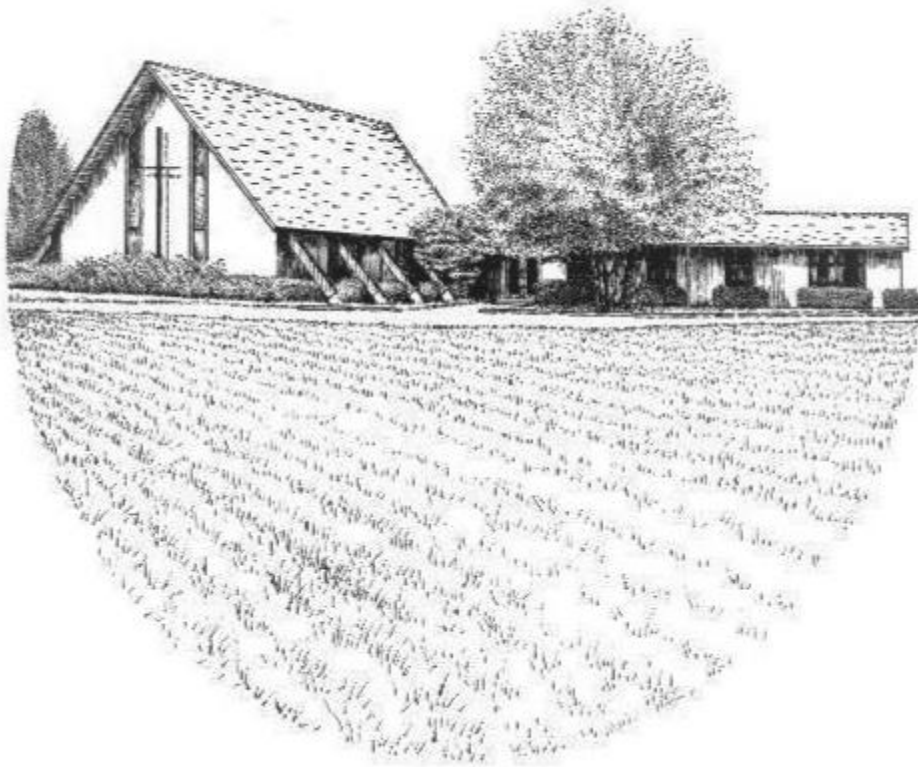


2023  
Annual Parish Meeting



St. Luke's Episcopal Church  
Shawnee, Kansas ~ Diocese of Kansas  
Sunday, January 15  
11:00 A.M. Parish Hall

# Agenda

## Opening Prayer & Call to Order

Quorum Declared (25 members present)  
Appointment of Recorder for Annual Meeting  
Appointment of Teller  
Father Jonathan’s Address to the Gathering

### Business

<b>PARISH STATISTICS</b> .....	<b>3</b>
<b>NECROLOGY</b> .....	<b>3</b>
<b>MINUTES FROM 2022 ANNUAL MEETING</b> .....	<b>3</b>
THANK YOU TO OUTGOING VESTRY MEMBERS: ROSE WREDE, CHUCK PEOPLES, MELISSA PFAU .....	5
ELECTION/ANNOUNCEMENT OF NEW VESTRY MEMBERS: VINCY ABRAHAM, PAM GOODMAN, ROSEMARY KNIGGENDORF, CAROLYN HUND-MOODY .....	5
ELECTION/NOMINATING COMMITTEE FOR 2024 VESTRY: CHERYL BALL, MELISSA PFAU, JUNE CASSINGHAM, TIM ROHRER, TOM GRANDGENETT ( <i>SEE BY-LAWS, ART. 5. SECTION 3 FROM THE FLOOR</i> ) .....	5
<b>CLERGY REPORT, THE REVEREND JONATHAN BRICE</b> .....	<b>5</b>
<b>SENIOR WARDEN REPORT, TIM ROHRER</b> .....	<b>5</b>
<b>REVIEW OF 2022 PROFIT AND LOSS REPORT (JAN – DEC)</b> .....	<b>6</b>
<b>REVIEW OF 2022 BALANCE SHEET (JAN – DEC)</b> .....	<b>8</b>
<b>REVIEW OF 2022 BUDGET (ADOPTED)</b> .....	<b>9</b>
<b>REVIEW OF 2022 ENDOWMENT FUND REPORT</b> .....	<b>12</b>
<b>COMMITTEE REPORTS</b> .....	<b>13</b>
<b>BYLAWS AND CANONS</b> .....	<b>21</b>

### Other business:

### Motion to Adjourn

### Closing Prayer

## Parish Statistics

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
AVG	97	84	82	84	86.7	77	77	TBD		52
8:30 a.m	21	15		19	21	20	20		12*	10
10: 30 a.m.	92	69		65	64	59	57		37*	42
ALL SERV	5526	4455	4269	4275	4571	3972	4152			
Baptisms	0	6	0	2	2	1		0	0	1
Confirmations	0	0	0	4	0	0		0	0	0
Weddings	4	0	3	2	1	1		0	1	0
Funerals	9	4	0	2	2	2		2	4	3

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

## Necrology

2/14	Fred Kniggendorf	Service in Shawnee, KS
2/20	Herman Holtorf	Service in Kansas City, KS
2/24	Pat Still	Service in Kansas City, KS
5/9	Marcia Streepy	Service at St. Michael and All Angels
12/7	Jeremy Fowler	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 2022 Annual Meeting

VIA ZOOM - January 23, 2022

**Opening prayer and call to order:** Fr. Jonathon Brice offered the opening prayer, and the meeting was called to order at 11:14 AM. There were 45 parishioners present via Zoom. Shara Brice established that a quorum was present. 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.

**Rector's Address to the Gathering:** Fr. Jonny shared a PowerPoint with pictures of parish activities and discussed the past year for our church. We were able to participate in various activities both in person and on-line. Pentecost was the first day we were able to gather in person. We had a Bishop's visit. VBS returned to St. Luke's. Fr. Jonny's installation service was held in August. St. Luke's is now a part of the Good Faith Network, an interfaith justice organization. We hosted a Red Cross Blood Drive. The Little Pantry helped meet the needs of families in our area. We also participated in Operation Breakthrough. Sunday School continues on Zoom. Fr. Jonny praised all the work done by the vestry, the technology team, and all the parishioners that have served St. Luke's. He encouraged all of us to continue to be the Body of Christ. There were many thanks offered to all the ministry leaders at St. Luke's for their dedication and service, making it possible to carry on successfully through a very challenging year. COVID has caused church attendance to go down worldwide.

