 The Good Samaritan Helps Traveler

Thursday "Go Beyond with Thankfulness " Luke 17:11-19 Jesus Heals Ten Lepers

Friday "Go Beyond with Hope" Luke 24:13-35 Jesus Comforts on Road to Emmaus

For one full week each summer – beginning on a Sunday and continuing thru the following Sunday –

St. Luke's is totally and completely transformed into another place and time. This past summer, we became

"Command Central" for the Mars Outpost! Each morning, after checking in & donning t-shirts, each student was escorted into the Space Station to await instructions for the daily mission. The Mars Outpost had lost power and we had to help them re-gain power for survival of the mission. Each day we studied our Bibles and worked together to find the required "power element"...when found it was transmitted back to the Mars Outpost and it re-charged one of the five power launchers. The five elements were Faith, Boldness, Kindness, Thankfulness and Hope – which we gain from God when we learn to live out his plan for us.

In addition to our regular VBS attendees, we enrolled five new students who live in the surrounding neighborhood and had never attended a St. Luke's event before – and another four came with friends – for a total enrollment of 20 students. Older youth who attend an all-day workshop qualify as helpers & crew leaders. That workshop includes a pool party and pizza delivery. Plus we had 10 faithful adults there each day and many more who helped in supportive roles. These adults meet monthly in May, June, and July to plan and prepare

Spiritual Guide: Deacon Karen

Music: Rose Schrempp

Opening and Closing: Debbie Fowler

Sports: Rose Wrede

Outreach Leader: Deb Callaway

Arts & Crafts: Christy Keller

Bible Study: Cheryl Ball

Snacks: Melissa Pfau & Amanda Textor

Scribe & Time Keeper: Shannon Maendele
T-Shirts & Daily Registration: Eileen Peoples
Decorating and Set-up: Michelle McDaniel

Teacher's Luncheon: Christine Uhrmacher
Office support extra-ordinaire: Melissa Carlson

There were two major changes to VBS 2019

1. We partnered with St. Paul's Methodist Church & shared re-usable materials to extend both our budgets!
2. We collected no registration fees – it was offered FREE to ALL!

We submitted a request to the Endowment Fund asking for money from “the funds restricted to education.”

Our request covered Cokesbury curriculum, music, student take-home CD, leader materials, videos, banners, crafts, decorating, Cokesbury workshop fee, youth workshop training, publicity, t-shirts, daily snacks, photos, wrap-up Sunday Open House for the parish. Our request was fully funded: \$1,241.09

Circle of St. Luke, by Vicki Heflin

The Circle of St. Luke is our prayer group. Each person in the parish is prayed for, all year, by a member of the prayer group. We currently have 18 members. During November, when we celebrate the Festival of All Saints, the prayer group drops a note to those they have been praying for. This is usually done anonymously, but members are always welcome to let someone know they are being prayed for at any time during the year.

Creation Care Ministry, by Tom Grandgenett

“We will be known forever by the tracks we leave.” (Native American proverb)

This is a new ministry for St Luke's. On the committee are Dennis and Candi Phillips, Ginger Waters, Amanda Textor, and Shannon Maendele. The purpose of this ministry is to encourage people to do our part as a church and individually, in caring for the environment. We will be meeting soon to discuss what we can do at St Luke's and how to encourage people to adopt this ministry. Learn more at <https://www.episcopalchurch.org/creation-care>.

Dinner Club

Dinner club is a social event that meets about 10 times per year (omitting Easter and December) usually on the third Monday of the month at 6:30 p.m. Members can sign up on the bulletin board to be the host for the month. The host selects a restaurant that allows separate checks, puts up a sign-up sheet and lets the restaurant know the approximate number attending. Everyone attending enjoys a great meal among friends. The number in attendance varies but is usually about 20. If you enjoy these dinners, please sign up to host.

Hospitality, by Christine Uhrmacher

Thank you to all the amazing hospitality volunteers who have helped out this year. We are blessed at St. Luke's to have such amazing people who are always willing to step up and help with any hospitality needs. Hospitality volunteers are always ready to help with celebrations, special functions, annual events and receptions. This year, along with our traditional annual events and special parties, we have also assisted several St. Luke's families with funeral receptions. This can be emotionally difficult, but it is rewarding to know that we have helped family members cope in some small way. Thank you all for your service. To volunteer, please contact Christine Uhrmacher.

Lay Eucharistic Ministers, by Craig Burris

Now, what do they do? First an L.E.M. is a Lay Eucharistic Minister. You see them each service sometimes reading the lessons and/or the Psalm, assisting the celebrant, administering the chalice, and for now performing the duties of an acolyte. I need not name them as they are well known or if anyone does not know them their names can be found in the newsletter ministry schedule.

Lay Readers, by Craig Burris

We have quite a few more Lay readers simply to offer as many people the opportunity to share in serving and, truthfully, to avoid burnout, if burnout can happen to a strong dedication and calling to a ministry. These readers are responsible for being at the second Sunday service and any special service they volunteer for, to read either the Lessons from the Lectern or the Prayers of the People. At times they read both. Again they are well known or check the board if you do not know them. Now none of these readers would ever ask for any accolades. However, I will. I believe it would be a good thing for parishioners to, now and then, let them know they read very meaningfully.

Men's Group, by Tom Grandgenett

The men's group continues to meet at 8 a.m. on the second Saturday of each month.

We have met at First Watch, Sweet T's, and currently meet at Pegah's at Johnson Drive and Neiman.

We also continue to sponsor the Shrove Tuesday pancake dinner and the Mother's Day brunch. We always have a good turnout of volunteers for both events. Our dedicated group of volunteers help on our fifth Saturday church clean ups and the occasional special project that comes along. Thanks to all the people that join us at breakfast and volunteer their time.

The Kansas Minster Project, by Karen Wichael, Deacon

Presiding Bishop Michael Curry has encouraged us all to revisit or learn anew spiritual practices described as "the Way of Love," that our mission and ministry may be deep, rich, and centered on God.

The Kansas Minster Project proposes a way of organizing ourselves for God's mission in the Diocese of Kansas in the 21st century to bear the Way of Love with new vigor. The "minster" is a neighborhood of two to five parishes that join together in fellowship, mutual ministry, and a greater sharing of resources.

Ours is named the Kansas River Minster, and it brings together St. Luke's, St. Michael & All Angels, and St. Paul's. The priests and deacons meet monthly, traveling between parishes to pray, study, and begin to form a joint plan of action address current needs in each church, neighborhood, talents of each church and resources all formed around the elements of the Way of Love. In the days to come, our minster will seek out laypersons who will be invited to join and bring their gifts and insights. May we all be filled with God's love as we mov into the mission he has for us.

