

2023
The One Hundred
Eightieth
Annual Report



St. Stephen's Memorial Episcopal Church



Annual Meeting
February 25, 2024

The 2023 Vestry

Steven Switzer, Senior Warden

Dorothy Post, Junior Warden

Heather Collis-Puro, Treasurer

Pamela Poppe, Clerk

Sharon Lenzie

Tina Lloyd

Carolyn Edwards

Pam Alleyne

Bob Tucker

Bill Mulcahy-Moser

Chris Trahan

Charlotte Brown-Breckenridge

Clergy

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

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

The Right Reverend The Rt. Rev. Carol Gallagher, *Assistant Bishop*

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

The Reverend Lise Hildebrandt, *Bridge Priest*

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

Agenda of the 180th Annual Meeting
St. Stephen's Memorial Episcopal Church
February 25, 2024

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| 1. Call to Order | Mr. Steven Switzer |
| 2. Opening Prayer | The Rev. Lise Hildebrandt |
| 3. Greetings | The Rev. Lise Hildebrandt |
| 4. Report of the Nominating Committee | |
| 5. Wardens' Comments | Mr. Steven Switzer
Ms. Dorothy Post |
| 6. Financial Reports | Ms. Heather Collis-Puro |
| 7. Election Results | Mr. Jay Poppe |
| 8. Clergy Acknowledgements and Closing Remarks | The Rev. Lise Hildebrandt |
| 9. Closing Prayer | The Rev. Lise Hildebrandt |
| 10. Adjourn | Mr. Steven Switzer |

Roll Call at St. Stephen's

Baptism 2023

Jysenia Breckenridge

Jaelianna Breckenridge

Elaina Santos

Alexandria Marie Quintero

Jayda Bella Quintero

Grayson Simon Mahlatini

Noah Stanley Mahlatini

Nyomie Skye Tinashe Murkinson

Jaianna Emilia Bowen

Vera Lynn DiPardo

Margaret Lenora DiPardo

Weddings 2023

Jim Moser and Bill Mulcahy – May 6, 2023

Deaths 2023

William Watman (53),

Herman Cordy (89)

Jeanette A. Hanrahan (76)

Henry R. Breckenridge (40)

Cheryl Rosalyn “Wallace” Chrysostom (70)

Louise Yakoobian (84)

Patricia (aka Amy) Eastwood (72)

Minutes of the 179th Annual Meeting

St. Stephen's Memorial Episcopal Church February 5, 2023

Call to Order: 11:21am: Steve Switzer, Senior Warden, calls the meeting to order. The attending members of the parish are asked to sign-in.

Twenty-eight (28) parish members are in attendance, exceeding the number for a quorum. Meeting was held in the church, following the 10:00am service.

In Attendance: The Rev. Greg Perez, Steve Switzer, Dorothy Post, Heather Collis-Puro, James Poppe, Carolyn Edwards, Tina Lloyd, Jim Moser, Bill Mulcahy, Helen Patmon, Pamela Poppe, Barbara-Jo Belliteau, Kolleen Blum, Diana Brown, Delores Jackson, Richard Cloran, Marilyn Cloran, Virginia Fuller, Shawn Leagie, Conrad Squires, Christopher Trahan, Joseph Dennis, Barbara Boucher, Charlotte Brown Breckenridge, Jaellanna Breckenridge, Lucinda McClain, Joseph Brown, Pamela Alleyne.

Opening Prayer: The Rev. Greg Perez, Priest-in-Charge, opens with a prayer.

Greetings: Rev. Greg welcomes and thanks all those present for their attendance.

Minutes of the 2021 (February 27, 2022) Annual Meeting: James Poppe, Clerk Pro Tem

Minutes presented from the February 27, 2022 Annual Meeting. James Poppe **moves to accept the minutes**; Jim Moser seconds; All in favor; None opposed. Minutes accepted, as is.

Report of the Nominating Committee: Dorothy Post

Dorothy thanks the members of the Nominating Committee: Rev. Greg, Steve Switzer, Emily Sherwood, Bob Tucker, James Poppe.