**The Necrology for 2021:** Prayers were offered for Patricia Clarke, Dru Breidenthal, Barbara Alexander, Cheryl Burton, Caren Dumler, Gina, Owen Uhrmacher, Jesse Ball, Gary Don Welch, Healani Rurumoto,

Maxine Liebst, Jim Speicher, Gini Samuelson, Eloise Schrempp, Joan Duran, Richard Mann, Christina Gonzales Tobin, and Chuck Owens.

A prayer was offered by Fr. Jonny.

**Approval of Minutes:** The annual meeting minutes for 2021 were available electronically for the parish to review.

Zoom poll: Do you agree to approve the minutes for the 2021 Annual Parish Meeting?  
Parishioners approved the minutes for the 2021 Annual Parish Meeting with 100% agreed.

**Election/Announcement of New Vestry Members:** Out-going vestry members: Dennis Phillips and Debbie Fowler, thank you for your service on vestry.

The slate of new members was presented to the parish, Carrie Rosener and Christy Keller.

Zoom poll: Do you agree to support the slate of new vestry members?  
Parishioners approved the slate of new vestry members with 97% agreed, 3% abstained.

**Election/Announcement of New Parish Delegate:** Anne Kniggendorf was presented to the parish as new parish delegate.

Zoom poll: Do you agree to support Anne Kniggendorf as parish delegate?  
Parishioners approved the new parish delegate with 100% agreed.

**Election/Nominating Committee for 2023 Vestry:** the slate of members for the Election Nominating Committee was presented to the parish, Cheryl Ball, Rose Wrede, Melissa Pfau, Herman Holtorf, and Chuck Peoples.

Zoom poll: Do you agree to support the slate of election/nominating committee?  
Parishioners approved the new committee with 96% agreed, 4% abstained.

Congratulations were offered to the new vestry, delegate, and committee members.

**Senior Warden Report:** Rose Wrede has enjoyed her 2 years of service as Senior Warden. She thanked Christy Keller for picking up the Pulse of the Parish. Rose thanked Dennis for service on building and grounds. Rose is grateful for all the indoor and outdoor activities we have had over the last 2 years. She thanked Father Ash and his wife for giving SLC great resources for the children's program. Fr. Jonny gave thanks to Rose for her amazing service, it was especially difficult due to the COVID pandemic, but Rose was always joyful and positive.

**Financial Reports**—presented by Melisa Pfau.

Review of 2021 profit and loss report—was not complete due to not all of December was on the report that was sent out to parishioners.

Profit and Loss Budget vs. Actual—Pledges were paid, and other donations were well balanced. We continue to pay apportionment. We cut our expected deficit in half for the end of the year.

PPP Loan \$7000—we did use at the end of the year to help with the deficit. We do not have to pay back this government loan.

**Review of Balance Sheet**—this report doesn't change a lot. The Agape account is doing well.

**Budget Report**—pledges for next year: \$150,094; down quite a bit from last year. We have the MM account to help if needed, and possibly endowment funds if we have a lean year. Melissa reviewed expenses we expect to accrue for the next year. Looks like a deficit of \$47,974.

Zoom Poll: Do you agree to adopt the annual financial reports?  
Parishioners approved the financial reports with 100% agreed.

Fr. Jonny thanked Melissa for her great work, thankful for her service as our administrative assistant. Thanks also to Steve Mann for all his work at SLC, especially with financials.

**Endowment Fund Report**—Melissa presented with the endowment report from Steve. There was an overall gain of 31416.22. Restricted—for education adult or child. Unrestricted can be used for other purposes. Donations go into the “base”—money used comes from the gain. Distribution of funds 5% from restricted and unrestricted. We did not use all the money available in 2021.

Zoom Poll: Do you agree to adopt the Endowment Fund Annual Report?  
Parishioners approved the Endowment Fund report with 100% agreed.  
2023 Senior Warden announcement: Tim Rohrer  
2023 Junior Warden announcement: Tom Grandgenett

**Other business**—Working on the Lenten series—may be both online and in person. May do some type of community service project.

Sunday School families prefer Zoom for now. Attendance has remained steady on Zoom.  
Terrell Mann—introduced Fr. Jonny to author Kate Bowler – may have a book study on her new book.  
Vincy--we have such a great SL family who have helped the church, especially during the pandemic.  
Thanks to Fr. Jonny and Shara for their leadership over this challenging time.

**Motion to Adjourn**—Karen Craig offered a motion to adjourn, was seconded by Rose Wrede, and confirmed by all with a wave. SLC Annual Parish Meeting was adjourned at 12:20 pm.

Karen Schroeder is moving, prayer offered.  
Fr Jonny offered a closing prayer.

*These annual parish meeting minutes have been recorded and transcribed by Christine Uhrmacher, and respectfully submitted on February 16, 2021, to the rector and senior warden.*

Thank You to Outgoing Vestry Members: Rose Wrede, Melissa Pfau and Chuck Peoples

Election/Announcement of New Vestry Members: Vincy Abraham, Rosemary Kniggendorf, Pam Goodman, Carolyn Hund-Moody

Election/Nominating Committee for 2024 Vestry: Cheryl Ball, Melissa Pfau, Tim Rohrer, Tom Grandgenett, June Cassingham(*see by-laws, art. 5. Section 3 from the floor*)

**Clergy Report, The Reverend Jonathan Brice**

**Senior Warden Report, Tim Rohrer**

It has been a pleasure to have served as Senior Warden and worked with Fr. Jonatan and our current Vestry this past year who I graciously thank for their service. Each year that goes by is so unique with the different challenges, hardships, and joys we experience and work through together as a church family. Throughout everything that has happened at St. Luke's in 2022 and the past, I can't help but be thankful for so many things. This parish has been resilient, patient and has hung together very tight throughout all the Covid 19 setbacks and has seen a return to normalcy in the ways we are able to worship and enjoy fellowship with one another.

I'm very grateful for the hard work of so many here. There are countless things that must happen each week before anyone walks through the doors on Sunday from scheduling people, preparing the bulletins, setting up the alter, keeping up the building, the technology, our Sunday School teachers, rehearsing the music we enjoy and the hosting of our beloved coffee hour, just to name a few. I want to give a special thank you to our Stewardship Chairman, Caren Grandgennet, for leading our drive last fall. She and her committee worked very hard on our pledge drive for this coming year to help better position us for some of the financial challenges we are facing.

The one thing that has always stuck with me in the 33 years I have been a member at St. Luke's is how much people truly care about this parish. If someone needs help or something needs done, we manage to find a way to make it happen. May everyone's 2023 be sunny and bright!