Mowing, by Craig Burris

There is little that must be expanded on when listing the ministry of lawnmowing. It could be asked how mowing grass can be considered a ministry. How indeed! This group of people gives up two to four hours of their lives during the week that they are scheduled in order to keep our grounds looking inviting -- not only to the parishioners, but to the community at large. We also thank those who keep our mower serviced and repaired.

Music, by Director of Music Ministry Jacob Hofeling

Music at St Luke's continues to be inspiring and uplifting. This year has been a fantastic continuation of our tradition of musical excellence. The choir has performed regularly twice a month during the choir season from

August to June. This year, the choir has performed a number of very difficult anthems, including a number of African American spirituals such as, "He shall dry Ev'ry Tear" as well as music by Antonio Vivaldi and J.S. Bach. The bell choir has continued to perform with three anthems - including a congregational hymn accompaniment to Silent Night on Christmas Eve. The choir has grown by one this year, and the bell choir has turned into a regular performing group.

Music at St Luke's strives to communicate the messages of the day by careful planning and prayerful consideration by our music planning committee, including Jacob Hofeling, Tom Schrempp and Christy Keller.

The most special report has to do with our fantastic cantors. Julia Kasten has recently been appointed a member in one of KC's most prestigious choirs, "Kantorei." Additionally, our Cantor, Abby Green welcomed a beautiful baby girl into her family on January 7th, 2020.

The coming year is filled with promise and excitement! The bell choir will become a more regular part of worship, and the choir will sing a number of excellent anthems, including some of the great classical English anthems with organ. We look forward to fostering the sense of musical community that makes St. Luke's a warm and welcoming place.

Outreach: Shawnee Community Center, by Mary Hayselden

St Luke's continues to support Shawnee Community Services, which provides food and clothing to anyone that comes in, no questions asked. A small group of volunteers helps with whatever is needed the second Saturday of every month, often marking food donations for distribution. If you are free on a second Saturday, it's a great way to spend the morning and very rewarding.

Outreach: KCforRefugees, by Amanda Textor

KCforRefugees is a local grassroots interfaith organization that supports refugees. They work closely with the local resettlement agencies in town: JVS, Catholic Charities, and Della Lamb. One ministry that KCforRefugees does monthly is distributes hygiene kits to local refugees at a community center in Northeast KCMO. Their mission could not be carried out without generous support and donations from local groups such as St. Luke's Church. These kits are incredibly helpful to families who are struggling financially, especially as Supplemental Nutrition Assistance Program (SNAP)/food stamps do not cover hygiene items.

In April 2019, St. Luke's parishioners donated items the kits needed including dish soap, trash bags, cleaning spray, sponges, toothpaste, toothbrushes, feminine hygiene products, soap, shampoo, deodorant, and lotion. After the 10:30 service on April 28, parishioners worked together during coffee hour to compile donations and put together 30 hygiene kits! Those kits were delivered to KCforRefugees by two parishioners on May 4 to the community center where clients were already coming to pick up the kits. The few clients we met were so friendly and appreciative!

Stewardship, by Steve Mann

The stewardship theme for our 2019 campaign was St. Luke's Journey to Generosity. The drive was launched during the first week in October and ended on All Saints' Sunday. The goal was to pave the way to receive our next rector. We succeeded in raising funds for our 2020 ministries. Furthermore, a balanced budget was presented at the annual meeting. To celebrate our efforts, we hosted a Taco Dinner.

Tellers, by Craig Burris

The title "tellers" almost explains the ministry simply by naming it. But not quite. Our tellers are comprised of two or three people on a "team." They have accepted the responsibility of staying after each service, regular or

special, to take charge of the collection, separating it into the donations to each account then entering the tally(s) into an Excel computer workbook, printing reports to submit to the treasurer, and then depositing it in the bank.

Treasurer's Report, by Melissa Pfau

Thank you to everyone who turned in their pledges this year and every year! Your contributions are what allow us to keep moving forward into the future. A massive thank you to Stephan Mann for continuing to be a fountain of information and knowledge. He keeps this church going behind the scenes.

Rose Wrede and Steve Mann were instrumental in putting the budget together for the 2020 fiscal year and it was not an easy task.

Nat and June Cassingham have worked on the Audit for several years now and deserve a big thanks for going through document after document. They will be retiring from this position so I need at least 3 people who would be willing to work with me to continue doing our Audit in-house.

To the other ministries, I would just like to remind you that many of you have a set aside monetary amount that can be used for your continued work for our church. It never hurts to ask either Steve Mann and I and we can look into what funds are set aside. For instance this year Christine Uhrmacher and the Hospitality Team were able to get a new island in the kitchen from their funds that were set aside.

Many of our parishioners donate items or good throughout the year and we are ever appreciative of this act of kindness. If you would like for the monetary value of these donated items to be added to your pledge statements they can be. You can fill out our "Request for Reimbursement Form" and check the box that says "Donation to St. Luke's" along with a copy of your receipt. This amount will then show up as a donation on your quarterly statements and count toward your tax exemptions.

If you intend on purchasing and then donating a large priced item to the church, make sure to ask Steve Mann or me for a "Tax Exempt" form. This can save you almost 10% in sales taxes. I use this when I purchase the snacks for VBS every year. This can only be used for donations to the church and documentation of receipts will need to be turned in.

Thank you to everyone that gives your time, talent and treasure. Finally, if you are interested in going through paper after paper for the Audit, PLEASE, PLEASE, come talk to me. I will need the help.

Ushers, by Brenda Carl

I would like to say thanks to the members serving this ministry. They keep the service going smoothly every service. We make the first contact and hand out the booklet for the service, answer questions, and ask guests to sign the visitor book. We hand out visitor bags too.

Those serving at 8:30 a.m. place the flags outside. Thanks to you for your ministry Jim Darnell, Craig Burris, Victor Clarke, Brenda Carl. Thanks also to those serving at 10:30: Tom Grandgenett, Nat Cassingham, Tim Rohrer, Bruce Miller, Brenda Carl and Herman Holtorf who joined the team this year.