Election Candidates on the Slate: Leadership/Officers of the Vestry, Vestry members, Diocesan Delegates and Deanery Representatives:

Officers:

Senior Warden	Steve Switzer
Junior Warden	Dorothy Post
Treasurer	Heather Collis-Puro
Clerk	Pamela Poppe

Vestry:

Carolyn Edwards	2 year term
Tina Lloyd	2 year term
Bill Mulcahy	3 year term
Pam Alleyne	3 year term

Charlotte Brown-Breckenridge 3 year term

Delegates to Diocesan Convention for One-Year Term:

Joyce Wallace

Emily Sherwood

Conrad Squires (Alternate)

At-Large Delegates to the North Shore Deanery for One-Year Term:

Pamela Alleyne

Bonnie Bishop

Nominations from the Floor:

- Chris Trahan asks Dorothy several questions regarding who is coming off vestry, who is remaining on vestry, and how long each member will be on vestry. After some time of deliberation, Chris nominates himself for a 1-year vestry term.
- Diana Brown nominates herself for At-Large Delegate to No. Shore Deanery for 1-Year Term

Motion: Chris Trahan moves to split the ballot, and that the clerk shall cast one vote for all Vestry officers, Vestry members and Delegates to the Diocesan Convention (all being uncontested), and that there be a vote for the At-Large Delegates to the North Shore Deanery (as there are three people running for two positions). Jim Moser seconds. All in favor. Motion passes.

Ballots are passed out for the At-Large Delegates to the North Shore Deanery positions. Voting commences. Ballots are collected. Pamela Alleyne and Bonnie Bishop are elected.

Election Results:

Senior Warden	Steve Switzer
Junior Warden	Dorothy Post
Treasurer	Heather Collis-Puro
Clerk	Pamela Poppe
Vestry, 3 year term	Bill Mulcahy
Vestry, 3 year term	Pam Alleyne
Vestry, 3 year term	Charlotte Brown-Breckenridge
Vestry, 2 year term	Carolyn Edwards
Vestry, 2 year term	Tina Lloyd
Vestry, 1 year term	Chris Trahan

Delegates to Diocesan Convention: Joyce Wallace, Emily Sherwood, Conrad Squires (alternate)

At-Large Delegates to the North Shore Deanery: Pamela Alleyne, Bonnie Bishop

Warden's Comments:

Steve Switzer, Senior Warden, thanks the members of the vestry for their efforts in the past year, especially during the difficult times presented by the Covid pandemic over the last year.

Steve concludes, saying that further discussions of the several significant issues facing the parish are discussed in some detail in the reports contained within the 2022 Annual Report.

Barbara Boucher asks from the floor, if Steve could elaborate on some of these issues, such as the state of the building tower, building clean-up efforts and potential rental opportunities.

Steve discusses these items, and the ongoing communications with the Christ the King Mission, in further detail.

Helen Patmon comments from the floor, that in spite of the many difficulties posed by Covid, the parish has accomplished a lot in the Beloved Community, the Food Pantry, and the Calendar Raffle.

Charlotte Brown-Breckenridge asks from the floor, if Zoom will be a means of attendance for the vestry in 2023. Most members of the vestry are now attending in-person, but Zoom will be available to the vestry in 2023.

Dorothy Post, Junior Warden, expresses that she is grateful to all the people that show up and keep things running during these incredible hard times of the pandemic. Dorothy also points out that Rev. Greg came to St. Stephen's during the height of the pandemic, and that has made his job incredibly difficult.

Dorothy goes on to announce that Rev. Greg has proposed to retire in two years.

The reason is offered that Rev. Greg's husband, Doug, due to health reasons, will be retiring from his job in two years, and that it is the desire of Doug and Greg to retire together. The Diocese is aware, and has agreed to extend Rev. Greg's Priest-in-Charge assignment from the standard three-year term to a five-year term, provided that the vestry review and approve the proposal. The vestry has indeed reviewed the proposal at a Special Vestry, held on Feb. 1, 2023, at which time the vestry approved the proposal. Subsequently, the Discernment Committee, that was formed to assess whether Rev. Greg would be invited to stay on as the rector, has been disbanded.

Helen Patmon asks from the floor, if the parish can work with Rev. Greg to establish a list of visions and goals for a stronger parish that can be worked on for the next two years of Rev. Greg's position. Dorothy and Rev. Greg each agree that is a good idea, and the new vestry will work to assign a team for that purpose.

Treasurer's Comments:

Heather Collis-Puro, Treasurer, says that the pandemic has had its difficulties and opportunities. Heather points out that in 2020, the parish received a Paycheck Protection Program (PPP) Loan for \$50,000. Fundraising and pledging have also been strong during this time.

