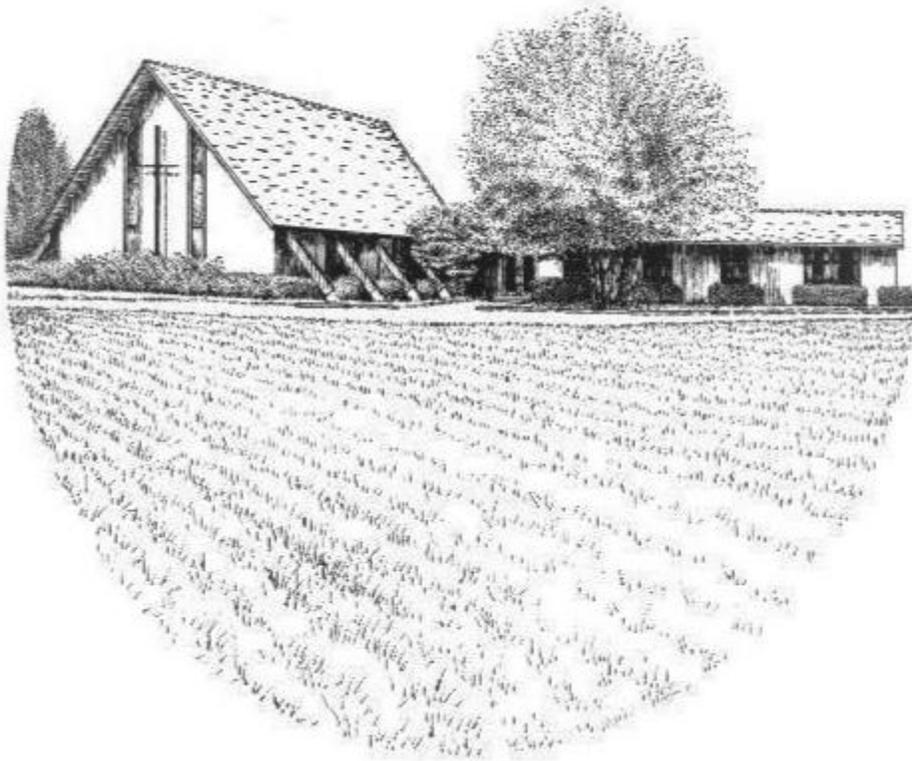


2021 Annual  
Annual Parish Meeting



St. Luke's Episcopal Church  
Shawnee, Kansas ~ Diocese of Kansas  
Sunday, January 31  
11:30 A.M., via Zoom

# Agenda

## Opening Prayer & Call to Order

Quorum Declared (25 members present)  
Appointment of Recorder for Annual Meeting  
Appointment of Teller – Shara Brice – Polling via Zoom  
Father Jonathan’s Address to the Gathering

### Business

|  |           |
|--|-----------|
| <b>PARISH STATISTICS</b> .....   | <b>3</b>  |
| <b>NECROLOGY</b> .....   | <b>3</b>  |
| <b>MINUTES FROM 2020 ANNUAL MEETING</b> .....  | <b>3</b>  |
| THANK YOU TO OUTGOING VESTRY MEMBERS: MARY HAYSOLDEN, BECKY STANLEY, BRENDA CARL.....  | 6         |
| ELECTION/ANNOUNCEMENT OF NEW VESTRY MEMBERS: TOM GRANDGENETT, TIM ROHRER, JUNE CASSINGHAM.....   | 6         |
| ELECTION/ANNOUNCEMENT OF NEW PARISH DELEGATE AND ALTERNATE: TERRELL MAN, DELEGATE. THREE YEAR TERM. VICTOR CLARKE, ALTERNATE DELEGATE. THREE YEAR TERM. .... | 6         |
| ELECTION/NOMINATING COMMITTEE FOR 2022 VESTRY: CHERYL BALL, ROSE WREDE, MELISSA PFAU ( <i>SEE BY-LAWS, ART. 5. SECTION 3 FROM THE FLOOR</i> ) .....          | 6         |
| <b>CLERGY REPORT, THE REVEREND JONATHAN BRICE</b> .....  | <b>6</b>  |
| <b>CLERGY REPORT, DEACON KAREN WICHAEL</b> .....   | <b>6</b>  |
| <b>SENIOR WARDEN REPORT, ROSE WREDE</b> .....  | <b>6</b>  |
| <b>REVIEW OF 2020 PROFIT AND LOSS REPORT</b> .....   | <b>7</b>  |
| <b>REVIEW OF 2020 BALANCE SHEET</b> .....  | <b>12</b> |
| <b>REVIEW OF 2021 BUDGET (ADOPTED)</b> .....   | <b>14</b> |
| <b>REVIEW OF 2020 ENDOWMENT FUND REPORT – RICHARD LAVIN</b> .....  | <b>17</b> |
| <b>COMMITTEE REPORTS</b> .....   | <b>19</b> |
| <b>BYLAWS AND CANONS</b> .....   | <b>29</b> |

### Other business:

### Motion to Adjourn

### Closing Prayer

## Parish Statistics

|               | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---------------|------|------|------|------|------|------|------|------|------|------|
| AVG           | 110  | 114  | 97   | 84   | 82   | 84   | 86.7 | 77   | 77   | TBD  |
| 8:30 a.m      | 20   | 23   | 21   | 15   |      | 19   | 21   | 20   | 20   |      |
| 10: 30 a.m.   | 90   | 92   | 92   | 69   |      | 65   | 64   | 59   | 57   |      |
| ALL SERV      | 6274 | 7045 | 5526 | 4455 | 4269 | 4275 | 4571 | 3972 | 4152 |      |
|               |      |      |      |      |      |      |      |      |      |      |
| Baptisms      | 8    | 4    | 0    | 6    | 0    | 2    | 2    | 1    |      | 0    |
| Confirmations | 0    | 10   | 0    | 0    | 0    | 4    | 0    | 0    |      | 0    |
| Weddings      | 3    | 1    | 4    | 0    | 3    | 2    | 1    | 1    |      | 0    |
| Funerals      | 5    | 2    | 9    | 4    | 0    | 2    | 2    | 2    |      | 2    |

## Necrology

|       |                |                            |
|-------|----------------|----------------------------|
| 7/21  | Charles Smith  | Service in Wamego, KS      |
| 9/17  | JoAnn Sherman  |                            |
| 9/20  | Shara Crawford | Service in Wichita, KS     |
| 11/22 | Jon Hall       | Service in St. Charles, IL |
| 12/15 | Thomas Woodman | Service at St. Luke's      |

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 2020 Annual Meeting

St. Luke's Parish Hall - January 19, 2020

**Opening prayer and call to order:** The meeting was called to order at 10:34 AM by senior warden Tim Rohrer. Annual report packets were available to the parish. There were 44 members in attendance. Tim Rohrer established that a quorum was present. Deacon Karen Michael offered an opening prayer.

**Guests in attendance:** Fr. Jonathan and Shara Brice.

**Appointment of recorder for Annual Meeting:** Christine Uhrmacher—Clerk of the Vestry.

**Appointment of Teller:** Melissa Pfau was appointed by Tim Rohrer.

**Declaration of new church members:** Linda Brown, Keelie Lankas.

**Senior warden's address to the gathering:** Tim thanked everyone for the work they have done during the transition and discussed how much we appreciate all that M Mary did for St. Luke's.

Tim reflected on what we have learned about ourselves and is thankful for what we have and all the really good people here who care so much. The diocese has been very helpful, coordinating priests for every Sunday and guiding us through the transition process. Thankful for having Fr. Ash here for three weeks out of each month; there will be a farewell celebration for Fr. Ash next week. Tim thanked Deacon Karen for coming out of retirement—especially for pastoral care; shared that Karen will continue as Deacon and work on the Minster Team. Tim thanked Steve Mann for making sure the bills were paid and for being so helpful. Praises for Melissa Pfau and the audit team for keeping the audit on track. Thanked Dennis Phillips for leadership with building and grounds, vandalism, security—a lot of hard work; and getting the Fire Marshall off our back by bringing the building up to code. Tim thanked Jacob and the music ministry for their work with choir, music and the bell choir. The upcoming improvements for the organ were also discussed. Thanked Linda Brown for keeping things rolling with the adult forum. Sunday School Teachers—thanked for such a great program. Vestry—thanked all members for their dedicated service. Outreach—doing so much, involvement in community with so many programs. Thanked Amanda Textor for helping with new programs. Also discussed that we will host a blood drive February 11 through the Red Cross. Tim thanked the search committee for their hard work, and for being so thorough and dedicated. Thanked Christine Uhrmacher for heading up hospitality. Thanked the stewardship team for their help with the stewardship campaign.

Tim then proposed this question to the parish: **What is one thing for our next rector to know about St. Luke's?**

**Answers from the parish:**

We are parish that prays for each other.

We are a parish that is aware of our demographics/age group—we want to see the parish grow.

Diversity is our strength, culturally, socio-economic, politically, international dinners.

We are ready to serve—anyone can be asked.

Fun group of people who like to have a good time working towards a common goal.

St. Luke's is a place that loves music.

**The Necrology for 2019:** Prayers were offered for Wanda Kirkham, Mike Jones, Wanda Holtorf, Elizabeth Pfeiffer, Nona Howard, and Sharon Mossman.

**Approval of minutes:** The annual meeting minutes for 2019 were in the packets for the parish to review.

Penny Hughes offered a motion to accept the 2019 Annual Meeting minutes as presented, was seconded by Melissa Pfau, and approved by the parish without exception.

**Announcement of new vestry members:** Rose Wrede—senior warden, Melissa Pfau, Chuck Peoples, Herman Holtorf—all 3-year terms; Mary Hayselden—1-year term.

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

**Announcement of nominating committee:** Cheryl Ball, Brenda Carl (off-going vestry member), Becky Stanley (off-going vestry member), Melissa Pfau, Pat Lavin.

Nancy Hayselden offered a motion to accept the slate for the nominating committee as presented, was seconded by Steve Mann, and approved by the parish without exception.