Worship Schedules, by Craig Burris

As in the past, I have been honored to be tasked with the training, coordinating and scheduling four ministries: Lay Eucharistic Ministers, tellers, mowing, and scheduling. Together they comprise 25 dedicated people, definitely called and led by the Holy Spirit. How can I say that? In most cases these wonderful volunteers have been serving in their ministries for several years. There is no glory or compensation beyond their close personal satisfaction with serving God in St. Luke's Parish and their walk with Jesus, such dedication must be from the Holy Spirit.

BYLAWS AND CANONS

Bylaws of St. Luke's Shawnee

Article 3. Communicants and Members of Corporation.

Section 1. A Communicant in Good Standing is any natural person who meets the requirements and standards prescribed in the Diocesan Canons.

Section 2. All adult communicants, at least 16 years of age, in good standing as determined by the Rector or other Priest-in-charge, are qualified electors; that is to say, entitled to vote on all Parish affairs, and be members of this Corporation.

Section 3. Any qualified elector, eighteen (18) years of age or older, is eligible for election to any office in this Church Parish and in this Corporation. Both the Corporation and Church Parish have the same offices, and their incumbents shall be officers of both.

Section 4. Membership in this Corporation shall cease when the members cease to be a communicant in good standing in this Church Parish.

Canons of the Episcopal Diocese of Kansas

CANON I.1 Definitions

Member – Pursuant to General Canon, all persons who have received the sacrament of holy baptism with water in the name of the Father and of the Son and of the Holy Spirit, whether in this Church or in another Christian church, and whose baptisms have been duly recorded in this Church, are members. Members shall be listed on the parish register of one parish in this Diocese with which they are associated pursuant to the provisions of General Canon.

Member of Governing Board – A member elected to one of the governing bodies in the church, which shall include parish Vestries, Diocesan Convention, Provincial Synod and General Convention. Unless this requirement is specifically excused by the Ecclesiastical Authority, it shall be a prerequisite to such election that the member be confirmed in accordance with General Canon.

CANON IV.5 Of Self Governing Parishes

Sec. 6. The Vestry, Trustees of the Parish Corporation

a. Membership. Every self governing parish shall be governed by a Vestry, which shall consist of the Rector, a Senior Warden, a Junior Warden, and no fewer than three additional members. The members of the Vestry shall be the trustees of the parish corporation, and shall share with the Rector a concern and responsibility for the mission, ministry, and spiritual life of the parish.

b. Election. The Wardens and members of the Vestry shall be elected annually in accordance with the bylaws of each parish.

(1) The Wardens shall be elected annually. Each shall hold office for not more than three successive one-year terms and shall not be eligible to be elected as a member of the Vestry until after the expiration of one year from the date of previous service. In the event of a vacancy occurring in the office of either Warden, the Vestry shall have power to fill the vacancy.

Sec. 7. The Annual Parish Meeting shall be held during the month of January at a time and place within the Parish specified by the Rector. Delegates to Diocesan Convention and the Convocation in which the Parish is located shall be elected as provided in Canon II.2 at the Annual Parish Meeting and such other business as is authorized by the Parish bylaws shall be conducted. Special Parish Meetings may be called as specified in the Parish Bylaws or, if there is no provision in the Parish Bylaws, may be called for any purpose specified in the notice of such Special Parish Meeting by the Rector, the Senior Warden or three members of the Vestry upon no less than ten days' notice to the Parish. All adult communicants in good standing as determined by the Rector who are members of the Parish, all as defined by Canon I.1, shall be entitled to vote at any Parish meeting. The Rector, or, if the Rector is the Bishop, the person delegated by the Rector, shall preside at all regular meetings of the Parish. In the Rector's absence, the Senior Warden, or in the absence of both, the Junior Warden shall preside.

Excerpts from <http://www.episcopal-ks.org/resources/documents/Canons-2019.pdf>.

St Luke's Episcopal Church 2020 Budget

Adult Forum –Children & Youth Ministry –Do Mission –Joyful Worship-Safe Place to Gather

2020

Income

7001-01	Pledges	180,025
7001-03	Non-Pledge Parish Member Income	3,000
7001-04	Parish Hall Use	400
7001-05	Plate Offerings	300
7001-06	Visitors	300
7002-08	Rector's Discretionary Fund	1,000
5003-10	Agape	1,300
5003-43	Christian Ed(MM)	350
5002-13	Youth Gp (MM)	500
7001-10	Altar Flowers	1,820
7001-15	Endowment Fund Support -Education	2,454
7001-16	Endowment Support	1,106
7001-45	Other operating support from 2019	6,015
TOTAL INCOME		198,570

Expense

Rector Expenses

9011-15	Rectory's Salary	56,500
9001-03	Housing Allowance TBD % of 9011-15	
9001-01	Car Allowance	3,000
9001-02	Continuing Education	500
9001-04	Rector's Pension	10,170
9001-09	Rector's Health	20,000
9001-11	Rector's Mobile Phone	1,200
9019-08	Rector's Discretionary Fund	1,000

Total 9001 - Rector Expenses

72,370

9005 - Diocesan Expenses

9005-01	Convention Registration	750
9001-02	Clergy Meetings	400
9001-02	General Apportionment	30,485

Total 9005 - Diocesan Expenses

31,635

9007 - Insurance

9007-02	Building and Personal Property	10,900
9007-05	Workmen's Comp	400

Total 9007 - Insurance

11,300

9009 - Maintenance Expenses

9009-01	Building Repairs & Maintenance	3,000
9009-10	Fire Safety	425

9009-02	Exterminator	250
9009-03	Janitorial Services	5,385
9009-04	Janitorial Supplies	150
9009-04	Kitchen Supplies	0
9009-06	Mowing and Lawn Care	600
9009-07	Snow Removal	975
9009-08	Trash Removal	1,700
Total 9009 - Maintenance Expenses		12,485
9010 - Office Expenses		
9010-01	Advertising	800
9010-02	Bank Fees	150
9010-03	Copier Lease	2,500
9010-04	Copier Overages	500
9010-10	Office Supplies	400
9010-12	Postage and Delivery	110
9010-11	Dues, Subscriptions/memberships	0
9002-02	Computer Repair & Upgrade	0
9002-03	Software License	560
9002-04	Website Charges	100
9002-05	Computer Equipment	0
Total 9010 - Office Expenses & Computer Expenses		5,120
9011 - Salaries & PR Taxes		
9011 - Salaries		
9011-11	Secretary (Admin Asst)	
	15hrs/wk M-F/2wksOffw/\$/\$12.5	9,750
9011-13	Music Director	16,000
	13hrs/wk 2SundayServs/3SundaysOff	
9015-B6	Musicians	10,500
Total 9011-1 - Lay Salaries & Benefits		36,250
Salaries & PR Taxes		
9011-22	Employer FICA (6.2%)	2,250
9011-23	Employer Medicare (1.45%)	520
Total 9011-02 - Payroll Taxes		2,770
Total 9011 - Lay Salaries & PR Taxes		
Total 9014 - Professional Fees		
9014 -01	Accounting (Payroll Bookkeeper)	3,700
9014-04	ADP	730
Total 9014		4,430
9015 Program expenses		
9015-01 - Childcare Nursery		2,080
9015-03 - Vacation Bible School		350