The difficulties are that the parish needs to be ready for change, and to try new things. We need more fundraisers. The endowment has shrunk due to the lower stock market.

Heather says that we need to transform our fear into bravery, and we can grow our finances. Chris Trahan asks from the floor, why the budget line item for church media (You-Tube) is lower in 2023. Heather explains that the parish will no longer be employing professionals for the technical support of You-Tube, but that the media could potentially continue with internal volunteer support.

Barbara Boucher asked from the floor, how will the \$50,000 Communication Grant be spent. Heather explained that the grant can be applied to technical infrastructure, but not to religious programs.

Jim Moser asked from the floor, based on the current trend, when will the endowment be totally spent. Heather said, based on the current trends, it could be in about five years. But, Heather pointed out that trends can change, and that the parish was looking at potential space-rental opportunities, and that the stock market might again boost the endowment.

Carolyn Edwards commenting from the floor, thanks Heather for her service as treasurer.

Bylaws Review: Chris Trahan

Chris says that the Bylaws committee (Rev. Greg, Chris Trahan, Nelson Woodfork, Ginny Fuller, and Jay Poppe) have updated the bylaws using the template provided by the Diocese, and that the draft has been reviewed by the out-going president of the Diocese Standing Committee, and the Liaison to the Standing Committee. The process now is for the parish to review and approve the draft, afterwards, the Standing Committee will perform a final review and approve the bylaws. Chris points out that the draft bylaws, per the Diocese template, do not change our existing bylaws, but rather, it adds new rules and conditions (with one exception). New changes, and proposed here:

- Article 4.1 (this is the one exception, not defined by the Diocese template), the bylaws now add a definition for the Vestry Executive Committee as being comprised by the rector and the four vestry officers.
- Article 4.2, regarding the number of vestry members, changes from: four officers and nine vestry members, to: four officers and vestry members from a minimum of six, to a maximum of nine. This reflects the shrinking size of many parishes in the diocese.
- Article 4.2, regarding vestry membership, states that no two or more members of the same household can serve on vestry.

- Article 7.4, regarding a quorum at Annual or Special Meetings, changes from 25% of average Sunday attendance to 20% of average Sunday attendance, but not less than twice the number of the current full vestry.
- Article 9.1, regarding eligibility of Wardens, only parish members that are confirmed communicants of the Episcopal Church are eligible to run for a warden position.
- Article 10.5, regarding Bonds, this is new. The treasurer will be bonded by the Diocese.
- Article 14, regarding Conflict of Interest, this new article is added.
- Article 15, regarding Organizations in the parish, large organizations (such as Kids in Community, aka, KIC) will now need to have a written charter.
- Article 17, regarding Indemnification, this is new. The vestry officers are indemnified, to the extent legally permissible, for their roles as parish leadership.

Chris Trahan moves to accept and approve the proposed draft for the parish bylaws. Sharon Lenzie seconds. All in favor. None opposed.

The proposed bylaws are accepted and approved by the members of the parish.

Closing Remarks: Rev. Greg

Rev. Greg thanks the outgoing vestry members: Bob Tucker, Emily Sherwood, Jay Poppe; Thanks to those that step up and help with fundraisers;

Thanks to the Finance Committee; Thanks to the Altar Guild;

Thanks to Bruce Beecroft, our organist;

Thanks to John Churchwell, our office manager; Thanks to John Norton, our parish sexton;

Thanks to the folks helping with the technical media; Thanks to the ushers;

Thanks to the folks helping with coffee hour; Thanks to the Stewardship Committee;

Thanks for the folks helping with fundraisers;

Thanks to the folks helping with the Food Pantry; Thanks to the folks helping with building clean-up.

Closing of the Annual Meeting - Steve Switzer thanks everyone for coming.

Closing Prayer – Rev. Greg

Meeting Adjourned – 1:10pm

Report of the Senior Warden

*“Guide my feet Lord while I run this race,
Guide my feet Lord while I run this race,
Guide my feet Lord while I run this race,
For I don’t want to run this race in vain.”*

I have been experiencing a bit of writer’s block. Perhaps it is due to what seems a challenging year ahead for us. I try to be forward thinking and an optimist. More on that later.

