

St. Mark's Episcopal Church  
Montesano, Washington

Annual Church Meeting

January 16, 2011

## Church Annual Meeting at St. Mark's (2/21/2010)—Summary

The meeting was held following the Sunday morning Holy Communion/Healing Prayers service, in the Parish Hall. Attending were: Rev. Lorraine Dierick, Rev. Bonnie Campbell, John Tennefoss-Senior Warden, Jim Campbell-Junior Warden/Treasurer, Natalea Brumfield, Rev. Dorothy McMeekin, Chris Boardman, Brad & Yo Creamer, Mary Venske, Wanda Wahl, Corby & Kevin Varness, and Sarah Monroe.

Jim Campbell led the meeting, which included a written reports package on the many activities of the church in 2009, the 2010 budget plan along with the 2009 budget actuals, and the 2009 year end funds summary. Also provided was a summary of potential costs for a congregation like ours if we had to pay for either a part time priest or supply priest, showing how much positive impact being a TCM style congregation has on our ability to do ministry which requires funding (like outreach).

Two new members were elected to Bishop Committee--Natalea Brumfield and Kevin Varness. The rest agreed to continue serving. The reps for the Convention will be the same as in 2009--John Tennefoss and Martha Krug.

We discussed possible projects for building improvements for this year: wireless microphones, a concrete pad for the handicap access parking space, cleaning and refinishing the back wall of the worship space, a handrail for the sidewalk leading to the church, and new letters for the reader board.

Presented was the idea of Sarah Monroe's discernment for ordination through seminary, and our church's unique opportunity and responsibility to support her in this calling.

Last, we discussed the upcoming 100th anniversary celebration on April 25th, and the plans so far. It was agreed that all would be working on this to make it a special and great event for everyone involved.

# St. Mark's 2010 Leadership and Support

## Clergy/Worship Team

**Priests:** The Reverend Lorraine Dierick  
The Reverend Bonnie Campbell

**Deacons:** The Reverend Dorothy McMeekin  
The Reverend Joyce Avery

**Lay Preachers:** Corby Varness  
Jim Campbell

**Worship Leaders:** Mary Venske, Jim Campbell  
**Eucharistic Ministers:** Mary Venske, Martha Krug

**Organist/Music:** John Tennefoss

**Altar Guild:** Christine Boardman, Natalea Brumfield, Martha Krug, Mary Linth

**Seminarian:** Sarah Monroe (trained at St. Mark's as Preacher, Worship Leader, and Altar Guild member)

## Administration

### **St. Mark's Bishop Committee**

John Tennefoss, Sr. Warden  
Jim Campbell, Jr. Warden/Treasurer  
Martha Krug, Clerk  
Mary Venske  
Natalea Brumfield  
Kevin Varness  
Rev. Lorraine Dierick  
Rev. Bonnie Campbell

### **St. Mark's Representatives to Annual Convention**

John Tennefoss (Delegate)  
Martha Krug (Delegate)  
Rozena Anne Williams (Alternate)  
Jim Campbell (Delegate at large)--Member of Diocesan Standing Committee (starting in November, 2010)

## Other Areas of Congregational Support

**Custodial:** Mary Venske

**Maintenance:** Kevin & Jeff Varness, Jim Campbell

**Kitchen/Sunday Fellowship:** Wanda Wahl

**Bible Study:** Rev. Lorraine Dierick, Corby Varness

**Prayer List:** Elaine Olsen

**Website & Newsletter:** Jim Campbell, Corby Varness

**Nursing Home:** Rev. Lorraine Dierick, Rev. Bonnie Campbell, Wanda Wahl

**Prison Ministry:** Rev. Lorraine Dierick, Rev. Bonnie Campbell

# St. Mark's 2010 Events

## **Christmas Events at St. Mark's (12/15-24/2010)**

December 15-24--Angel Tree ministry

December 22--A short Blue Christmas service was held at the start of Bible study

December 24--Christmas Eve festive communion service

## **Alcohol & Drug Awareness Sunday at St. Mark's (11/7/2010)**

## **All Saints Celebration and Halloween Treats for Kids at St. Mark's (10/31/2010)**

## **100th Diocesan Convention of the Diocese at the Seatac Hilton (10/29-30/2010)**

## **Annual Blessing of the Pets Sunday Service at St. Mark's (10/3/2010)**

## **Remembrance of the Reiter Family at St. Mark's (9/12/2010)**

## **Back to School Supplies Drive at St. Mark's (Early September/2010)**

## **Annual Church Picnic (with St. Luke's) at the Averys' (8/29/2010)**

## **Annual Rummage Sale at St. Mark's (8/7/2010)**

## **Montesano Ecumenical Childrens' Bible Camp at St. Mark's (7/12-16/2010)**

## **Sarah Monroe Graduation Celebration (from Evergreen State College), and Willapa Region Meeting (at St. Andrew's House) (6/11-13/2010)**