9015-04 · Youth Group		500
9015-03	Christian Education	350
9015-05 · Community Garden		100
9015-06 · Music Expenses		400
9015-02- Hospitality -New Members		500
9015-08- Adult Forum/community meeting		500
5003-10- Outreach/Agape		1,300
Total 9015 · Program Expenses		6,080
9018 · Utilities		
9018-01	Electricity	5,800
9018-02	Gas	2,500
9018-03	Water	450
9018-04	Wastewater	450
9018-05	Church Phone & internet	1,800
Total 9018 · Utilities		11,000
9020 · Altar & Church Supplies		
9020-01	Altar Flowers	1,300
9020-02	Altar Supplies	300
Total 9020 · Altar & Church Supplies		1,600
9021 · Taxes and Fees		
9021-1 · Real Estate Taxes		790
9021-2 · State of Kansas - Annual Report		40
Total 9021 · Taxes and Fees		830
9026 · Unrestricted Expenses		
9026-04	Supply Priest	2,000
7weeks@\$125 -5SundaysOff+2SundaysContEd		
9026-?- Supply Music Director/Organist		700
3weeks@125/wk		
Total 9026 · Unrestricted Expenses		2,700
Total Expense		198,570

Jan - Dec 19	Budget	\$ Over Budget	% of Budget	
Ordinary				
Income/Expense				
Income				
7001 - Unrestricted Income				
7001-01 - Pledges - Current	180,137.07	179,244.00	893.07	100.5%
7001-03 - Contributors of Record	11,846.00	2,150.04	9,695.96	551.0%
7001-04 - Parish Hall Use	770.00	360.00	410.00	213.9%
7001-05 - Loose Plate	3,401.25	1,749.96	1,651.29	194.4%
7001-06 - Visitors	351.00	699.96	-348.96	50.1%
7001-07 - Misc. Income	265.25	0.00	265.25	100.0%
7001-10 - Altar Flowers & Supplies	1,885.00	1,650.00	235.00	114.2%
7001-15 - Endowment Fund Support	215.00	2,790.96	-2,575.96	7.7%
Total 7001 - Unrestricted Income	198,870.57	188,644.92	10,225.65	105.4%
7002 - Restricted Income				
7002-06 - Memory Garden	302.00			
7002-12 - VBS/Christian Ed Fund	0.00	0.00	0.00	0.0%
Total 7002 - Restricted Income	302.00	0.00	302.00	100.0%
Total Income	199,172.57	188,644.92	10,527.65	105.6%
Expense				
9001 - Priest in Charge Expenses				
9001-01 - Car Allowance/Expenses	1,625.00	3,000.00	-1,375.00	54.2%
9001-02 - Continuing Education	0.00	2,000.04	-2,000.04	0.0%
9001-03 - Housing Allowance	12,194.00	22,500.00	-10,306.00	54.2%
9001-04 - Pension	0.00	9,504.96	-9,504.96	0.0%
9001-09 - Rector's Health	0.00	1,625.04	-1,625.04	0.0%
9001-11 - Priest's Phone	812.50	1,500.00	-687.50	54.2%
Total 9001 - Priest in Charge Expenses	14,631.50	40,130.04	-25,498.54	36.5%
9002 - Computer Expenses				
9002-02 - Computer Repair & Upgrade	10.00	0.00	10.00	100.0%
9002-03 - Software License	511.32	549.96	-38.64	93.0%
9002-04 - Website Changes	99.00	99.96	-0.96	99.0%
9002-05 - Equipment	282.77			
Total 9002 - Computer Expenses	903.09	649.92	253.17	139.0%
9003 - Conferences and Meetings				
9005 - Diocesan Expenses				
9005-01 - Convention Registration/Expense	750.00	600.00	150.00	125.0%
9005-02 - General Apportionment	28,344.00	28,344.00	0.00	100.0%
9005-03 - Episcopal Relief and Dev. Fund	0.00			
9005-05 - Clergy Meetings	0.00	399.96	-399.96	0.0%
Total 9005 - Diocesan Expenses	29,094.00	29,343.96	-249.96	99.1%
9007 - Insurance				
9007-02 - Building and Personal Property	10,424.25	10,490.04	-65.79	99.4%
9007-05 - Workmen's Comp	378.74	399.96	-21.22	94.7%
Total 9007 - Insurance	10,802.99	10,890.00	-87.01	99.2%
9009 - Maintenance Expenses				
9009-01 - Building Repairs & Maintenance	2,464.20	2,199.96	264.24	112.0%
9009-02 - Exterminator	920.29	294.96	625.33	312.0%
9009-03 - Janitorial Services	5,202.00	5,385.00	-183.00	96.6%
9009-04 - Janitorial Supplies	0.00	99.96	-99.96	0.0%
9009-05 - Kitchen Supplies	0.00	99.96	-99.96	0.0%
9009-06 - Mowing and Lawn Care	582.76	399.96	182.80	145.7%
9009-07 - Snow Removal	1,100.00	150.00	950.00	733.3%
9009-08 - Trash Removal	1,642.36	1,580.04	62.32	103.9%
9009-10 - Fire Safety	277.86	450.00	-172.14	61.7%
Total 9009 - Maintenance Expenses	12,189.47	10,659.84	1,529.63	114.3%