We have certainly had an adventurous year in 2023. We lost an Office Manager rather precipitously, with him walking out on Good Friday. We agreed to extend Father Greg’s term until 2025 when he would retire only to have Bishop Gates hire him away to be the Regional Canon for the Central Area of our Diocese. Again, we received short notice of this event. This type of change takes its toll on the parish and the leadership. But with these challenges comes opportunity. The Wardens and the Vestry worked quickly with our Regional Canon, Rev. Martha Hubbard to secure the service of Rev. Lise Hildebrandt to be our Bridge Priest. Pastor Lise has done a remarkable job since arriving in leading worship and providing pastoral care to our community. Unfortunately, she will be leaving us in a couple of months, and we will once again be working with the Diocese to find a new Bridge priest.

We have been a parish in transition since 2017. We have survived a pandemic. It is a tribute to our resilience that the doors are open and our ministries continue and even grow. Pam Poppe has done amazing work volunteering in the office managing multiple tasks including cataloguing and tracking building maintenance needs, putting out worship bulletins and newsletters. I could go on. Thank you, Pam.

The Food Pantry chugs along under the guidance of Pam Alleyne and Joyce Wallace, who along with a bevy of volunteers kept the Pantry open during the Covid lockdown. Upwards of 200 individuals and families receive much needed food security through this effort.

Bonnie Bishop and other volunteers worked to get the dining room and Mothers Room in shape to safely start the Kids In Community summer program again after being dormant for several years. The plan is to have the sound of young folks running around again this summer.

The Big Money Raffle returned and was a big success. The hope is to grow that party by selling more tickets this year.

Billy Mulcahy-Moser and Jim Moser ran the second Yard Sale/Flea Market in the dining room providing the community the opportunity to find inexpensive items for purchase. It is a lot of fun as well. Marilyn Cloran ran a very lucrative calendar raffle as well.

Tim Potter secured a grant from the state to upgrade our technology systems. We have added security cameras to monitor the exterior of the building. The internet/WIFI has been upgraded throughout our facility making the second floor of the Anderson building a more attractive rental option. More work is to be done. All this in memory of our dear departed sister Debbie Potter.

I am sure that I am missing a lot of other contributions of parishioners in our midst. Those working the altar, tending the grounds, watching our budget, counting and hosting coffee hour. Thank you for all you do.

I will close by saying that we have a lot of work to do. We are in a vulnerable situation. Our budget is very tight. The transition report, done in preparation for getting a new priest, indicates that we can no longer support a full-time priest. We must look at our expenses and trim what we can. We stopped providing the Sunday service on YouTube at the end of December. It cost \$250.00 per Sunday to stream the service and we could no longer support that. We hope to add a new fundraiser this coming year to help the income side of the budget.

More than money, it is time to regroup as a parish community by looking at who we are and where we want to go. The wardens have made it a priority to lead in a manner that shows respect for every human being and treating everyone in our community from a place of love. We also are committed to being truth tellers and to being transparent. That means that should you have any concerns or questions we will treat them honestly and openly.

May God bless you all.

Respectfully submitted, Steven G. Switzer, Senior Warden

Report of the Junior Warden

I am honored to serve St. Stephen's as Junior Warden and to help support the work of the people in the parish. In doing this I have the privilege of working with an outstanding vestry, led by Senior Warden, Steve Switzer, and Executive Committee members, Heather Collis-Puro, Treasurer, and Pam Poppe, Clerk, who has also been volunteering as interim Office Manager, and doing an incredible job of keeping us organized. Kudos!

This year has been one with many challenges and also wonderful things. Two major staffing changes have affected our day-to-day operations. First our Office Manager resigned suddenly in April leaving a big void in the daily life of the church. Then, in late August we learned our Priest-in-Charge, the Rev. Gregory Perez, was called by the diocese to a position as Regional Canon. This latter change suddenly shifted administrative authority to the wardens. Steve and I worked with the diocese to hire a Bridge (short-term) Priest, and the Rev. M. Lise Hildebrandt started in November. Pastor Lise has been great supporting and giving us guidance as we move forward in the life and work of the church.

While our number of active parishioners is still small after the pandemic, our parishioners exhibit huge hearts, dedication, energy, and much hard work. Our Food Pantry, under the direction of Pam Alleyne and Joyce Wallace, has continued to give out food for those in need. They are supported by a host of others who lend their time and energy each week. In addition to those volunteering at the Pantry, some parishioners work behind the scenes, keeping track of other parishioners, organizing and running Kids in Community summer program for local kids, helping with other projects, fundraisers, and worship services.