**Financials Reports presented by Steve Mann:**

Budget 198K—largest budget we have ever had; a good start for 2020.

The financial reports (Budget, Profit and Loss, Balance Sheet) for 2019 were available to the parish in the packets. Discussed there was some savings by not paying M Mary's salary, but also lost their pledge. Discussed some overages. Discussion regarding rector's expenses—totals did not calculate as shown (\$72,370 vs, \$92,370)—Steve Mann stated that will be corrected.

Endowment fund report presented by Rich Lavin. Debbie Fowler and Cheryl Ball were thankful for the endowment fund contribution to VBS. EF did very well last year, \$47K gain last year. We were able to contribute more than \$3K to church and community. Discussed Charles Smith is retiring, Dr. Fowler will be returning to the board. Dennis Phillips will serve a new 3-year term. This year we are starting the Red Cup Spare Change Initiative (RCSCI)—red cups provided for parishioners to save their loose change to help grow the Endowment Fund. Wayne Fowler mentioned Charles Werly and the Lassiters, it was their generous donations that helped start the endowment fund.

Melissa Pfau offered a motion to accept all annual financial reports as presented, was seconded by Terrell Mann; discussion—note correction on rector expenses (\$72,370/\$92,370), and the motion was approved *as corrected* by the parish without exception.

**Annual Reports:** All annual reports were available in the packets.

Rose Wrede presented a prayer of thanks for the search committee and a summary of their work. Many thanks to the committee members: Steve Mann, Tim Rohrer, Vicki Heflin, Abraham Verghese, Rose Wrede, Karen Craig, Brenda Carl, and Melissa Pfau. Rose officially announced Fr. Jonathan Brice as the rector of St. Luke's, and introduced Fr. Jonnny and Shara Brice to the parish. Fr. Brice and Shara spoke with the parish to introduce themselves and share some personal stories.

**Motion to adjourn:** Rose Wrede offered a motion to adjourn the 2020 Annual Meeting at 11:47 AM, was, seconded by Chuck Peoples, and approved by the parish without exception.

**Closing prayer:** the closing prayer was offered by Fr. Brice.

*These annual meeting minutes have been recorded and transcribed by Christine Uhrmacher, and respectfully submitted on February 28, 2020, to the senior warden and the rector.*

Thank You to Outgoing Vestry Members: Mary Hayselden, Becky Stanley, Brenda Carl

Election/Announcement of New Vestry Members: Tom Grandgenett, Tim Rohrer, June Cassingham

Election/Announcement of New Parish Delegate and alternate: Terrell Man, delegate. Three year term. Victor Clarke, alternate delegate. Three year term.

Election/Nominating Committee for 2022 Vestry: Cheryl Ball, Rose Wrede, Melissa Pfau (*see by-laws, art. 5. Section 3 from the floor*)

### **Clergy Report, The Reverend Jonathan Brice**

Powerpoint given during Zoom meeting

### **Clergy Report, Deacon Karen Michael**

Oral report given during Zoom Meeting

### **Senior Warden Report, Rose Wrede**

John 15:5 "Yes, I am the vine; you are the branches. Those who remain in me, and I in them, will produce much fruit."

From the beginning of the pandemic in Kansas, in true St. Luke's spirit, our church not only persevered, but thrived. Fr. Jonathan started his tenure on February 1st and after only three Sundays in the pulpit, had to reach and preach to a parish from outside our church building walls, virtually. With the wise, caring and skilled guidance of the members of our Vestry, Fr. Jonathan, Shara, Deacon Karen and all of St. Luke's dedicated members have worked together to keep our church strong and vital. We zoomed, met in virtual committees, shared virtual coffee hours, met for bible studies on-line, gathered for Wednesday refresher, Friday Fellowship, talked on the phone, communicated through "door drop" deliveries, texted and prayed. Our tech crew filmed, connected and re-connected, when necessary, so skillfully to continue to keep us together, visually and with sound as we worshiped.

Our outreach continued with our new free food pantry and the tremendous outpouring of generosity during the holidays for our traditional Operation Breakthrough, headed up this year by Christy Keller and family. Our youth Sunday School program stepped right up, didn't miss a beat and has even grown in our zoom format. When an outdoor worship service was possible, Fr Jonny called a task force, and before the end of the meeting, it was imagined, planned and became a reality. Sunday School continued to Zoom through the summer and study Jesus' miracles. Reimagined, the miracle of our beloved Christmas Nativity pageant expanded with intergenerational family members participating. Carols by car light was a joyous gathering and celebration of the Holy Spirit. Throughout this entire year, members have remained faithful in their pledging of time, talents and treasure. St. Luke's church family is, indeed, a treasure. And our faithful presence in the community of Shawnee, Johnson County and the Diocese has not gone unnoticed, as well. Many have shared their gratitude for all that we do,

When asked to help or solve a problem, the people of St. Luke's continue to respond "yes" and the problems always are solved in community fashion and with Grace, Faith and good humor. Thank you to

all the Vestry members who faithfully attended meetings and did so much behind the scenes. A special thank you to those three members going off, for now! And, a heartfelt thank you for those who are willing to be on the slate to serve for the upcoming year. Gratitude to the Delegates, alternates, Minster group volunteers, those on committees of the Diocese, Altar guild, bell choir, virtual choir, music program committee, and those who make such a "joyful noise" each Sunday; the list just goes on and on. What would we do without our beloved Tech crew, Sunday School volunteers, Treasurer, volunteer staff in all capacities including office and building and grounds duties. Yes ,even to the newest volunteer jobs of squirrel monitor and field mice patrol, all continue to step up and be willing to serve when needs arise. Thank you to everyone who gives of themselves to make St. Luke's the church and community of believers who share, pledge and go above and beyond to be our branches and reach out to all. Even in a Pandemic , we continue to be faithful in Christ's name and produce much fruit.

It has been an honor and a joy to serve as your Senior Warden. God bless each of you, your families and your loved ones.

### **Review of 2020 Profit and Loss Report**

|                                |  |               |   | <b>Profit and Loss Budget<br/>vs Actual</b> | <b>Jan - Dec<br/>20</b> | <b>Budget</b> | <b>\$ Over<br/>Budget</b> | <b>% of<br/>Budget</b> |
|--------------------------------|--|---------------|---|---|-------------------------|---------------|---------------------------|------------------------|
| <b>Ordinary Income/Expense</b> |  |               |   |   |                         |               |                           |                        |
|                                |  | <b>Income</b> |   |   |                         |               |                           |                        |
|                                |  |               | <b>7001 - Unrestricted Income</b>                 |   |                         |               |                           |                        |
|                                |  |               | <b>7001-01 - Pledges - Current</b>                | 168,422.00                                  | 177,999.96              | -9,577.96     | 94.62%                    |                        |
|                                |  |               | <b>7001-03 - Contributors of Record</b>           | 5,722.00                                    | 2,400.00                | 3,322.00      | 238.42%                   |                        |
|                                |  |               | <b>7001-04 - Parish Hall Use</b>                  | 231.00                                      | 300.00                  | -69.00        | 77.0%                     |                        |
|                                |  |               | <b>7001-05 - Loose Plate</b>                      | 1,054.00                                    | 300.00                  | 754.00        | 351.33%                   |                        |
|                                |  |               | <b>7001-06 - Visitors</b>                         | 10.00                                       | 99.96                   | -89.96        | 10.0%                     |                        |
|                                |  |               | <b>7001-07 - Misc. Income</b>                     | 102.00                                      | 0.00                    | 102.00        | 100.0%                    |                        |
|                                |  |               | <b>7001-08 - Fund Raising Income</b>              | 0.00  | 0.00                    | 0.00          | 0.0%                      |                        |
|                                |  |               | <b>7001-10 - Altar Flowers&amp;Supplies</b>       | 940.00                                      | 1,820.04                | -880.04       | 51.65%                    |                        |
|                                |  |               | <b>7001-11 - Kitchen/Janitorial Fund</b>          | 0.00  | 0.00                    | 0.00          | 0.0%                      |                        |
|                                |  |               | <b>7001-13 - In-Kind Donation - Unapportioned</b> | 0.00  | 0.00                    | 0.00          | 0.0%                      |                        |
|                                |  |               | <b>7001-15 - Endowment Fund Support</b>           | 758.26                                      | 3,560.04                | -2,801.78     | 21.3%                     |                        |
|                                |  |               | <b>Total 7001 - Unrestricted Income</b>           | 177,239.26                                  | 186,480.00              | -9,240.74     | 95.05%                    |                        |
|                                |  |               | <b>7002 - Restricted Income</b>                   |   |                         |               |                           |                        |
|                                |  |               | <b>Total 7002 - Restricted Income</b>             | 0.00  | 0.00                    | 0.00          | 0.0%                      |                        |
|                                |  |               | <b>Total Income</b>                               | 177,239.26                                  | 186,480.00              | -9,240.74     | 95.05%                    |                        |
|                                |  |               | <b>Expense</b>                                    |   |                         |               |                           |                        |
|                                |  |               | <b>66900 - Reconciliation Discrepancies</b>       | 0.00  | 0.00                    | 0.00          | 0.0%                      |                        |
|                                |  |               | <b>9001 - Priest in Charge Expenses</b>           |   |                         |               |                           |                        |
|                                |  |               | <b>9001-01 - Car Allowance/Expenses</b>           | 2,750.00                                    | 3,000.00                | -250.00       | 91.67%                    |                        |

