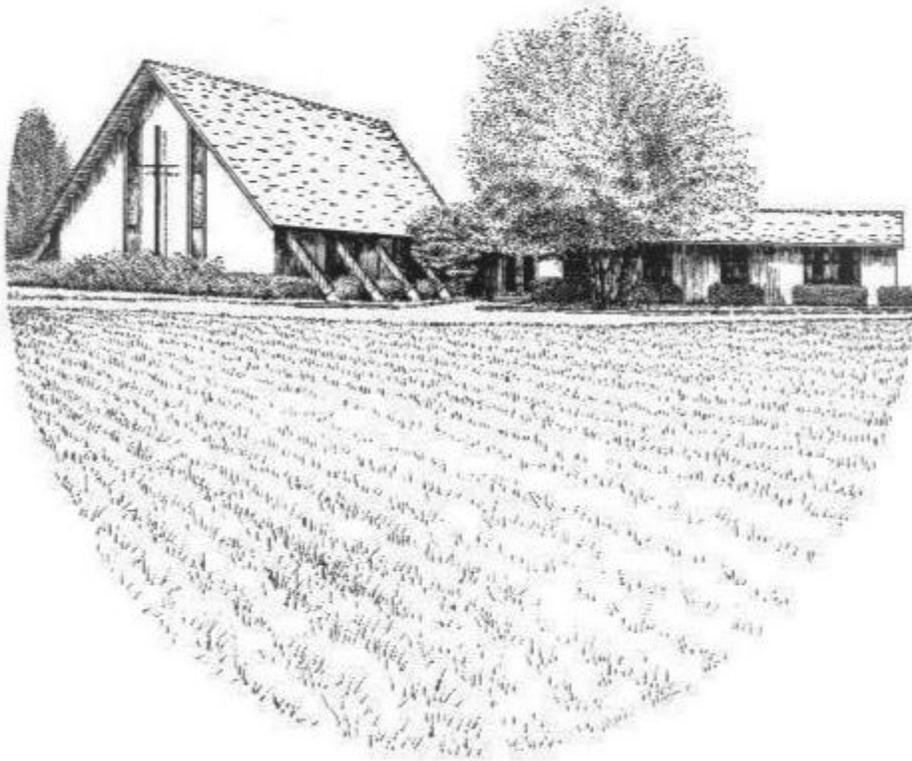


2022

Annual Parish Meeting



St. Luke's Episcopal Church

Shawnee, Kansas ~ Diocese of Kansas

Sunday, January 23

11:00 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

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THANK YOU TO OUTGOING VESTRY MEMBERS: DENNIS PHILLIPS AND DEBBIE FOWLER.....	5
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ELECTION/ANNOUNCEMENT OF NEW PARISH DELEGATE: ANNE KNIGGENDORF, DELEGATE. THREE YEAR TERM.....	5
ELECTION/NOMINATING COMMITTEE FOR 2023 VESTRY: CHERYL BALL, ROSE WREDE, MELISSA PFAU, CHUCK PEOPLES, HERMAN HOLTORF (<i>SEE BY-LAWS, ART. 5. SECTION 3 FROM THE FLOOR</i>)	5
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REVIEW OF 2021 ENDOWMENT FUND REPORT	15
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Other business:

Motion to Adjourn

Closing Prayer

Parish Statistics

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
AVG	114	97	84	82	84	86.7	77	77	TBD	
8:30 a.m.	23	21	15		19	21	20	20		12*
10: 30 a.m.	92	92	69		65	64	59	57		37*
ALL SERV	7045	5526	4455	4269	4275	4571	3972	4152		
Baptisms	4	0	6	0	2	2	1		0	0
Confirmations	10	0	0	0	4	0	0		0	0
Weddings	1	4	0	3	2	1	1		0	1
Funerals	2	9	4	0	2	2	2		2	4

*In-person worships were the only figures used to determine the average attendance for 2021

Necrology

7/15	Owen Uhrmacher	Service in Overland Park, KS
8/19	Maxine Liebst	Service in Kansas City, MO
9/11	Jim "Spike" Speicher	Service at St. Luke's
9/15	Joan Duran	Service at St. Luke's
12/30	Chuck Owens	

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 2021 Annual Meeting

VIA ZOOM - January 31, 2021

Opening prayer and call to order: The meeting was called to order at 11:40 AM by Father Jonathan Brice. The meeting agenda and annual reports were emailed to parishioners in advance of the meeting. Christine Uhrmacher was appointed Recorder for the Annual Meeting. Shara Brice was appointed Teller for the meeting; polling to be conducted via electronic voting. There were 41 parishioners present via Zoom (number later revised to 47). Shara Brice established that a quorum was present. Fr. Jonny offered the opening prayer.

Rector's Address to the Gathering: Fr. Jonny shared a PowerPoint with pictures of parish activities and discussed the past year of incredible transition for our church. St. Luke's enjoyed many fun activities for the first two months of 2020 as we welcomed Fr. Jonny and Shara Brice. Then, to keep our parishioners safe during the pandemic, the decision was made to end in-person, indoor worship services after March 8, 2020. Fr. Jonny reflected on all the work done by the vestry, the technology team, and all of the many parishioners that went into re-imagining church at St. Luke's. We learned to provide services both on-line and outdoor, offered children and family ministries on-line, and continued programs such as Noonday Refresher, Lenten studies, and Coffee Hour through Zoom. There were many thanks offered to all of the ministry leaders at St. Luke's for their dedication and service to St. Luke's, making it possible to carry on successfully through a very challenging year.

Deacon Karen Michael's Address to the Gathering: Deacon Karen reflected on the past year and her relationship with Fr. Jonny; she expressed that she was glad they could provide so much service to others. Deacon Karen has enjoyed doing morning prayer when Fr. Jonny isn't available, and also leading the Wednesday Prayer group. Deacon Karen enjoys participating in vestry meetings and staff meetings. She continues to be active in diocesan activities—often remotely due to the pandemic, and she loves working with the Minster group along with staff from St. Paul's and St. Michael's. Deacon Karen is also working with the Vines and Branches groups. Deacon Karen thanked Tim Rohrer for building the Little Pantry and shared a letter of gratitude from a grateful community member. She shared that she is very grateful to be in the St. Luke's Church community.

Senior Warden's Address to the Gathering: Rosie Wrede thanked Maxine Jones who had kept track of neighborhood zones before retiring from that ministry this past year. Necessity bore out the Vines and Branches program, and the response has been good. Rosie wants to make sure every person is included and will keep working with the program to keep parishioners connected.