Of course, we have enjoyed sharing food together at coffee hour and special occasions. On Maundy Thursday we had an agape supper which combined the service with a supper. We held a luncheon to celebrate Juneteenth, a Pride Dinner, a Big Money Raffle Dinner, and a Homecoming Luncheon as well as a Farewell Luncheon Celebration for Rev. Greg. Thank you to all who cooked, contributed, and made those such enjoyable occasions!

And yes, we were able to have the Big Money Raffle again this year, as well as the Calendar Raffle, and our indoor Yard Sale. For those who worked so hard to put on those events, many, many thanks! They have all helped us in dealing with a very tight budget.

Finally, I want to thank to the staff. We are blessed to have Bruce Beecroft at the organ or piano leading us and the choir in the music during the service. Also, we give thanks for John Norton, our sexton, who goes above and beyond to keep watch over our beautiful, but aging, building.

Respectfully submitted, Dorothy Post

Report of the Bridge Priest

This last year brought change, yet again, to St. Stephen's. Your Priest-in-Charge, the Rev. Greg Perez, accepted a new job as the Regional Canon to the Central Region of the diocese, and he left after September. Earlier in the year, the office administrator left after Holy Week, a position that has not yet been filled. Challenges with the building continue, especially as winds and rains are increasingly strong, due to the changing climate, and are increasingly causing damage, blowing out windows and intensifying the roof leaks.

I joined St. Stephen's as bridge priest in October of 2023. I am the "temp worker," here to continue leading worship and to provide pastoral care to the parish for a short time while the parish and diocese discern the next steps for St. Stephen's. I have enjoyed working with the staff, Bruce Beecroft and John Norton, as well as Pam Poppe (wearing two hats as clerk of vestry and office volunteer), Heather Collis-Puro, treasurer, and our wardens, Steven Switzer and Dorothy Post.

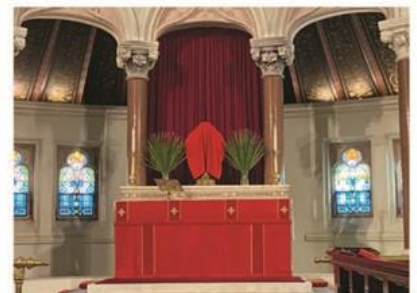
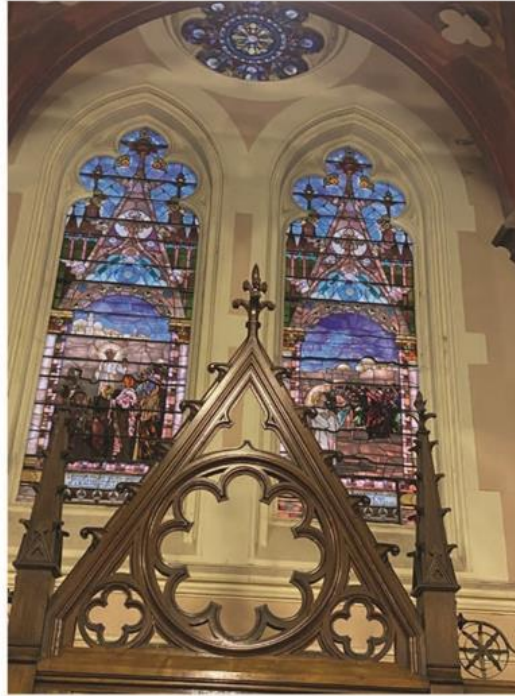
I have also enjoyed getting to know the many dedicated parishioners and the strong commitment to ministries here, especially to the food pantry and to Kids in Community. I have worked with Pam Poppe and Marilyn Cloran to update the parish list, and recommended to the vestry that we moved worship into the Graham Suite during one or more winter months to save on fuel costs and provide for a more cozy worship experience. The wardens, parish volunteer and I put together a new job description for an office manager, which we have posted to start the hiring process.

However, the coming months will be not be easy. Now is a huge "Come to Jesus" moment for the parish as it considers its future. Like many congregations, declining membership, fewer people carrying out leadership, the effects of COVID, financial challenges and looming building crises mean that the church needs to really consider the options for going forward. Continuing to operate in the same mode as before would certainly lead to the end of the parish within several years. When you add in the unresolved conflict of the search of four years ago, the challenges are immense.