-Tim Rohrer

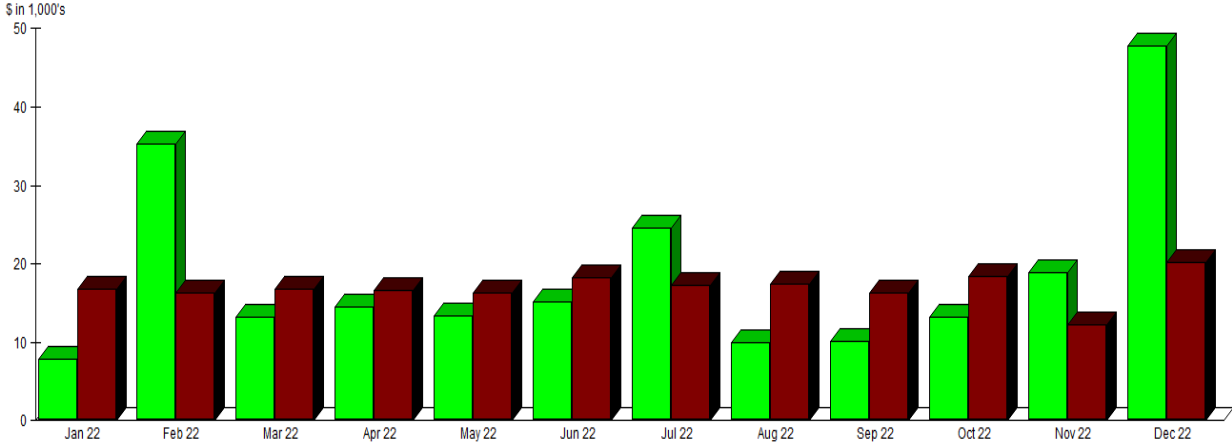
### **Review of 2022 Profit and Loss Report**

						Jan - Dec 22
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>7001 - Unrestricted Income</b>						
7001-01 - Pledges - Current						150,454.99
7001-03 - Contributors of Record						47,247.00
7001-04 - Parish Hall Use						897
7001-05 - Loose Plate						3,117.88
7001-06 - Visitors						1,030.00
7001-07 - Misc. Income						2,139.21
7001-10 - Altar Flowers&Supplies						2,416.00
7001-15 - Endowment Fund Support						2,009.91
<b>Total 7001 - Unrestricted Income</b>						<b>209,311.99</b>
<b>7002 - Restricted Income</b>						
7002-17 - Memorial Funds						5,580.00
<b>Total 7002 - Restricted Income</b>						<b>5,580.00</b>
<b>Total Income</b>						<b>214,891.99</b>
<b>Expense</b>						
<b>9001 - Priest in Charge Expenses</b>						
9001-03 - Housing Allowance						40,536.32
9001-04 - Pension						10,434.60
9001-09 - Rector's Health & Dental						22,164.00
9001-11 - Priest's Phone						850.08
<b>Total 9001 - Priest in Charge Expenses</b>						<b>73,985.00</b>
<b>9002 - Computer Expenses</b>						
9002-02 - Computer Repair & Upgrade						220.95
9002-03 - Software License						446.12
9002-04 - Website Changes						99
<b>Total 9002 - Computer Expenses</b>						<b>766.07</b>
<b>9005 - Diocesan Expenses</b>						
9005-01 - Convention Registration/Expense						390
9005-02 - General Apportionment						27,948.00
9005-05 - Clergy Meetings						452.1
<b>Total 9005 - Diocesan Expenses</b>						<b>28,790.10</b>
<b>9007 - Insurance</b>						

		9007-02 · Building and Personal Property	11,669.67
		9007-05 · Workmen's Comp	659.41
		<b>Total 9007 · Insurance</b>	<b>12,329.08</b>
		<b>9009 · Maintenance Expenses</b>	
		9009-01 · Building Repairs & Maintenance	486.25
		9009-02 · Exterminator	320.04
		9009-03 · Janitorial Services	5,202.00
		9009-06 · Mowing and Lawn Care	1,122.40
		9009-07 · Snow Removal	750
		9009-08 · Trash Removal	1,520.88
		9009-10 · Fire Safety	726.3
		<b>Total 9009 · Maintenance Expenses</b>	<b>10,127.87</b>
		<b>9010 · Office Expenses</b>	
		9010-01 · Advertising	125
		9010-02 · Bank Fees	215
		9010-03 · Copier Lease	2,664.42
		9010-04 · Copier Overages	43.11
		9010-10 · Office Supplies	69.55
		9010-12 · Postage and Delivery	116
		<b>Total 9010 · Office Expenses</b>	<b>3,233.08</b>
		<b>9011 · Salaries &amp; PR Taxes</b>	
		9011-01 · Salaries	
		9011-11 · Admin Asst	7,750.80
		9011-13 · Music Director	15,402.16
		9011-15 · Rector's Salary	
		9011-1S · Rector's Sabbatical	500
		9011-15 · Rector's Salary - Other	17,372.51
		<b>Total 9011-15 · Rector's Salary</b>	<b>17,872.51</b>
		<b>Total 9011-01 · Salaries</b>	<b>41,025.47</b>
		<b>Total 9011 · Salaries &amp; PR Taxes</b>	<b>41,025.47</b>
		<b>9014 · Professional Fees</b>	
		9014-01 · Accounting	2,304.00
		9014-02 · Employee Qualification Backgoun	36
		9014-04 · Payroll Services	1,474.14
		<b>Total 9014 · Professional Fees</b>	<b>3,814.14</b>
		<b>9015 · Program Expenses</b>	
		9015-03 · VBS / Christian Ed	287.74
		9015-06 · Music Expenses	
		9015-B6 · Music Performance	6,791.73
		9015-C6 · Music Licensing and Sheet Music	693.97
		<b>Total 9015-06 · Music Expenses</b>	<b>7,485.70</b>
		<b>Total 9015 · Program Expenses</b>	<b>7,773.44</b>
		<b>9018 · Utilities</b>	
		9018-01 · Electricity	5,568.74
		9018-02 · Gas	3,334.60
		9018-03 · Water	1,091.91
		9018-04 · Wastewater	1,471.80
		9018-05 · Church Phone & internet	2,055.46
		<b>Total 9018 · Utilities</b>	<b>13,522.51</b>
		<b>9019 · Restricted Expenses</b>	
		9019-22 · Electronic Improvments	1,779.91
		<b>Total 9019 · Restricted Expenses</b>	<b>1,779.91</b>
		<b>9020 · Altar &amp; Church Supplies</b>	
		9020-01 · Altar Flowers	925
		9020-02 · Altar Supplies	379
		<b>Total 9020 · Altar &amp; Church Supplies</b>	<b>1,304.00</b>
		<b>9021 · Taxes and Fees</b>	
		9021-01 · Real Estate Taxes	792
		9021-02 · State of Kansas - Annual Report	40
		<b>Total 9021 · Taxes and Fees</b>	<b>832</b>
		<b>9026 · Unrestricted Expenses</b>	
		9026-04 · Supply Priest	500
		9026-11 · Guest Organist	900
		9026-12 · Misc. Expenses	36.69
		<b>Total 9026 · Unrestricted Expenses</b>	<b>1,436.69</b>
		<b>Total Expense</b>	<b>200,719.36</b>