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9010 · Office Expenses				
9010-01 · Advertising	607.35	800.04	-192.69	75.9%
9010-02 · Bank Fees	200.84	99.96	100.88	200.9%
9010-03 · Copier Lease	2,438.64	2,199.96	238.68	110.8%
9010-04 · Copier Overages	488.27	500.04	-11.77	97.6%
9010-10 · Office Supplies	987.33	399.96	587.37	246.9%
9010-12 · Postage and Delivery	211.63	249.96	-38.33	84.7%
9010-13 · Dues & Subscriptions	0.00	10.00	-10.00	0.0%
Total 9010 · Office Expenses	4,934.06	4,259.92	674.14	115.8%
9011 · Salaries & PR Taxes				
9011-01 · Salaries				
9011-11 · Admin Asst	9,210.53	10,076.04	-865.51	91.4%
9011-13 · Music Director	15,148.32	15,071.04	77.28	100.5%
9011-15 · Rector's Salary	17,559.00	30,999.96	-13,440.96	56.6%
Total 9011-01 · Salaries	41,917.85	56,147.04	-14,229.19	74.7%
9011-28 · Adult Education	600.00	0.00	600.00	100.0%
Total 9011 · Salaries & PR Taxes	42,517.85	56,147.04	-13,629.19	75.7%
9014 · Professional Fees				
9014-01 · Accounting	2,600.00	3,840.00	-1,240.00	67.7%
9014-02 · Employee Qualification Background	108.00			
9014-04 · Payroll Services	1,369.44	1,299.96	69.48	105.3%
Total 9014 · Professional Fees	4,077.44	5,139.96	-1,062.52	79.3%
9015 · Program Expenses				
9015-01 · Childcare Nursery	2,023.82	1,920.00	103.82	105.4%
9015-02 · Evangelism & Hospitality	0.00	999.96	-999.96	0.0%
9015-03 · VBS/Christian Ed	858.59	843.00	15.59	101.8%
9015-04 · Youth Group	0.00	767.04	-767.04	0.0%
9015-05 · Community Garden	0.00	99.96	-99.96	0.0%
9015-06 · Music Expenses				
9015-B6 · Music Performance	10,223.03	11,303.04	-1,080.01	90.4%
9015-C6 · Music Licensing and Sheet Music	453.00	0.00	453.00	100.0%
9015-06 · Music Expenses - Other	0.00	474.96	-474.96	0.0%
Total 9015-06 · Music Expenses	10,676.03	11,778.00	-1,101.97	90.6%
9015-08 · Adult Education Program	1,043.31	500.04	543.27	208.6%
Total 9015 · Program Expenses	14,601.75	16,908.00	-2,306.25	86.4%
9018 · Utilities				
9018-01 · Electricity	5,404.62	6,000.00	-595.38	90.1%
9018-02 · Gas	2,441.75	3,000.00	-558.25	81.4%
9018-03 · Water	678.31	600.00	78.31	113.1%
9018-04 · Wastewater	959.45	360.00	599.45	266.5%
9018-05 · Church Phone & internet	2,025.31	1,800.00	225.31	112.5%
Total 9018 · Utilities	11,509.44	11,760.00	-250.56	97.9%
9019 · Restricted Expenses				
9019-06 · Memory Garden	302.00			
Total 9019 · Restricted Expenses	302.00			
9020 · Altar & Church Supplies				
9020-01 · Altar Flowers	980.00	1,650.00	-670.00	59.4%
9020-02 · Altar Supplies	166.55	500.04	-333.49	33.3%
Total 9020 · Altar & Church Supplies	1,146.55	2,150.04	-1,003.49	53.3%

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
9021 · Taxes and Fees				
9021-01 · Real Estate Taxes	792.00	792.00	0.00	100.0%
9021-02 · State of Kansas - Annual Report	52.50	40.00	12.50	131.3%
Total 9021 · Taxes and Fees	<u>844.50</u>	<u>832.00</u>	<u>12.50</u>	<u>101.5%</u>
9026 · Unrestricted Expenses				
9026-04 · Supply Priest	3,951.01	984.96	2,966.05	401.1%
9026-06 · Outreach Expenses	0.00	19.50	-19.50	0.0%
9026-11 · Guest Organist	450.00	375.00	75.00	120.0%
9026-12 · Misc. Expenses	48.03	0.00	48.03	100.0%
Total 9026 · Unrestricted Expenses	<u>4,449.04</u>	<u>1,379.46</u>	<u>3,069.58</u>	<u>322.5%</u>
Total Expense	<u>152,087.20</u>	<u>190,250.18</u>	<u>-38,162.98</u>	<u>79.9%</u>
Net Ordinary Income	<u>47,085.37</u>	<u>-1,605.26</u>	<u>48,690.63</u>	<u>-2,933.2%</u>
Other Income/Expense				
Other Income				
8030-00 · Interest Income	157.23	104.51	52.72	150.4%
8031-00 · Endowment Income				
8031-01 · Endowment Interest Income	483.88	20.04	463.84	2,414.6%
8031-02 · Endowment Dividend Income	6,899.11	5,000.04	1,899.07	138.0%
8031-03 · Endowment Capital Gains Income	2,620.82	0.00	2,620.82	100.0%
Total 8031-00 · Endowment Income	<u>10,003.81</u>	<u>5,020.08</u>	<u>4,983.73</u>	<u>199.3%</u>
Total Other Income	<u>10,161.04</u>	<u>5,124.59</u>	<u>5,036.45</u>	<u>198.3%</u>
Other Expense				
9030 · Other Expenses				
9030-01 · Interest Expenses	-38.43	275.04	-313.47	-14.0%
Total 9030 · Other Expenses	<u>-38.43</u>	<u>275.04</u>	<u>-313.47</u>	<u>-14.0%</u>
9031-00 · Endowment Expenses				
9031-01 · Endowment Broker Fee Expenses	854.29	1,874.30	-1,020.01	45.6%
9031-02 · Endowment Foreign Tax	67.55	91.53	-23.98	73.8%
Total 9031-00 · Endowment Expenses	<u>921.84</u>	<u>1,965.83</u>	<u>-1,043.99</u>	<u>46.9%</u>
9032 · Theft or Loss	-533.90	0.00	-533.90	100.0%
9033 · Suspense	0.00			
Total Other Expense	<u>349.51</u>	<u>2,240.87</u>	<u>-1,891.36</u>	<u>15.6%</u>
Net Other Income	<u>9,811.53</u>	<u>2,883.72</u>	<u>6,927.81</u>	<u>340.2%</u>
Net Income	<u>56,896.90</u>	<u>1,278.46</u>	<u>55,618.44</u>	<u>4,450.4%</u>