That does not mean that all is lost. "With God, nothing is impossible." And there is help. Our regional canon, Martha Hubbard, is advocating for St. Stephen's to have access to a professional couple who help churches address knotty issues and resolve conflict. We have reached out to the diocese for assistance around the building problems. But the way forward will still be difficult. It requires a reckoning with the current realities (which, by the way, are common to MANY religious communities and by no means are unique to St. Stephen's). It requires honest conversation, deep prayer, the ability to let go of the ways things were, and the creativity to imagine a new and good future that is different.

The first rector I served said about the process of grief that it requires us to be able to say, eventually, “What was, was good. What was, is over. What is, is good.” I commend you to sit with the second sentence, while also sitting with the knowledge that God is always with us. This does not mean that there is not a future for St. Stephen’s. It does mean that future will look and be different from what you have known before. I pray for you all in the coming months, to have the courage, fortitude, and discernment to undertake this process with open hearts, faith, and respect for one another.

Pastor Lise Hildebrandt





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-Moser & 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) 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.

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 can greet each other and carry on a "virtual" coffee hour.

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 Pam Poppe are the weekly Zoom ushers.

During 2023, there were forty-four (44) Sunday broadcasts that averaged thirty-nine (39) weekly views. That was a slight increase over 2022 statistics of thirty (30) weekly views. Overall, weekly Sunday services viewership increased more during 2023 than in 2022 however, liturgical feast days saw a decline in the number of views from 2022. In 2023, sixty-two (62) people viewed Easter Sunday on April 9, 2023. Easter Sunday 2022 was 377 views. Pentecost Sunday on May 28, 2023, had forty-seven (47) views as compared with 173 views on Pentecost Sunday 2022. Christmas Eve 2023 had forty-nine (49) views as compared with eighty-five (85) views on Christmas Eve 2022. We also broadcasted the funeral of Henry R. Breckenridge which had over 2,000 views.

Due to cost constraints, December 31, 2023, was our last professional broadcast using Tuttle Co. Virtual accessibility to our worship services will continue to be available through the Zoom platform in 2024.

Respectfully submitted, Christopher Trahan

Report of the Parish Historian

On Homecoming Sunday, September 28, 2023, St. Stephen's Memorial Episcopal Church welcomed its former rector, The Reverend Jane S. Gould back as a guest preacher and honored guest. The following week, on October 1, 2023, the parish held a send-off reception for its Priest-in-Charge, The Reverend Gregory Perez, as he was called to serve on The Rt. Rev. Alan Gates, Bishop Diocesan's staff as a Regional Canon. The parish then welcomed The Rev. Lise Hildebrandt as its Bridge Priest while the Vestry prepares for a new Priest-in-Charge process. At the parish's last Annual Meeting in February 2022, the parish voted to support an updated and revised Parish Bylaws. A copy of the vote, along with the approved Bylaws, were sent to the Standing Committee of the Diocese for final ratification. At the timing of this report, the Standing Committee's decision has not yet been received, as it is on their February 2024 agenda.

The parish office administrator, or volunteer(s), 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.

During 2023, 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 2023 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

To say this year did not end in the way we had planned is an understatement. Fully staffed and anticipating a continued rebound in parish activities, 2023's plan was to put our energy into new strategies to increase our community offerings and membership with the partnership of the clergy. However, the fourth quarter of 2023 found the laity once again reluctantly in charge of the day-to-day operations of the Parish.

Never defeated, the Parish continued to fulfill its mission with strength. Regular support rebounded further, increasing \$6,000 from 2022. Fundraising numbers inched forward with the return of the Big Money Raffle. A program reboot for KIC summer camp filled the Parish House with the familiar voices of children. We continued to improve our technology infrastructure through funding from the state, which benefits all the users of the building. Compensation costs were lower because of a pension overpayment and staff departures. But, with unexpected additional capital, utility, and communication expenses and the tabling of additional fundraising appeals, new building rentals, and grant writing due to staffing changes, we ended the year with a \$6,000 deficit.

Program life in our parish continues through the Food Pantry, college scholarship awards, Women's Group, and Beloved Community. All designated monies given for specific projects are reported in this document and carried over from year to year.