Rosie is happy that the children's program has grown; she shared that Zoom allows the program to go all around the country. There are plans to continue the Zoom programs for Sunday School even when we go back to in-person services.

The Necrology for 2020: Prayers were offered for Charles Smith, Joanne Sherman, Shara Crawford, John Hall, and Tom Woodman. The prayer was offered by Deacon Karen.

Approval of Minutes: The annual meeting minutes for 2020 were available electronically for the parish to review. A Zoom poll question was submitted to parishioners: Do you agree to approve the minutes for the 2020 Annual Parish Meeting? Choose: Agree, Disagree or Abstain.

Parishioners approved the minutes for the 2020 Annual Parish Meeting with 100% agreed.

Thank You Outgoing Vestry Members: Fr. Jonny recognized the outgoing vestry members—Mary Hayselden, Becky Stanley and Brenda Carl. He thanked them for their service in a year unlike any other, and for being such a help to St. Luke's with the pandemic circumstances.

Election/Announcement of New Vestry Members: the slate of new vestry members was presented to the parish: Tom Grandgenett, Tim Rohrer and June Cassingham. A Zoom poll question was submitted to parishioners: Do you agree to support the slate of new vestry members: Tom Grandgenett, Tim Rohrer and June Cassingham? Choose: Agree, Disagree or Abstain.

Parishioners approved the slate of new vestry members with 100% agreed.

Congratulations were offered to the new vestry members.

Election/Announcement of New Parish Delegate and Alternate: the slate of delegate and alternate was presented to the parish: Terrell Mann as delegate and Victor Clarke as alternate, for a 3-year term. A Zoom poll question was submitted to parishioners: Do you agree to support the new parish delegate Terrell Mann and alternate delegate Victor Clarke, for a 3-year term? Choose: Agree, Disagree or Abstain.

Parishioners approved the slate of delegate and alternate with 100% agreed.

Election/Nominating Committee for 2022 Vestry: the slate of members for the nominating committee for the 2022 vestry was presented to the parish: Cheryl Ball, Rose Wrede, and Melissa Pfau. A Zoom poll question was submitted to parishioners: Do you agree to support the nominating committee for the 2022 Vestry: Cheryl Ball, Rose Wrede, Melissa Pfau? Choose: Agree, Disagree or Abstain.

Parishioners approved the slate of members for the nominating committee for the 2022 vestry with 100% agreed.

Financial Reports presented by Melisa Pfau ---Review of 2020 profit and loss report. Income/budget deficit \$9,240.74. pretty on point with previous years. Expenses 196,085.27.
 Review of Balance Sheet – some \$ left over from MMary salary moved to money market account
 \$7000 PPP loan (payment protection plan)Steve in process of completing paperwork—likely not have to pay that back (government loan from the SBA)
 Restricted funds – set aside \$ for specific purpose.
 We have \$16K+ in Agape—let Fr. Jonny know if someone has a need.
 Budget for next year pledges \$169,404 total income \$174,854 reviewed expenses have met apportionment every month. Have salary for secretary in the budget if we do hire someone. Decreased music staff d/t budget.Christian ed can tap into the endowment for VBS. Deacon Karen serves as our supply priest, so budget for that is \$0. We have a \$20K deficit from budget to expenses. Discussion: We do have a deacon’s discretionary fund—about \$300.
 Zoom Poll: Do you agree to adopt the annual financial reports?
 Choose one: Agree, Disagree or Abstain ---100%
 Maxine commented on how great that the Agape fund was well funded.
 • Endowment Fund Report --- presented with the financial reports, Fr. Jonny thanked Rich Lavin for his service on the Endowment board.
 Zoom Poll: Do you agree to adopt the Endowment Fund Annual Report?
 Choose one: Agree, Disagree or Abstain ---100%
 • Other business: ---Shara commented on women in leadership at SLC!
 Steve Mann—wants everyone to know that the Endowment has funds that they give back to the church based vestry needs. on \$2900 ed/\$1400 general—available on Vestry request. Melissa discussed some of the options for utilizing those moneys.
 All the Vestry for 2021 Melissa P, Rose W, Herman H, Chuck P, Tom G, Tim R, June C, Dennis P, Pat L Fr. Jonny thanked Melissa for her service. And Shara for helping with setting/planning of annual meeting. Junior Dennis Senior Rose—to be voted on by vestry. Fr. Jonny would like big meetings like this once a month. Zoom is a good way to get to know everyone. Looks forward to in-person meeting again. Shara did a Menti poll—biggest words to describe oneself as a member of SLC=loved loving, family, grateful, fellowship prayerful, blessed. Melissa asked about powerpoint presentation—will try to make available on the website.
 • Motion to Adjourn --- Rose wrede offered a motion to adjourn, seconded by tom Hayselden 1253: confirmed by a wave.
 • Closing Prayer---Fr. Jonny

These annual meeting minutes have been recorded and transcribed by Christine Uhrmacher, and respectfully submitted on January 12, 2020, to the senior warden and the rector.

Thank You to Outgoing Vestry Members: Dennis Phillips and Debbie Fowler

Election/Announcement of New Vestry Members: Carrie Roesner and Christy Keller

Election/Announcement of New Parish Delegate and alternate: Anne Kniggendorf, delegate. Three year term.