<b>Net Ordinary Income</b>					14,172.63
<b>Other Income/Expense</b>					
<b>Other Income</b>					
		<b>8030-00 · Interest Income</b>			138.79
		<b>8031-00 · Endowment Income</b>			
		<b>8031-01 · Endowment Interest Income</b>			8.12
		<b>8031-02 · Endowment Dividend Income</b>			7,090.85
		<b>8031-03 · Endowment Capital Gains Income</b>			2,005.75
		<b>Total 8031-00 · Endowment Income</b>			9,104.72
<b>Total Other Income</b>					9,243.51
<b>Other Expense</b>					
		<b>9031-00 · Endowment Expenses</b>			
		<b>9031-01 · Endowment Broker Fee Expenses</b>			2,405.20
		<b>Total 9031-00 · Endowment Expenses</b>			2,405.20
		<b>9033 · Suspense</b>			-150
<b>Total Other Expense</b>					2,255.20
<b>Net Other Income</b>					6,988.31
					<b>21,160.94</b>

Income and Expense by Month  
January through December 2022



### Review of 2022 Balance Sheet

<b>ASSETS</b>					<b>31-Dec-22</b>
<b>Current Assets</b>					
		<b>Checking/Savings</b>			
			<b>1001 · Commerce - Operating - 3697</b>		26,180.24
			<b>1002 · Capitol Federal - MM - 0006</b>		45,904.87
			<b>1003 · Endowment Funds</b>		
			1003-01 · LPL Financial - Restricted		172,508.81
			1003-02 · LPL Financial - Unrestricted		117,149.53
			1003-03 · Cap Fed - Endowment Fund - 4982		1,046.91
			<b>Total 1003 · Endowment Funds</b>		290,705.25
		<b>Total Checking/Savings</b>			362,790.36
		<b>Other Current Assets</b>			
			<b>1010 · Prepaid Expenses</b>		2,401.67
		<b>Total Other Current Assets</b>			2,401.67
		<b>Total Current Assets</b>			365,192.03
		<b>Fixed Assets</b>			
		<b>1005 · Capital Assets</b>			
			<b>1005-01 · Building and Land</b>		408,608.64
			<b>1005-02 · Personal Property</b>		102,122.00
			<b>1005-03 · Organ</b>		85,000.00
			<b>1005-04 · Handbells</b>		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>449,870.34</b>
		<b>LIABILITIES &amp; EQUITY</b>	
		<b>Liabilities</b>	
		<b>Current Liabilities</b>	
		Accounts Payable	
		3005 · Accounts Payable	-1,652.93
		<b>Total Accounts Payable</b>	<b>-1,652.93</b>
		<b>Other Current Liabilities</b>	
		3001 · Payroll Liabilities	
		3001-05 · Rector's Sabbatical Payable	1,000.00
		<b>Total 3001 · Payroll Liabilities</b>	<b>1,000.00</b>
		<b>Total Other Current Liabilities</b>	<b>1,000.00</b>
		<b>Total Current Liabilities</b>	<b>-652.93</b>
		<b>Total Liabilities</b>	<b>-652.93</b>
		<b>Equity</b>	
		5001 · Unrestricted Net Assets	16,614.01
		5002 · Temp. Restricted Funds - MM	
		5002-06 · Organ Fund (MM)	6,930.23
		5002-08 · Robe Fund (MM)	886.84
		5002-12 · VBS Fund (MM)	2,530.12
		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)	287.37
		<b>Total 5002 · Temp. Restricted Funds - MM</b>	<b>19,657.38</b>
		5003 · Temp. Restricted Funds - Gen.	
		5003-01 · Rector's Discretionary Fund	2,053.88
		5003-02 · Outreach	1,705.90
		5003-05 · Deacon's Discretionary Fund	310
		5003-10 · Agape	11,443.50
		5003-14 · Memorial Funds	4,915.80
		5003-25 · Christmas Decorations	75.85
		5003-26 · Memory Garden	-116.91
		5003-43 · Education	-618.9
		5003-44 · Capital Fund	2,178.08
		5003-47 · Vegetable Garden	-1,006.00
		5003-48 · Coffee Hour Fund	686
		<b>Total 5003 · Temp. Restricted Funds - Gen.</b>	<b>21,627.20</b>
		5004 · Perm. Restricted Fund Balance	
		5004-01 · LPL Restricted	
		5004-B1 · Restricted Unrealized Cap Gains	38,910.03
		5004-01 · LPL Restricted - Other	122,809.67
		<b>Total 5004-01 · LPL Restricted</b>	<b>161,719.70</b>
		5004-02 · LPL Unrestricted	
		5004-B2 · Unrestrict Unrealized Cap Gains	-4,682.97
		5004-02 · LPL Unrestricted - Other	95,525.70
		<b>Total 5004-02 · LPL Unrestricted</b>	<b>90,842.73</b>
		5004-03 · Cap Fed Endowment	8,368.81
		<b>Total 5004 · Perm. Restricted Fund Balance</b>	<b>260,931.24</b>
		5005 · Retained Earnings	110,532.50
		Net Income	21,160.94
		<b>Total Equity</b>	<b>450,523.27</b>
		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>449,870.34</b>

