

2022  
The One Hundred  
Seventy-Ninth  
Annual Report



St. Stephen's Memorial Episcopal Church



Annual Meeting  
February 5, 2023

# The 2022 Vestry

Steven Switzer, Senior Warden

Dorothy Post, Junior Warden

Heather Collis-Puro, Treasurer

James Poppe, Clerk

Sharon Lenzie

Tina Lloyd

Carolyn Edwards

Emily Sherwood

Bob Tucker

## Clergy

The Most Reverend Michael B. Curry, *Presiding Bishop and Primate*

The Right Reverend Alan M. Gates, *Bishop Diocesan*

The Right Reverend Gayle E. Harris, *Bishop Suffragan*

The Reverend Gregory Perez, *Priest-in-Charge*

# TABLE OF CONTENTS

Agenda of the 179 <sup>th</sup> Annual Meeting	page 4
Roll Call at St. Stephen's	page 5
Report of the Senior Warden	page 8
Report of the Junior Warden	page 11
Report of the Clergy	page 12
Reports of Mission Goals	
Stewards of Physical, Financial, and Human Resources	page 15
Nurturing the Congregation	page 33
Hospitality to Children, Youth, and Young Adults	page 40
Deepening Community Engagement	page 44

*A special THANK YOU to Dorothy Post  
for collecting the pictures used for this year's Annual Report.*

# AGENDA OF THE 179<sup>TH</sup> ANNUAL MEETING

St. Stephen's Memorial Episcopal Church

February 5, 2023

- |  |  |
|--|--|
| 1. Call to Order                               | Mr. Steven Switzer                     |
| 2. Opening Prayer                              | The Rev. Gregory Perez                 |
| 3. Greetings                                   | The Rev. Gregory Perez                 |
| 4. Report of the Nominating Committee          |  |
| 5. Wardens' Comments                           | Mr. Steven Switzer<br>Ms. Dorothy Post |
| 6. Financial Reports                           | Mrs. Heather Collis-Puro               |
| 7. By-Law Review                               | Mr. Christopher Trahan                 |
| 8. Election Results                            | Mr. Jay Poppe                          |
| 9. Clergy Acknowledgements and Closing Remarks | The Rev. Gregory Perez                 |
| 10. Closing Prayer                             | The Rev. Gregory Perez                 |
| 11. Adjourn                                    | Mr. Steven Switzer                     |

# ROLL CALL AT ST. STEPHEN'S

## **Baptism 2022**

Christopher L. Davis, Jr.

Christyana Davis

## **Weddings 2022**

Mario Prieto and Therese Louise Kay (15 January 2022)

Adam Smigielski and Andrea Mary Marino (23 April 2022)

Eric Kane and Shannon Underwood (25 June 2022)

## **Deaths 2022**

Robert W. "Buddy" Gensel (76)

Eugene Beaupre (85)

Georgia Douglas (76)

Herbert Larry Jenkins (77)

Lawrence Joseph McLaughlin (81)

Hazel Grace (Warren) Reinholm (88)

# MINUTES OF THE 178<sup>TH</sup> ANNUAL MEETING

## St. Stephen's Memorial Episcopal Church

### February 27, 2022

**Call to Order: 11:27am:** Christopher Trahan, Senior Warden

Due to Covid-19 Pandemic, 2022 Annual Meeting was held in person as well as via Zoom with 23 families participating which included:

*From the sanctuary:* The Rev. Gregory Perez, Priest-in-Charge; Christopher Trahan, Sr. Warden; Harry Jackson, Jr. Warden, Bruce Beecroft, Choir Director, Virginia Fuller, Treasurer; Heather Collis Puro, former Treasurer; Sandra Wittrup, Clerk; Pamela Alleyne, Bonnie Bishop & Conrad Squires, Charlotte Brown-Breckenridge, Marilyn Cloran, Robert Dixon, Carolyn Edwards, Tina Lloyd, Toby Milner, Helen Patmon, Beverly and Donald Phillips, James Poppe, Dorothy Post, Albertina Robillard, Emily Sherwood, Ruthanne Switzer, Robert Tucker, Joyce Wallace, Steve Switzer.

Annual Report was available through email and on the church website.

Ballots are open for

#### **2022 Ballots:**

Senior Warden	Steve Switzer
Junior Warden	Dorothy Post
Treasurer	
Clerk	

#### **Vestry**

Carolyn Edwards	1-year term
Sharon Lenzie	3-year term
Tina Lloyd	1-year term

#### **Delegates to Diocesan Convention for 1-year term**

Joyce Wallace	Delegate
Emily Sherwood	Delegate
Conrad Squires	Alternate

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## **Delegates to the North Shore Deanery 1-year term**

Pam Alleyne Delegate

Bonnie Bishop Delegate

## **Opening Prayer and Greeting:** The Rev. Gregory Perez, Priest-in-Charge

A motion was made by { } to cast a single slate ballot to elect all. Bonnie Bishop seconds the motion. Motion accepted by all and motion carries.

## **Financial Reports: Virginia Fuller, Treasurer**

- Financial Reports discussed
- Questions asked and answered
- Budget discussed – income based on pledges, fundraising and Endowment withdrawal
- Endowment discussed – which is at risk as we take more than we should be at this time
- Finance Committee reviewed each Endowment Fund to make sure donors' wishes are being met, noting any restrictions
- Discussion of KIC closing
- Sr. Warden thanked Treasurer and Finance Committee for all their hard work

**By Law Review:** Discussion of Diocese new By-laws that are now recommended. Propose to get the current by-law in line with new by-laws. Size of the Vestry 13 persons plus the priest. Looking to reduce the size of the vestry to match the size of the congregation. What is an accurate size of vestry for a parish of our size.

## **Clergy Acknowledgements and Closing Remarks:** The Rev. Gregory Perez

- Rev. Greg thanks the members of the Vestry who are coming off and thanks the Vestry for staying on for an extra year.
- Rev. Greg thanks Chris and Harry for introducing him to the church and to Lynn and presents them with a gift. Rev. Greg welcomes new Vestry members.

**Closing Prayer:** The Rev. Gregory Perez

**Adjournment:** 12:10 pm

# REPORT OF THE SENIOR WARDEN

*“About the gifts of Spirit my friends I want there to be no misunderstanding... There are varieties of gifts but the same Spirit. There are varieties of service, but the same Lord. There are varieties of activities but in all of them the same God is active in each of us. The Spirit is seen to be at work for some useful purpose... Christ is like a single body with its many limbs and organs, and together they make up one body... Now you are Christ’s body and each of you a limb or organ of it.”*

1 Corinthians 12

On September 10, 2022 the Vestry, Reverend Greg and Reverend Canon Martha Hubbard started the Mutual Ministry Review with this passage. We shared what in this passage stood out to us. The responses were pretty much what you would expect; there are varieties of gifts, we work in concert with each other, and we are all part of Christ’s body and we need each other.

I start here because this was an exercise that collected all that we at St. Stephen’s accomplished in the time of the Covid pandemic. I must admit that when asked, “What did we accomplish?” I struggled for a few minutes to identify anything significant. However, more thought brought more enlightenment. Together we created the following list of accomplishments, some of which happened prior to 2022:

- Reopened after a period of isolation
- Instituted online worship via ZOOM and YouTube
- Membership still here with stewardship
- New people in leadership roles
- Food pantry stayed open and expanded
- Office management improved
- Resumed Wednesday Bible Study
- Vestry meeting in person with ZOOM option
- Prayer list management
- Rebuilding after Covid – Pumpkins, Pride Dinner
- Calendar Raffle
- Started Latino Outreach
- Healing divisions in the Parish
- Learning about and reflecting on racism and white supremacy at St. Stephen’s at each Vestry meeting

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What we found when looking at who was responsible for these wonderful developments was that a host of people were involved from the Priest-in-Charge, the Vestry, staff, and many parishioners stepping up to do the work we are called to do.

The Mutual Ministry Review will continue going forward. A committee was formed in December and will begin the work of developing a Parish Profile and determining, together with Reverend Greg, what path we will take forward when the third year of Greg's tenure ends.

Other issues addressed in 2022 are those that have posed challenges to us over the years. Fundraising is critical to our budget. The Calendars raised significant money for us. We were fortunate to have a movie company interested in our building to film some scenes and that netted \$24,000. We cannot expect that to occur on a yearly basis. Bill Mulcahy and Jim Moser had the grandest of all flea markets in the dining room for two consecutive Saturdays, which was both lucrative and fun. The Vestry is committed to exploring new ideas for fundraising and would love input from the congregation.