|  |  |  |   |           |           |           |         |
|--|--|--|---|-----------|-----------|-----------|---------|
|  |  |  | <b>9001-02 · Continuing Education</b>               | 0.00      | 500.04    | -500.04   | 0.0%    |
|  |  |  | <b>9001-03 · Housing Allowance</b>                  | 29,988.54 | 33,600.00 | -3,611.46 | 89.25%  |
|  |  |  | <b>9001-04 · Pension</b>                            | 8,384.05  | 10,170.00 | -1,785.95 | 82.44%  |
|  |  |  | <b>9001-07 · Moving Expenses</b>                    | 5,006.28  | 5,000.04  | 6.24      | 100.13% |
|  |  |  | <b>9001-09 · Rector's Health</b>                    | 18,260.00 | 19,920.00 | -1,660.00 | 91.67%  |
|  |  |  | <b>9001-11 · Priest's Phone</b>                     | 1,375.00  | 1,200.00  | 175.00    | 114.58% |
|  |  |  | <b>9001 · Priest in Charge Expenses - Other</b>     | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9001 · Priest in Charge Expenses</b>       | 65,763.87 | 73,390.08 | -7,626.21 | 89.61%  |
|  |  |  | <b>9002 · Computer Expenses</b>                     |           |           |           |         |
|  |  |  | <b>9002-02 · Computer Repair &amp; Upgrade</b>      | 349.81    | 0.00      | 349.81    | 100.0%  |
|  |  |  | <b>9002-03 · Software License</b>                   | 415.04    | 560.04    | -145.00   | 74.11%  |
|  |  |  | <b>9002-04 · Website Changes</b>                    | 99.00     | 99.96     | -0.96     | 99.04%  |
|  |  |  | <b>9002-05 · Equipment</b>                          | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9002 · Computer Expenses</b>               | 863.85    | 660.00    | 203.85    | 130.89% |
|  |  |  | <b>9003 · Conferences and Meetings</b>              | -200.17   | 0.00      | -200.17   | 100.0%  |
|  |  |  | <b>9005 · Diocesan Expenses</b>                     |           |           |           |         |
|  |  |  | <b>9005-01 · Convention Registration/Expense</b>    | 35.00     | 750.00    | -715.00   | 4.67%   |
|  |  |  | <b>9005-02 · General Apportionment</b>              | 30,480.00 | 30,485.04 | -5.04     | 99.98%  |
|  |  |  | <b>9005-03 · Episcopal Relief and Dev. Fund</b>     | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9005-05 · Clergy Meetings</b>                    | 240.00    | 399.96    | -159.96   | 60.01%  |
|  |  |  | <b>9005-06 · Bishop's Discretionary Fund</b>        | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9005-07 · Episcopal Church in Jerusalem</b>      | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9005 · Diocesan Expenses</b>               | 30,755.00 | 31,635.00 | -880.00   | 97.22%  |
|  |  |  | <b>9006 · Deacon Expenses</b>                       |           |           |           |         |
|  |  |  | <b>9006-1 · Deacon's Stipend</b>                    | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9006 · Deacon Expenses</b>                 | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9007 · Insurance</b>                             |           |           |           |         |
|  |  |  | <b>9007-02 · Building and Personal Property</b>     | 9,909.26  | 10,899.96 | -990.70   | 90.91%  |
|  |  |  | <b>9007-05 · Workmen's Comp</b>                     | 297.82    | 399.96    | -102.14   | 74.46%  |
|  |  |  | <b>Total 9007 · Insurance</b>                       | 10,207.08 | 11,299.92 | -1,092.84 | 90.33%  |
|  |  |  | <b>9009 · Maintenance Expenses</b>                  |           |           |           |         |
|  |  |  | <b>9009-01 · Building Repairs &amp; Maintenance</b> | 944.83    | 3,000.00  | -2,055.17 | 31.49%  |
|  |  |  | <b>9009-02 · Exterminator</b>                       | 298.12    | 249.96    | 48.16     | 119.27% |
|  |  |  | <b>9009-03 · Janitorial Services</b>                | 4,998.00  | 5,385.00  | -387.00   | 92.81%  |
|  |  |  | <b>9009-04 · Janitorial Supplies</b>                | 0.00      | 150.00    | -150.00   | 0.0%    |
|  |  |  | <b>9009-05 · Kitchen Supplies</b>                   | 0.00      | 0.00      | 0.00      | 0.0%    |

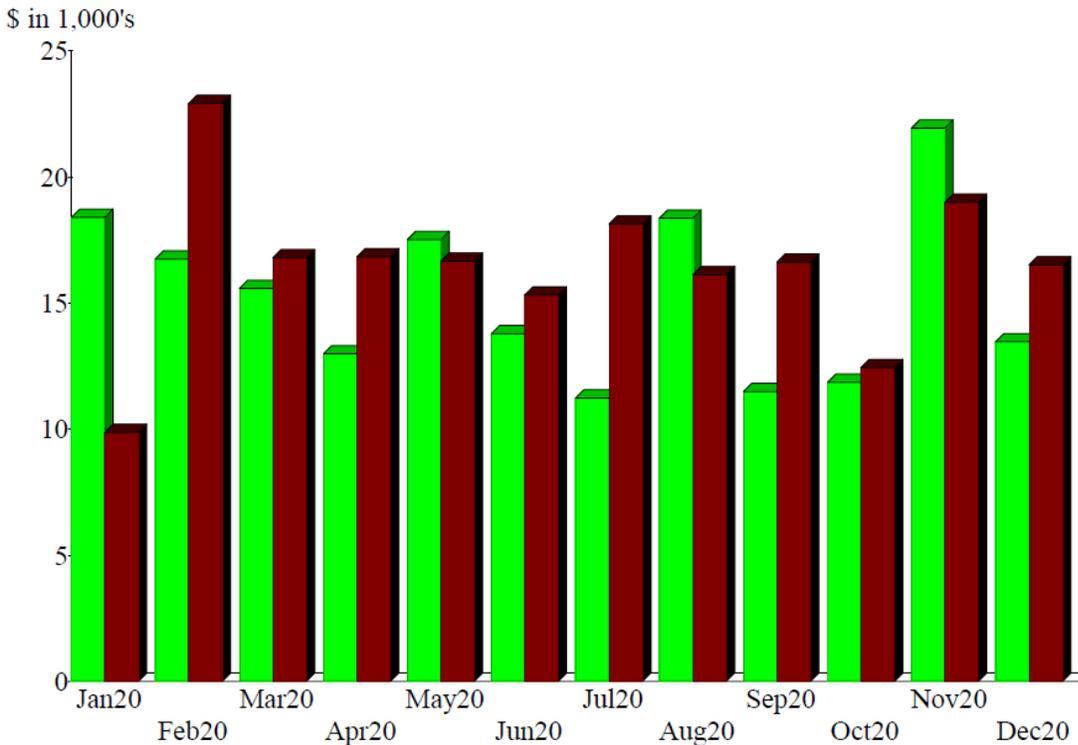
|  |  |  |   |           |           |           |         |
|--|--|--|---|-----------|-----------|-----------|---------|
|  |  |  | <b>9009-06 · Mowing and Lawn Care</b>           | 1,545.71  | 600.00    | 945.71    | 257.62% |
|  |  |  | <b>9009-07 · Snow Removal</b>                   | 150.00    | 975.00    | -825.00   | 15.39%  |
|  |  |  | <b>9009-08 · Trash Removal</b>                  | 1,922.13  | 1,700.04  | 222.09    | 113.06% |
|  |  |  | <b>9009-10 · Fire Safety</b>                    | 913.20    | 425.04    | 488.16    | 214.85% |
|  |  |  | <b>Total 9009 · Maintenance Expenses</b>        | 10,771.99 | 12,485.04 | -1,713.05 | 86.28%  |
|  |  |  | <b>9010 · Office Expenses</b>                   |           |           |           |         |
|  |  |  | <b>9010-01 · Advertising</b>                    | 165.00    | 800.04    | -635.04   | 20.62%  |
|  |  |  | <b>9010-02 · Bank Fees</b>                      | 273.16    | 150.00    | 123.16    | 182.11% |
|  |  |  | <b>9010-03 · Copier Lease</b>                   | 2,511.58  | 2,499.96  | 11.62     | 100.47% |
|  |  |  | <b>9010-04 · Copier Overages</b>                | 87.22     | 500.04    | -412.82   | 17.44%  |
|  |  |  | <b>9010-10 · Office Supplies</b>                | 209.55    | 399.96    | -190.41   | 52.39%  |
|  |  |  | <b>9010-11 · Memberships</b>                    | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9010-12 · Postage and Delivery</b>           | 177.35    | 110.04    | 67.31     | 161.17% |
|  |  |  | <b>9010-13 · Dues &amp; Subscriptions</b>       | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9010 · Office Expenses</b>             | 3,423.86  | 4,460.04  | -1,036.18 | 76.77%  |
|  |  |  | <b>9011 · Salaries &amp; PR Taxes</b>           |           |           |           |         |
|  |  |  | <b>9011-01 · Salaries</b>                       |           |           |           |         |
|  |  |  | <b>9011-11 · Admin Asst</b>                     | 7,575.91  | 10,495.80 | -2,919.89 | 72.18%  |
|  |  |  | <b>9011-13 · Music Director</b>                 | 17,232.48 | 17,223.96 | 8.52      | 100.05% |
|  |  |  | <b>9011-15 · Rector's Salary</b>                | 21,803.20 | 22,899.96 | -1,096.76 | 95.21%  |
|  |  |  | <b>9011-18 · Salary - Priest in Charge</b>      | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-19 · Youth Group Leader</b>             | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9011-01 · Salaries</b>                 | 46,611.59 | 50,619.72 | -4,008.13 | 92.08%  |
|  |  |  | <b>9011-02 · Payroll Taxes</b>                  |           |           |           |         |
|  |  |  | <b>9011-21 · Federal Withholding</b>            | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-22 · FICA Withholding</b>               | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-23 · Medicare Withholding</b>           | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-24 · Kansas Withholding</b>             | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-25 · Employer FICA Contribution</b>     | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-26 · Employer Medicare Contribution</b> | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-02 · Payroll Taxes - Other</b>          | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9011-02 · Payroll Taxes</b>            | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9011-28 · Adult Education</b>                | 60.17     | 0.00      | 60.17     | 100.0%  |
|  |  |  | <b>Total 9011 · Salaries &amp; PR Taxes</b>     | 46,671.76 | 50,619.72 | -3,947.96 | 92.2%   |
|  |  |  | <b>9014 · Professional Fees</b>                 |           |           |           |         |