## Review of 2023 Budget (Adopted)

St. Luke's Episcopal Church 2023 Budget

St Luke's Episcopal Church 2023

Budget

			2022	2023
<b>Income</b>				
<b>7001-01</b>	Pledges		150,094	140,102
<b>7001-03</b>	Non-Pledge Parish Member Income		1,500	5,200
<b>7001-04</b>	Parish Hall Use		150	180
<b>7001-05</b>	Plate Offerings		1,500	1,000
<b>7001-06</b>	Visitors		100	400
<b>7002-08</b>	Rector's Discretionary Fund		100	100
<b>7001-10</b>	Altar Flowers		1,100	2,080
<b>7001-15</b>	Endowment Fund Support -Education			
<b>7001-16</b>	Endowment Support -Unrestricted			1,776
<b>TOTAL INCOME</b>			<b>154,544</b>	<b>150,838</b>
<b>Expense</b>				
<b>Rector Expenses</b>				
	<b>9011-15</b>	Rectory's Salary	17,391	29,855
	<b>9001-03</b>	Housing Allowance	40,579	29,855
	<b>9001-02</b>	Continuing Education	500	500
	<b>9001-04</b>	Rector's Pension	10,435	10,748
	<b>9001-09</b>	Rector's Health	21,242	22,140
		Rector's Dental	1,320	912
	<b>9001-11</b>	Rector's Mobile Phone	850	850
	<b>9019-08</b>	Rector's Discretionary Fund	100	100
<b>Total 9001 - Rector Expenses</b>			<b>92,417</b>	<b>94,960</b>
<b>9005 - Diocesan Expenses</b>				
	<b>9005-01</b>	Convention Registration	500	600
	<b>9001-02</b>	Clergy Meetings	300	300
	<b>9001-02</b>	General Apportionment	27,952	30,996
<b>Total 9005 - Diocesan Expenses</b>			<b>28,752</b>	<b>31,896</b>
<b>9007 - Insurance</b>				
<b>PAGE 2</b>	<b>9007-02</b>	Building and Personal Property	11,500	11,875
	<b>9007-05</b>	Workmen's Comp	425	520
<b>Total 9007 - Insurance</b>			<b>11,925</b>	<b>12,395</b>
<b>9009 - Maintenance Expenses</b>				
	<b>9009-01</b>	Building Repairs & Maintenance	1,000	1,000
	<b>9009-10</b>	Fire Safety	600	700
	<b>9009-02</b>	Exterminator	225	300
	<b>9009-03</b>	Janitorial Services	5,305	3,000
	<b>9009-06</b>	Mowing and Lawn Care	500	500
	<b>9009-07</b>	Snow Removal	500	500
	<b>9009-08</b>	Trash Removal	2,500	1,140
<b>Total 9009 - Maintenance Expenses</b>			<b>10,630</b>	<b>7,140</b>
<b>9010 - Office Expenses</b>				
	<b>9010-01</b>	Advertising	200	200
	<b>9010-02</b>	Bank Fees	200	100

	9010-03	Copier Lease	2,500	2,700
	9010-04	Copier Overages	100	50
	9010-10	Office Supplies	200	200
	9010-12	Postage and Delivery	110	110
	9010-11	Dues, Subscriptions/memberships	0	
<b>Computer</b>	9002-02	Computer Repair & Upgrade	0	
	9002-03	Software License	400	400
	9002-04	Website Charges	100	100
	9002-05	Computer Equipment	0	
<b>Total 9010 · Office Expenses &amp; Computer Expenses</b>			<b>3,810</b>	<b>3,860</b>
<b>9011 · Salaries &amp; PR Taxes</b>				
	9011· Salaries			
	9011-11	Secretary (Admin Asst)		
		15hrs/wk M-F/2wksOff	7,800	7,800
	9011-13	Music Director	16,000	16,000
		13hrs/wk 2SundayServs/3SundaysOff		
	9015-B6	Musicians	7,800	3,900
		1x1.5hrs/wk \$50/hr x 52 wks		
<b>Total 9011-1 Lay Salaries &amp; Benefits</b>			<b>31,600</b>	<b>27,700</b>
<b>Salaries &amp; PR Taxes</b>				
	9011-22	Employer FICA (6.2%)	1,960	1,718
	9011-23	Employer Medicare (1.45%)	460	402
<b>Total 9011 · Lay Salaries &amp; PR Taxes</b>			<b>2,420</b>	<b>2,120</b>
<b>Total 9014 · Professional Fees</b>				
	9014 ·01	Accounting (Payrol Bookkeeper)	2,304	2,304
	9014-04	ADP	1,400	1,400
<b>Total 9014</b>			<b>3,704</b>	<b>3,704</b>
<b>9015 Program expenses</b>				
	9015-03 ·	VBS		
	9015-04 ·	Youth Group		
	9015-03	Christian Education	500	
	9015-05	Community Garden	100	100
	9015-06 ·	Music Expenses	700	700
	5003-10-	Outreach/Agape	100	
<b>Total 9015 · Program Expenses</b>			<b>1,400</b>	<b>800</b>
<b>9018 · Utilities</b>				
	9018-01	Electricity	5,800	5,800
	9018-02	Gas	2,500	2,900
	9018-03	Water	800	600
	9018-04	Wastewater	1,000	1,400
	9018-05	Church Phone & internet	2,000	2,000
<b>Total 9018 · Utilities</b>			<b>12,100</b>	<b>12,700</b>
<b>9020 · Altar &amp; Church Supplies</b>				
	9020-01	Altar Flowers	1,100	2,080
	9020-02	Altar Supplies	200	300
<b>Total 9020 · Altar &amp; Church Supplies</b>			<b>1,300</b>	<b>2,380</b>

<b>9021 - Taxes and Fees</b>			
<b>PAGE 4</b>	9021-1 ·	Real Estate Taxes	820      800
	9021-2 ·	State of Kansas - Annual Report	40      40
<b>Total 9021 - Taxes and Fees</b>			<b>860      840</b>
<b>9026 - Unrestricted Expenses</b>			
	<b>9026-04</b>	Supply Priest	600      300
		Continuing Education- Sabbatical	500      500
	9026-?- Supply Music	Director/Organist	900      300
<b>Total 9026 - Unrestricted Expenses</b>			<b>2,000      1,100</b>
<b>Total Expense</b>			<b>202,918      201,595</b>
		<b>Income</b>	<b>-154,544      -150838</b>
		<b>Deficit</b>	<b>48,374      50757</b>

### **Review of 2022 Endowment Fund Report –**

#### **2022 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>\$347,927.45</b>
<b>* Annual Market Value Net Gain (Loss)</b>	<b>\$ (57,223.46)</b>
<b>Total Endowment Funds End of Year Balances</b>	<b>\$290,703.99</b>
<b>Detail of Accounts</b>	
<b>1. Restricted Funds balance beginning of the year</b>	<b>\$ 206,495.01</b>
A. Fees, Expenses	\$ (1,446.53)
B. Dividends, Interest, and Capital Gains	\$ 4,371.69
C. Increase/decrease in Market Value	\$ (36,911.36)
<b>Total Year End Balance</b>	<b>\$ 172,508.81</b>
<b>2. Unrestricted Funds balance beginning of the year</b>	<b>\$ 141,432.44</b>
A. Additions	\$ 2,058.74
B. Fees, Expenses	\$ (958.67)
C. Dividends, Interest, and Capital Gains	\$ 2,309.69
D. Increase/decrease in Market Value	\$ (23,923.11)
<b>** E. Distribution from fund</b>	<b>\$ (2,723.91)</b>
<b>Total Year End Balance</b>	<b>\$ 118,195.18</b>

**3. Resticted/Unrestricted End of year Total**

**\$ 290,703.99**

\* The S&P 500 sank 19.4% and the Nasdaq tumbled 33.1%  
Our Endowment fund was down 16.4% in 2022

** VBS	\$263.00
New PCs	\$1,779.91
GenFund	\$681.00
	<u>\$2,723.91</u>

**Committee Reports**

**Altar Guild Report**

**Brenda Carl**

I will begin by saying the Altar Guild is very rewarding and i enjoy serving the Lord in this Ministry.....  
It is a behind the scenes dedication. Cleaning The Elements on Saturday Morning and getting it ready  
For Sunday Services and Memorial Services, remembrance Services for our parish.