The building continues to challenge us. The buttresses by the front door need repair. Structures North evaluated them and comforted us by saying that the tower was not ready to fall. However, the condition of the buttresses needs to be addressed. The hope is to find some funding through the diocese or other entities to help. Work may begin in the spring.

The security and safety of our people and staff are of the utmost importance. A new system has been installed to better identify people who are at the door on Blossom Street and at the handicap entrance. Visitors may now be "buzzed" in and the cameras and audio are a welcome addition.

The use of our abundant space is also being reviewed. Clean up has begun, first in the pantry area and Mothers Room (thank you Pam & Jay Poppe) and will then venture upstairs to the second floor of the Anderson Building. The hope is to make the space suitable for rental to outside non-profit agencies and/or small start-ups.

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Christ the King – we learned in September that a resolution was being entered in to the Diocesan Convention Journal that indicated that many parishes have committed the sin of racism and intolerance over the years. Unfortunately, St. Stephen’s was identified by name in the resolution as having been unfair and paternalistic to our African brothers and sisters upstairs. We had no input into the resolution, but are committed to being in conversation with Reverend Joseph and his leadership team to carve a path going forward that recognizes our mutual journey that is built on trust, faith and respect.

Last, but not least is the appearance of the Little Free Library on our front lawn. Many thanks to Bonnie Bishop for shepherding that project to fruition.

Thank you all for doing the work it takes to keep us alive. St. Stephen’s needs everyone being the light of Christ in Lynn and the world.

Respectfully submitted,  
Steven G. Switzer, Senior Warden

# REPORT OF THE JUNIOR WARDEN

It is a privilege to serve St. Stephen's as the Junior Warden and help support the work of the people of our parish. As I don't live close to the church, I consider myself working more in the role of "the People's Warden" listening and supporting the many who share their gifts and talents with the church, than "the Property Warden" being point person for the care and maintenance of our property.

That being said, the Senior Warden, Steve Switzer, and I work as a team, and I am apprised of problems and issues that need to be addressed. For instance, we noticed the buttresses around the outside of the church were in bad shape. The engineering firm, that was suggested we contact to assess them and the building, had previously done an extensive survey of the building so we are in discussion with them on our next steps.

In addition to the building's exterior, we are looking at the interior. With the vestry, we are exploring new creative ways to use parts of the Anderson Building (parish house). Ideally, we might house a small non-profit and both be of service to the community and bring in additional income.

Though additional income would be beneficial to help maintain our buildings, we need to give thanks for the many gifts and talents that are already shared within the building, and without, pastorally in the name of St. Stephen's. I give thanks for my fellow vestry people. For those who lead and work at our food pantry, host our Women's group, attend our Bible Study, ran the bazaar. For those who sing, read, serve at the altar, usher, bring up the plates, count the offering, run our Zoom & Youtube broadcasts. For those who come to church in person or online. For those who help with the service or in maintenance of the building in any way –Thank you! For our staff, Bruce Beecroft, who leads our service music, John Norton, who cares for the building, John Churchwell, who mans the office. We are blessed!

Respectfully submitted,  
Dorothy Post

# REPORT OF THE PRIEST-IN-CHARGE

“For everything there is a season, and a time for every matter under heaven:

A time to be born, and a time to die;

A time to plant, and a time to pluck up what is planted;

A time to kill, and a time to heal;

A time to break down, and time to build up;

A time to weep, and a time to laugh;

A time to mourn, and a time to dance;

A time to throw away stones, and a time to gather stones together;

A time to embrace, and a time to refrain from embracing;

A time to seek, and a time to lose;

A time to keep, and a time to throw away;

A time to tear, and a time to sew;

A time to keep silent, and a time to speak;

A time to love, and a time to hate;

A time for war, and a time for peace.”

(Ecclesiastes 3:1-8)

There is first time for everything, at least for me, having arrived during a continued pandemic and shutdown. This has been the story of my ministry. An example of this is the Christmas parade that passes in front of the church on Christmas Eve. When determining the time for our Christmas Eve service, I was forewarned of the noise that the vehicles make. It was recommended to move the time back by half an hour. A first for me!

No doubt, arriving during a pandemic, has had its challenges. I am grateful to those who have gently reminded me of the customs of this congregation throughout the year.

There have been many “first” times here at St. Stephen’s: Our Office Manager completed his first full year of employment on December 14, 2022; Bill Mulcahy and Jim Moser organized a successful Bazaar/Yard Sale in October – a first event in which members of the community entered our space for fun; I was reminded that on the last Sunday of the month of October, Breast Cancer Awareness month, the congregation was invited to wear pink. I was able to wear my pink socks for the first time in two years.

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I hope that there will continue to be “first time” events and experiences for all of us here at St. Stephen’s. My wish is to encourage all of us to think about St. Stephen’s and ask where God might be calling us to venture. We are not alone. An alarming number of congregations in our Diocese are doing the exact thing – asking the hard question regarding how we are to live into the future as disciples of Jesus, as Church.

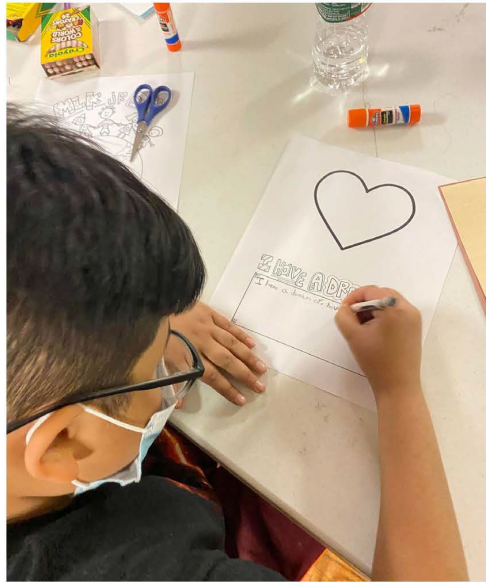
There is much potential here at St. Stephen’s, but we all must be willing to work together, not apart. We continue to learn from the pandemic and its impact on the world, on communities, and on congregations. If anything, we can learn from the African philosophy of *Ubuntu*, which states that to be human is to recognize the humanity of others, even those with whom we disagree.

I am grateful to our Office Manager, John Churchwell, for being a vital support to me. The talent that he brings to St. Stephen’s has been a joy, and I have encouraged him to help me make our parish office more efficient. Our new website, weekly Newsletter and organizing the office are but a few of the changes he has completed.

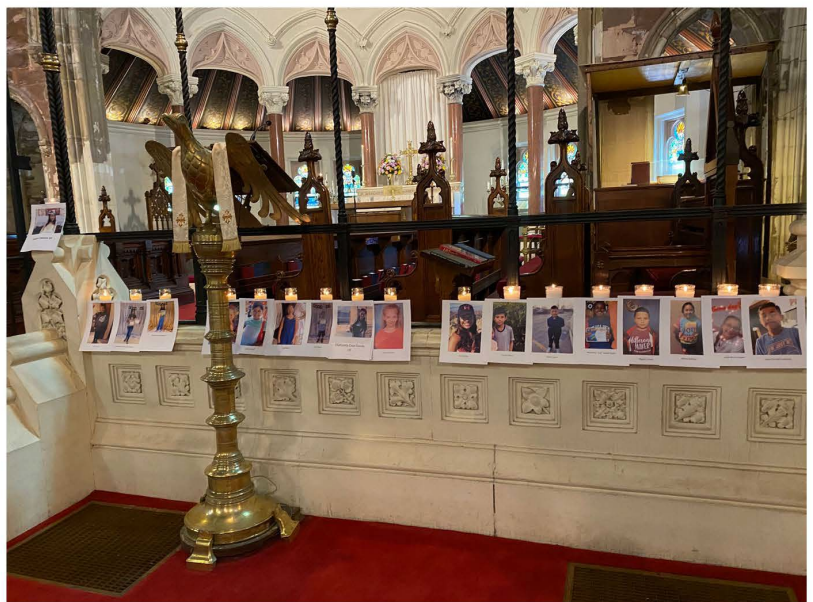
I am grateful to the Wardens and Vestry for their support of my ministry. I am grateful to each of you for your confidence in me, and your support of my last two and a half years as your Priest in Charge. As we both reach the end of my three-year contract, I ask for your prayers to guide us both in what is to come next.

Truly, we are all experiencing “first time” moments, always remember, “For everything there is a season, and a time for every matter under heaven.”