|  |  |  |   |           |           |           |         |
|--|--|--|---|-----------|-----------|-----------|---------|
|  |  |  | <b>9014-01 · Accounting</b>                         | 2,000.00  | 3,699.96  | -1,699.96 | 54.06%  |
|  |  |  | <b>9014-02 · Employee Qualification Backgoun</b>    | 180.00    | 0.00      | 180.00    | 100.0%  |
|  |  |  | <b>9014-03 · Organ Repairs &amp; Adjustments</b>    | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9014-04 · Payroll Services</b>                   | 1,415.92  | 1,400.04  | 15.88     | 101.13% |
|  |  |  | <b>Total 9014 · Professional Fees</b>               | 3,595.92  | 5,100.00  | -1,504.08 | 70.51%  |
|  |  |  | <b>9015 · Program Expenses</b>                      |           |           |           |         |
|  |  |  | <b>9015-01 · Childcare Nursery</b>                  | 2,233.74  | 2,079.96  | 153.78    | 107.39% |
|  |  |  | <b>9015-02 · Evangelism &amp; Hospitality</b>       | 0.00      | 500.04    | -500.04   | 0.0%    |
|  |  |  | <b>9015-03 · VBS/Christian Ed</b>                   | 151.68    | 350.04    | -198.36   | 43.33%  |
|  |  |  | <b>9015-04 · Youth Group</b>                        | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9015-05 · Community Garden</b>                   | 48.64     | 99.96     | -51.32    | 48.66%  |
|  |  |  | <b>9015-06 · Music Expenses</b>                     |           |           |           |         |
|  |  |  | <b>9015-A6 · Music Education</b>                    | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9015-B6 · Music Performance</b>                  | 9,123.46  | 11,303.28 | -2,179.82 | 80.72%  |
|  |  |  | <b>9015-C6 · Music Licensing and Sheet Music</b>    | 533.74    | 399.96    | 133.78    | 133.45% |
|  |  |  | <b>9015-D6 · Piano &amp; Instrument Maintenance</b> | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>9015-06 · Music Expenses - Other</b>             | 0.00      | 0.00      | 0.00      | 0.0%    |
|  |  |  | <b>Total 9015-06 · Music Expenses</b>               | 9,657.20  | 11,703.24 | -2,046.04 | 82.52%  |
|  |  |  | <b>9015-08 · Adult Education Program</b>            | 123.12    | 0.00      | 123.12    | 100.0%  |
|  |  |  | <b>9015-15 · Community Meetings</b>                 | 0.00      | 500.04    | -500.04   | 0.0%    |
|  |  |  | <b>Total 9015 · Program Expenses</b>                | 12,214.38 | 15,233.28 | -3,018.90 | 80.18%  |
|  |  |  | <b>9018 · Utilities</b>                             |           |           |           |         |
|  |  |  | <b>9018-01 · Electricity</b>                        | 4,427.69  | 5,799.96  | -1,372.27 | 76.34%  |
|  |  |  | <b>9018-02 · Gas</b>                                | 2,095.93  | 2,499.96  | -404.03   | 83.84%  |
|  |  |  | <b>9018-03 · Water</b>                              | 776.07    | 450.00    | 326.07    | 172.46% |
|  |  |  | <b>9018-04 · Wastewater</b>                         | 1,007.32  | 450.00    | 557.32    | 223.85% |
|  |  |  | <b>9018-05 · Church Phone &amp; internet</b>        | 1,957.46  | 1,800.00  | 157.46    | 108.75% |
|  |  |  | <b>Total 9018 · Utilities</b>                       | 10,264.47 | 10,999.92 | -735.45   | 93.31%  |
|  |  |  | <b>9020 · Altar &amp; Church Supplies</b>           |           |           |           |         |
|  |  |  | <b>9020-01 · Altar Flowers</b>                      | 572.00    | 1,299.96  | -727.96   | 44.0%   |
|  |  |  | <b>9020-02 · Altar Supplies</b>                     | 72.30     | 300.00    | -227.70   | 24.1%   |
|  |  |  | <b>Total 9020 · Altar &amp; Church Supplies</b>     | 644.30    | 1,599.96  | -955.66   | 40.27%  |
|  |  |  | <b>9021 · Taxes and Fees</b>                        |           |           |           |         |
|  |  |  | <b>9021-01 · Real Estate Taxes</b>                  | 792.00    | 792.00    | 0.00      | 100.0%  |

|                   |  |  |  |                   |                   |                  |               |
|-------------------|--|--|--|-------------------|-------------------|------------------|---------------|
|                   |  |  | <b>9021-02 · State of Kansas - Annual Report</b> | 60.00             | 40.00             | 20.00            | 150.0%        |
|                   |  |  | <b>Total 9021 · Taxes and Fees</b>               | 852.00            | 832.00            | 20.00            | 102.4%        |
|                   |  |  | <b>9026 · Unrestricted Expenses</b>              |                   |                   |                  |               |
|                   |  |  | <b>9026-04 · Supply Priest</b>                   | 505.00            | 2,000.04          | -1,495.04        | 25.25%        |
|                   |  |  | <b>9026-11 · Guest Organist</b>                  | -300.00           | 699.96            | -999.96          | -42.86%       |
|                   |  |  | <b>9026-12 · Misc. Expenses</b>                  | 51.96             | 0.00              | 51.96            | 100.0%        |
|                   |  |  | <b>Total 9026 · Unrestricted Expenses</b>        | 256.96            | 2,700.00          | -2,443.04        | 9.52%         |
|                   |  |  | <b>Total Expense</b>                             | 196,085.27        | 221,014.96        | -24,929.69       | 88.72%        |
|                   |  |  | <b>Net Ordinary Income</b>                       | -18,846.01        | -34,534.96        | 15,688.95        | 54.57%        |
|                   |  |  | <b>Other Income/Expense</b>                      |                   |                   |                  |               |
|                   |  |  | <b>Other Income</b>                              |                   |                   |                  |               |
|                   |  |  | <b>8030-00 · Interest Income</b>                 | 173.77            | 157.23            | 16.54            | 110.52%       |
|                   |  |  | <b>8031-00 · Endowment Income</b>                |                   |                   |                  |               |
|                   |  |  | <b>8031-01 · Endowment Interest Income</b>       | 330.36            | 483.88            | -153.52          | 68.27%        |
|                   |  |  | <b>8031-02 · Endowment Dividend Income</b>       | 5,413.15          | 6,899.11          | -1,485.96        | 78.46%        |
|                   |  |  | <b>8031-03 · Endowment Capital Gains Income</b>  | 288.41            | 2,620.82          | -2,332.41        | 11.01%        |
|                   |  |  | <b>Total 8031-00 · Endowment Income</b>          | 6,031.92          | 10,003.81         | -3,971.89        | 60.3%         |
|                   |  |  | <b>Total Other Income</b>                        | 6,205.69          | 10,161.04         | -3,955.35        | 61.07%        |
|                   |  |  | <b>Other Expense</b>                             |                   |                   |                  |               |
|                   |  |  | <b>9030 · Other Expenses</b>                     |                   |                   |                  |               |
|                   |  |  | <b>9030-01 · Interest Expenses</b>               | 0.00              | -38.43            | 38.43            | 0.0%          |
|                   |  |  | <b>9030-02 · Misc Other Expense</b>              | -1,078.08         |                   |                  |               |
|                   |  |  | <b>Total 9030 · Other Expenses</b>               | -1,078.08         | -38.43            | -1,039.65        | 2,805.31%     |
|                   |  |  | <b>9031-00 · Endowment Expenses</b>              |                   |                   |                  |               |
|                   |  |  | <b>9031-01 · Endowment Broker Fee Expenses</b>   | 2,118.93          | 854.29            | 1,264.64         | 248.03%       |
|                   |  |  | <b>9031-02 · Endowment Foreign Tax</b>           | 64.51             | 67.55             | -3.04            | 95.5%         |
|                   |  |  | <b>Total 9031-00 · Endowment Expenses</b>        | 2,183.44          | 921.84            | 1,261.60         | 236.86%       |
|                   |  |  | <b>9032 · Theft or Loss</b>                      | 0.00              | 0.00              | 0.00             | 0.0%          |
|                   |  |  | <b>9033 · Suspense</b>                           | 99.00             | 0.00              | 99.00            | 100.0%        |
|                   |  |  | <b>Total Other Expense</b>                       | 1,204.36          | 883.41            | 320.95           | 136.33%       |
|                   |  |  | <b>Net Other Income</b>                          | 5,001.33          | 9,277.63          | -4,276.30        | 53.91%        |
| <b>Net Income</b> |  |  |  | <b>-13,844.68</b> | <b>-25,257.33</b> | <b>11,412.65</b> | <b>54.82%</b> |