Thank you to Victor Clarke for his constant help and dedication to this Ministry.

**Art Ministry and Gallery at the Luke**

**Rose Wrede**

There were three 2nd Friday Family Art Nights during 2022. The children and adults who attended  
enjoyed creating their own masterpieces of creativity. Food, fun, fellowship and creativity abounded at  
each evening event. The Gallery at the Luke reopened in August and has continued to have art shows  
since that time. An Art Ministry Task Force is in the process of forming to plan the calendar of Art Ministry  
Events for 2023. Those interested in being a part of the Art from the Heart at St. Luke's just need to  
contact Rose Wrede, Volunteer Curator of Gallery at the Luke and Art Ministry Coordinator.

**Audit Report**

**Audit Committee**

2020 Audit Report:

To: Fr. Jonathan Brice, Rector; Tim Rohrer and Tom Grandgenett, Wardens and Vestry of St. Luke's  
Episcopal Church, 5325 Nieman Rd, Shawnee, KS 66203-2838

Subject: 2020 Audit of St. Luke's Episcopal Church

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

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

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

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

We reviewed the 2019 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 2020 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.
- 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.
- 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.
- 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.

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 Statements, Balance Sheet Statements, and Endowment Fund Reports. The January minutes of an emergency Vestry meeting was to accept the nomination from the search committee for the hire of Fr. Jonathan Brice to become rector of St. Luke's starting February 1, 2020. Fr. Jonathan's letter of agreement was reviewed and he was put on payroll promptly starting February 1, 2020 with a salary of \$56,500. Per his letter of agreement, moving expenses were paid in the amount of \$5,149 on March 14 from a St. Luke's account. Also per the letter of agreement, the Rector will receive health care through the church. A review of expenses determined that St. Luke's was paying for the healthcare per agreement.

On April 4, 2020 an emergency meeting was held to discuss the Payment Protection Program (PPP) Loan from the Small Business Administration (SBA). Following advice from Stephan Mann the vestry approved the loan in the amount of \$7000 for the purpose of paying St. Luke's workforce for an 8 week period. At first the interest rate was 4% but then dropped to 1%. More discussion about this can be found in the following section. The SBA electronically submitted the amount of \$7000 directly into St. Luke's Operating Account per the review of bank statements.

In April, an amount of \$9,300 was approved to pay for upgrades to the Organ from the designated Organ Funds. Vestry also approved a banner listing online worship and fellowship in the amount up to \$500. A receipt from Melissa Pfau was found for a purchased banner in the amount of \$165. The vestry also approved the purchase of windows for the office doors. A receipt for this in the amount of \$200 was found in the August financial documents.

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.

In May the Vestry approved paying the staff until September of 2020, to be reviewed again at that time. A review of payroll summaries indicate this happened. The decision to move the PPP loan amount of \$7000 from the Operating account to the Money Market account was approved and documented while reviewing bank statements from both accounts. The proposal to move \$40,000 from the Operating account to the

Money Market account was approved by Vestry in May and enacted on May 20. Review of bank statements confirms the transfer of funds.

In August, paperwork was being submitted by Stephan Mann to the SBA for the forgiveness of the loan of \$7000. Vestry approved the decision to continue trying to get the loan forgiven.

In September, it was voted to continue to pay employees through the end of the year. \*Please see Payroll section for complete details on employees and their compensation.

In December, the Vestry approved the housing allowance of Fr. Jonathan to be 70% of salary or \$33,600. This is for tax purposes regarding clergy.

#### 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.
- Previous/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. The audit team found invoices for a number of items related to streaming in the amount of over \$1000 that were not accounted for in the Vestry minutes. The nature of the pandemic affected the purchasing of said items in an "as you need them" way and the Audit team recognizes this divergence from the norm due to circumstances.

#### **Payment Protection Plan:**

The 2020 pandemic affected St. Luke's like the rest of the nation. In order to alleviate some strain on small business the SBA approved the use of loans at a low percentage rate to help with payroll. Stephan Mann worked tirelessly with Commerce Bank to secure the loan in the amount of \$7,000. This amount constituted payroll for 8 weeks, from April 15 to June 15, as well as expenditures such as utilities. Stephan did all the leg work to establish the amount needed. In the end St. Luke's secured the loan at 1% interest, not due to make payments until the following year.

The decision from the SBA to forgive the loans came in August. Stephan worked again with Commerce bank and their portal to secure the forgiveness of the loan. With so many people applying for forgiveness, it is understandable that there was no word on forgiveness by the end of 2020. The audit team will look at the PPP loan forgiveness for the 2021 year to determine if the loan was forgiven.

All documents in regards to the PPP loan were reviewed.

#### **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: A check in the amount of \$1,191.04 was written to The New Theater Show to secure the tickets of a group fellowship outing. This was reimbursed by individuals who were to

attend the show. A note that the show was postponed due to the pandemic. The Audit team will follow up in 2021 to see if a reimbursement from the New Theatre was ever given back to St. Luke's and therefore back to the individuals who purchased these tickets. An agape request for \$1000 was asked for from a parishioner and was submitted to help said parishioner. Due to the nature of Agape that request did not have to be approved by the Vestry and remains confidential. It is noted that an above average payment to Church Pension Fund was submitted in the amount of \$3421.12. After discussing this with the Treasurer, it was clarified that CPG did not add Fr. Jonathan to our account. It took the Treasurer a few months to work with them to get it sorted out, therefore the amount was paid in September for the back pay of the pension back until February. As noted previously, an amount of \$1,059.98 was submitted for a request for reimbursement for items purchased for the upgrade to streaming software and hardware. A review of the Money Market account was conducted. Payments for the upkeep of the organ in the amount of \$9300 was paid and accounted for in the Organ Fund on the General Ledger. The deposit amounts of \$7000 for the PPP and the \$40,000 from operating to MM were noted and the transfer of funds was documented.