## **Bible Study Series at St. Mark's (started 5/26/2010)**

## **Pentecost Sunday Celebration at St. Mark's (5/23/2010)**

## **Total Common Ministry Retreat at St. Christopher's, Westport (5/14-15/2010)**

## **St. Mark's 100<sup>th</sup> Anniversary Celebration at St. Mark's (4/25/2010)**

## **Easter Sunday (4/4/2010), at St. Mark's**

## **Good Friday Ecumenical Service (4/2/2010), at St. Mark's**

## **Maundy Thursday Service (4/1/2010), at St. Luke's, Elma.**

## **Willapa Region Meeting (3/21/2010), at St. Mark's**

## **Vestry/Warden's Conference (3/13/2010), at St. John's, Kirkland**

## **Church Annual Meeting at St. Mark's (2/21/2010)**

## **100th Annual Shrove Tuesday Pancake Day Event at St. Mark's (2/16/2010)**

<b>2011 Approved Budget and the 2010 Actual Expenses (12/31/2010)</b>	<b>Budget for Total Year 2011</b>	<b>% of Budget 2011</b>	<b>Actuals for Total Year 2010</b>	<b>% of Budget 2010</b>
<b>Expenses</b>	<b>Appr-12/15/2010</b>		<b>12/31/2010</b>	
Diocesan Assessment (12)	\$3,389.72	14.3%	\$2,918.00	10.9%
Outreach (13)	\$4,750.00	20.1%	\$5,123.89	19.1%
Operating Expenses-Total (14)	\$15,550.00	65.6%	\$18,783.48	70.0%
Gifts for Service	\$400.00	1.7%	\$525.00	2.0%
Conferences (training/seminars/convention/clergy gifts)	\$1,600.00	6.8%	\$1,473.38	5.5%
Cont. Educ.--Ministry/Leadership (incl. seminary support)	\$2,150.00	9.1%	\$1,871.00	7.0%
Auto (IRS/mile)and/or Travel Allowance(s)	\$150.00	0.6%	\$109.13	0.4%
Worship/Service (vestments/altar supplies/music, etc.)	\$1,150.00	4.9%	\$1,088.75	4.1%
Education (training/materials/supplies, etc.)	\$400.00	1.7%	\$279.84	1.0%
Evangelism (Ads, etc.) or Other	\$150.00	0.6%	\$25.00	0.1%
Website & Office Supplies (postage/bulletins/printing)	\$1,000.00	4.2%	\$1,250.21	4.7%
Kitchen (supplies, Pancake Day expenses, etc.)	\$700.00	3.0%	\$679.84	2.5%
Telephone (e-mail/modem/fax, etc.)	\$550.00	2.3%	\$535.13	2.0%
Utilities (fuel/lights/water/sewer, etc.)	\$3,600.00	15.2%	\$3,574.75	13.3%
Property Insurance & Taxes	\$1,200.00	5.1%	\$1,161.00	4.3%
Property Maintenance & Repairs, Minor Improvements	\$1,000.00	4.2%	\$1,560.45	5.8%
Capital Savings/Reserve	\$1,500.00	6.3%	\$4,650.00	17.3%
<b>Operating Expenses-Total (E)</b>	<b>\$23,689.72</b>	<b>100.0%</b>	<b>\$26,825.37</b>	<b>100.0%</b>
Major Improvements & Cap. Expenditures (15)	\$0.00		\$0.00	
Expense for congregation's outreach & mission (16)	\$0.00		\$1,558.98	
Transmittal of Funds to Other Organizations (17) (18)	\$600.00		\$782.90	
<b>Non-Operating Expenses-Total (F)</b>	<b>\$600.00</b>		<b>\$2,341.88</b>	
<b>Total Expenses (G)</b>	<b>\$24,289.72</b>		<b>\$29,167.25</b>	
<b>Income (Revenues)</b>				
Plate Offerings (3)	\$2,800.00	11.8%	\$4,492.75	16.7%
Pledge Payments from Congregation (2) (3)	\$16,000.00	67.5%	\$17,230.00	64.2%
Contributions from Congregation's Organizations (5)	\$2,200.00	9.3%	\$2,142.51	8.0%
Investment & Endowment Income (Net) (4)	\$0.00	0.0%	\$145.28	0.5%
Other Oper. Inc. (Incl. Unrestricted Gifts, AA donations) (5)	\$2,700.00	11.4%	\$2,818.00	10.5%
Checking Account Interest (4)	\$0.00	0.0%	\$0.00	0.0%
<b>Operating Revenues-Subtotal (A)</b>	<b>\$23,700.00</b>	<b>100.0%</b>	<b>\$26,828.54</b>	<b>100.0%</b>
Assistance from Diocese for Operating Budget (7)	\$0.00		\$0.00	
<b>Operating Revenues-Total (B)</b>	<b>\$23,700.00</b>		<b>\$26,828.54</b>	
Cap. Funds/Add to Investments (8&9)	\$0.00		\$155.04	
Cont. for Outreach/Mission & Funds to other Orgs (10&11)	\$600.00		\$1,433.73	
<b>Non-Operating Revenues-Total (C)</b>	<b>\$600.00</b>		<b>\$1,588.77</b>	
<b>Total Income (Revenues) (D)</b>	<b>\$24,300.00</b>		<b>\$28,417.31</b>	
<b>Oper. Revenues over/under Oper. Expenses</b>	<b>\$10.28</b>	<b>0.0%</b>	<b>\$3.17</b>	<b>0.0%</b>
<b>Total Income (Revenues) over/under Total Expenses</b>	<b>\$10.28</b>		<b>-\$749.94</b>	