Income and Expense by Month  
January through December 2020

Incor  
Expe



**Review of 2020 Balance Sheet**

| Balance Sheet                 |   | Dec 31, 20        |
|-------------------------------|---|-------------------|
| <b>ASSETS</b>                 |   |                   |
| <b>Current Assets</b>         |   |                   |
| <b>Checking/Savings</b>       |   |                   |
|                               | 1001 - Commerce - Operating - 3697        | 12,540.48         |
|                               | 1002 - Capitol Federal - MM - 0006        | 73,994.19         |
| <b>1003 - Endowment Funds</b> |   |                   |
|                               | 1003-01 - LPL Financial - Restricted      | 183,039.60        |
|                               | 1003-02 - LPL Financial - Unrestricted    | 131,681.21        |
|                               | 1003-03 - Cap Fed - Endowment Fund - 4982 | 1,790.42          |
|                               | <b>Total 1003 - Endowment Funds</b>       | <b>316,511.23</b> |
|                               | <b>Total Checking/Savings</b>             | <b>403,045.90</b> |
| <b>Other Current Assets</b>   |   |                   |
|                               | 1010 - Prepaid Expenses                   | 3,469.10          |
|                               | <b>Total Other Current Assets</b>         | <b>3,469.10</b>   |
|                               | <b>Total Current Assets</b>               | <b>406,515.00</b> |
| <b>Fixed Assets</b>           |   |                   |

|                                 |   |                   |
|---------------------------------|---|-------------------|
|                                 | <b>1005 - Capital Assets</b>                    |                   |
|                                 | 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        |
|                                 | <b>Total 1005 - Capital Assets</b>              | <b>84,678.31</b>  |
|                                 | <b>Total Fixed Assets</b>                       | <b>84,678.31</b>  |
| <b>TOTAL ASSETS</b>             |   | <b>491,193.31</b> |
| <b>LIABILITIES &amp; EQUITY</b> |   |                   |
|                                 | <b>Liabilities</b>                              |                   |
|                                 | <b>Current Liabilities</b>                      |                   |
|                                 | <b>Accounts Payable</b>                         |                   |
|                                 | 3005 - Accounts Payable                         | 183.37            |
|                                 | <b>Total Accounts Payable</b>                   | <b>183.37</b>     |
|                                 | <b>Other Current Liabilities</b>                |                   |
|                                 | 3003 - Deferred Revenue                         | 6,500.00          |
|                                 | <b>Total Other Current Liabilities</b>          | <b>6,500.00</b>   |
|                                 | <b>Total Current Liabilities</b>                | <b>6,683.37</b>   |
|                                 | <b>Long Term Liabilities</b>                    |                   |
|                                 | 3004 - Commerce PPP Loan                        | 7,000.00          |
|                                 | <b>Total Long Term Liabilities</b>              | <b>7,000.00</b>   |
|                                 | <b>Total Liabilities</b>                        | <b>13,683.37</b>  |
|                                 | <b>Equity</b>                                   |                   |
|                                 | 5001 - Unrestricted Net Assets                  | 23,192.12         |
|                                 | <b>5002 - Temp. Restricted Funds - MM</b>       |                   |
|                                 | 5002-06 - Organ Fund (MM)                       | 5,534.21          |
|                                 | 5002-08 - Robe Fund (MM)                        | 886.84            |
|                                 | 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)                    | 3,927.18          |
|                                 | 5002-23 - Money Market Interest Inc (MM)        | 287.37            |
|                                 | <b>Total 5002 - Temp. Restricted Funds - MM</b> | <b>17,724.05</b>  |
|                                 | <b>5003 - Temp. Restricted Funds - Gen.</b>     |                   |
|                                 | 5003-01 - Rector's Discretionary Fund           | 498.06            |
|                                 | 5003-02 - Outreach                              | 1,705.90          |
|                                 | 5003-03 - Shop For A Cause                      | 10.32             |
|                                 | 5003-05 - Deacon's Discretionary Fund           |                   |

|  |  |  |  |                   |
|--|--|--|--|-------------------|
|  |  |  | 5003-B5 · Katie Knoll Lenon Discretionary          | 310.00            |
|  |  |  | <b>Total 5003-05 · Deacon's Discretionary Fund</b> | 310.00            |
|  |  |  | 5003-10 · Agape                                    | 16,763.75         |
|  |  |  | 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                             |                   |
|  |  |  | 5003-37 · Pancake Supper                           | 331.00            |
|  |  |  | 5003-3A · New Sign 2018                            | 210.00            |
|  |  |  | 5003-3C · Covid Fund                               | -73.15            |
|  |  |  | 5003-3D · St. Francis Day Dog Bandana              | 165.00            |
|  |  |  | 5003-3E · Bishop's Gift                            | -170.00           |
|  |  |  | 5003-3G · Art Auction                              | 215.00            |
|  |  |  | <b>Total 5003-30 · Fund Raising</b>                | 677.85            |
|  |  |  | 5003-43 · Education                                | -618.90           |
|  |  |  | 5003-44 · Capital Fund                             | 10,507.00         |
|  |  |  | 5003-47 · Vegetable Garden                         | -1,006.00         |
|  |  |  | 5003-48 · Coffee Hour Fund                         | 681.00            |
|  |  |  | 5003-49 · New Theater Show                         | -2.39             |
|  |  |  | <b>Total 5003 · Temp. Restricted Funds - Gen.</b>  | 39,656.33         |
|  |  |  | <b>5004 · Perm. Restricted Fund Balance</b>        |                   |
|  |  |  | 5004-01 · LPL Restricted                           |                   |
|  |  |  | 5004-B1 · Restricted Unrealized Cap Gains          | 54,354.48         |
|  |  |  | 5004-01 · LPL Restricted - Other                   | 122,809.67        |
|  |  |  | <b>Total 5004-01 · LPL Restricted</b>              | 177,164.15        |
|  |  |  | 5004-02 · LPL Unrestricted                         |                   |
|  |  |  | 5004-B2 · Unrestrict Unrealized Cap Gains          | 18,843.17         |
|  |  |  | 5004-02 · LPL Unrestricted - Other                 | 95,525.70         |
|  |  |  | <b>Total 5004-02 · LPL Unrestricted</b>            | 114,368.87        |
|  |  |  | 5004-03 · Cap Fed Endowment                        | 8,716.60          |
|  |  |  | <b>Total 5004 · Perm. Restricted Fund Balance</b>  | 300,249.62        |
|  |  |  | 5005 · Retained Earnings                           | 110,532.50        |
|  |  |  | Net Income   | -13,844.68        |
|  |  |  | <b>Total Equity</b>                                | 477,509.94        |
|  |  |  | <b>TOTAL LIABILITIES &amp; EQUITY</b>              | <b>491,193.31</b> |

**Review of 2021 Budget (Adopted)**  
**St Luke's Episcopal Church 2021 Budget**

**Income**

|                     |                                   |                |
|---------------------|-----------------------------------|----------------|
| <b>7001-01</b>      | Pledges <b>AS OF 1/16/21</b>      | <b>169,404</b> |
| <b>7001-03</b>      | Non-Pledge Parish Member Income   | 1,500          |
| <b>7001-04</b>      | Parish Hall Use                   | 150            |
| <b>7001-05</b>      | Plate Offerings                   | 1,800          |
| <b>7001-06</b>      | Visitors                          | 100            |
| <b>7002-08</b>      | Rector's Discretionary Fund       | 100            |
| <b>5003-10</b>      | Agape                             | 500            |
| <b>7001-10</b>      | Altar Flowers                     | 1,300          |
| <b>7001-45</b>      | Other operating support from 2020 |                |
| <b>TOTAL INCOME</b> |                                   | <b>174,854</b> |

**Expense**

**Rector Expenses**

|                |                             |               |
|----------------|-----------------------------|---------------|
| <b>9011-15</b> | Rector's Salary             | 16,950        |
| <b>9001-03</b> | Housing Allowance           | <b>39,550</b> |
| <b>9001-02</b> | Continuing Education        | 500           |
| <b>9001-04</b> | Rector's Pension            | 10,272        |
| <b>9001-09</b> | Rector's Health             | 20,244        |
|                | Rector's Dental             | 1,320         |
| <b>9001-11</b> | Rector's Mobile Phone       | 850           |
| <b>9019-08</b> | Rector's Discretionary Fund | 100           |

|                                     |  |               |
|-------------------------------------|--|---------------|
| <b>Total 9001 - Rector Expenses</b> |  | <b>89,786</b> |
|-------------------------------------|--|---------------|

**9005 - Diocesan Expenses**

|                |                         |        |
|----------------|-------------------------|--------|
| <b>9005-01</b> | Convention Registration | 700    |
| <b>9001-02</b> | Clergy Meetings         | 400    |
| <b>9001-02</b> | General Apportionment   | 29,160 |

|                                       |  |               |
|---------------------------------------|--|---------------|
| <b>Total 9005 - Diocesan Expenses</b> |  | <b>30,260</b> |
|---------------------------------------|--|---------------|

**9007 - Insurance**

|                |                                |        |
|----------------|--------------------------------|--------|
| <b>9007-02</b> | Building and Personal Property | 11,200 |
| <b>9007-05</b> | Workmen's Comp                 | 360    |

|                               |  |               |
|-------------------------------|--|---------------|
| <b>Total 9007 - Insurance</b> |  | <b>11,560</b> |
|-------------------------------|--|---------------|

**9009 - Maintenance Expenses**

|                |                                |       |
|----------------|--------------------------------|-------|
| <b>9009-01</b> | Building Repairs & Maintenance | 1,500 |
| <b>9009-10</b> | Fire Safety                    | 900   |
| <b>9009-02</b> | Exterminator                   | 225   |
| <b>9009-03</b> | Janitorial Services            | 6,240 |
| <b>9009-06</b> | Mowing and Lawn Care           | 450   |
| <b>9009-07</b> | Snow Removal                   | 500   |

|   |                                   |               |
|---|-----------------------------------|---------------|
| 9009-08   | Trash Removal                     | 1,930         |
| <b>Total 9009 · Maintenance Expenses</b>                    |                                   | <b>11,745</b> |
| 9010 · Office Expenses                                      |                                   |               |
| 9010-01   | Advertising                       | 200           |
| 9010-02   | Bank Fees                         | 150           |
| 9010-03   | Copier Lease                      | 2,500         |
| 9010-04   | Copier Overages                   | 250           |
| <b>Computer</b>   |                                   |               |
| 9002-03   | Software License                  | 400           |
| 9002-04   | Website Charges                   | 100           |
| <b>Total 9010 · Office Expenses &amp; Computer Expenses</b> |                                   | <b>3,600</b>  |
| 9011 · Salaries & PR Taxes                                  |                                   |               |
| 9011 · Salaries   |                                   |               |
| 9011-11   | Secretary (Admin Asst)            | 9,360         |
|   | 15hrs/wk M-F/2wksOffw/\$/\$12     |               |
| 9011-13   | Music Director                    | 16,000        |
|   | 13hrs/wk 2SundayServs/3SundaysOff |               |
| 9015-B6   | Musicians                         | 5,200         |
| <b>Total 9011-1 · Lay Salaries &amp; Benefits</b>           |                                   | <b>30,560</b> |
| Salaries & PR Taxes   |                                   |               |
| 9011-22   | Employer FICA (6.2%)              | 913           |
| 9011-23   | Employer Medicare (1.45%)         | 208           |
| Total 9011-02 · Payroll Taxes                               |                                   |               |
| <b>Total 9011 · Lay Salaries &amp; PR Taxes</b>             |                                   | <b>1,121</b>  |
| <b>Total 9014 · Professional Fees</b>                       |                                   |               |
| 9014 ·01  | Accounting (\$180mo Bookkeeper)   | 2,160         |
| 9014-04   | ADP                               | 1,300         |
| <b>Total 9014</b>   |                                   | <b>3,460</b>  |
| 9015 Program expenses                                       |                                   |               |
| 9015-01 · Childcare Nursery                                 |                                   |               |
| 9015-03   | Christian Education               | 350           |
| 9015-05 · Community Garden                                  |                                   | 100           |
| 9015-06 · Music Expenses                                    |                                   | 500           |
| 9015-08- Adult Forum/community meeting                      |                                   |               |
| 5003-10- Outreach/Agape                                     |                                   | 500           |
| <b>Total 9015 · Program Expenses</b>                        |                                   | <b>1,450</b>  |