A review of 12 deposits into the Commerce account were reviewed. All deposits upon investigation were accounted for.

**Recommendations:**

- Previous recommendation: Treasurer should review and sign all Commerce Bank Statements monthly.
- New recommendations: Any Agape or Rector's Discretionary requests, deposits or withdraws that come from the CapFed Money Market account please be photocopied and included either with the Operating documents or within the folder for the CapFed Money Market bank statements. CapFed does not send copies of checks with their statements, therefore it is often difficult to identify easily to what purpose said money went to.

**Pledges:**

Records of total receipts for 10 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.

As noted previously, Fr. Jonathan Brice was hired with a start date in February 2020. It was determined that he was added to the payroll in a timely manner.

In September of 2020, it was announced that the parish secretary, Melissa Carlson, would no longer continue with St. Luke's. Vestry paid Mrs. Carlson through the end of September. It was determined that she was taken off of payroll in a timely manner.

In December of 2020, it was announced that 1 cantor and the Nursery position would be discontinued for 2021. The cantor and nursery attended continued to get paid through December 31, 2020. The Audit Team for 2021 should determine if the positions were taken off payroll in a timely manner.



**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. An amount of \$777 was moved the first of the year into the LPL Unrestricted fund. After discussions with Stephan Mann, this was the amount determined that individuals had contributed to the fund. In order for the fund to grow, money must be moved from the bank account to the actual fund. A check to St. Luke's from LPL Restricted fund in the amount of \$2454 was put into the Commerce operating account to be used for Education purposes. This money was used for Sunday School purposes in the form of door drop offs and also paid for our Zoom account that the Sunday School used every week during the pandemic . A check to St. Luke's was written from the Money Market account in the amount of \$1106 for the purpose of maintaining the perennial garden. After reviewing receipts and Home Depot Credit Card amounts, it was determined that some of this money was used for its intended purpose. It is noted that the \$1106 was for Unrestricted purposes and therefore if not all the money was used for the perennial garden then it is perfectly reasonable to use funds for other purposes.

**Recommendations:**

- 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: Also upon review of deposits made directly into the CapFed endowment account, there is very little information given about the deposit. Some deposits to the Endowment account were copied and available while others were not. There were a few deposits that were unclear where the money came from. Therefore it is recommended that all deposit checks made out to the endowment fund be copied and stored with either the monthly deposits or within the CapFed bank statement folder.

**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 2020 Parochial Report were reviewed and found to be accurate. The 2020 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:

Tim Rohrer   Rose Wrede     Melissa Pfau

**Building and Grounds/Junior Warden/Men's Group****Tom Grandgenett**

The mens group meets on the 3rd Saturday of the month at Pegahs, located near the intersection of Johnson Drive and Neiman. We started meeting again after the covid restrictions eased. We normally have 5 or 6 in attendance.

This is the group that keeps the building and grounds in good condition. We have been known to help fellow parishoners when the need arises. Many thanks to all the people who help mow, paint, plant, clean, trim, fix and repair at St. Lukes!

**Children's Christian Education****Cheryl Ball**

From January, 2022 through May, 2022, we continued to Zoom for our Sunday School children. Cheryl Ball, Rose Wrede, and Christy Keller taught Sunday School from the room at St. Luke's slowly gearing up for in person VBS and Fall Sunday School.

VBS was held from June 13 through 17, 2022.

In person Sunday School began on September 11, 2022. How excited we were after 2 1/2 years of Zoom Sunday School!!! Our Sunday School class has grown this year. We have had 3 children up to 13 children. The ages have ranged from 3 to 13.

We have been studying Year C in the Weaving God's Promises. This curriculum combines stories from the Children's Bible, how to find them in the regular Bible, Episcopal Prayer Book, our Liturgy, and crafts.

When Christmas was approaching, we had St. Nicholas's Day. What fun we all had with lunch, crafts, and, of course, St. Nick. We had a great turnout of children, parents, and volunteers! Church parishioners invited their families, friends, and neighbors.

We made a huge discovery! All of our children are great performers! The Children's Christmas Pageant came back after 3 years, and we had a live Jesus. Thank you Claire and Ella (Baby Jesus and Mary). Everyone did an awesome job.

When Debbie and Wayne Fowler's son Jeremy passed away, we asked the children if they would like to make cards. Some of the children did not know Debbie and Wayne, but everyone wanted to send cards. That Sunday we discovered 5 children (2 families) had lost parents in the last month or so.

Thank you parents and grandparents for sharing your children with us. They are so funny, intuitive and love to learn.

Thank you Ms. Rose, Ms. Cheryl, Ms. Christy, and Ms. Melissa for another great year of Sunday School

-Cheryl Ball

### **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. If you are interested in being a part of this prayer chain please contact Vicki Heflin.

### **Hospitality**

**Christine Uhrmacher**

Thank you to everyone on the Hospitality Committee for sharing your time, talent and treasure with our parish this past year. It was fun to get back to some in-person events. I look forward to working with you all again in the New Year. Peace, Christine Uhrmacher

### **Music Report**

**Boyd Ahrens**

It is my pleasure and great honor to have been selected to be your Director of Music this year! I started out as a substitute in 2021, and went on to be your interim organist, and now am so happy to be in charge of the music at St. Luke's. I enjoy working closely with Father Jonathan and Melissa. Julia Kasten is a great choice as Cantor, and a pleasure to hear. You are blessed to have such a fine staff. I was sorry that Abby Green had a change of work, and was no longer able to be the Cantor at first service during most of the later part of the year.

The choir is a great group and they have performed a number of times during the year. They also ably assist Julia in singing the hymns and liturgy most of the year during second service. It is my treat to hear

the altos singing their part on many of the hymns. We would welcome and enjoy anyone interested in joining the choir. We rehearse between services, starting at 9:50, most Sundays.

The bell choir performed several times later in the year. We have 24 bells and generally need 5 to 7 ringers to play music that we have. We practice on Wednesdays at 6:30 when we prepare pieces to perform. We will begin rehearsals again in February. Please contact me if you would like to be in the group.

I appreciate the fine organ you have, and enjoy the many ways that it enhances our worship experience. I am always happy to hear the choir and congregation in the shared joy of singing together! I appreciate being with you, and feel loved and blessed by you all.

Boyd Ahrens, Director of Music

### **Outreach Report**

#### Little Free Pantry

Tim Rohrer

Thanks to your continued support, the Little Free Food Pantry continues to provide much needed food for our neighbors and local community who are currently struggling to put food on the table. Significant increases in food costs over the past year can be readily seen and felt by many. Thank you to all who have brought food and worked to see that our pantry gets filled and the shelves in the parish hall remain stocked. Your continued support of this ministry has truly touched the lives of many.