Truly Grateful,  
The Rev’d Gregory G. Perez



## Around the church





**STEWARDS OF PHYSICAL,  
FINANCIAL  
AND  
HUMAN RESOURCES**

# REPORT OF THE STEWARDSHIP MINISTRY TEAM

In the face of still dealing with the effects from the Pandemic, The Stewardship Ministry Team, with Reverend Perez, kicked-off the 2023, pledge campaign in July, 2022. The Theme, “*Come let us go down to the Potter’s House and see how The Potter might rework us*” was taken from the Book of the Prophet Jeremiah, 18: 1-4. The Theme was wrapped around the Japanese ancient practice of embracing imperfection and the skill of finding beauty in broken dishes by *reworking the pottery* with glue of gold, platinum or silver, creating stunning new works of art called **Kintsugi**.

The focus of the Stewardship Ministry Team using this concept, as St. Stephen’s strives to move forward amidst a lingering Pandemic, is to find the courage to embrace the new normal with which we are faced, not only in finding beauty in the things that are now but in hope of what we might be able to rework using our time, talent and treasure for the rebuilding of St. Stephen’s and preserving its future.

In the Newsletter for the month of October in 2022, fellow Parishioners Carolyn Edwards, Emily Sherwood, William Mulcahy & James Moser and Toby Milner, took us through the journey of their faith stories that brought them to St. Stephen’s and why they pledge. Many thanks for inspiring us with your stories; reminding us of our faith stories and the reasons we too must do all we can to support the work of the Church.

To everyone who has submitted a pledge to help meet the 2023 budget goal of \$120,000, we are very grateful; thank you! As of this reporting, we have received 46 pledges totaling \$100,167, leaving a way to go in accomplishing budget. If you have not yet pledged, we invite you to please consider doing so; it’s never late to pledge. Every pledge dollar helps, regardless of the amount. For your convenience, pledge cards are available at the back of the Church. You may also log on to the St. Stephen’s website at ([www.ststephenslynn.org](http://www.ststephenslynn.org)) and click on donate. If you prefer to speak with either of us regarding pledging, we welcome the opportunity to do so. Many thanks for whatever you are able to do; St. Stephen’s needs your financial support.

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Fellow Parishioners, we invite you to come let us go down to *The Potter's House together* and trust God to rework us in how He might be calling us in 2023, to create new pottery of ministries from our broken pieces using our gold, platinum and silver glue of time, talent and treasure to keep the doors of this One Hundred and Seventy Nine Year Old Church ~ that is on the National Historic Register ~ opened. St. Stephen's has been and is a beacon of hope in the City of Lynn. Many thanks and many blessings.

Faithfully Submitted,  
Dorothy Post and Lucinda McClain

## **REPORT OF DIGITAL WORSHIP**

Since the pandemic first started, St. Stephen's has offered parishioners a virtual method through Zoom to stay connected and worship together. After St. Stephen's reopened on Pentecost Sunday 2021, online worship was continued through the financial support of the vestry as an outreach ministry of evangelism and a pastoral care ministry. People can watch professionally produced weekly Sunday 10am services and Holy Day services on our YouTube channel directly or join in together on Zoom and watch the service live on a shared screen of the YouTube broadcast. Parishioners who join via Zoom, often stay on after the service and have the opportunity to greet each other and carry on a "virtual" coffee hour.

During 2022, our diocese awarded St. Stephen's Memorial Church a Congregational Development Grant in the amount of \$9,500 (maximum grant amounts are \$10,000) to assist in funding the broadcast production and to purchase additional technical devices. Broadcasts over the last year averaged around 30 views weekly, with high holy days having significant more views. Easter Sunday, April 15, 2022 had 377 views, Pentecost Sunday, June 5, 2022 had 173 views, Christmas Eve service, December 24, 2022 had 85 views and Christmas Day, December 25, 2022 had 49 views.

Tuttle Co. remotely controls our five cameras through a laptop in the church and professionally produces and uploads all videos to our YouTube channel, our Facebook page, and our parish website at a cost of \$250 per production. Chris Trahan and Silvie Prinston are the weekly Zoom ushers.

Respectfully submitted,  
Christopher Trahan

# **REPORT OF THE PARISH HISTORIAN**

Reorganizing and cataloging the archives is progressing slowly. Over the course of many years, historical documents and photographs were stored in various locations throughout the parish building. With materials now gathered in one designated archives space, the long work of sorting, documenting and archivally filing materials is an ongoing process. The parish administrator, under the direct supervision of the clergy serving St. Stephen's Memorial Episcopal Church, records, maintains, and secures all vital records. Other historical parish documents and photographs are stored in the archives of the parish. Cataloging, including photographic documentation of the parish's insured property, and organizing files continues to be an ongoing process, utilizing the current recommended archival care processes. Digitization of parish registers has begun under the care of the office manager, John Churchwell.

During 2022, there were no new purchases made against the Archival Line Item in the budget. As required, the parish office will send a copy of the parish's 2022 Annual Report to the Diocesan Archivist at the Diocesan offices for filing in the diocesan archives.

Respectfully Submitted,  
Christopher Trahan

# REPORT OF THE PARISH TREASURER

## Financial Statements

As we complete the second year since the 2020 COVID shutdown, there are some signs of recovery in our finances. Congregational giving was better than expected, exceeding what was budgeted by almost 14%. Community Gifts income continues to support the parish through our partnership with ECCO and Christ the King as well as occasional building rentals. The Calendar Raffle and Fall Yard Sale were new and successful fundraisers that brought in much needed dollars to the budget. Unfortunately, we were unable to organize a major summer event, which meant we did not reach our 2022 goals for fundraising. Gaps in income continue to be made up by taking a significant draw from our endowment. As for expenses, we have seen substantial increases in the cost of fuel, electricity and office supplies. Salary costs remained steady, and new leadership in the office has allowed for deferred maintenance to be completed, including office clean outs and a new security system. Providing online worship also continued to be a major new expense for the parish, and some of our equipment and broadcasting costs were covered by a diocesan grant. At year end, although we had planned for a higher deficit, better income outcomes reduced the deficit to \$32,089.

Program life in our parish continues faithfully despite so many obstacles, as shown by the activity outlined in the Statement of Financial Position. All designated monies given for specific projects are reported on this document and carried over from year to year. We continue to apply and receive grant funding as well as donations to window and building maintenance. KIC did close its doors this year due to organizational challenges but seed money still exists for a future reboot. This year we also received a grant for Hispanic Ministries for the first time.

## Endowment Report

2022 was not a favorable year for our investments. A continued reliance on our unrestricted endowment at Schwab means that we are impacting principal more and more each year. Economic instability and inflation have chilled the stock market and our unit valuation sunk from \$175 to \$113. The Diocesan Investment Trust (DIT) experienced similar shrinkage, only producing \$17,209 in income this year compared to \$22,000 in 2021.

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## **2023 Budget**

Plans for the upcoming year are focused on reviving and refocusing our efforts to bring consistent income into the Parish. The Vestry has set optimistic income goals for fundraising and space rental in order to reduce the deficit. Expenses remain flat, with the only notable changes being a 5% salary increase for the clergy, and raising the budget for utilities to be in line with market expectations for 2023.

The Treasurer's Office is grateful for the faithful service of Virginia Fuller, Nelson Woodfork, Rick Cloran, Marilyn Cloran and Kendra Zimiroski. It is worthwhile to mention that this is one of the longest serving groups of volunteers at St. Stephen's. The expertise and commitment that this group shares with our parish have been invaluable during recent unstable times. We are blessed to have such saints in our midst.