|   |                                   |                 |
|---|-----------------------------------|-----------------|
| <b>9018 - Utilities</b>   |                                   |                 |
| 9018-01   | Electricity                       | 5,800           |
| 9018-02   | Gas                               | 2,500           |
| 9018-03   | Water                             | 900             |
| 9018-04   | Wastewater                        | 900             |
| 9018-05   | Church Phone & internet           | 2,000           |
| <b>Total 9018 - Utilities</b>   |                                   | <b>12,100</b>   |
| <b>9020 - Altar &amp; Church Supplies</b>                               |                                   |                 |
| 9020-01   | Altar Flowers                     | 1,300           |
| 9020-02   | Altar Supplies                    | 100             |
| <b>Total 9020 - Altar &amp; Church Supplies</b>                         |                                   | <b>1,400</b>    |
| <b>9021 - Taxes and Fees</b>  |                                   |                 |
| 9021-1 - Real Estate Taxes  |                                   | 726             |
| 9021-2 - State of Kansas - Annual Report                                |                                   | 40              |
| <b>Total 9021 - Taxes and Fees</b>                                      |                                   | <b>766</b>      |
| <b>9026 - Unrestricted Expenses</b>                                     |                                   |                 |
| 9026-04   | Supply Priest                     | 0               |
|   | Continuing Education - Sabbatical | 500             |
| 9026-?- Supply Music Director/Organist<br><a href="#">3weeks@125/wk</a> |                                   | 0               |
| <b>Total 9026 - Unrestricted Expenses</b>                               |                                   | <b>500</b>      |
| <b>Total Expense</b>  |                                   | <b>198,308</b>  |
|   |                                   | -174,854        |
| <b>Deficit</b>  |                                   | <b>23453.72</b> |

## **Review of 2020 Endowment Fund Report – Richard Lavin**

Endowment Board: Rose Wrede ex officio , Steve Mann ex officio, Rich Lavin, Margo Mattison, Ruth Knabel, Dr. Wayne Fowler Jr., Dennis Phillips.

As in 2020, we begin 2021 with the possibility of an uncertain market. This encourages the endowment board committee, along with the advice of our Financial Advisor, to remain on a more conservative approach until we can see what the future has in store for us.

Our fund at the end of 2020 has a basis (the amount that remains in perpetuity) \$185,890.51 and a total value of \$316,511.23. This leaves us with an unrealize gain of \$131,620.72.

However, the **Beginning Endowment Fund Balance** for 2020 was \$283,284.48 again leaving us with an **Ending Endowment Fund Balance** of \$316,511.22. This results in an **Annual Market Gain** of \$33,226.75 for the year of 2020.

The Endowment Board is grateful for the generosity of parishioners donating to the fund. Donations have been given for things such as birthdays, anniversaries, job promotions, retirements, for the way of love, etc. During 2020 \$894.26 has been received and \$3560. has been distributed for the use of education programs and the general fund. 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. That is why at the beginning of last year we initiated the Red Cup Spare Change initiative. By utilizing and practicing the principles of good stewardship we encouraged all of our parishioners young and old to participate in this initiative. We passed out red solo cups to all at the annual meeting. We suggested that these cups be placed in a conspicuous place such as your car's cup holder or on the night stand by your bed to serve as a reminder to drop the spare change into the cup and pause for a moment to give thanks to God for His generosity. Then once a week or once a month some of that spare change could be dropped in the large cup placed on the stand outside of the parish hall. The first month we collected \$44.53 and the second month \$35.63. The Covid came along and you know the rest. Those first two months together totaled \$81.17 which divided by two equals \$40.58 per month. Multiplied by 12 months that's \$486.96 per year and that's what we were on track to receive. Not too bad for just getting started. In addition, 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. Contact any member of the Endowment Board Committee.

We are grateful for the gifts and talents of our outgoing members. Margo Matteson and Ruth Knabel each had one year left on their terms, but since both have moved out of the area, they have stepped down and will be replaced by Scott Goodman and Bob Mossman (temporary until May). Richard Lavin's term is up and he will be replaced by Herman Holtorf.

## 2020 St Luke's Endowment Fund Annual Report (Unaudited)

Prepared by Stephan T. Mann, Endowment Fund Treasurer

|  |                      |
|--|----------------------|
| <b>Beginning Of The Year Endowment Fund Balances</b>       | <b>\$283,284.48</b>  |
| <b>Annual Market Value Net Gain</b>                        | <b>33,226.68</b>     |
|  | <b>\$ 316,511.16</b> |
| <b>Total Endowment Funds End of Year Balances</b>          |                      |
| <b>Detail of Accounts</b>                                  |                      |
| <b>1. Restricted Funds balance beginning of the year</b>   | <b>\$ 162,020.93</b> |
| <b>A. Fees, Expenses</b>                                   | <b>\$ -1,216.04</b>  |
| <b>B. Dividends, Interest, and Capital Gains</b>           | <b>\$ 2,956.47</b>   |
| <b>C. Increase/decrease in Market Value</b>                | <b>21,732.24</b>     |
| <b>D. Distribution from fund</b>                           | <b>-2,454.00</b>     |
| <b>Total Year End Balance</b>                              | <b>\$ 183,039.60</b> |
| <b>2. Unrestricted Funds balance beginning of the year</b> | <b>\$ 121,263.55</b> |
| <b>A. Additions</b>  | <b>\$ 894.26</b>     |
| <b>B. Fees, Expenses</b>                                   | <b>-237.11</b>       |
| <b>C. Dividends, Interest, and Capital Gains</b>           | <b>\$ 3,074.92</b>   |
| <b>D. Increase/decrease in Market Value</b>                | <b>\$ 9,581.94</b>   |
| <b>E. Distribution from fund</b>                           | <b>\$ -1,106</b>     |
| <b>Total Year End Balance</b>                              | <b>\$ 133,471.56</b> |
| <b>3. Restricted/Unrestricted End of year Total</b>        | <b>\$ 316,511.16</b> |

### Committee Reports

#### Altar Guild Report

Brenda Carl

I am very grateful to have Victor to help with the Altar during these times of change. Did you think the building was closed well guess what we continued to set up the altars as need for the outdoor and streaming services. Serving the Lord never stops.

Thank you to Penny Hughes help before her move to Texas. Thank you to Victor & Penny for being my right hand when needed. We can always use more members. If this ministry is your calling, contact me.

#### Audit Report

Audit Committee

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 Clerk of the Vestry 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 2019 reporting.
- 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.

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 new dishwasher. A receipt from Home Depot in April was used to determine that this Vestry recommendation was enacted.

It was suggested in the May minutes that there was a need to invest in squirrel control. Some squirrels were eating the sprinkler heads and caused damage. An estimated amount for \$600 was proposed to inspect traps, repair holes in wall and fix screen. There were two invoices from EcoPro Wildlife to resolve this problem one for \$100.00 and a second for \$525.00.

The May minutes stated that the open property that St. Luke's owns was appraised. It is noted that there was no Vestry approval for this transaction but upon investigation an invoice for \$500 was made to Mattes Appraisal in May.

The June minutes mentioned the continued treatment of the tree in the memorial garden from last year. An invoice from VanBooven Tree Care was found for \$213.72.

There was also the suggestion to use Hospitality Funds to purchase a kitchen island. This transaction took place in October from the Capital Federal Money Market Account (CapFed MM account) to IKEA for \$499.00

The September minutes offered a motion to increase the pay of Music Director Jacob Hofeling in the amount of \$2000 because he has earned his Master's Degree. A review of the 2020 pay summaries from ADP verified that this pay raise was enacted. The minutes also noted that a series of repairs are needed to meet fire code. There is no designation or presentation of funds for this. Investigations of this determined that push bars, etc. were purchased and installed in December for \$597.56.

The October minutes have a motion to use designated Organ Funds to upgrade the current organ. It was approximated that \$20,000 would be needed to upgrade the organ. Upon investigation there was a paid invoice for \$7,000 to Gerald Oehrino out of the CapFed MM account for upgrades. A bounce house for trunk-or-treat was discussed for the amount of \$195 plus \$30/hr for an attendant. Two checks were written to Creative Carnival for \$100 and \$155 out of the CapFed MM account.

The November minutes had discussion of getting 5 new vestments/albs at about \$140 each. The audit team could not find documentation to support this was carried out. Background checks were needed for members of lay people and evidence supports that a check in the amount of \$108 was paid to the Diocese for these. There was discussion about buying new laptops for the new rector and Deacon Karen. There was no estimate given however. Investigation found that a debit card purchase to Lenovo for \$282.77 was the purchase of said laptops. A motion for funds to Shawnee Community Services for \$350 was approved and a check for said amount was found in December.

The December minutes have a motion for donating \$300 to Episcopal Church Women this transaction was verified for the same amount in December.

#### 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.
- New recommendation: According to St. Luke's Canons there needs to be Vestry approval for funds that meet or exceed \$500. It is therefore the recommendation of the Audit committee that if there is even a possibility of funds exceeding this then the issue needs to be discussed and approved by the Vestry. It is ideal to get quotes then approval for exact funds but understandably this is not always an option. In this event please estimate what the total might be and have Vestry approve that amount or "up to" that amount.
- New recommendation: To streamline the Audit team's review of minutes, financials, etc it is recommended to place all electronic versions of the Vestry minutes and monthly financials, as well as an electronic version of the year's General Ledger on the Office OneDrive account under Vestry Docs.