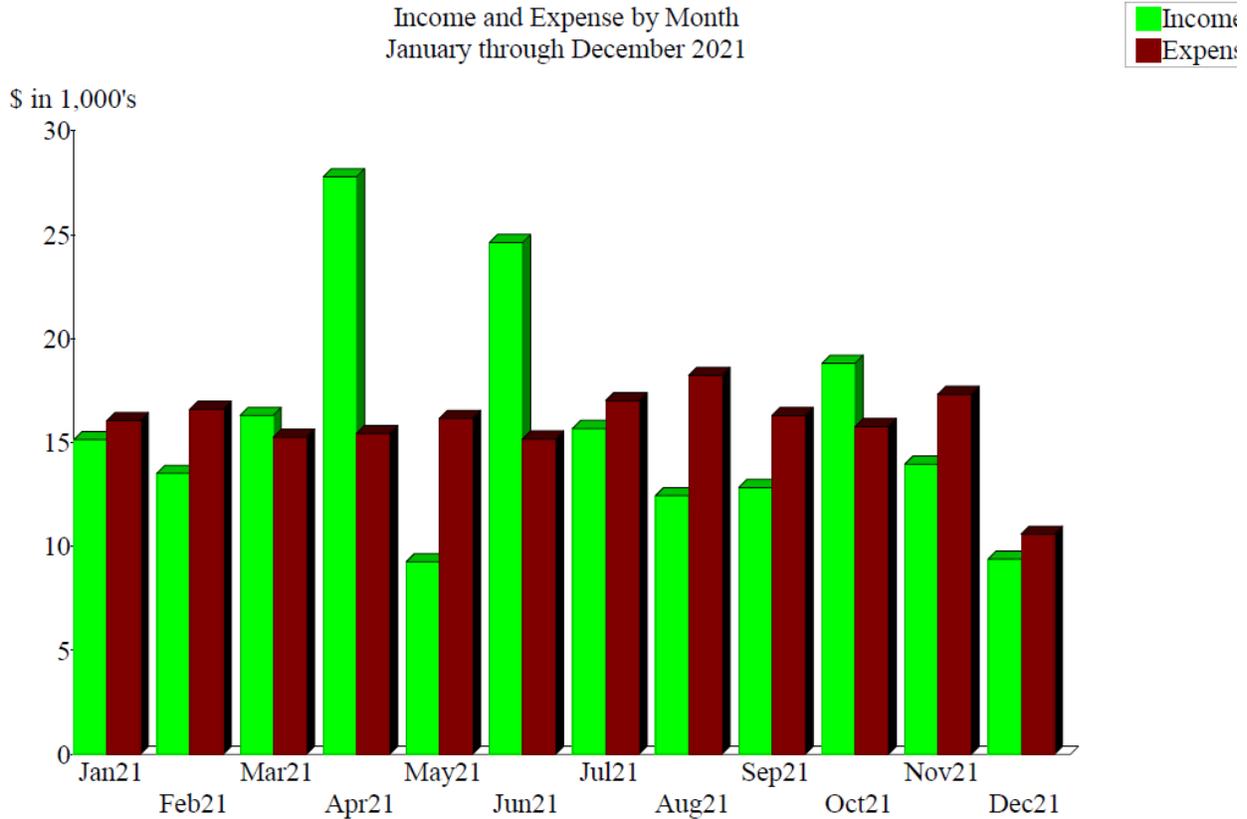
Election/Nominating Committee for 2022 Vestry: Cheryl Ball, Rose Wrede, Melissa Pfau, Chuck Peoples and Herman Holftorf (*see by-laws, art. 5. Section 3 from the floor*)

Clergy Report, The Reverend Jonathan Brice

Powerpoint given during Zoom meeting

Senior Warden Report, Rose Wrede

Review of 2021 Profit and Loss Report



				Jan - Nov 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense							
Income							
7001 - Unrestricted Income							
			7001-01 - Pledges - Current	154,681.77	155,287.00	-605.23	99.61%
			7001-03 - Contributors of Record	8,907.00	1,375.00	7,532.00	647.78%
			7001-04 - Parish Hall Use	360.00	137.50	222.50	261.82%
			7001-05 - Loose Plate	2,483.00	1,650.00	833.00	150.49%
			7001-06 - Visitors	210.00	93.50	116.50	224.6%
			7001-07 - Misc. Income	136.00	0.00	136.00	100.0%
			7001-10 - Altar Flowers&Supplies	1,280.00	1,193.50	86.50	107.25%
			7001-15 - Endowment Fund Support	160.00	0.00	160.00	100.0%
			Total 7001 - Unrestricted Income	168,217.77	159,736.50	8,481.27	105.31%

		7002 · Restricted Income					
		7002-17 · Memorial Funds	250.00				
		Total 7002 · Restricted Income	250.00				
		Total Income	168,467.77	159,736.50	8,731.27	105.47%	
		Expense					
		9001 · Priest in Charge Expenses					
		9001-01 · Car Allowance/Expenses	0.00	0.00	0.00	0.0%	
		9001-02 · Continuing Education	40.00	459.25	-419.25	8.71%	
		9001-03 · Housing Allowance	36,254.24	36,256.00	-1.76	100.0%	
		9001-04 · Pension	9,322.50	9,416.00	-93.50	99.01%	
		9001-07 · Moving Expenses	0.00	0.00	0.00	0.0%	
		9001-09 · Rector's Health	19,393.00	18,667.00	726.00	103.89%	
		9001-11 · Priest's Phone	779.24	781.00	-1.76	99.78%	
		Total 9001 · Priest in Charge Expenses	65,788.98	65,579.25	209.73	100.32%	
		9002 · Computer Expenses					
		9002-02 · Computer Repair & Upgrade	0.00	0.00	0.00	0.0%	
		9002-03 · Software License	380.46	368.50	11.96	103.25%	
		9002-04 · Website Changes	90.75	93.50	-2.75	97.06%	
		9002-05 · Equipment	49.98				
		Total 9002 · Computer Expenses	521.19	462.00	59.19	112.81%	
		9003 · Conferences and Meetings	0.00	0.00	0.00	0.0%	
		9005 · Diocesan Expenses					
		9005-01 · Convention Registration/Expense	130.00	643.50	-513.50	20.2%	
		9005-02 · General Apportionment	26,730.00	26,730.00	0.00	100.0%	
		9005-05 · Clergy Meetings	240.00	368.50	-128.50	65.13%	
		Total 9005 · Diocesan Expenses	27,100.00	27,742.00	-642.00	97.69%	
		9007 · Insurance					
		9007-02 · Building and Personal Property	11,207.66	10,268.50	939.16	109.15%	
		9007-05 · Workmen's Comp	477.33	330.00	147.33	144.65%	
		Total 9007 · Insurance	11,684.99	10,598.50	1,086.49	110.25%	
		9009 · Maintenance Expenses					
		9009-01 · Building Repairs & Maintenance	821.65	1,375.00	-553.35	59.76%	
		9009-02 · Exterminator	304.70	206.25	98.45	147.73%	
		9009-03 · Janitorial Services	5,202.00	5,720.00	-518.00	90.94%	
		9009-06 · Mowing and Lawn Care	590.87	412.50	178.37	143.24%	
		9009-07 · Snow Removal	340.00	459.25	-119.25	74.03%	
		9009-08 · Trash Removal	2,151.36	1,771.00	380.36	121.48%	
		9009-10 · Fire Safety	627.75	825.00	-197.25	76.09%	
		Total 9009 · Maintenance Expenses	10,038.33	10,769.00	-730.67	93.22%	
		9010 · Office Expenses					
		9010-01 · Advertising	165.00	184.25	-19.25	89.55%	