Endowment Report

2023 saw a bit of an increase in the value of our Endowment, which was a welcome change. Continued reliance on our unrestricted endowment at Charles Schwab means that we are impacting principal and therefore future growth. The Finance Committee has recommended to the Vestry that cutting back on the funds transferred from these accounts will help ensure our future. Despite the uncertainty in the world, and probably as a result of the high cost of food, fuel, and electricity, the stock market did better than last year. Our unit valuation ticked up from \$110 to \$112. The Diocesan Investment Trust (DIT) experienced a similar rebound, producing \$1,100 more in income, but not returning to the levels in 2021.

2024 Budget

Plans for the upcoming year have been stymied by many unwelcome and unforeseen changes since this time last year. Despite finding ourselves once again in search of permanent leadership, the overall 2024 pledges received from Parish members remained steady. We are grateful for the continued commitment of the faithful, as we know that household costs have risen dramatically this past year. Providing space for the KIC Summer Program and the Food Pantry Program makes us relevant to the City of Lynn, and keeping our doors open makes a difference. Tenants like ECCO and NA provide a network of support to keep locals safe and informed. Christ the King congregation also calls 74 South Common Street their Parish Home.

To serve our web of sisterhood, the Vestry feels called to continue to build on the successes of the Calendar Raffle, Yard Sale, and Big Money Raffle and will ambitiously organize an additional fundraiser this year. The Vestry also plans to follow through on pursuing new building rentals to add income. Renegotiating our tenant agreements with current tenants in light of the skyrocketing cost of electricity and fuel is also a priority. However, despite our best efforts, we had to make the difficult decision to reallocate funds from our restoration fund to produce a balanced budget. The Vestry has approved moving up to \$75,000 from the Restoration Fund into the Operating Budget. Currently, the proposed budget allocates \$57,000. 2024 expenses remain even with 2023, with only a 3% cost of living raise for the lay staff. Utilities and other building costs remain unpredictable, and our effort to control our fuel costs has meant having a cozy version of worship in the Graham Suite since the beginning of January.

Finally, with major hiring decisions still to come, the Vestry weighed passing a temporary budget. However, it was decided that the responsible action was to pass an annual budget so that the vital work of the Parish can continue. We did our best with our predictions, and we do anticipate budget amendments around compensation and benefits.

The Treasurer's Office is grateful for the faithful service of many experienced and dedicated volunteers. This year, Jay Poppe and Kendra Zimiroski joined Nelson Woodfork, and Rick Cloran on the Finance Committee. Marilyn Cloran and Kendra continue to serve the Parish skillfully in receiving, processing, and tracking income in the Treasurer's Office. Without an office manager, Pam Poppe has been overseeing the receiving and processing of Accounts Payable through the Office. We are all indebted to their commitment and belief in this Parish.