#### 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 statements were 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 numerous 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.

Questions arose while reviewing the General Ledger for large (\$501) or unusual items. The following were noted and upon investigation resolved: 2 checks to J. Rheuport were checks written to cover further expenses due to the break in in 2018. A check to Keller Fire and Safety was written as a carry over from 2018. After talking with Steve Mann it was concluded that Keller Fire and Safety never received the 2018

check and therefore another check was written in 2019. A check to Shawnee Community Services for \$875 was written and upon talking with Steve Mann it was determined that the 2018 approval for funds to SCS was never written and therefore issued in September of 2019.

A review of 12 deposits into the Commerce account were reviewed. There was a noted discrepancy where the bank statement and general ledger post \$5460 but the copy of the deposit slip said \$5495. Upon speaking with Steve, the Audit committee determined that one of the check's numerical amount did not match its handwritten counterpart. It is believed the bank found the error and corrected accordingly.

Recommendations:

- Previous recommendation: Treasurer should review and sign all Commerce Bank Statements monthly.
- Previous recommendation: 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 3 years ago and was reviewed.

Recommendations:

- Previous recommendation: 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 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.

Mother Mary submitted her letter of resignation and it was determined that she was removed from the payroll in a timely manner.

Recommendations:

- Previous recommendation: Having one folder for payroll was helpful. It is recommended that a payroll summary be included for every pay period.

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 Endowment account. The withdrawals from the account were used for the intended purposes of the Endowment.

Recommendations:

- Previous recommendation: Congregation contributions to the Endowment should be totaled and moved periodically, perhaps once a year, from the Capital Federal Endowment account into the Fund Brokerage account. This will ensure that our congregation's contributions are being used to grow the Endowment.
- New recommendation: Upon review of the CapFed Endowment bank statements it was noted that there is not very much detail given. It is therefore recommended that if checks are written out of the CapFed Endowment account those checks be photocopied and stored with the bank statements. This will ensure funds are being used appropriately.
- New recommendation: The Endowment Fund annually makes money available to St. Luke's to distribute for education and for a vestry approved decision. It is recommended that if the checks are written directly from the Fund Brokerage account that those checks be photocopied and stored with the CapFed Endowment bank statements. This same recommendation also goes for the CapFed Endowment bank account. This is to verify that the amount presented to the Vestry and the amount on the general ledger all match with the amount being distributed to St. Luke's.

#### 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 2019 Parochial Report were reviewed and found to be accurate.

The 2019 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:

Mary Hayselden            Rose Wrede    Melissa Pfau

#### **Building and Grounds/Junior Warden**

**Dennis Phillips**

The building and grounds remain in good condition at the end of 2020. Routine maintenance and minor repairs have been done as needed, thanks to all that helped.

Outdoors, all the lawns and gardens were tended. We had some beautiful flowers attracting bees and butterflies and human admirers. Thanks to all for the weeding and dead-heading. Many of you will enjoy the flowers at home when the seeds taken from the gardens sprout and grow. We should have another crop of flowers this coming season. Watch that space. And thanks to Craig and the mowing crew, and to Scott for handling repairs of the mower. And thanks to the Kniggendorfs for the bird houses and feeders in the Red Bud trees along the fence east of the building. It was Ellis's Eagle Scout project, but I know it was a family project as well.

The Memorial Garden area continues to flourish, too well in fact. We will be splitting many of the plants in 2021, with starts for all of you to take home and add to your own gardens, including hosta varieties and peonies. Most of the bushes around the building will also need to be severely pruned over the next year or two, especially the Flowering Quince at the east end of the garden, and the Burning Bushes west of the building. Notice the Forsythia by the east door was pruned in 2020. We'll watch how it blooms this spring. After flowering it will be pruned and shaped again. The lights in the garden have been repaired and will be working this spring. The sprinkler system still works, but several heads need to be replaced, and we're installing a sprinkler water meter to measure water used in the garden. This will reduce our wastewater treatment bill dramatically, since we use very little water indoors, mostly in the toilets. This will save several hundred dollars over the year.

Thanks to all who cleaned and repaired gutters and downspouts. This is an on-going effort to prevent overflowing and damage to the building foundations. We do have some damage at the rear of the building, especially the concrete walk behind the kitchen. The drainage from downspouts has got to be diverted this coming year.

Thanks especially to Rosey and her crew for planting, watering and weeding around the monument sign in front of the building. And to Tom and Tim for tree and grass trimming. You all must agree that the grounds looked good all year long.

One big improvement was the installation of new LED light bulbs in the parking lot. Thanks to Daniel and Scott for their leadership in making this happen. Daniel handled the purchase of the bulbs (no charge warranty replacements) and Scott for renting and towing the man-lift from and back to Anderson Rental.

The building is showing some age, inside and out. We should do some painting over the next year or two. Especially woodwork and ceilings. We do have a few minor roof leaks, evident by some water spots on the ceilings. Floors, carpets, walls, windows and doors are all in good condition, maybe a few scrapes and dents to tend to, but all in working order.

Safety issues are under control. Safety inspections have been done as required, with just a couple of outstanding issues. Our AED equipment is still not registered with MARC as required by city code, and a few components in the kit will need to be updated. Also, we may still need to document some door lock issues. These have not been issues since we have been out of the building all year.

We continue to require strict adherence to COVID procedures. We have investigated air flow inside the building. We do not have a good air flow for dispersing any virus that may enter the building, so mask wearing and distancing is most important inside the building. We have installed HEPA type air filters in the furnaces and adjusted the registers for the best air flow possible.

Hopefully, we will return to inside services and full use of the building some time in 2021. My goals would be to remove the large commercial stove and hood system and install two new appliances instead. Second, I plan to replace all of the existing toilets with new low-flow, chair height toilets.

Regarding building security, the cameras are temporarily down. Wayne is working to restore the wifi connections for the cameras. If we can't get this done soon we will reinstall them with cabled connections. At present we have three cameras that operate with 24/7 recording of various inside and exterior views on timed schedules. The cameras provide for alarms sent via email, and access to the video and audio from a home computer and smart phones and tablets. We think this is more important than in the past because, due to city codes, we had to remove the bolt locks from the exterior doors and install the emergency exit crash bars. And we had recent experience with a break-in of one of our sheds, and the serious vandalism including several broken windows.

### **Children's Christian Education**

**Debbie Fowler**

January 5, 2020, we celebrated Epiphany as our Wise Men (ages 2, 6, and 9) traveled with camels from the Holy Land, and laid gold, frankincense, and myrrh on the altar. We felt blessed to have Fr. Evan Ash leading our worship and always welcoming our participation in our services.

January 19, 2020, we gathered for our Annual Meeting, and again celebrated with the surprise introduction of Fr. Jonathan Brice as our new rector! We have been blessed beyond measure having Fr. Jonny & Shara join us.

February 2, 2020, we celebrated once again with a "Welcome Party" for them on Super Bowl Sunday! In his first sermon (8:30), Fr. Jonny used an example from his recent move- the many different kinds of shoes in his closet- and then invited us all to join in a new journey. When asked if he would be comfortable with the Sunday School showing up at 10:30 with "props" in hand- his positive response "sealed the deal" and he has enthusiastically supported our Sunday School since that first day.

February 23, 2020, Dc. Karen led us in the burning of last year's palms in preparation for Ash Wednesday. Little did we know then, how much our lives were about to change.

March 8, 2020, we re-set our clocks to daylight savings time, and then set about re-setting almost everything else in our lives. That was the last Sunday that we held in-person services in Children's Chapel.

March 15, 2020, St. Luke's Sunday School went "virtual!" Our teachers have had a few days off, (Labor Day, New Year's Day, etc.) but otherwise we have held Children's Chapel and Sunday School weekly! We went through Lent and Easter in the Fowler's hearth room with Dr. Wayne running our zoom meetings and

Ms. Debbie leading the lessons, lighting our altar candles, etc. Ms. Rosie led us in song, often using her guitar. Ms. Cheryl led our chapel service and prayers. Ms. Brenda delivered flowers from the altar to my front porch on Laetare Sunday... and "door-drop-deliveries" were born. That day, after we used them in Children's Chapel Service, I divided them into smaller vases and delivered them to each of our church school families. From then on we have had regular Sunday School deliveries-- from palms for Palm Sunday, to potted pansies for Easter, to Jesse Trees for Advent, to poinsettias last Sunday.

Normally we take the summer off from Sunday School and pour our energy into Vacation Bible School. Because we could not do VBS this summer, we continued to meet each Sunday even as Ms. Rosie went to TN, Ms. Cheryl went to FL, and Ms. Debbie went to NC. Our SS families volunteered to host the meetings on a rotating basis and signed-up to lead lessons and crafts. From Pentecost thru Labor Day we studied the miracles of Jesus and learned about essential workers from our parish. We wrapped up our summer with the Hoffman/ Maendele Family dressing in costumes and presenting a drama of the "Raising of Lazarus" in the grassy area adjacent to the patio as part of our outdoor service.

Our first big project for the fall was to make a photo poster of our personal family trees. This was an introduction to the study of the Jesse Tree. Mr. Dennis cut paper scrolls for us so that we were each able to roll out six feet of 6" wide paper and chart a time line of the Old Testament. Beginning with Creation, we worked our way thru 24 old testament stories. Then, the Christian Education Team led the parish for "Family Fridays" at 7:00 pm for 4-weeks during Advent. We ordered enough materials for the entire parish family and we shared what we had learned about the heritage of Jesus thru the stories and symbols of the Jesse Tree. Fr. Jonny joined us each session and it was truly an inter-generational evening of learning, fun, and fellowship.

Our final project, a pre-recorded live Nativity Pageant (!!!) was made possible with the incredible support of our tech team ( Mr. Dennis, Mr. Tom, Dr. Wayne), our musicians (Dr. Jacob), our clergy (Dc. Karen, Fr. Jonny), our teachers, and every single church school family plus our extended family in TN starring a real live baby Jesus!