#### Red Cross Blood Drive

Tim Rohrer

St. Luke's again teamed up this past May 2022 with American Red Cross to hold another successful blood drive in the parish hall. Donors within our parish and the surrounding community came forth to donate 13 pints of blood for which the American Red Cross was very appreciative. The blood collected from St. Luke's was distributed to Barnes-Jewish Hospital in St. Louis, Missouri and the Parkland Health Center in Farmington, Missouri. Thank you to all who took the time to donate, work the registration tables and prepared food for the event.

### **Stewardship**

**Caren Grandgenett**

The Stewardship committee had fun with the Stewardship campaign.

Anne Kniggendorf interviewed Steve Mann and Melissa Pfau as part of On Air with the Luke. Many parishioners shared their thoughts about why St Luke's is important in their lives and several committee members shared thoughts during Open Mic. We closed with a Harvest lunch to celebrate the results as follows.

Amount Pledged: 133,212

Percentage of giving units who raised their pledge: 54%

New Pledgers:6

Thanks to the taskforce members: Fr Jonathan, Shara, Anne, Rose, Melissa, Tim and Steve. Mostly thank you to each parishioner who looked into their hearts and supported St Luke's.

### **Tech Team**

**Dennis Phillips**

Members: Dennis Phillips, Tom Schrempp and Dr. Wayne Fowler

We thank and miss Tom since his move to New Mexico. We also missed working with Dr. Wayne this past year. Tom and Wayne were tech gurus for several years, Tom handling audio and video and Dr. Wayne setting up our computer network and the organ. Most recently Tom and Wayne got the video

streaming started when the church was shut down due to COVID. I got involved in tech a few weeks after that, assisting Tom.

Since those early days the streaming has become more complex, mostly due to our return to in-person services, with readers, communion, choir, special programs, etc. At the beginning we had a camcorder and the sound mixer set up in the aisle in front of the altar. Image quality was very good, we were close to the lights and didn't have to zoom the camera. Sound was pretty good with our freedom to place microphones and run cables (all over the floor) as needed.

With our return to live services cables had to be extended and hidden if possible. Cameras had to be upgraded with larger light sensors and zoom lenses, and with pan and tilt abilities. Even so, we had to add flood lights above the altar. Computer equipment had to be upgraded and a place to put it all together created. This was done after the decision to continue streaming services, with many donations from parishioners to cover major purchases. In total we've spent about \$10,000.

The benefit of the streaming justifies our efforts. We've had about 1000 Facebook views and 2400 Youtube views of our streams in 2022. Average views per week is about 55. One of the most viewed in 2022 was Father Jonny's 30 year anniversary celebration after the outdoor service. Childrens' Pageant was another. Viewers included shut-ins due to health or other issues, vacationers, relatives and friends and many others.

This was a team effort in 2022 with Melissa, Tim, Victor and Tom Grandgenett volunteering to help. Thanks to all of you. I must mention and thank many others involved in technology: Craig Burris for building and maintaining the Excel spreadsheet to document and calculate weekly contributions, Steve Mann (and Melissa) for installing and updating software on the office computers, Cheryl and Rosey for running Zoom for Sunday Schoolers. Thank you and all of the others who stepped up to help. I want to especially thank Dr. Wayne for setting up our computer network with state of the art equipment. The network has performed flawlessly for the past year. I look forward to your visiting the office and checking out the network settings and connections. Thanks also for your continuing maintenance of our organ. And thanks again to Tom Schrempp who continues to answer questions and help to resolve problems long distance.

### **Treasurer's Report**

**Melissa Pfau**

Thank you to everyone who to support St. Luke's. Our church is only as strong as its members and we are thankful for your support.

We went into 2022 expecting a large deficit again and it did get very lean towards the end of the year. We had to pull undesignated money from other accounts and tap into our Endowment Distribution. We were gifted an amazing donation at the end of last year and that is what was able to take us through to this year.

We had numerous people who gave above and beyond throughout the year and that is simply astounding.

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 2023. 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**

Thank you for the kind smiles and greeting the people and helping keep the service running smoothly. That first impression and making them feel welcomed is important. You do an amazing job...

Thank you again from the bottom of my heart for your service & dedication to this Ministry  
Tim Rohrer, Victor Clarke, Chuck Peoples, Nat Cunningham, Craig Burris, Tom Grandgenett, Brenda Carl.

If you would like to be a Usher let me know and I will train you for this Ministry.

In your service

Brenda Carl

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

**Craig Burris**

Again, I've had the pleasure of coordinating and scheduling very dedicated people serving this parish in four ministries. They are, Lay Eucharist Ministers. These are those you see vested and helping Fr. Jonathan at the Altar. Seen in this ministry are Brenda Carl, Victor Clarke, Steve Mann, Tim Rohrer, Rose Wrede and coming on board is Christine Uhrmacher. This group of people work very hard in trying to help at two services each Sunday, sometimes serving at both, helping to see the services move along with no hitch. I couldn't ask for better help or more dedication, but what I do continue to ask for is more people to become a part of this ministry.

The next fantastic group of support people are the ones you all see stepping up to read the weekly lessons and Prayers of the People. They are titled "Lay Readers. I appreciate a great "roster" here. They are: Karen Craig, Mary Hayselden, Nancy Hayselden, Tom Hayselden, Anne Kniggendorf, Eileen Peoples, Candi Phillips and Christine Uhrmacher. It is also my extreme pleasure to announce the young people getting involved in this ministry, Addie Johnston, Evie Johnston and a new adult, Angelina Johnston.

To make sure that the collection amounts are counted, recorded in the correct accounts, produce and submit reports of same to the treasurer and making the deposit each service are those volunteering to serve on counting teams. They are: Vincy Abraham, Cheryl Ball, Jim Darnell, Anne Kniggendorf, Rosemary Kniggendorf and Abraham Verghese. It should be obvious that there is need for more involvement in this ministry.

Last on the list but certainly not the least is a group of volunteers that without them the church grounds would become an eyesore that budget money would have to be used to take care of. This ministry is the one of having a good time "tooling around" on the parish's zero turn mower. Some may say this is no fun, but sometimes it is like being on a self-controlled amusement park ride. Those dedicated here are: Tom Grandgenett, Scott Goodman, Dennis Phillips and Tim Rohrer. While this is a team that can handle things others would be welcome. Also, remember ladies are capable and welcome also. Wishing all to have a Happy New Year,

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>