St Luke's Episcopal Church, Shawnee
Profit & Loss

January through December 2019

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Accrual Basis

Ordinary Income/Expense	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
Income													
7001 - Unrestricted Income													
7001-01 - Pledges - Current	12,925.00	12,933.00	13,117.00	12,398.00	11,703.00	12,618.00	22,255.00	15,642.07	13,490.00	12,938.00	11,538.00	28,460.00	180,137.07
7001-03 - Contributors of Record	2,816.00	384.00	1,266.00	849.00	458.00	471.00	927.00	1,101.00	1,408.00	549.00	635.00	1,182.00	11,846.00
7001-04 - Parish Hall Use	160.00	0.00	50.00	0.00	0.00	0.00	160.00	0.00	0.00	80.00	0.00	280.00	770.00
7001-05 - Loose Plate	201.00	124.00	298.75	547.05	428.75	302.00	333.00	168.00	307.70	164.00	122.00	365.00	3,401.25
7001-06 - Visitors	40.00	40.00	36.00	115.00	5.00	25.00	30.00	0.00	25.00	25.00	10.00	0.00	351.00
7001-07 - Misc. Income	17.00	56.00	121.00	11.00	7.00	1.25	0.00	14.00	28.00	5.00	5.00	0.00	265.25
7001-10 - Ailar Flowers&Supplies	225.00	190.00	220.00	460.00	25.00	175.00	55.00	25.00	60.00	0.00	0.00	450.00	1,885.00
7001-15 - Endowment Fund Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	215.00	215.00
Total 7001 - Unrestricted Income	16,104.00	13,727.00	15,108.75	14,380.05	12,626.75	13,792.25	23,780.00	16,970.07	15,318.70	13,761.00	12,310.00	30,992.00	198,870.57
7002 - Restricted Income	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
7002-06 - Memory Garden	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
Total 7002 - Restricted Income	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
Total Income	16,104.00	13,727.00	15,108.75	14,380.05	12,928.75	13,792.25	23,780.00	16,970.07	15,318.70	13,761.00	12,310.00	30,992.00	199,172.57
Expense													
9001 - Priest In Charge Expenses													
9001-01 - Car Allowance/Expense	250.00	250.00	250.00	250.00	250.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00
9001-03 - Housing Allowance	1,876.00	1,876.00	1,876.00	1,876.00	1,876.00	2,814.00	0.00	0.00	0.00	0.00	0.00	0.00	12,194.00
9001-11 - Priest's Phone	125.00	125.00	125.00	125.00	125.00	167.50	0.00	0.00	0.00	0.00	0.00	0.00	812.50
Total 9001 - Priest In Charge Expenses	2,251.00	2,251.00	2,251.00	2,251.00	2,251.00	3,376.50	0.00	0.00	0.00	0.00	0.00	0.00	14,631.50
9002 - Computer Expenses													
9002-02 - Computer Repair & Upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	10.00
9002-03 - Software License	46.48	46.44	46.45	46.48	46.44	46.45	47.28	47.00	34.58	34.59	34.59	34.58	511.32
9002-04 - Website Changes	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	8.25	99.00
9002-05 - Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	282.77	0.00	282.77
Total 9002 - Computer Expenses	54.71	54.69	54.70	54.71	54.69	54.70	55.53	55.25	42.83	52.84	325.61	42.83	903.09
9003 - Conference and Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83.52	0.00	83.52
9005 - Diocesan Expenses													
9005-01 - Convention Registration/Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
9005-02 - General Apportionment	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	28,344.00
9005-03 - Episcopal Relief and Dev. Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 9005 - Diocesan Expenses	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	2,362.00	3,112.00	2,362.00	2,362.00	2,362.00	29,094.00
9007 - Insurance													
9007-02 - Building and Personal Property	900.16	846.17	846.17	846.16	846.17	846.16	846.17	869.42	869.41	869.42	869.42	869.42	10,424.25
9007-05 - Workmen's Comp	30.41	30.42	30.41	30.42	30.41	30.42	30.41	0.00	33.17	66.34	33.16	33.17	378.74
Total 9007 - Insurance	930.57	876.59	876.58	876.58	876.58	876.58	876.58	869.42	922.58	955.76	922.58	922.59	10,802.99
9009 - Maintenance Expenses													
9009-01 - Building Repairs & Maintenance	0.00	69.49	899.10	0.00	668.00	20.59	61.00	-26.24	174.70	0.00	597.56	0.00	2,464.20
9009-02 - Extirminator	0.00	74.36	0.00	0.00	698.20	0.00	73.20	408.00	0.00	0.00	74.53	0.00	920.29
9009-03 - Janitorial Services	408.00	408.00	408.00	408.00	408.00	510.00	408.00	408.00	510.00	408.00	510.00	408.00	5,202.00
9009-06 - Mowing and Lawn Care	0.00	0.00	160.98	172.47	0.00	13.36	225.98	9.97	0.00	0.00	0.00	0.00	562.76
9009-07 - Snow Removal	350.00	450.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
9009-08 - Trash Removal	56.26	168.16	142.24	142.41	142.41	141.52	141.52	141.04	141.34	141.68	141.76	141.52	1,642.36
9009-10 - Fire Safety	0.00	0.00	0.00	0.00	277.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	277.86
Total 9009 - Maintenance Expenses	814.26	1,170.01	1,760.32	722.68	2,194.47	685.47	836.50	605.97	826.54	549.68	1,323.85	699.52	12,189.47