				9010-02 · Bank Fees	174.17	137.50	36.67	126.67%
				9010-03 · Copier Lease	2,350.87	2,293.50	57.37	102.5%
				9010-04 · Copier Overages	18.10	231.00	-212.90	7.84%
				9010-10 · Office Supplies	24.90	0.00	24.90	100.0%
				9010-12 · Postage and Delivery	116.00	0.00	116.00	100.0%
				9010 · Office Expenses - Other	77.92			
				Total 9010 · Office Expenses	2,926.96	2,846.25	80.71	102.84%
				9011 · Salaries & PR Taxes				
				9011-01 · Salaries				
				9011-11 · Admin Asst	1,291.80	9,196.00	-7,904.20	14.05%
				9011-13 · Music Director	13,527.02	17,057.86	-3,530.84	79.3%
				9011-15 · Rector's Salary				
				9011-1S · Rector's Sabbatical	458.34	458.37	-0.03	99.99%
				9011-15 · Rector's Salary - Other	15,537.50	15,537.50	0.00	100.0%
				Total 9011-15 · Rector's Salary	15,995.84	15,995.87	-0.03	100.0%
				Total 9011-01 · Salaries	30,814.66	42,249.73	-11,435.07	72.94%
				9011-28 · Adult Education	100.00	0.00	100.00	100.0%
				Total 9011 · Salaries & PR Taxes	30,914.66	42,249.73	-11,335.07	73.17%
				9014 · Professional Fees				
				9014-01 · Accounting	1,980.00	1,980.00	0.00	100.0%
				9014-02 · Employee Qualification Backgoun	0.00	0.00	0.00	0.0%
				9014-04 · Payroll Services	1,302.96	1,193.50	109.46	109.17%
				Total 9014 · Professional Fees	3,282.96	3,173.50	109.46	103.45%
				9015 · Program Expenses				
				9015-01 · Childcare Nursery	0.00	0.00	0.00	0.0%
				9015-03 · VBS/Christian Ed	524.57	321.75	202.82	163.04%
				9015-05 · Community Garden	0.00	93.50	-93.50	0.0%
				9015-06 · Music Expenses				
				9015-B6 · Music Performance	6,695.80	4,768.50	1,927.30	140.42%
				9015-C6 · Music Licensing and Sheet Music	756.37	459.25	297.12	164.7%
				Total 9015-06 · Music Expenses	7,452.17	5,227.75	2,224.42	142.55%
				9015-08 · Adult Education Program	-100.00	0.00	-100.00	100.0%
				Total 9015 · Program Expenses	7,876.74	5,643.00	2,233.74	139.58%
				9018 · Utilities				
				9018-01 · Electricity	4,697.03	5,318.50	-621.47	88.32%
				9018-02 · Gas	2,154.67	2,293.50	-138.83	93.95%
				9018-03 · Water	816.47	825.00	-8.53	98.97%
				9018-04 · Wastewater	1,090.64	825.00	265.64	132.2%
				9018-05 · Church Phone & internet	1,881.45	1,834.25	47.20	102.57%
				Total 9018 · Utilities	10,640.26	11,096.25	-455.99	95.89%
				9019 · Restricted Expenses				

			9019-24 · Education Outreach	1,500.00					
			Total 9019 · Restricted Expenses	1,500.00					
			9020 · Altar & Church Supplies						
			9020-01 · Altar Flowers	862.00	1,193.50	-331.50	72.23%		
			9020-02 · Altar Supplies	760.30	93.50	666.80	813.16%		
			9020 · Altar & Church Supplies - Other	190.66					
			Total 9020 · Altar & Church Supplies	1,812.96	1,287.00	525.96	140.87%		
			9021 · Taxes and Fees						
			9021-01 · Real Estate Taxes	726.00	665.50	60.50	109.09%		
			9021-02 · State of Kansas - Annual Report	40.00	40.00	0.00	100.0%		
			Total 9021 · Taxes and Fees	766.00	705.50	60.50	108.58%		
			9026 · Unrestricted Expenses						
			9026-04 · Supply Priest	425.00	0.00	425.00	100.0%		
			9026-11 · Guest Organist	1,650.00	0.00	1,650.00	100.0%		
			9026-12 · Misc. Expenses	34.83	0.00	34.83	100.0%		
			Total 9026 · Unrestricted Expenses	2,109.83	0.00	2,109.83	100.0%		
			Total Expense	176,963.86	182,151.98	-5,188.12	97.15%		
			Net Ordinary Income	-8,496.09	-22,415.48	13,919.39	37.9%		
			Other Income/Expense						
			Other Income						
			Other Misc Income	7,000.00					
			8030-00 · Interest Income	121.98	154.00	-32.02	79.21%		
			8031-00 · Endowment Income						
			8031-01 · Endowment Interest Income	4.21	330.00	-325.79	1.28%		
			8031-02 · Endowment Dividend Income	4,826.16	4,961.00	-134.84	97.28%		
			8031-03 · Endowment Capital Gains Income	26.42	264.00	-237.58	10.01%		
			Total 8031-00 · Endowment Income	4,856.79	5,555.00	-698.21	87.43%		
			Total Other Income	11,978.77	5,709.00	6,269.77	209.82%		
			Other Expense						
			9030 · Other Expenses						
			9030-02 · Misc Other Expense	0.00	0.00	0.00	0.0%		
			Total 9030 · Other Expenses	0.00	0.00	0.00	0.0%		
			9031-00 · Endowment Expenses						
			9031-01 · Endowment Broker Fee Expenses	2,458.81	1,947.00	511.81	126.29%		
			9031-02 · Endowment Foreign Tax	38.28	60.50	-22.22	63.27%		
			Total 9031-00 · Endowment Expenses	2,497.09	2,007.50	489.59	124.39%		
			9033 · Suspense	-99.00	0.00	-99.00	100.0%		
			Total Other Expense	2,398.09	2,007.50	390.59	119.46%		
			Net Other Income	9,580.68	3,701.50	5,879.18	258.83%		
			Net Income	1,084.59	-18,713.98	19,798.57	-5.8%		