Respectfully Submitted,  
Heather Collis Puro

# St. Stephen's Memorial Episcopal Church

## Budget vs. Actual

### January 2022 – December 2022



	Total			% of Budget
	Actual	Budget	over Budget	
<b>Revenue</b>				
<b>4000 Regular Support</b>				
4010 Plate Offerings Income	\$4,067.57	\$2,500.00	\$1,567.57	163%
4020 Pledge Income	\$119,254.48	\$110,000.00	\$9,254.48	108%
4025 Pledges Previous Year	\$5,277.00	\$2,500.00	\$2,777.00	211%
4030 Special Offerings Income	\$10,185.55	\$9,000.00	\$1,185.55	113%
4040 Fuel Donation	\$9,160.00	\$5,000.00	\$4,160.00	183%
4050 Flowers & Candles	\$3,685.00	\$3,500.00	\$185.00	105%
<b>Total 4000 Regular Support</b>	<b>\$151,629.60</b>	<b>\$132,500.00</b>	<b>\$19,129.60</b>	<b>114%</b>
<b>4100 Withdrawals from Funds</b>				
4110.1 Endowment Principal (Schwab)	\$72,500.00	\$70,000.00	\$2,500.00	104%
4110.2 Endowment Income (Schwab)	\$20,000.00	\$20,000.00	\$0.00	100%
4130 Endowment Income (DIT)	\$17,209.28	\$22,000.00	(\$4,790.72)	78%
<b>Total 4100 Withdrawals from Funds</b>	<b>\$109,709.28</b>	<b>\$112,000.00</b>	<b>(\$2,290.72)</b>	<b>98%</b>
<b>4300 Space use</b>				
4310 Funeral/Wedding Income	\$1,800.00	\$500.00	\$1,300.00	360%
4320 Community Gifts Income	\$25,660.00	\$2,000.00	\$23,660.00	1283%
4321 ECCO	\$12,600.00	\$8,400.00	\$4,200.00	150%
4322 Christ the King	\$12,145.79	\$12,000.00	\$145.79	101%
4323 KIC	\$0.00	\$6,000.00	(\$6,000.00)	0%
<b>Total 4300 Space use</b>	<b>\$52,205.79</b>	<b>\$28,900.00</b>	<b>\$23,305.79</b>	<b>181%</b>
<b>4400 Fundraisers</b>				
4410 Parish Fair Income	\$0.00	\$8,000.00	(\$8,000.00)	0%
4420 Calendar Raffle	\$4,920.00	\$3,000.00	\$1,920.00	164%
4430 Special Events Income	\$0.00	\$350.00	(\$350.00)	0%
4440 Program Book Income	\$0.00	\$5,000.00	(\$5,000.00)	0%
4450 Big Money Raffle Income	\$0.00	\$10,000.00	(\$10,000.00)	0%
4490 Fundraisers - Other	\$3,871.50	\$5,000.00	(\$1,128.50)	77%
<b>Total 4400 Fundraisers</b>	<b>\$8,791.50</b>	<b>\$31,350.00</b>	<b>(\$22,558.50)</b>	<b>28%</b>
<b>4500 Parish Orgs, Other</b>				
4520 Dividends, Interest, etc.	\$333.75		\$333.75	
4590 Income - Other	\$0.00	\$1,500.00	(\$1,500.00)	0%
<b>Total 4500 Parish Orgs, Other</b>	<b>\$333.75</b>	<b>\$1,500.00</b>	<b>(\$1,166.25)</b>	<b>22%</b>
4600 Bequests Used for Ops	\$35,758.52	\$33,000.00	\$2,758.52	108%
4700 Diocesan Grants for Ops	\$9,500.00		\$9,500.00	
4900 Housing Corp Grant	\$80,000.00	\$80,000.00	\$0.00	100%
<b>Total Revenue</b>	<b>\$447,928.44</b>	<b>\$419,250.00</b>	<b>\$28,678.44</b>	<b>107%</b>
<b>Gross Profit</b>	<b>\$447,928.44</b>	<b>\$419,250.00</b>	<b>\$28,678.44</b>	<b>107%</b>

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Expenditures</b>				
<b>6100 Compensation Expenses</b>				
6110 Rector (TCC)	\$102,004.08	\$102,004.00	\$0.08	100%
6140 Salary-Office Manager	\$29,640.00	\$29,640.00	\$0.00	100%
6145 Bookkeeper	\$5,976.30	\$6,000.00	(\$23.70)	100%
6160 Salary-Sexton	\$14,655.00	\$15,000.00	(\$345.00)	98%
6165 Salary-Organist	\$14,157.00	\$14,157.00	\$0.00	100%
6180 Medical Insurance	\$27,789.26	\$17,500.00	\$10,289.26	159%
6185 Travel Allowance	\$164.36	\$2,100.00	(\$1,935.64)	8%
6190 FICA	\$4,435.30	\$6,500.00	(\$2,064.70)	68%
6195 Pension	\$23,302.26	\$30,000.00	(\$6,697.74)	78%
<b>Total 6100 Compensation Expenses</b>	<b>\$222,123.56</b>	<b>\$222,901.00</b>	<b>(\$777.44)</b>	<b>100%</b>
<b>6200 Worship Expense</b>				
6210 Music Ministry	\$1,954.42	\$2,400.00	(\$445.58)	81%
6220 Altar and Worship Supplies	\$8,949.16	\$5,000.00	\$3,949.16	179%
6230 Supply Clergy	\$675.00	\$1,100.00	(\$425.00)	61%
<b>Total 6200 Worship Expense</b>	<b>\$11,578.58</b>	<b>\$8,500.00</b>	<b>\$3,078.58</b>	<b>136%</b>
<b>6300 Education Expenses</b>				
6310 Christian Formation	\$2,832.79	\$2,000.00	\$832.79	142%
6320 Cont.Clergy Education	\$282.73	\$750.00	(\$467.27)	38%
6380 Hospitality Expense	\$853.53	\$750.00	\$103.53	114%
<b>Total 6300 Education Expenses</b>	<b>\$3,969.05</b>	<b>\$3,500.00</b>	<b>\$469.05</b>	<b>113%</b>
<b>6400 Communications Expense</b>				
6410 Printing Expense	\$404.42	\$1,000.00	(\$595.58)	40%
6420 Postage Expense	\$1,432.89	\$1,750.00	(\$317.11)	82%
6430 Publicity Expense	\$654.57	\$1,500.00	(\$845.43)	44%
6440 Communications Initiative	\$17,750.00	\$13,000.00	\$4,750.00	137%
<b>Total 6400 Communications Expense</b>	<b>\$20,241.88</b>	<b>\$17,250.00</b>	<b>\$2,991.88</b>	<b>117%</b>
<b>6500 Administration Expenses</b>				
6510 Office Supplies	\$5,138.42	\$4,500.00	\$638.42	114%
6530 Machine Lease/Serv.Contract	\$5,155.25	\$6,000.00	(\$844.75)	86%
6550 Service Charges	\$212.69		\$212.69	
6552 Annual Audit Expense	\$450.00	\$550.00	(\$100.00)	82%
6570 Payroll Expenses	\$1,065.13	\$1,250.00	(\$184.87)	85%
6583 IT Equipment	\$1,843.15	\$1,000.00	\$843.15	184%
6585 Tech Support	\$3,575.00	\$2,500.00	\$1,075.00	143%
6586 Software Subscription	\$5,001.82	\$4,000.00	\$1,001.82	125%
6595 Administrative Other	\$655.42	\$550.00	\$105.42	119%

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Total 6500 Administration Expenses</b>	<b>\$23,096.88</b>	<b>\$20,350.00</b>	<b>\$2,746.88</b>	<b>113%</b>
<b>6600 Utilities Expenses</b>				
<b>6610 Fuel Expense</b>	\$47,048.56	\$40,000.00	\$7,048.56	118%
<b>6620 Gas Expense</b>	\$1,085.15	\$1,000.00	\$85.15	109%
<b>6630 Electricity Expense</b>	\$15,028.13	\$12,500.00	\$2,528.13	120%
<b>6640 Water Expense</b>	\$1,331.47	\$1,200.00	\$131.47	111%
<b>6650 Telephone Expense</b>	\$3,947.25	\$6,800.00	(\$2,852.75)	58%
<b>6660 Trash Expense</b>	\$3,288.08	\$4,800.00	(\$1,511.92)	69%
<b>Total 6600 Utilities Expenses</b>	<b>\$71,728.64</b>	<b>\$66,300.00</b>	<b>\$5,428.64</b>	<b>108%</b>
<b>6700 Plant Expenses</b>				
<b>6720 Building Supplies Expense</b>	\$2,487.15	\$1,000.00	\$1,487.15	249%
<b>6730 Repairs/Maintenance Expense</b>	\$23,645.86	\$17,500.00	\$6,145.86	135%
<b>6734 Snowplowing</b>	\$14,220.00	\$8,000.00	\$6,220.00	178%
<b>Total 6700 Plant Expenses</b>	<b>\$40,353.01</b>	<b>\$26,500.00</b>	<b>\$13,853.01</b>	<b>152%</b>
<b>6800 Major Unrelated Expenses</b>				
<b>6810 Diocesan Assessment</b>	\$36,188.00	\$39,694.00	(\$3,506.00)	91%
<b>6820 Insurance Expense</b>	\$37,318.00	\$40,000.00	(\$2,682.00)	93%
<b>6840 Capital Expenses</b>	\$11,669.88	\$12,000.00	(\$330.12)	97%
<b>Total 6800 Major Unrelated Expenses</b>	<b>\$85,175.88</b>	<b>\$91,694.00</b>	<b>(\$6,518.12)</b>	<b>93%</b>
<b>7000 Fundraising Exp (Non-Op)</b>				
<b>7010 Stewardship Expense</b>	\$0.00	\$250.00	(\$250.00)	0%
<b>7020 Special Events Expenses</b>	\$0.00	\$150.00	(\$150.00)	0%
<b>7025 Big Money Raffle Expenses</b>	\$0.00	\$2,250.00	(\$2,250.00)	0%
<b>7030 Parish Fair Expenses</b>	\$0.00	\$750.00	(\$750.00)	0%
<b>Total 7000 Fundraising Exp (Non-Op)</b>	<b>\$0.00</b>	<b>\$3,400.00</b>	<b>(\$3,400.00)</b>	<b>0%</b>
<b>7200 Other Non-Operating Expenses</b>				
<b>7215 College Scholarships</b>	\$0.00	\$1,500.00	(\$1,500.00)	0%
<b>7230 Rector's Discret'y Fund</b>	\$750.00	\$750.00	\$0.00	100%
<b>7260 Sabbatical Fund</b>	\$1,000.00	\$1,000.00	\$0.00	100%
<b>7270 ECCO Dues</b>	\$0.00	\$1,000.00	(\$1,000.00)	0%
<b>Total 7200 Other Non-Operating Expenses</b>	<b>\$1,750.00</b>	<b>\$4,250.00</b>	<b>(\$2,500.00)</b>	<b>41%</b>
<b>Total Expenditures</b>	<b>\$480,017.48</b>	<b>\$464,645.00</b>	<b>\$15,372.48</b>	<b>103%</b>
<b>Net Operating Revenue</b>	<b>(\$32,089.04)</b>	<b>(\$45,395.00)</b>	<b>\$13,305.96</b>	<b>71%</b>