## Summary of St. Mark's Finances—12/31/2010 (Year End)

### Net Operating Year to Date—+\$3.17

Actual revenues vs. expenses left us near balanced at year end. For the year we were able to meet all planned expenses, plus begin work on the memorials display cabinet, support our seminarian with her yearly health insurance costs, and add \$1650 to savings more than planned within our budget and still come out about even for the year.

### Total Operating Expenses--\$26,825.37

- Highlights—Overall expenses (not including the extra savings) were about equal to the budget plan at year end.
- Outreach--\$5,124 Diocesan Assessment Required/Paid--\$2,918

### Total Operating Revenues--\$26,828.54

- Highlights—Total revenues were almost \$1000 higher than expected for the year per the budget plan. We were overall slightly ahead on all Pledges received, and also ahead on Plate Offering (due to 100th anniversary celebration revenues).

### Non-Operating Revenues--\$1,588.77 Non-Operating Expenses--\$2,341.88

### Net Non-Operating Year to Date— -\$753.11

The revenues are mostly made up of funds received from the sales of the history books (53 sold to date, 8 given away--\$800 received), and the \$350 received for the Seminary fund. The costs are mostly from the expenses to print and ship the books (\$1559), and for some payouts from the clergy discretionary fund.

### Net All Operating and Non-Operating Year to Date-- -\$749.94

### Funds Summary—Total \$16,527.53 (\$12,341.90--2009 year end)

- Checking Account—\$2,909.27 (\$3,161.75--2009 year end)
- Savings Account--\$617.97 (\$917.90--2009 year end)
- Memorial Fund--\$982.11 (\$977.19--2009 year end)
- Diocesan Investment Fund--\$11,624.84 (\$6,392.85--2009 year end)
- Clergy Discretionary Fund--\$393.34 (\$892.51--2009 year end)

## St. Mark's 2010 Outreach and Seminary Support Summary

Amount	Outreach (Yearly or as shown)	1	2	3	4	5	6	7	8	9	10	11	12
\$1,125	Coastal Harvest (GH Food Dist Center)			✓					✓				
\$300	Episcopal Relief & Dev. (Haiti Relief)			✓									
\$50	Willapa Region Ministry				✓								
\$40	Good Friday Offering				✓								
\$100	Camp Michael						✓						
\$600	Montesano Food Bank							✓					
\$750	Union Gospel Mission (\$500, \$250)								✓			✓	
\$250	Camp Victory											✓	
\$300	Children's Advocacy Center											✓	
\$50	Amer. Friends, Epis-Jerusalem											✓	
\$600	Montesano-Elma Food Bowl											✓	
\$100	Salvation Army											✓	
\$300	Montesano Community Center										✓		
\$300	Domestic Violence Center (\$75/Qtr)			✓			✓		✓		✓		
\$50	Christmas for Kids											✓	
\$190	Nursing Home Birthday Cakes (\$19/mo)	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
\$1,771	Episcopal Divinity School Scholarship (Sarah Monroe) (from Continuing Education budget line)									✓			
<b>\$6,876</b>	<b>Total</b>												
	<b>Special Offerings Outreach (Yearly)</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
\$154	PAWS & Pawfect Connection (Bless Pet's Plate Offering)										✓		