Review of 2021 Balance Sheet

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1001 · Commerce - Operating - 3697	4,669.69
1002 · Capitol Federal - MM - 0006	66,790.97
1003 · Endowment Funds	
1003-01 · LPL Financial - Restricted	201,532.43
1003-02 · LPL Financial - Unrestricted	136,352.47
1003-03 · Cap Fed - Endowment Fund - 4982	<u>2,074.31</u>
Total 1003 · Endowment Funds	<u>339,959.21</u>
Total Checking/Savings	411,419.87
Other Current Assets	
1010 · Prepaid Expenses	<u>2,876.26</u>
Total Other Current Assets	<u>2,876.26</u>
Total Current Assets	414,296.13
Fixed Assets	
1005 · Capital Assets	
1005-01 · Building and Land	408,608.64
1005-02 · Personal Property	102,122.00
1005-03 · Organ	85,000.00
1005-04 · Handbells	7,593.00
1005-05 · Mower	5,000.00
1005-19 · Accumulated Depreciation	<u>523,645.33</u>
Total 1005 · Capital Assets	<u>84,678.31</u>
Total Fixed Assets	<u>84,678.31</u>
TOTAL ASSETS	<u><u>498,974.44</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3005 · Accounts Payable	<u>-407.38</u>
Total Accounts Payable	-407.38
Credit Cards	
4003-02 · Home Depot Card - 8297	<u>11.66</u>
Total Credit Cards	11.66
Other Current Liabilities	
3001 · Payroll Liabilities	
3001-05 · Rector's Sabbatical Payable	<u>458.34</u>
Total 3001 · Payroll Liabilities	458.34
3003 · Deferred Revenue	2,374.80

Total Other Current Liabilities	<u>2,833.14</u>
Total Current Liabilities	<u>2,437.42</u>
Total Liabilities	2,437.42
Equity	
5001 · Unrestricted Net Assets	9,347.44
5002 · Temp. Restricted Funds - MM	
5002-06 · Organ Fund (MM)	6,680.23
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)	4,727.18
5002-23 · Money Market Interest Inc (MM)	<u>287.37</u>
Total 5002 · Temp. Restricted Funds - MM	19,670.07
5003 · Temp. Restricted Funds - Gen.	
5003-01 · Rector's Discretionary Fund	1,040.85
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	<u>310.00</u>
Total 5003-05 · Deacon's Discretionary Fund	310.00
5003-10 · Agape	11,319.75
5003-14 · Memorial Funds	9,915.80
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	<u>215.00</u>
Total 5003-30 · Fund Raising	677.85
5003-43 · Education	-618.90
5003-44 · Capital Fund	8,057.00
5003-47 · Vegetable Garden	-1,006.00
5003-48 · Coffee Hour Fund	681.00
5003-49 · New Theater Show	<u>222.90</u>
Total 5003 · Temp. Restricted Funds - Gen.	32,725.41
5004 · Perm. Restricted Fund Balance	
5004-01 · LPL Restricted	

5004-B1 · Restricted Unrealized Cap Gains	72,929.44
5004-01 · LPL Restricted - Other	<u>122,809.67</u>
Total 5004-01 · LPL Restricted	195,739.11
5004-02 · LPL Unrestricted	
5004-B2 · Unrestrict Unrealized Cap Gains	22,572.60
5004-02 · LPL Unrestricted - Other	<u>95,525.70</u>
Total 5004-02 · LPL Unrestricted	118,098.30
5004-03 · Cap Fed Endowment	<u>9,339.60</u>
Total 5004 · Perm. Restricted Fund Balance	323,177.01
5005 · Retained Earnings	110,532.50
Net Income	<u>1,084.59</u>
Total Equity	<u>496,537.02</u>
TOTAL LIABILITIES & EQUITY	<u>498,974.44</u>

Review of 2022 Budget (Adopted)
St. Luke's Episcopal Church 2022 Budget

		2021	2022
Income			
7001-01	Pledges <i>AS OF 1/02/22</i>	169,404	147,694
7001-03	Non-Pledge Parish Member Income	1,500	1,500
7001-04	Parish Hall Use	150	150
7001-05	Plate Offerings	1,800	1,500
7001-06	Visitors	100	100
7002-08	Rector's Discretionary Fund	100	100
5003-10	Agape	500	100
7001-10	Altar Flowers	1,300	1,100
TOTAL INCOME		174,854	152,244
Expense			
Rector Expenses			
9011-15	Rector's Salary	16,950	17,391
9001-03	Housing Allowance	39,550	40,579
9001-02	Continuing Education	500	500
9001-04	Rector's Pension	10,272	10,435
9001-09	Rector's Health	20,244	21,252
	Rector's Dental	1,320	1,320
9001-11	Rector's Mobile Phone	850	850
9019-08	Rector's Discretionary Fund	100	100
Total 9001 · Rector Expenses		89,786	92,427
9005 · Diocesan Expenses			

9005-01	Convention Registration	700	500
9001-02	Clergy Meetings	400	300
9001-02	General Apportionment	29,160	27,952
Total 9005 - Diocesan Expenses		30,260	28,752
9007 - Insurance			
9007-02	Building and Personal Property	11,200	11,500
9007-05	Workmen's Comp	360	425
Total 9007 - Insurance		11,560	11,925
9009 - Maintenance Expenses			
9009-01	Building Repairs & Maintenance	1,500	1,000
9009-10	Fire Safety	900	600
9009-02	Exterminator	225	225
9009-03	Janitorial Services	6,240	5,305
9009-06	Mowing and Lawn Care	450	500
9009-07	Snow Removal	500	500
9009-08	Trash Removal	1,930	2,500
Total 9009 - Maintenance Expenses		11,745	10,630
9010 - Office Expenses			
9010-01	Advertising	200	200
9010-02	Bank Fees	150	200
9010-03	Copier Lease	2,500	2,500
9010-04	Copier Overages	250	100
Computer			
9002-03	Software License	400	400
9002-04	Website Charges	100	100
Total 9010 - Office Expenses & Computer Expenses		3,600	3,500
9011 - Salaries & PR Taxes			
9011 - Salaries			
9011-11	Secretary (Admin Asst) 10hrs/wk M-F/2wksOffw/\$/15	9,360	7,800
9011-13	Music Director 13hrs/wk 2SundayServs/3SundaysOff	16,000	16,000
9015-B6	Musicians 2x1.5hrx50x52 With 2nd Cantor for 27 wks, 3hrs/wk \$50/hr	2,500 4,050	7,800
Total 9011-1 - Lay Salaries & Benefits		31,910	31,600
Salaries & PR Taxes			