# St. Stephen's Memorial Episcopal Church

## Statement of Financial Position

### As of December 31, 2022

	Total		
	As of Dec 31, 2022	As of Dec 31, 2021	Change
<b>Equity</b>			
3000 Donor Permanently Restricted Funds			0.00
3010 DIT- Northrup Perm Restricted	390,388.63	475,738.40	-85,349.77
3020 DIT- Johnson Perm Restrict Fund	35,840.21	43,675.82	-7,835.61
<b>Total 3000 Donor Permanently Restricted Funds</b>	<b>\$ 426,228.84</b>	<b>\$ 519,414.22</b>	<b>-\$ 93,185.38</b>
3100 Diocese Restricted Real Estate	3,659,200.00	3,093,100.00	566,100.00
<b>3200 Donor Temp. Restricted Funds</b>			0.00
3210 Rector's Discret. Fund	1,273.01	1,845.73	-572.72
3230 Prepaid Pledge	1,437.50	800.00	637.50
3240 Prepaid Housing Corp	65,000.00		65,000.00
3250 Congregational Development Fund	5,467.73	5,467.73	0.00
3260 ECM Fund	11,479.20	6,910.57	4,568.63
3300 KIC Fund	6,395.83	-8,124.93	14,520.76
3305 KIC (checking)	13,268.60	78,156.97	-64,888.37
3310 Pass Thrus - Unpaid	0.96	0.00	0.96
<b>Total 3200 Donor Temp. Restricted Funds</b>	<b>\$ 104,322.83</b>	<b>\$ 85,056.07</b>	<b>\$ 19,266.76</b>
<b>3400 Unrestricted/Designated Funds</b>			0.00
3410 Endowment Fund (Schwab)	350,561.95	587,940.03	-237,378.08
3415 Preservation General Fund (cash)	77,501.04	74,063.04	3,438.00
3420 Preserv Windows Fund (Schwab)	201,976.29	191,956.29	10,020.00
3425 Preserv Windows Fund (cash)	100,092.71	100,092.71	0.00
3440 Mission Trip Fund	2,005.39	2,005.39	0.00
3450 Christmas Present Fund	3,513.70	3,513.70	0.00
3460 Sabbatical Fund	11,946.90	10,946.90	1,000.00
3470 Acolyte Festival Fund	5,291.63	5,291.63	0.00
3480 Food Pantry Fund	26,365.39	25,150.04	1,215.35
3490 Women's Group Fund	3,805.42	3,260.00	545.42
3500 DIT- St. Stephen's Fund	8,048.54	9,576.23	-1,527.69
3510 Be You Donation Fund	4,913.39	4,913.39	0.00
3520 Rodrigue Scholarship Fund	1,634.00	1,634.00	0.00
3530 Gould Fund for Youth	14,576.00	14,576.00	0.00
3550 Rector Search Fund	4,140.38	4,140.38	0.00
3570 Christ The King	0.00	3,970.77	-3,970.77
3580 Scholarship Fund	1,550.00	500.00	1,050.00
3590 Hispanic Ministry Fund	4,868.28		4,868.28
3600 Operating Fund (Schwab)	49,780.71	56,731.23	-6,950.52
3610 Operating Fund (cash)	-75,763.39	-46,560.25	-29,203.14
<b>Total 3400 Unrestricted/Designated Funds</b>	<b>\$ 796,808.33</b>	<b>\$ 1,053,701.48</b>	<b>-\$ 256,893.15</b>
3800 Less Total Liabilities	4,081.76	848.14	3,233.62
3900 Allocated to Funds	-72,369.88	33,910.28	-106,280.16
<b>Net Revenue</b>	<b>72,369.88</b>	<b>-33,910.28</b>	<b>106,280.16</b>
<b>Total Equity</b>	<b>\$ 4,990,641.76</b>	<b>\$ 4,752,119.91</b>	<b>\$ 238,521.85</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 4,986,560.00</b>	<b>\$ 4,752,968.05</b>	<b>\$ 233,591.95</b>



	Total		
	As of Dec 31, 2022	As of Dec 31, 2021	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1000 Eastern - Main Operating Account	-9,259.66	22,096.16	-31,355.82
1010 Eastern - Main MM Account	278,051.20	192,751.19	85,300.01
1020 Salem Five - KIC Account	13,268.60	78,156.97	-64,888.37
1032 Rector's Checking Account	1,273.01	1,245.73	27.28
<b>Total Bank Accounts</b>	<b>\$ 283,333.15</b>	<b>\$ 294,250.05</b>	<b>-\$ 10,916.90</b>
<b>Total Current Assets</b>	<b>\$ 283,333.15</b>	<b>\$ 294,250.05</b>	<b>-\$ 10,916.90</b>
<b>Other Assets</b>			
1400 Investment Accounts			0.00
1410 DIT - Northrup Account	390,388.63	475,738.40	-85,349.77
1420 DIT - Johnson Account	35,840.21	43,675.82	-7,835.61
1430 DIT - St. Stephen's Account	8,048.54	9,576.23	-1,527.69
1440 Schwab Investment Account	609,749.47	836,627.55	-226,878.08
<b>Total 1400 Investment Accounts</b>	<b>\$ 1,044,026.85</b>	<b>\$ 1,365,618.00</b>	<b>-\$ 321,591.15</b>
1600 Church (as assessed)	3,659,200.00	3,093,100.00	566,100.00
<b>Total Other Assets</b>	<b>\$ 4,703,226.85</b>	<b>\$ 4,458,718.00</b>	<b>\$ 244,508.85</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,986,560.00</b>	<b>\$ 4,752,968.05</b>	<b>\$ 233,591.95</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Credit Cards</b>			
2100 Visa Credit Card	0.00	647.58	-647.58
<b>Total Credit Cards</b>	<b>\$ 0.00</b>	<b>\$ 647.58</b>	<b>-\$ 647.58</b>
<b>Other Current Liabilities</b>			
2400 Employees Insurance Liability	275.77	112.00	163.77
2405 403B / RSVP Contributions	-4,357.53	88.56	-4,446.09
<b>Total Other Current Liabilities</b>	<b>-\$ 4,081.76</b>	<b>\$ 200.56</b>	<b>-\$ 4,282.32</b>
<b>Total Current Liabilities</b>	<b>-\$ 4,081.76</b>	<b>\$ 848.14</b>	<b>-\$ 4,929.90</b>
<b>Total Liabilities</b>	<b>-\$ 4,081.76</b>	<b>\$ 848.14</b>	<b>-\$ 4,929.90</b>