<b>Year by Year Budgets</b>	<b>Actuals for Total Year 2010</b>	<b>Actuals for Total Year 2009</b>	<b>Actuals For Total Year 2008</b>	<b>Actuals For Total Year 2007</b>	<b>Actuals For Total Year 2006</b>	<b>Actuals For Total Year 2005</b>
<b>Expenses</b>						
Diocesan Assessment (12)	\$2,918.00	\$3,628.00	\$2,869.00	\$2,714.00	\$2,861.00	\$3,036.96
Outreach (13)	\$5,123.89	\$4,697.04	\$4,708.28	\$4,500.45	\$2,925.00	\$2,432.18
Operating Expenses-Total (14)	\$18,783.48	\$13,982.46	\$14,314.35	\$14,692.88	\$13,023.76	\$11,252.74
Utilities (fuel/lights/water/sewer, etc.)	\$3,574.75	\$3,075.15	\$3,911.66	\$4,396.54	\$5,086.95	\$4,062.74
Property Insurance & Taxes	\$1,161.00	\$1,161.00	\$1,279.00	\$1,266.75	\$1,290.75	\$1,744.75
Property Maintenance/Minor Improvements & Reserve	\$1,560.45	\$1,301.63	\$1,691.88	\$623.02	\$738.99	\$498.33
Reserve/DIF	\$4,650.00					
<b>Operating Expenses-Total (E)</b>	<b>\$26,825.37</b>	<b>\$22,307.50</b>	<b>\$21,891.63</b>	<b>\$21,907.33</b>	<b>\$18,809.76</b>	<b>\$16,721.88</b>
<b>Income (Revenues)</b>						
Plate Offerings (3)	\$4,492.75	\$4,520.05	\$3,478.60	\$5,767.00	\$4,092.58	\$3,759.14
Pledge Payments from Congregation (2) (3)	\$17,230.00	\$14,475.00	\$15,370.00	\$13,305.00	\$13,644.00	\$13,038.00
Contributions from Congregation's Organizations (5)	\$2,142.51	\$2,091.69	\$2,122.91	\$3,983.60	\$600.00	\$450.00
Investment & Endowment Income (Net) (4)	\$145.28	\$234.56	\$439.14	\$626.98	\$647.19	\$497.16
Other Operating Income (Incl. Unrestricted Gifts, AA donations) (5)	\$2,818.00	\$2,810.00	\$2,532.00	\$2,188.00	\$1,718.00	\$2,010.56
<b>Operating Revenues-Total (B)</b>	<b>\$26,828.54</b>	<b>\$24,131.30</b>	<b>\$23,942.65</b>	<b>\$25,870.58</b>	<b>\$20,701.77</b>	<b>\$19,754.86</b>
<b>Oper. Revenues over/under Oper. Expenses</b>	<b>\$3.17</b>	<b>\$1,823.80</b>	<b>\$2,051.02</b>	<b>\$3,963.25</b>	<b>\$1,892.01</b>	<b>\$3,032.98</b>
<b>% of Other Operating Income (AA &amp; other building use donations) (5) to Total Utilities (fuel/lights/water/sewer)</b>	2818/3575	2810/3075	2532/3912	2188/4397	1718/5087	2011/4063
<b>Future Assessment Reduced/\$\$ Saved by Spending for Outreach, Seminary &amp; Building Improvements/Savings from Operating Funds</b>	\$2,074.58	\$953.92	\$1,392.38	\$1,028.85	\$857.15	\$843.55
<b>Operating Budget "Surplus" Used for Capital Improvements or Repairs</b>	(Added to Investment Fund by Budget)	(Held in Checking Account)	New Windows in Nave	New Gutters, New Fireplace Insert	Concrete Parking Pad in Rear	New Windows for Office, Kitchen, and Parish Hall, Paint



## Diocesan Rates for Paid Clergy in Smaller Congregations Like Ours

### Clergy Salary Rates

Size	Minimum	Mid Range
E Size Congregation (Full time)*	\$51,843	\$64,804
E Size Congregation (1/4 time)	\$12,960	\$16,201

\*Plus 18% for pension, and additional for health insurance.

### Supply Clergy Rates

#### 2009 Rates

One Sunday service with sermon--\$200

One weekday service--\$ 85

(\$100 min. for class or additional services) Supply clergy called upon to perform additional duties (pastoral care, teaching, etc.) shall be compensated at a minimum rate of \$25 per hour for preparation and performance of said duties, to be negotiated in advance. Standard IRS business mileage rates (\$0.51/mile) and direct transportation costs, such as ferries, etc. shall be reimbursed. Reimbursement for lodging and meals must be negotiated in advance. Negotiation of rates below this minimum under special circumstances requires approval of the Bishop.

### Rates for Paid Other People Who Provide Services

Administrator: (\$12/hr, 15 hrs/week)--\$9,360

Music/Organist: (\$20/wk)--\$10,400

Custodial: (\$10/hr, 2 hrs/week)--\$10,400

(Plus, depending on how the person or service is organized, would have to pay Social Security, Workers Comp, etc.)