9011-22	Employer FICA (6.2%)	913	1,960
9011-23	Employer Medicare (1.45%)	208	460
Total 9011-02 · Payroll Taxes			
Total 9011 · Lay Salaries & PR Taxes		1,121	2,420
Total 9014 · Professional Fees			
9014-01	Accounting (\$180mo Bookkeeper)	2,160	2,160
9014-04	ADP	1,300	1,400
Total 9014		3,460	3,560
9015 Program expenses			
9015-01 · Childcare Nursery			
9015-03	Christian Education	350	500
9015-05 · Community Garden		100	100
9015-06 · Music Expenses		500	700
9015-08- Adult Forum/community meeting			
5003-10- Outreach/Agape		500	100
Total 9015 · Program Expenses		1,450	1,400
9018 · Utilities			
9018-01	Electricity	5,800	5,800
9018-02	Gas	2,500	2,500
9018-03	Water	900	800
9018-04	Wastewater	900	1,000
9018-05	Church Phone & internet	2,000	2,000
Total 9018 · Utilities		12,100	12,100
9020 · Altar & Church Supplies			
9020-01	Altar Flowers	1,300	1,100
9020-02	Altar Supplies	100	200
Total 9020 · Altar & Church Supplies		1,400	1,300
9021 · Taxes and Fees			
9021-1 · Real Estate Taxes		726	820
9021-2 · State of Kansas - Annual Report		40	40
Total 9021 · Taxes and Fees		766	860
9026 · Unrestricted Expenses			
9026-04	Supply Priest	0	600
	Continuing Education - Sabbatical	500	500

9026-?- Supply Music Director/Organist 3weeks@125/wk		0	900
Total 9026 - Unrestricted Expenses		500	2,000
Total Expense		199,658	202,474
		-174,854	-152,244
2020 Deficit		24803.72	50,230

Review of 2021 Endowment Fund Report –

2021 St Luke's Endowment Fund Annual Report (Unaudited)

Prepared by Stephan T. Mann, Endowment Fund Treasurer

Beginning Of The Year Endowment Fund Balances	\$316,511.23
Annual Market Value Net Gain (Loss)	<u>\$ 31,416.22</u>
Total Endowment Funds End of Year Balances	<u>\$347,927.45</u>
Detail of Accounts	
1. Restricted Funds balance beginning of the year	\$ 183,039.60
A. Fees, Expenses	\$ (1,463.24)
B. Dividends, Interest, and Capital Gains	\$ 4,922.33
C. Increase/decrease in Market Value	\$ 19,996.32
D. Distribution from fund	<u>\$ -</u>
Total Year End Balance	\$ 206,495.01
2. Unrestricted Funds balance beginning of the year	\$ 133,471.63
A. Additions	\$ 329.00
B. Fees, Expenses	\$ (1,030.57)
C. Dividends, Interest, and Capital Gains	\$ 6,278.01
D. Increase/decrease in Market Value	\$ 2,384.37
E. Distribution from fund	<u>\$ -</u>
Total Year End Balance	\$ 141,432.44
3. Restricted/Unrestricted End of year Total	<u>\$ 347,927.45</u>

St Luke's Endowment Fund Distribution for 2022

Restricted to Education Funds	
10/1/2019	\$56,677.00
10/1/2020	\$70,064.00
10/1/2021	\$100,264.00
Total Gain	\$227,005.00
Ave Gain	\$ 75,668.00
5% Distribution	\$ 3,783.00

Unrestricted Funds	
10/1/2019	\$25,432.00
10/1/2020	\$37,310.00
10/1/2021	\$48,006.00
Total Gain	\$110,748.00
Ave Gain	\$ 36,916.00
5% Distribution	\$ 1,846.00

Available for 2022 Use:		
	Restricted	Unrestricted
2020	\$1,489.00	\$1,403.00
2021	\$3,783.00	\$1,846.00
TOTALS	\$5,272.00	\$3,249.00

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 2020 Audit is still in progress.

Building and Grounds/Junior Warden

Dennis Phillips

I am happy to report that the building and grounds remain safe and in good condition. We have received a full passing report from the Shawnee Fire Department after correcting many issues relating to fire safety. Items that we must all be aware of include: do not use extension cords except for temporary connections, do not stack materials to within 24 inches from the ceiling, and do not connect multiple outlet strips in series. Other corrections included the addition of push bars on all outside doors and removing multiple locks from the office doors. And there are a few more door exit signs and emergency lights. You should feel very safe at St. Luke's and not have any concerns about entering the building or exiting in event of an emergency.

Covid has been foremost in our thoughts the past year. In addition to our hygiene, masking and distancing practices, we have installed high grade filters in our furnaces to filter out any bacteria, pollen, dust, etc. from the air that circulates inside the building. We did investigate using the portable ultraviolet air purifiers but learned that our spaces are too large for them to be effective. Our allowing outside air to circulate in the building was effective during the warmer part of the year, but the insulation on doors and windows has been improved to reduce cold air from entering this winter, for a savings on heating cost. This extra sealing just adds to the risk indoors. If any other concerns remain please let us know. For

example, we could install the ultraviolet filters in offices; however, they would require frequent (expensive) filter changes and proper disposal to be effective. We thought about using box fans to circulate air, but they are just as likely blow any contaminants onto you as to blow them away. Please forward any other suggestions for improvements.

Energy cost reduction was and continues to be a goal, especially for 2022. We mentioned heating and cooling cost saving, sealing air leaks around windows and doors. Most of the incandescent light bulbs have been replaced with LED bulbs, as they burned out. The spot lights high above the altar remain to be replaced, and we have purchased LED tubes to replace the bulbs in the florescent fixtures in the kitchen, social hall, nursery and basement, as they burn out. Still, to conserve energy, we all need to turn off the lights and disconnect appliances (phone chargers, etc.) when not in use. We have installed photocell bulbs around the building, and a photocell LED security light over the nursery entrance door, so the lights do not run during the day. But we need your help indoors. We keep the extra LED bulbs in the kitchen pantry, but be aware there are bright daylight bulbs and dimmer warm golden color light bulbs, so please decide which is suitable when you change a bulb.

The large stove in the kitchen has had an issue with frequent gas odors. We checked on selling the oven, the hood and the fire suppression system, and installing new residential type ovens instead. Firstly, with Covid an issue there wasn't much activity with new restaurant openings early last year, we had no offers. Checking further to find if our inspection suppliers (hood cleaning, fire extinguisher, Shawnee Fire Department, etc.) might have any leads on a buyer for the equipment, we learned that even when installing new ovens, whether gas or electric, we had to retain a vent hood and fire suppression system per local fire code. Their concern is grease fire, the major cause of kitchen fires in Shawnee. Furthermore the work involved in removing the oven and related equipment and installing new equipment had to be done by licensed contractors and documented, with city permits and inspections and so on. So it turns out that installing new ovens, at least for now, is not going to happen. Instead we plan to seal the water leaks in the ceiling above the hood, thoroughly clean the ovens and grill and reduce the gas odors. The water leak above the stove has caused the pilot lights to rust, so they don't burn the gas cleanly. I'm thinking to install a small continuously running vent fan above the stove. (Shawnee Fire suggested we should just remove or disable the oven and bring in hot food in stock pots or on electric warmers. So no fire risk. Thank you SFD.)