St. Luke's Episcopal Church, Shawnee
Profit & Loss

January through December 2019

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Accrual Basis

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
9010 - Office Expenses													
9010-01 - Advertising	38.99	0.00	6.48	338.97	25.00	90.00	106.91	0.00	0.00	0.00	0.00	0.00	607.35
9010-02 - Bank Fees	15.84	15.83	15.83	15.84	15.83	15.83	15.84	15.83	15.83	15.84	15.83	28.67	200.84
9010-03 - Copier Lease	203.22	203.22	203.22	203.22	203.22	203.22	203.22	203.22	203.22	203.22	203.22	203.22	2,438.64
9010-04 - Copier Overages	19.22	7.63	286.42	37.46	87.39	0.00	15.98	5.60	0.00	12.64	11.65	4.30	489.27
9010-10 - Office Supplies	114.98	0.00	100.98	0.00	140.77	45.98	0.00	0.00	158.23	275.92	150.47	0.00	987.33
9010-12 - Postage and Delivery	101.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110.00	0.00	0.00	211.63
Total 9010 - Office Expenses	494.88	226.68	612.93	595.49	472.21	355.03	341.93	224.65	377.28	617.62	381.17	234.19	4,934.06
9011 - Salaries & PR Taxes													
9011-01 - Salaries	775.08	710.49	775.08	736.33	852.58	581.31	775.08	775.08	968.85	775.08	710.49	775.08	9,210.53
9011-11 - Admin Asst	1,257.36	1,317.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	1,257.36	15,148.32
9011-13 - Music Director	2,621.00	2,716.00	2,716.00	2,716.00	2,716.00	4,074.00	0.00	0.00	0.00	0.00	0.00	0.00	17,559.00
9011-15 - Rector's Salary	4,653.44	4,743.85	4,748.44	4,709.69	4,825.94	5,912.67	2,032.44	2,032.44	2,228.21	2,032.44	1,967.85	2,032.44	41,917.85
Total 9011-01 - Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	300.00	0.00	600.00
9011-28 - Adult Education	4,653.44	4,743.85	4,748.44	4,709.69	4,825.94	5,912.67	2,032.44	2,032.44	2,228.21	2,332.44	2,267.85	2,032.44	42,517.85
Total 9011 - Salaries & PR Taxes	320.00	80.00	320.00	320.00	320.00	290.00	160.00	160.00	160.00	160.00	160.00	160.00	2,600.00
9014 - Professional Fees													
9014-01 - Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	106.00
9014-02 - Employee Qualification Backpout	201.46	99.36	99.36	102.38	105.40	105.40	147.98	101.62	101.62	101.62	101.62	101.62	1,389.44
9014-04 - Payroll Services	521.46	179.36	419.36	422.38	425.40	385.40	307.98	261.62	261.62	261.62	369.62	261.62	4,077.44
Total 9014 - Professional Fees	129.18	172.24	215.30	86.12	129.18	215.30	172.24	172.24	215.30	172.24	172.24	172.24	2,023.82
9015 - Program Expenses													
9015-01 - Childcare Nursery	0.00	0.00	0.00	541.96	0.00	2.29	103.35	0.00	210.99	0.00	0.00	0.00	859.59
9015-03 - VBS/Christian Ed	753.56	749.74	915.03	985.76	645.91	780.46	565.17	645.92	695.77	1,076.52	968.85	1,130.34	10,223.03
9015-05 - Music Expenses	34.25	34.25	34.25	34.25	34.25	34.25	34.25	34.25	35.00	74.00	35.00	35.00	453.00
9015-06 - Music Performance	787.81	783.99	949.28	1,030.01	680.16	814.71	599.42	680.17	1,030.77	1,150.52	1,003.85	1,165.34	10,676.03
Total 9015-06 - Music Expenses	42.66	0.00	0.00	632.65	0.00	0.00	0.00	56.00	256.00	56.00	0.00	0.00	1,043.31
9015-08 - Adult Education Program	959.65	956.23	1,164.58	2,290.74	809.34	1,032.30	875.01	908.41	1,713.06	1,378.78	1,176.09	1,337.58	14,601.75
Total 9015 - Program Expenses	449.25	47.92	426.68	469.92	408.04	544.90	731.84	705.57	565.52	362.62	337.43	354.93	5,404.62
9018 - Utilities													
9018-01 - Electricity	450.36	475.79	481.19	145.17	100.17	64.94	58.28	57.38	57.41	57.88	180.48	312.72	2,441.75
9018-02 - Gas	29.70	31.60	32.26	33.10	30.16	31.42	148.86	160.53	119.58	29.63	31.65	29.62	678.31
9018-03 - Water	115.72	23.87	25.25	29.04	30.56	25.25	27.53	209.45	225.36	170.78	24.30	52.24	959.45
9018-04 - Wastewater	165.31	165.31	165.06	171.90	171.90	171.90	272.91	73.03	173.03	173.03	173.06	148.87	2,025.31
9018-05 - Church Phone & Internet	1,210.34	716.59	1,130.44	848.13	740.83	838.41	1,237.42	1,205.96	1,140.90	793.94	746.90	886.56	11,509.44
Total 9018 - Utilities	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
9019 - Restricted Expenses													
9019-05 - Memory Garden	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
Total 9019 - Restricted Expenses	0.00	0.00	0.00	0.00	302.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	302.00
9020 - Altar & Church Supplies													
9020-01 - Altar Flowers	0.00	0.00	0.00	240.00	0.00	125.00	0.00	125.00	225.00	0.00	0.00	265.00	980.00
9020-02 - Altar Supplies	0.00	0.00	0.00	101.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.10	166.55
Total 9020 - Altar & Church Supplies	0.00	0.00	0.00	341.45	0.00	125.00	0.00	125.00	225.00	0.00	0.00	330.10	1,146.55
9021 - Taxes and Fees													
9021-01 - Real Estate Taxes	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00	792.00
9021-02 - State of Kansas - Annual Report	0.00	0.00	0.00	0.00	0.00	40.00	0.00	12.50	0.00	0.00	0.00	0.00	52.50
Total 9021 - Taxes and Fees	66.00	66.00	66.00	66.00	66.00	106.00	66.00	78.50	66.00	66.00	66.00	66.00	844.50