## St. Stephen's Memorial Episcopal Church Proposed 2023 Budget

	Total
<b>Revenue</b>	
4000 Regular Support	
4010 Plate Offerings Income	4,000.00
4020 Pledge Income	115,000.00
4025 Pledges Previous Year	2,500.00
4030 Special Offerings Income	12,500.00
4040 Fuel Donation	15,000.00
4050 Flowers & Candles	3,500.00
<b>Total 4000 Regular Support</b>	<b>\$ 152,500.00</b>
4100 Withdrawals from Funds	
4110.1 Endowment Principal Withdrawals (Schwab)	70,000.00
4110.2 Endowment Income Receipts (Schwab)	20,000.00
4130 Endowment Income Receipts (DIT)	18,300.00
<b>Total 4100 Withdrawals from Funds</b>	<b>\$ 108,300.00</b>
4300 Space use	
4310 Funeral/Wedding Fees Income	2,500.00
4320 Community Gifts Income	15,000.00
4321 ECCO	10,000.00
4322 Christ the King	12,000.00
<b>Total 4300 Space use</b>	<b>\$ 39,500.00</b>
4400 Fundraisers	
4420 Calendar Raffle	4,000.00
4425 Fall Fundraiser	10,000.00
4435 Spring/Summer Fundraiser	20,000.00
<b>Total 4400 Fundraisers</b>	<b>\$ 34,000.00</b>
4500 Parish Orgs, Other	
4590 Income - Other	1,500.00
<b>Total 4500 Parish Orgs, Other</b>	<b>\$ 1,500.00</b>
4600 Bequests Used for Ops	35,000.00
4700 Diocesan Grants for Ops	10,000.00
4900 Housing Corp Grant	65,000.00
<b>Total Revenue</b>	<b>\$ 445,800.00</b>
<b>Gross Profit</b>	<b>\$ 445,800.00</b>

## Expenditures

<b>6100 Compensation Expenses</b>	
6110 Rector (TCC)	105,100.00
6140 Salary-Office Manager	29,640.00
6145 Bookkeeper	6,000.00
6160 Salary-Sexton	15,500.00
6165 Salary-Organist	14,600.00
6180 Medical Insurance	28,440.00
6185 Travel Allowance	2,100.00
6190 FICA	4,620.00
6195 Pension	2,668.00
<b>Total 6100 Compensation Expenses</b>	<b>\$ 208,668.00</b>
<b>6200 Worship Expense</b>	
6210 Music Ministry	2,000.00
6220 Altar and Worship Supplies	5,000.00
6230 Supply Clergy	1,100.00
<b>Total 6200 Worship Expense</b>	<b>\$ 8,100.00</b>
<b>6300 Education Expenses</b>	
6310 Christian Formation	2,500.00
6320 Cont.Clergy Education	750.00
6380 Hospitality Expense	750.00
<b>Total 6300 Education Expenses</b>	<b>\$ 4,000.00</b>
<b>6400 Communications Expense</b>	
6410 Printing Expense	1,000.00
6420 Postage Expense	1,200.00
6430 Publicity Expense	1,000.00
6440 Communications Initiative	2,000.00
<b>Total 6400 Communications Expense</b>	<b>\$ 5,200.00</b>
<b>6500 Administration Expenses</b>	
6510 Office Supplies	4,500.00
6530 Machine Lease/Serv.Contract	6,000.00
6552 Annual Audit Expense	550.00
6570 Payroll Expenses	1,100.00
6583 IT Equipment	1,000.00
6585 Tech Support	2,500.00
6586 Software Subscription	4,000.00
6595 Administrative Other	550.00
<b>Total 6500 Administration Expenses</b>	<b>\$ 20,200.00</b>

<b>6600 Utilities Expenses</b>		
6610 Fuel Expense		50,000.00
6620 Gas Expense		1,250.00
6630 Electricity Expense		17,500.00
6640 Water Expense		1,200.00
6650 Telephone Expense		4,000.00
6660 Trash Expense		1,000.00
<b>Total 6600 Utilities Expenses</b>	<b>\$</b>	<b>74,950.00</b>
<b>6700 Plant Expenses</b>		
6720 Building Supplies Expense		2,500.00
6730 Repairs/Maintenance Expense		17,500.00
6734 Snowplowing		10,000.00
<b>Total 6700 Plant Expenses</b>	<b>\$</b>	<b>30,000.00</b>
<b>6800 Major Unrelated Expenses</b>		
6810 Diocesan Assessment		35,472.00
6820 Insurance Expense		38,000.00
6840 Capital Expenses		12,000.00
<b>Total 6800 Major Unrelated Expenses</b>	<b>\$</b>	<b>85,472.00</b>
<b>7000 Fundraising Exp (Non-Op)</b>		
7010 Stewardship Expense		250.00
7020 Special Events Expenses		250.00
7025 Big Money Raffle Expenses		2,250.00
7030 Parish Fair Expenses		750.00
<b>Total 7000 Fundraising Exp (Non-Op)</b>	<b>\$</b>	<b>3,500.00</b>
<b>7200 Other Non-Operating Expenses</b>		
7215 College Scholarships		1,500.00
7230 Rector's Discret'y Fund		750.00
7260 Sabbatical Fund		1,000.00
7270 ECCO Dues		2,000.00
<b>Total 7200 Other Non-Operating Expenses</b>	<b>\$</b>	<b>5,250.00</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>445,340.00</b>
<b>Net Operating Revenue</b>	<b>\$</b>	<b>460.00</b>
<b>Net Revenue</b>	<b>\$</b>	<b>460.00</b>



# St. Stephen's Memorial Episcopal Church Endowment Funds Report 2022

<u>Charles Schwab Fund List</u>	<u>Market Value</u> <u>12/31/2021</u>	<u>Market Value</u> <u>12/31/2022</u>
Alice & Alvan Hicks	\$35,968.10	\$23,317.62
Armour	\$1,079.59	\$699.88
Berry	\$2,243.30	\$1,454.30
Carnegie-Nichols	\$8,245.87	\$5,345.68
Dennen-Mower	\$5,942.98	\$3,852.75
Derr	\$19,667.40	\$12,750.10
Funeral & Weddings	\$11,840.40	\$7,675.96
Graham-Haywood	\$534.54	\$346.53
Harmon	\$28,535.43	\$18,499.12
Hazen- Haddock	\$17,525.75	\$11,361.70
Inglis-Thomson	\$8,671.74	\$5,621.77
M.B. Little	\$1,752.58	\$1,136.17
M.B. Harmon	\$84,205.97	\$54,589.56
McCarthy	\$40,195.31	\$26,058.06
Munger	\$17,525.75	\$11,361.70
Nichols Family	\$10,515.45	\$6,817.02
Parsons	\$3,704.94	\$2,401.86
Perrin-Jenkins	\$4,137.83	\$2,682.50
Ruggles	\$7,010.30	\$4,544.68
Stewart	\$5,921.95	\$3,839.12
Thanksgiving & Memorials	\$172,368.06	\$111,743.82
Vera Lowe	\$43,814.38	\$28,404.25
Wagner	\$25,412.34	\$16,474.47
Webber	\$12,837.61	\$8,322.45
Wilmer Kneele	\$66,327.95	\$42,999.49
Zilpha Foote	\$8,685.76	\$5,630.86
	<b>\$644,671</b>	<b>\$417,931</b>

<u>Diocesan Investment Trust Fund List:</u>	<u>Market Value</u> <u>12/31/2021</u>	<u>Market Value</u> <u>12/31/2021</u>
Sarah L. Northrup Fund	\$475,738	\$390,389
E & O Johnson Fund	\$43,676	\$35,840
St. Stephen's Church Fund	\$9,576	\$8,049
	<b>\$528,990</b>	<b>\$434,277</b>

# FEBRUARY 2022 CALENDAR RAFFLE

A Calendar Raffle was planned for February 2022 but initiated in October of 2021. This was our first fundraising event after 2 years with Covid restrictions. The parish was very generous in donations of prizes and money, solicitation of prizes and selling of tickets. Nearly \$3000. was raised in 2021 and another \$3000 in 2022. Because of the success of this event it was agreed to hold one again in 2023.

Due to another fundraiser, the Bazaar, being held in October, it was decided to delay the start of the Calendar Raffle but still hold it for the month of February in 2023. The totals aren't in yet and will be reported in next year's report. Our hopes are up for another successful year.

Tina Lloyd by far was our biggest seller of tickets in both raffles. She sold \$1700. worth in the first raffle and so far is over \$1100. in this year's. Each ticket costs \$10. A huge thank you to her and to all who donated towards it and bought and sold tickets.