Many thanks to Craig Burris for his planning and scheduling the mowing crew all year. And thanks to Scott Goodman for keeping the gas cans full and the mower running well. He did check on upgrading the mower while it still has good value, but he has it running like new with several years' life remaining. Maybe we'll get a new set of tires in a year or two. Most of us have had a 'near hit' with a tree or curb, so there are a few gouges in tire sidewalls.

And thanks to all the gardeners, the flowers and grasses were beautiful this year. Ruth and her crew worked in the Memory Garden all summer, and Tim improved the stone path. Thank you Ruth and Tim, their battle to control the ginger plants continues to rage. And thanks to the crews who planted and watered the gardens around the monument sign in front of the building and in front of the nursery exit door. The decorative lights along the sidewalk to the main entry will be turned back on in the Spring. Thanks to Tom Grandgenett for keeping the gutters clear and the sump pumps running (he's also our furnace/AC tech). Speaking of gutters, we do have a problem with the window next to the exit door in the Nave. We have a serious leak around the window frame during a heavy downpour, a large area of carpeting in the window aisle is soaked. This must be addressed this spring. And we'll need some help from Nat and Becky again to contact our tree trimmer, we lost several large, high limbs with the weather so dry this year. Thanks to both of the Toms and many others for their routine tree and bush trimming.

As far as general maintenance, painting, etc., I did not get much done. We just took care of repairs that had to be done. "We" includes all of you, I thank you all for your help. It has been my pleasure to serve as

your Junior Warden, since I assumed the title when Spike Speicher had to resign as Junior Warden when he became ill. I will continue to work in the gardens and probably assume a little more of the tech responsibility this year. Thanks to all that have placed their trust in me.

Dennis Phillips

Children's Christian Education

Rose Wrede

It was another year of Zoom for our Sunday School kids! While we didn't meet in person that often, we had very consistent attendance on our Zoom lessons.

With the extreme coordination efforts of Ms. Debbie and the talents of our incomparable Tech Team, we were able to produce a Passion Play video. The Passion Play is often the Sunday School's intergenerational retelling of the days leading up to the crucifixion of Jesus and the days following. There has always been strong support from all the Sunday School families, and also the rest of the parish for this production. This year the Passion Play was filmed in segments and with different families doing different parts. This was to provide the safest experience during the pandemic. Every family had their own area and there was not intermixing while doing different parts. The amazing Tech Team then took all the shots and edited everything together to make one cohesive film. It was played during the Palm Sunday Online Worship service. Thanks to Debbie Fowler for organizing, making props, setting the scene and being the narrator of this production. A huge thanks to Dennis and Tom for filming and for the hours of work they did in "post production." It takes a long time to edit film together. Thanks also to all the families that helped this production: Rose Wrede, Cheryl Ball, Sabin family, Keller/Johnston family, Jaquish/Beaulieu family, Maendele/Hoffman family and the Pfau family.

The Sunday School took a break during summer, but made the decision to meet at Deanna Rose in June. They had not seen each other in person for quite a while and fun was had by all.

This was followed by our VBS in July – Knights of the North. We were a small group this year but we stayed safe and had all participants and volunteers wear masks. Ms. Debbie did an excellent job on all the scenes and props. Thanks also to Michelle McDaniel and all the volunteers for helping with this year's VBS.

It was back to Zoom in the fall! Although in-person worship had started, the vaccine was not available for children to get. The teachers made the decision to continue on Zoom until the time when the vaccine would be available for the students.

Many of our lessons centered around different saints through the fall including St. Francis of Assisi and Saint Mary. Some of our Sunday School kiddos came to the Blessing of the Animals outdoor service. It was great to be worshipping together again during this day.

As the holidays approached, we decided that if we took precautions then we could have our annual St. Nick Day again. All participants were masked and it was a great day of crafts and togetherness. Thanks to everyone who helped with this event.

We are looking forward to continuing on Zoom through the new year and until a time when we feel it's safe to be in our small classroom together.

Thanks to Ms. Debbie, Ms. Rose, Ms. Cheryl and Ms. Christy for another great year of Sunday School!

Hospitality

Christine Uhrmacher

Thanks to everyone who helped with the Chiefs Tailgate Chili and also Bishop Bascom's visit. Hope Hospitality gets a lot busier soon!

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

Music Report

Tom Schrempp

It's been quite a crazy year for Music! We started the year with only streamed services and Dr. Jacob Hofeling playing organ live for the streamed services. The Choir met virtually from time to time on Zoom. In March we pre-recorded music sung by Julia Kasten and played by Jacob for use on future streamed services. Abby Green played trumpet on some of the backing tracks for these recordings.

On several occasions, Jacob livestreamed classes from our Nave teaching organ playing to the BYU Music School.

On Easter we had to a live outdoor service with a Bell Choir performance and a Choir recording where each member recorded their part at home and Jacob assembled them into a video. After Easter, the Choir and Bell Choir met multiple times outdoors in masks to rehearse.

In May, Julia and Jacob performed live during our livestreamed services and the Bell Choir recorded a performance that was played on the livestream service on May 15. On May 23, at the first indoor service, members of the choir sang live with Julia Kasten.

On June 6 with Bishop Kathleen Bascom presiding, the Choir sang an Offertory Anthem. During the summer choir break, Abby and Julia, sang as our cantor at services.

In August, we learned sadly that Jacob was offered a position at St. Mark's Catholic Church and was leaving us. We sent him off wishing him the best in his new position and Boyd Ahrens began subbing on organ eventually becoming our interim organmaster. The choir has not formally met this fall, but has joined in with Abby and Julia to sing during services. Several choir members joined with Abby at Carols by Carlight to sing a Capello when our accompanist was unable to make it.

Through the year, the Music Selection Committee consisting of Father Jonathan, Christy Keller, Tom Schrempp, and Jacob Hofeling till his departure and later with Boyd Ahrens met regularly to select the hymns and songs for our services.