Thank you each and every one for making this one of the most rewarding years we have ever had!

### **Circle of St. Luke's**

**Vicki Heflin**

The Circle of St. Luke's is our intercessory prayer chain. We have members of our congregation who have devoted themselves to this very important ministry. The members of the Circle commit to set aside time, each week, to pray for specific parishioners, for Father Jonathan, and for the parish as a whole. We have approximately 90 families listed in our Parish Directory for whom we pray. Early in November, when we celebrate the Festival of All Saints', the members of the Circle send a short note to the individuals we have been praying for.

## Friday Fellowship

Rose Wrede

So, what happens when a parish full of members who love to get together to eat, cook, garden, create art and discuss books can not safely gather in person to do the things they love? For St. Luke's - Shawnee, it was as easy as ABCDE! A group of core volunteers immediately stepped up and agreed to coordinate and help ZOOM a Friday themed gathering from 7:00 pm - 8:00 pm for whoever would like to ZOOM in and join the fun and fellowship!

To help all of us remember what would be "happening" each week of the month, we organized alphabetically, of course, (Thank you, Debbie Fowler!) From the church activities we already loved, the following Friday fellowship clubs were formed: A- Art Club, B- Book Club, C Cooking Club, D - Diggin' in the Dirt Garden club, and for those months with 5 Fridays, E - "A little something Extra" Club.

From March through December, somewhere from 7-27 people gathered on Zoom and learned and shared everything from how to: draw a Picasso Chicken, make beer bread, discuss a favorite book, divide hosta plants, plan a tour of Alaska or just enjoy some live jazz together. And, so much more! During these Friday hours of fellowship, we laughed, learned a little more about each other and held each other up during a tough year when we would normally be doing those very same important things in person! So, even without in person Sunday coffee hour, celebration cakes, Linked together Art nights, regular Book Club, Saturday morning gardening, Gallery at the Luke Art Show Openings and Exhibits, outreach Art auctions with live jazz, we still gathered in fellowship, together.

Thank you to all the presenters, organizers and participants who zoomed in on a Friday evening and made this such a successful program. Well done, St. Luke's Parrishers! "For when two or more are gathered in Christ's name, there is Love."

## Hospitality

Christine Uhrmacher

Thanks to everyone who helped with the Welcome Father Jonny and Shara and also Chiefs Super Bowl Sunday Celebration! Hope Hospitality gets a lot busier soon!

Please contact Christine Uhrmacher if you are interested in serving on the Hospitality Team!

## Music Report

Dr. Jacob Hofeling

2020 was a successful year, despite the COVID challenges in regard to music. Tom Schremp's foresight was an incredible boon to us in the early days of Zoom church. He had recorded several weeks worth of services in 2017-2019, and we were able to extract the music from those past services for use in the first part of the year. We are very grateful for those recordings.

The bell choir performed four times in the fall season, including two pre-recorded anthems that were used for the Christmas season. The bell choir met outdoors following the outdoor services from August to November. Rehearsing outdoors was an interesting experience, to say the least, as each page needed to be secured by at least four paper clips to avoid blowing away!

Our cantors Julia and Abby provided incredible music from the safety of their homes, and the tech team and I worked to combine each separate video and audio track together and synchronize them. Music at Christmas and Advent was just as high quality as we are accustomed to at St. Luke's, thanks to our fantastic tech team, cantors, and bell choir. We look forward to hearing our choir again when we can safely meet in person, but for now, we are finding ways to make the music special in our current circumstances.

Dr. Jacob Hofeling

## Congratulations to Dr. Hofeling on achieving his Doctor of Music Arts this past December!

### Outreach Report

### Various Members

#### Little Free Pantry

Tim Rohrer

St. Luke's Little Free Food Pantry started as a vision in the fall of 2019 when parishioner Amanda Textor presented the idea before the Vestry and has been a grass roots outreach program that St. Luke's parishioners and the surrounding community have adopted and generously supported. Hunger and the need for necessities often exists closer to home than we think. St. Luke's Little Free Food Pantry has provided staple food items such as bread, soup, fruits, vegetables and assorted hygiene supplies for those in need in our immediate neighborhood. This past year has been exceptionally challenging for many due to the Covid Virus and subsequent job loss. Our little free food pantry has been a big help to several of our neighbors who have been significantly impacted. A mighty thank you to all who have donated goods and helped stock the shelves this past year!

### Stewardship

Melissa Pfau

The pandemic affected the way we did Stewardship this year. Father Jonathan, Rose Wrede and Deacon Karen came up with the fabulous theme of "Tapestry of Thanksgiving." It was a call to continue to give thanks to God for what we have even during this hard and confusing time. It was also a way of showing gratitude for the people in our lives. As Father Jonathan said in his letter to you "Without you and your gifts, we will be incomplete." We had about 48 members pledge for a total of \$169,404. That is amazing!

I am hoping that we will be able to meet in person when stewardship rolls around in October. Mainly because that was a lot of folding and I might still have paper cuts from it. Joking aside, it is an important task and I would really love some help, teamwork and input.

### Tech Team

Tom Schrempp

Needless to say, our Tech Team got a lot more active this year, keeping all of St. Luke's technology going and adding a lot of new features. Many thanks to our volunteers, Dennis Phillips, Wayne Fowler, Tom Schrempp, Jacob Hofeling, Melissa Pfau, Chuck Peoples, and Bob Mossman. Also, a huge thanks to Charlie Smith, who donated \$3,000 to buy equipment to enhance our video production and livestreaming capabilities. Charlie passed away this summer and our prayers are with him and Pat, his wife. His contribution allowed us to buy a high performance laptop, video editing software and supplemental lighting.

The Tech Team supports keeping all of the church's PC running and up to date. We obtained additional free licenses of Microsoft Office 365 for our PC's from Techsoup.com. Wayne Fowler keeps our networks running, setting up a new mesh wifi router to provide better coverage throughout the church building. Dennis Phillips has set up security cameras to monitor our building. Tom Schrempp set up our Zoom license that lets us host all of our Zoom meetings.

Dennis Phillips and Tom Schrempp are the 2 guys behind the cameras every Sunday to record and livestream our services. We started in March by pre-recording services on Saturday and editing the video to post a complete service to Youtube on Sunday mornings. Editing sessions often lasted until after midnight. We were learning new software and techniques every Sunday. Jacob Hofeling edited past recordings of our services to include music in our video services. Dennis Phillips produced a number of videos showing photos of parishioners or photos of our ground and building to make viewers feel in touch with members and our facilities.

We purchased the laptop in June and installed video editing and streaming software on it that allowed us to capture the entire service at the church and not have to spend Saturday nights editing it. In August we moved outside for the services and began livestreaming them to YouTube. Jacob Hofeling was able to begin playing keyboard and organ and also was able to produce recorded music with our cantors. Chuck Peoples and Bob Mossman became our roadies, helping move and setup all the equipment. Dennis Phillips obtained an FM transmitter to allow attendees to stay in their cars and hear the services. When it got too cold this fall to hold outdoor services, we went to strictly livestreaming the service from the Nave. We used the FM transmitter again in December for Carols by Carlight service.

The Tech Team also maintains the stlukes.net website where news, events, eservice bulletins and services can be viewed. Melissa Pfau took over for Melissa Carlson, who left this summer, preparing all the eservice bulletins and is the creative force behind the music slides shown during our livestreams. She also does much of the website editing.

St. Luke's also has a Facebook page which Shara Clevinger Brice has helped us with posts to it. We created a Facebook Group, St. Luke's Family Room this spring to provide a place for members to post communications to other members versus the Facebook page which is our public face on Facebook.

The Tech Team even replaced the church's HVAC air filters with high efficiency filters to remove any airborne viruses from the air in anticipation of a time when we can resume in person services.

### **Treasurer's Report**

**Melissa Pfau**

Thank you to everyone who continued sending in their pledges during the pandemic. Our church is only as strong as its members and we are thankful for your support.

Thank you to Steve Mann for doing everything and for graciously answering all my questions. It was a strange year and for that the Vestry had to re-work the budget to reflect the current state of affairs. Steve also applied for \$7,000 from the Payment Protection Plan under the COVID acts. He is still dealing with all the paperwork.

Thank you also to Adrian our bookkeeper for his knowledge and hard work.

There are not enough thanks to express my gratitude to everyone who pledged for 2021. We still don't know what is going to happen, but your commitment to St. Luke's and its prosperity is evident in your generous donations.

Also, I could always use help with another Audit :) Text me if leafing through documents sounds fun!

### **Ushers Report**

**Brenda Carl**

We stopped doing indoor service's but the ushers continued to help at outdoor services by counting people, directing them for parking, helping the tech team when needed. Thank you ushers helping where needed.

### **Worship Schedule, Lay Eucharistic Ministers, Tellers, Lay Readers, Mowers**

**Craig Burris**

For several years now I have been honored by you all to be allowed to serve as the head of the Lay reading ministry which includes those who give of themselves to serve as LEMs and those who do so to read our lessons and prayers, the ministry of counting and depositing the collections from each service and keeping our plant looking good by being sure the lawn is kept nicely mowed and trimmed and have been responsible for scheduling for each of these.

I am happy to report that Jim Darnell, Tom Grandgenett, Scott Goodman, Dennis Phillips, Tim Rohrer and Daniel Uhrmacher have done an outstanding job of doing so. Also, due to the work from Scott Goodman and Dennis Phillips our mower that was beginning to show definite signs of its age, was completely refurbished and has run like new since. To these men I give my thanks and hope everyone will do also. Also, should anyone 18 or older wish to join this ministry, they are welcome. This does include any ladies that may be interested. Mowing the lawn is one that the pandemic cannot stop.

As far as my other ministries there is little to say, as we all well know , there is little to report other than we all hope and pray that this terrible pandemic will eradicated or at least our situation will come to a point that we can safely and with confidence without fear, come together again for in person worship.

Looking forward to that time and in His Love, I am, Craig Burris

## **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>