Marilyn Cloran  
Raffle Coordinator



## February 2023 Calendar Raffle

Winners will be notified by mail, email, or phone and

listed on the Church website each day

[www.ststephenslynn.org](http://www.ststephenslynn.org).

For information contact the parish office

at 781-599-4220 ext 1.



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
\$10 Donation 28 Chances to win	Daily Drawings		1 \$100 Marshalls	2 \$50 Paper Store	3 \$50 Panera Bread	4 \$50 in Lottery tickets
5 \$100 Cash	6 \$50 Macy's	7 \$50 Target	8 \$100 LL Bean	9 \$50 Cash	10 \$50 Lazy Dog Sports Bar	11 \$50 Market Basket
12 \$100 Cash	13 \$50 Five Guys	14 Harbor Sweets Candy and Wine*	15 \$100 Cheesecake Factory	16 \$50 Pennyworths	17 Vinnin Liquor Wine Basket*	18 \$100 Macy's
19 \$100 Cash	20 \$50 One Mighty Mill Café Lynn	21 \$50 Stop and Shop	22 \$100 Staples	23 \$50 Cash	24 \$60 Christopher's Cafe	25 \$100 Amazon card
26 \$100 Cash	27 \$50 Walmart	28 \$50 In Lottery Tickets		*must be 18 years old to claim lottery prize and 21 years old to claim prize with alcohol	***** Makes a great gift or stocking stuffer ****	

All Proceeds benefit St. Stephen's Memorial Episcopal Church, 74 So. Common St., Lynn, MA 01902



## Worship





# **NURTURING THE CONGREGATION**



# **REPORT OF THE LAY EUCHARISTIC MINISTERS**

The Lay Eucharistic Ministers Team serves at the 10:00 AM service each Sunday as well as funerals and other special occasions. The responsibilities of the group include have included leading both the Procession and the Recession, Processing the Gospel, Preparing the Table and work with the acolytes.

L.E.M.s also assist the Clergy in the performance of their duties.

This past year Pam Alleyne, Bob Dixon, Dorothy Post, Emily Sherwood and Nelson Woodfork served in this capacity.

Many thanks to Dorothy Post for scheduling

Respectfully submitted,  
Nelson Woodfork

# **REPORT OF THE ALTAR GUILD OF SAINT MARY**

The dedicated people who are the Altar Guild: Christopher Trahan, Robert Dixon, Pamela Alleyne, Emily Sherwood, Marilyn Cloran, and Virginia Fuller.

The Duty of the Altar Guild is to prepare all things necessary for the celebration of the Eucharist or any of the other sacraments and offices of the church. All of these services can be found in the Book of Common Prayer and the Book of Occasional Services. The preparations are done in a manner so that any service may be conducted in order and beauty.

Please speak to anyone of the members if you would like to give your time and talent one Sunday a month to care for the worship space.

Respectfully Submitted  
Virginia Fuller

# REPORT OF THE MUSIC DIRECTOR

## Pre-COVID:

Two choirs (Adult and Youth), Adult rehearsal was every Thursday night. Youth rehearsal was every Sunday for an hour and a half. I was at St. Stephen's two to three times a week. I met with the Rector twice a month. Christmas I was here from 3pm until 1am.

## Post-COVID:

A dark, wet blanket covered the earth. The whole world changed. I feel the blanket is slowly pulling back. I wanted a choir to lead and enhance the worship experience. I wanted to see them in procession and sing an anthem. I got what I wished for. Four loyal, wonderful people! We vocalize, rehearse the music and work on an anthem. I love them all. They are like family. We care about each other. "And then there were four." This is both a challenge and a privilege.

God bless you all!

Bruce Beecroft

I used to sit in the pews and sing. I learned in high school that I could produce a fair level of volume when I sang, which seemed to please the chorus director. So, I sang with enthusiasm from my pew at St. Stephen's. One day Mrs. Amelia Battle, as she was returning from the communion rail, said to me "Why aren't you up there singing?" It took me a while, but I am happy to say that joining the choir has been a great experience for me. We are a small and friendly group. Bruce works with us to rehearse the service music so that we can "pray twice." It's fun and good for the soul! -Ruthanne D. Switzer

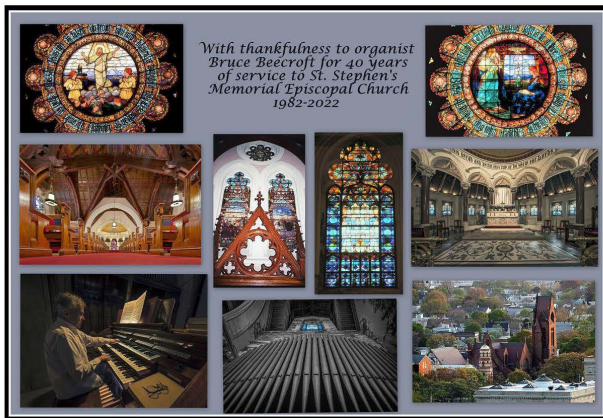
For me the choir is a community. It is a joy to stand with Carolyn, Ruthanne, and Steve!  
-Charlene Leigh-Koser

A commitment I made to myself and the church. Also, singing is "food to my soul"!  
Thanks to Josephine Russo for inviting me. -Carolyn Edwards

I have been singing in choirs for 35 years. My original motivation was to be more involved in the liturgy, closer to the action. Besides music and singing being good for the brain, choir is also a wonderful venue for human connection. The reasons I sing in the choir at St. Stephen's in 2023 are: Margie, Joyce, Josephine, Debbie, Charlie, Janet, Jimmy, Matt, Ola, Joe, Loring, Nadine, Elaine, Victoria, Carolyn, Charlene and Ruthanne and the others who I am no doubt missing. And, of course, Bruce. Please join us! -Steve Switzer



## 40th Anniversary for Bruce Beecroft



# REPORT OF THE BELOVED COMMUNITY TEAM

In this our eighth year, we focused on exploration of ourselves and how we choose to live out our convictions in the world. We explored the group's past, present, and we are now dreaming about what our future will be. To this end, we continued our journey of personal transformation and this year we decided to work in affinity groups to develop as a group. We are ardently working to determine and act to create a truly anti-racist world.

Our membership continues to be comprised of congregants from St. Andrew's and St. Stephen's. Together, we have worked with ECCO to challenge and dismantle white supremacy in housing and the criminal justice systems on the Northshore. Specifically, in Lynn we worked tirelessly to bring about an unarmed emergency response team. Our efforts brought significant resistance from systems and individuals that are imbedded with white supremacy culture. We met their resistance talking truth to power as we insisted on the implementation of systems and practices that are anti-racist and also seeks to heal historical wounds of the oppressor and the oppressed.

Our programming was once again underwritten by a grant from the Episcopal City Mission of Boston. In the previous year, 2021, Covid restrictions prohibited us from implementing planned events so we accomplished those goals this year. The European American members recognized that there was work to do for whites with whites. Therefore, they contracted nationally renowned trainer and speaker, Debby Irving to do a workshop. The community response more than exceeded their goals. Participants told them the workshop was eye opening and motivated them to continue to do the work in their lives. As a companion to this effort, the BIPOC members designed and implemented a retreat for BIPOC folks on the Northshore. They met at Adelynrood Retreat Center over the weekend. Donna Bivens, a Courage and Renewal facilitator and an anti-racist facilitator was their guide. The participants reported that they came away renewed and on the path of restoration so they could continue to do the work that was theirs to do. This retreat was followed up by a Resiliency Workshop that occurred over dinner. Finally, this year we experienced growing pains as we took a hard look at the work we had done over the last eight years and where we stood in the fight for racial justice. Liz Magill and Donna Bivens of the Mission Institute facilitated these meetings. We were all challenged to look at ourselves and determine what we wanted to

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do in the work to move the dial within ourselves and how we were functioning as a group. We lost and gained members during this process. As a result of all the work we have done over the year, we are committed to doing work in affinity groups. Furthermore, we will continue our work in a multiracial group to dismantle white supremacy in ourselves, our families, and our communities and simultaneously create new concepts and ways of being that will lead us to a new world order.

Respectfully submitted,  
Helen Patmon, Group Leader

## **REPORT OF THE WOMEN'S GROUP**

The Women's Group meets on the second Sunday of the month after the 10:00 service. The group is made up of approximately 30 – 40 women from both St Stephen's and St Andrew's Church. After a shared potluck lunch, we meet for fellowship and to support one another. We discuss potential outreach projects to the community where we can spend the grant money we have received. We recently received a deanery House of Mercy grant in the amount of \$1,518.50 for which we are very grateful.