St. Luke's Episcopal Church, Shawnee
Profit & Loss

January through December 2019

Accrual Basis

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	TOTAL
9025 - Unrestricted Expenses													
9025-04 - Supply Priest	0.00	0.00	0.00	0.00	0.00	0.00	659.93	800.00	785.00	375.00	688.50	692.58	3,951.01
9025-11 - Guest Organist	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	450.00
9025-12 - Misc. Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58.03	-10.00	48.03
Total 9025 - Unrestricted Expenses	0.00	150.00	0.00	0.00	0.00	0.00	659.93	800.00	785.00	375.00	726.53	982.58	4,449.04
Total Expense	14,316.31	13,753.00	15,446.36	15,542.05	15,380.46	16,110.06	9,651.32	9,549.22	11,689.02	9,745.68	10,751.72	10,170.03	152,067.20
Net Ordinary Income	1,785.69	-26.00	-337.60	-1,162.00	-2,451.71	-2,317.81	14,126.66	7,420.84	3,649.68	4,015.34	1,558.28	20,821.97	47,065.37
Other Income/Expense													
8030-00 - Interest Income	13.56	12.27	13.61	13.16	13.63	13.16	13.64	13.64	13.27	13.65	12.31	11.25	157.21
8031-01 - Endowment Income	3.23	2.83	1.86	1.67	2.26	243.70	2.74	2.16	2.63	3.34	2.24	215.20	483.81
8031-02 - Endowment Dividend Income	384.15	484.68	614.85	449.93	475.82	737.42	427.35	472.48	640.97	384.86	382.26	1,454.50	6,869.11
8031-03 - Endowment Capital Gains Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,620.76	2,620.80
Total 8031-00 - Endowment Income	387.38	487.51	616.71	451.60	478.08	981.12	430.11	474.64	643.64	388.00	384.50	4,290.46	10,003.81
Total Other Income	380.94	498.78	630.32	464.78	491.71	994.30	443.71	488.30	656.81	401.65	406.81	4,301.71	10,161.04
Other Expense													
9030 - Other Expenses	0.00	-80.93	1.50	0.00	0.00	0.00	40.00	1.00	0.00	0.00	0.00	0.00	-38.43
9030-01 - Interest Expenses	0.00	-80.93	1.50	0.00	0.00	0.00	40.00	1.00	0.00	0.00	0.00	0.00	-38.43
Total 9030 - Other Expenses	0.00	-80.93	1.50	0.00	0.00	0.00	40.00	1.00	0.00	0.00	0.00	0.00	-38.43
9031-00 - Endowment Expenses	434.66	0.00	0.00	0.00	0.00	0.00	206.93	0.00	0.00	212.70	0.00	0.00	854.29
9031-01 - Endowment Broker Fee Expenses	22.74	0.00	0.64	21.73	0.00	0.00	0.00	0.00	0.64	21.80	0.00	0.00	67.51
9031-02 - Endowment Foreign Tax	457.40	0.00	0.64	21.73	0.00	0.00	206.93	0.00	0.64	234.50	0.00	0.00	921.84
Total 9031-00 - Endowment Expenses	914.80	0.00	1.28	43.46	0.00	0.00	206.93	0.00	1.28	459.20	0.00	0.00	1,044.64
9032 - Theft or Loss	0.00	0.00	0.00	-533.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-533.90
9033 - Suspense	0.00	0.00	0.00	-300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	457.40	-80.93	2.14	-812.17	0.00	300.00	246.93	1.00	0.64	234.50	0.00	0.00	349.51
Net Other Income	-78.46	580.71	628.16	1,276.95	491.71	694.30	196.84	487.30	656.22	187.15	406.81	4,301.71	9,811.52
Net Income	1,709.23	554.71	290.58	114.95	-1,960.00	-1,623.51	14,325.55	7,908.14	4,305.91	4,182.51	1,965.11	25,123.71	56,896.90

Dec 31, 19

		<u>Dec 31, 19</u>
ASSETS		
Current Assets		
Checking/Savings		
1001 · Commerce - Operating - 3697		80,911.68
1002 · Capitol Federal - MM - 0006		36,841.14
1003 · Endowment Funds		
1003-01 · LPL Financial - Restricted		162,020.93
1003-02 · LPL Financial - Unrestricted		117,615.95
1003-03 · Cap Fed - Endowment Fund - 4982		2,777.60
Total 1003 · Endowment Funds		<u>282,414.48</u>
Total Checking/Savings		400,167.30
Other Current Assets		
1010 · Prepaid Expenses		2,583.78
Total Other Current Assets		<u>2,583.78</u>
Total Current Assets		402,751.08
Fixed Assets		
1005 · Capital Assets		
1005-01 · Building and Land		408,608.64
1005-02 · Personal Property		102,122.00
1005-03 · Organ		85,000.00
1005-04 · Handbells		7,593.00
1005-05 · Mower		5,000.00
1005-19 · Accumulated Depreciation		-523,645.33
Total 1005 · Capital Assets		<u>84,678.31</u>
Total Fixed Assets		<u>84,678.31</u>
TOTAL ASSETS		<u><u>487,429.39</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3005 · Accounts Payable		-328.11
Total Accounts Payable		<u>-328.11</u>
Total Current Liabilities		<u>-328.11</u>
Total Liabilities		-328.11
Equity		
5001 · Unrestricted Net Assets		-16,500.64
5002 · Temp. Restricted Funds - MM		
5002-06 · Organ Fund (MM)		14,834.21
5002-08 · Robe Fund (MM)		841.80
5002-12 · VBS Fund (MM)		2,792.81
5002-13 · Youth Group (MM)		512.21
5002-14 · Youth Scholarship Fund (MM)		2,000.00
5002-16 · Building Memorials (MM)		1,783.43
5002-19 · Memory Garden (MM)		3,727.18
5002-23 · Money Market Interest Inc (MM)		287.37
Total 5002 · Temp. Restricted Funds - MM		<u>26,779.01</u>
5003 · Temp. Restricted Funds - Gen.		
5003-01 · Rector's Discretionary Fund		463.46
5003-02 · Outreach		1,705.90
5003-03 · Shop For A Cause		10.32
5003-04 · Bishop's Discretion Fund		147.00

Dec 31, 19

5003-05 · Deacon's Discretionary Fund	
5003-B5 · Katie Knoll Lenon Discretionary	310.00
Total 5003-05 · Deacon's Discretionary Fund	310.00
5003-10 · Agape	16,682.50
5003-14 · Memorial Funds	9,720.80
5003-18 · Episcopal Church In Jerusalem	450.00
5003-25 · Christmas Decorations	75.85
5003-26 · Memory Garden	-116.91
5003-30 · Fund Raising	
5003-3A · New Sign 2018	210.00
5003-3B · New Dishwasher 2018	1,395.00
5003-3D · St. Francis Day Dog Bandana	165.00
5003-3E · Bishop's Gift	-170.00
5003-3F · Amanda Textor's Fund Raiser	10.00
5003-3G · Art Auction	215.00
Total 5003-30 · Fund Raising	1,825.00
5003-39 · Unbound (formerly CFCA)	296.50
5003-43 · Education	1,835.10
5003-44 · Capital Fund	10,507.00
5003-45 · Vestments Fund	45.04
5003-47 · Vegetable Garden	100.00
5003-48 · Coffee Hour Fund	681.00
Total 5003 · Temp. Restricted Funds - Gen.	44,738.56
5004 · Perm.	
Restricted Fund Balance	
5004-01 · LPL Restricted	
5004-B1 · Restricted Unrealized Cap Gains	32,558.19
5004-01 · LPL Restricted - Other	120,355.67
Total 5004-01 · LPL Restricted	152,913.86
5004-02 · LPL Unrestricted	
5004-B2 · Unrestrict Unrealized Cap Gains	8,597.01
5004-02 · LPL Unrestricted - Other	95,525.70
Total 5004-02 · LPL Unrestricted	104,122.71
5004-03 · Cap Fed Endowment	8,274.60
Total 5004 · Perm. Restricted Fund Balance	265,311.17
5005 · Retained Earnings	110,532.50
Net Income	56,896.90
Total Equity	487,757.50
TOTAL LIABILITIES & EQUITY	487,429.39