All in all, it's been a challenging year for music, but some amazing things were accomplished. Thanks and blessings, Tom

Outreach Report

Little Free Pantry

Tim Rohrer

Thank you to everyone who has continued to support our Little Free Food Pantry. This ministry has been extremely beneficial in helping those in need put food on the table during a time in which many families are struggling with health and maintaining steady employment. The Little Free Pantry has been very well received in our immediate church neighborhood since its inception and continues to be strongly supported by church members and the local community alike.

“Very truly I tell you, the bird that flies through the air worries not where his next meal will come from, for he knows when he is hungry, my father will feed him.” Any food or toiletry donation you can provide is of great help and is welcomed at any time throughout the year.

Tim Rohrer

Red Cross Blood Drive

Tim Rohrer

Thank you to everyone who participated as a volunteer or a blood donor at the last blood drive St. Luke's hosted in November of 2021. The American Red Cross has been very appreciative of St. Luke's willingness and help in hosting these mobile events. Our last drive netted seventeen (17) units of blood that were distributed to hospitals in the Belton and St. Louis, Missouri area. The need for blood remains at an all-time high and the Red Cross has again approached St. Luke's about partnering with them on a future drive. We are tentatively looking at a date in May 2022 to again host. More details about the event will follow in your Enews.

Stewardship

Melissa Pfau

The pandemic affected the way we did Stewardship again this year. Father Jonathan, along with our Vestry, came up with the theme “Coming Back in Gratitude.” This was an extension of last year's theme “Tapestry of Thanksgiving.” Keeping in mind what everyone was grateful for in 2020 and moving forward into this year where we were able to meet and worship in our building. It was Father Jonathan's idea to include a puzzle piece with each pledge we sent out, because as he stated in his letter “ Each piece is important to make us complete.” We are not complete without the help of all of you. Your generosity amazes me every year that we do Stewardship.

I want to thank June Cassingham, Judy Hoffman, Rose Schrempp and Father Shawn Streepy for their willingness to get up in front of everyone and tell you why they pledge. It is not easy to speak to a group of people and I am very grateful to them for doing so. We had about 42 member families pledge for a total of \$147,694. That is amazing!

Eventually, I am hoping that we will be able to meet in person when stewardship rolls around in October.

Tech Team

Dennis Phillips

It's been quite a year for the Tech Team! We began streaming the 10:30 services in 2020 and have continued doing so throughout 2021. We started the year with a pile of equipment in the middle of the Nave using a Camcorder and various tablets and smartphones to stream the services, working to improve the quality of our work continually. We mixed live performances with pre-recorded performances by our music team. We assisted the Men's Group in preparing route maps to deliver the Shrove Tuesday/Ash Wednesday packages. For Palm Sunday and Vacation Bible School we pre-recorded performances by the Sunday School to be streamed at services. On Easter we moved our equipment outside and streamed the live services there. In May we moved back indoors and assisted Jacob Hofeling in livestreaming a BYU Organ Music class from the Nave using St. Luke's Organ to make the presentation.

Dennis Phillips designed and constructed a custom Audio/Video Table where we could integrate our streaming equipment in one place by the Baptismal Font and we put it in place in July. In August, we installed 2 PTZ (Pan/Tilt/Zoom) Cameras with remote controls that significantly improved our video quality and allowed remote operation from the A/V Table.

The Team set up Carols By Carlight with lights, sound and FM broadcasting to the cars.

All year long we have streamed our services to YouTube. In the middle of the year we began streaming to Facebook also, although the Facebook stream has been hit and miss so far.

Dr. Wayne Fowler has monitored and performed troubleshooting on our network throughout the year. Tom Schrempp has coordinated licensing and software support throughout the year. Tim Rohrer and Melissa Pfau have stepped up to help with the streaming of services and Melissa continues to do an outstanding job of preparing the weekly service bulletins and designing the music slides for the eHymnboard and streaming services.

If you have any interest in learning to operate a live streaming setup please contact Tom or Dennis for some training. It is a rewarding ministry.

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.

I'm blown away by everyone's support in 2021! We went into the year expecting a large deficit, but so many people stepped up to cut that deficit down.

Thank you to Steve Mann for doing everything and for graciously answering all my questions.

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 2022. 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.

Ushers Report

Brenda Carl

I want to thank all the ushers. You have been faithful servers & always with a smile for anyone entering the Nave on Sunday morning. You are an excellent group to serve with in these trying times. You fill in when needed and support each other. Thanks to Tom G., Chuck P., Nat C, Craig B., Herman H., Jim D., Victor C.. You make serving as ushers so easy.

Serving with The Lord
Brenda C, Head Usher

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

Craig Burris

To say that year 2021 was chocked full of frustration and sometimes fear is to utter one of the years understatement. In some areas scheduling Lay participation in serving God in this Parish became challenging. I am happy to report that most of our volunteers stayed faithful which made the project easier, but in some areas such was not so. For instance:

Our Altar Guild consists now of two people and one of them had a health issue that required a time of laying off serving. Having only one person to schedule made that easy but Victor Clarke should be well thanked for remaining "on the job".

Fr. Jonathan asked that I look into having lay participation at the 8:30 service mirroring the 10:30. That proved not to be feasible so our LEMs volunteered to serve in this capacity. With one LEM also experiencing a health problem that cut down the amount of serving, scheduling that got a bit trying. Again, a volunteer from the past, Rose Wrede, stepped up to help either as a LEM or Lay Reader. Thank you Rose.

The Counting team which once consisted of eight people, unfortunately, also has been hit with health situations and one needed elsewhere. Scheduling in this area is difficult due to requirements from the Diocese. But, we got it done each week in a timely manner. While I am grateful to all those on the team my special thanks goes to Cheryl Ball who made herself available many times in helping me get things completed.

With how way this Parish, and all Parishes, have been required to make changes due to the ongoing pandemic and ours coupled with other health issues, it is a “breath of fresh air” to be able to report that the usher volunteers and the hard working mowers have remained not only faithful in their duties but healthy. Which is a real blessing. Why? Because, while ushering seems to be not too difficult, it requires dedication and will return to a more detailed job when we are able to return to our pre pandemic service method.

Keeping our grounds looking neat and well groomed is the task our mowers take on each spring, summer and fall period of the year. Along with ushering would become a burden for each if having to commit too many days a month to do so. Having such dedicated people along with a mower that is somewhat an ease to operate, relieves us all of a burden and makes it a joy to serve.

It may seem in singling some people out for special thanks means a lesser amount of gratitude on my part to all. This is simply not the case. My heartfelt thanks goes to all who serve each and every week we can, consistently and so very well.

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>