This past year the Women's Group spent ~\$2K of our deanery grant funds on multi-cultural art supplies. Thanks to Helen Patmon for purchasing and Pam Poppe for helping to distribute approximately 12,000 boxes of 24 Crayola Skin Color Crayons and library books highlighting the beauty in all skin colors to 4 elementary schools in Lynn. We also provided the teachers with handouts stressing the importance of inclusivity and how important it is for the kids to see themselves in books and in general. Helen as a substitute teacher, and Pam as a volunteer librarian distributed the crayons and books and Toby helped with deliveries. From Pam: "It was such a joy to look out at the groups of children who were mostly brown and black and give them a box of crayons that they could use to find their own beautiful skin color!" Both Helen and Pam have received letters from the children and teachers saying how very much they appreciated these items from the Women's Group!

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The Covid pandemic has made meeting difficult. In 2022 we sometimes met on the lawn on the South Commons side of the building for fellowship and to discuss potential projects. Our last meeting was at St. Stephen's in December which was well attended.

We face the challenge of finding new leadership within the Women's Group. After many years of leading this group, Joyce Wallace has stepped down as the co-leader and Charlotte would also like to take a break and hand leadership on to others. We meet again on March 12 from noon to 1:30 at St. Stephen's, and would love to see some new faces and potential co-leaders of this important ministry.

Respectfully submitted,  
Charlotte Brown-Breckenridge and Pam Poppe



## People





**HOSPITALITY  
TO  
CHILDREN, YOUTH,  
AND  
YOUNG ADULTS**



# REPORT OF KIDS IN COMMUNITY (KIC)

We are sad to report that, due to a variety of COVID related stresses, the Advisory Board of Kids in Community has made the painful decision to close both our summer and afterschool programs. KIC started in the summer of 2003 under the name Sanctuary with 40 children. It grew every year until in the summer of 2020 when we enrolled about 120 children and met at the Washington Stem school while renovations were being completed to the church's basement. Last summer we served about 25 children with a four week daily camp.

In 2017, responding to requests from families and with a grant from the Diocese, KIC began an afterschool program, providing keyboard and drumming lessons, plus homework help. That program soon doubled in size, to serve about 40 children.

We are grateful to all who helped financially. Recent funders include Mission Initiatives at EDOM, Episcopal City Mission, City of Lynn Youth Outreach, Thomas Demakes, The Demoulas Foundation, The American Recovery Act, St. Andrew's Episcopal Church, St. Michaels's Episcopal Church, the Unitarian Universalist Church of Greater Lynn, the Trustees of the Sears Foundation, Someone Else's Child, First Jobs/Mass Hire, the Amelia Peabody Foundation, and private individuals. The UUCGL has been an especially generous donor over the years.

KIC also thrived on people power. Since 2017, Brandon Mayes taught drumming to our children. We have had as many as 30 literacy volunteers who read to and with the children during the summer and helped with homework after school. These folks were not only from St. Stephens, but also from the Unitarian Universalist Church of Greater Lynn as well as St. Andrews and St. Michaels in Marblehead.

Some of our KIC campers grew up to become staff. We hired many Lynn teens as mentors, often as their first jobs. Some became program assistants and a few have chosen to pursue careers in social work, teaching, and child care, in part because of their experiences with KIC. There are also a number of St. Stephen's parishioners who have supported KIC behind the scenes, particularly Josephine Russo, and we are grateful to all of you as well. A special thanks goes out to our directors over the years—Audrey Gutfreund, Sheyla Veras, James Liberge, and Shannon Morrissey. And abundant gratitude to those who served on the Advisory Board—Rev. Jane Gould, Barbara Boucher, Rev. Tom Barrington, Helen Patmon, Nelson Woodfork, Ginny Fuller, Rev. Greg Perez, Suzanne Forgione, Beth Hecht, Patricia Blackmer, and Bonnie Bishop.

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No one can say what the future will bring, but given time, we hope that St. Stephen's ministry to the children of our neighborhood and our parish may somehow revive and flourish once again.

## **REPORT OF THE SCHOLARSHIP AWARDS COMMITTEE**

The following individuals were the recipients of our scholarship program for 2022:

Evan Collis Puro	William Rodrigue Scholarship
Elizabeth Trahan	George Burkholder Scholarship
Gzane Williams	William and Dorothy Robinson Scholarship
Kiara Wilson	Martha "Pat" and James M. Harriss Scholarship
Kati Whitcomb	Michael Jude Provost Scholarship

St. Stephen's is ever grateful to the following individuals and their families for providing these funds in loving memory of their loved ones:

Barbara Boucher and the Boucher Family  
Mark and Victoria Provost  
Carol Paige Rodrigue



## Worship





# **DEEPENING COMMUNITY ENGAGEMENT**

# **REPORT OF TRAILS AND SAILS**

## **Essex Heritage Trails and Sails Week 2022**

This was another successful year in introducing the public to our beautiful church, its history and especially the Tiffany windows as part of the 2022 Essex Heritage Trails and Sails week. Fifty people listened to a talk in the church by Rick Cloran on our history and creation of our Tiffany windows. Several had heard it more than once. Many marveled that they had been by this building before and never realized what beauty lay inside. Some asked if it still was a working church.

The talks took place on Saturday, September 17 from 10 am to 2 pm. Lucinda McClain assisted people at the desk along with Marilyn Cloran, organizer of the event. Rick was interviewed and appeared on Cable TV concerning his talk. Cards and our 175<sup>th</sup> Momento were on sale.

## **REPORT OF THE FOOD PANTRY MINISTRY TEAM**

St. Stephen's Food Pantry is open every Friday except the first Friday of the month, from 2:30 to 4pm. Pam Alleyne and Joyce Wallace lead this effort and we are blessed with a wonderful group of volunteers: six from St. Stephen's and another six from the Unitarian Universalist Church of Greater Lynn (UUCGL). The folks from the UUCGL Church do most of the heavy lifting, bringing 10,000 to 11,000 pounds of food into the church. In addition, we have four dedicated volunteers from the Lynn neighborhood, two family members, and two volunteers from St. Paul's in Lynnfield.

We have increased the food deliveries from once a month to twice a month. On the second Friday of the month a trucking company picks up ~7,000 pounds of food from the Greater Boston Food Bank, and on the fourth Thursday of the month a volunteer from the UUCGL Church drives a U-Haul truck to the Salem, MA cross-dock, and he picks up another ~4,000 pounds of food. This helps with limited storage and it allows us to give our clients fresh produce twice a month.

The Food Pantry space has been cleared out and dedicated to exclusively pantry-oriented operations, so that volunteers can more easily access stored food and not need to break down and redo the setup every week. We hope to purchase some replacement  
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refrigeration/freezer units once we have assessed how much the space will accommodate. This year our numbers have increased 11 percent from last year. The average number of bags we give out weekly has grown from 68 in 2018 to 196 in 2022. Due to the physical space and refrigeration/freezer storage space available, 200 bags per week is the most we can give out, and we are at full capacity.

Year of service	2018	2019	2020	2021	2022
Total number of households served	2,464	3,176	6,131	6,285	7,072
Average number of bags distributed per week	68	88	170	175	196

**Registration** of new people. With an ever-increasing number of people served, we developed a numbered card system. 2021 was the first year we gave out 1,300 numbered cards. This number was unmanageable. In 2022 we restricted registration times and have registered 661 people. About 1/3 of those people come every week with another 1/3 coming half of the time and the rest of the people come very infrequently. We are registering about 15 new people every month rather than about 60 people every month previously.

**Financially** we have been blessed with grants and gifts, as well as much appreciated donations from parishioners. We are hopeful for the following pending grants that we have applied for this year:

- Grant of \$1,000 from the Eastern Bank Charitable Foundation to be used for Food Pantry needs
- Grant of \$15,000 from the United Universalist Church to be used for Food Pantry needs
- Grant of \$15,000 from the United Way Community Action grant – they are giving 16 people \$15K each if they qualify – this referred to us by GBFB.

The Food Pantry’s end of year balance is \$26,365. The yearly recurring expenses are consistent:

- Trucking costs ~\$2,500
- U-Haul rentals ~\$600
- Bread purchases of ~\$7,000
- Brown paper bag purchases ~\$800
- Miscellaneous food/supply purchases ~\$500

Total yearly recurring costs = ~\$11,500

Respectfully submitted by Pam Alleyne, Joyce Wallace and Pam Poppe