Respectfully Submitted, Heather Collis Puro

St. Stephen's Memorial Episcopal Church

Budget vs. Actual FY 2023-FY 23, January – December 2023

	Total			% of Budget
	Actual	Budget	over Budget	
Revenue				
4000 Regular Support (3)			0.00	
4010 Plate Offerings Income	7,951.85	4,000.00	3,951.85	199%
4020 Pledge Income	116,871.71	115,000.00	1,871.71	102%
4025 Pledges Previous Year	652.00	2,500.00	-1,848.00	26%
4030 Special Offerings Income	19,034.19	12,500.00	6,534.19	152%
4040 Fuel Donation	9,740.00	15,000.00	-5,260.00	65%
4050 Flowers & Candles	3,469.50	3,500.00	-30.50	99%
Total 4000 Regular Support (3)	\$ 157,719.25	\$ 152,500.00	\$ 5,219.25	103%
4100 Withdrawals from Funds (4)				
4110.1 Endowment Principal Withdrawals (Schwab)	22,500.00	20,000.00	2,500.00	113%
4110.2 Endowment Income Receipts (Schwab)	67,500.00	70,000.00	-2,500.00	96%
4130 Endowment Income Receipts (DIT)	18,153.35	18,300.00	-146.65	99%
Total 4100 Withdrawals from Funds (4)	\$ 108,153.35	\$ 108,300.00	\$ -146.65	100%
4300 Space use (5)				
4310 Funeral/Wedding Fees Income	970.00	2,500.00	-1,530.00	39%
4320 Community Gifts Income	80.00	15,000.00	-14,920.00	1%
4321 ECCO	8,400.00	10,000.00	-1,600.00	84%
4322 Christ the King	13,350.00	12,000.00	1,350.00	111%
Total 4300 Space use (5)	\$ 22,800.00	\$ 39,500.00	\$ -16,700.00	58%
4400 Fundraisers (5)				
4420 Calendar Raffle	2,995.00	4,000.00	-1,005.00	75%
4450 Big Money Raffle Income	7,390.00	20,000.00	-12,610.00	37%
4490 Fundraisers - Other	2,689.00	10,000.00	-7,311.00	27%
Total 4400 Fundraisers (5)	\$ 13,074.00	\$ 34,000.00	\$ -20,926.00	38%
4500 Parish Orgs, Other (5)				
4520 Dividends, Interest, etc.	1,021.54		1,021.54	
4590 Income - Other	16.19	1,500.00	-1,483.81	1%
Total 4500 Parish Orgs, Other (5)	\$ 1,037.73	\$ 1,500.00	\$ -462.27	69%
4600 Bequests Used for Ops (6)	33,681.13	35,000.00	-1,318.87	96%
4700 Diocesan Grants for Ops (7)	0.00	10,000.00	-10,000.00	0%
4900 Housing Corp Grant (5)	65,000.00	65,000.00		100%
Total Revenue	\$ 401,465.46	\$ 445,800.00	\$ -44,334.54	90%
Gross Profit	\$ 401,465.46	\$ 445,800.00	\$ -44,334.54	90%
Expenditures				
6100 Compensation Expenses (14)				
6110 Rector (TCC)	99,825.09	105,100.00	-5,274.91	95%
6140 Salary-Office Manager	12,263.36	29,640.00	-17,376.64	41%
6145 Bookkeeper	4,613.18	6,000.00	-1,386.82	77%
6160 Salary-Sexton	16,920.00	15,500.00	1,420.00	109%
6165 Salary-Organist	14,157.00	14,600.00	-443.00	97%
6180 Medical Insurance	18,307.48	28,440.00	-10,132.52	64%
6185 Travel Allowance	1,696.26	2,100.00	-403.74	81%

6190 FICA	3,304.50	4,620.00	-1,315.50	72%
6195 Pension	-1,546.95	2,668.00	-4,214.95	-58%
Total 6100 Compensation Expenses (14)	\$ 169,539.92	\$ 208,668.00	\$ -39,128.08	81%
6200 Worship Expense				
6210 Music Ministry	1,587.09	2,000.00	-412.91	79%
6220 Altar and Worship Supplies	8,788.05	5,000.00	3,788.05	176%
6230 Supply Clergy	750.00	1,100.00	-350.00	68%
6270 Honoraria	500.00		500.00	
Total 6200 Worship Expense	\$ 11,625.14	\$ 8,100.00	\$ 3,525.14	144%
6300 Education Expenses				
6310 Christian Formation	921.35	2,500.00	-1,578.65	37%
6320 Cont.Clergy Education	408.55	750.00	-341.45	54%
6380 Hospitality Expense	762.70	750.00	12.70	102%
Total 6300 Education Expenses	\$ 2,092.60	\$ 4,000.00	\$ -1,907.40	52%
6400 Communications Expense				
6410 Printing Expense	903.86	1,000.00	-96.14	90%
6420 Postage Expense	966.20	1,200.00	-233.80	81%
6430 Publicity Expense		1,000.00	-1,000.00	0%
6440 Communications Initiative (deleted)	10,860.00	2,000.00	8,860.00	543%
Total 6400 Communications Expense	\$ 12,730.06	\$ 5,200.00	\$ 7,530.06	245%
6500 Administration Expenses				
6510 Office Supplies	2,678.78	4,500.00	-1,821.22	60%
6530 Machine Lease/Serv.Contract	6,688.54	6,000.00	688.54	111%
6550 Service Charges	153.93		153.93	
6552 Annual Audit Expense	400.00	550.00	-150.00	73%
6570 Payroll Expenses	1,046.88	1,100.00	-53.12	95%
6583 IT Equipment	8,439.42	1,000.00	7,439.42	844%
6585 Tech Support	450.00	2,500.00	-2,050.00	18%
6586 Software Subscription	4,611.50	4,000.00	611.50	115%
6595 Administrative Other	105.00	550.00	-445.00	19%
Total 6500 Administration Expenses	\$ 24,574.05	\$ 20,200.00	\$ 4,374.05	122%
6600 Utilities Expenses				
6610 Fuel Expense	45,864.47	50,000.00	-4,135.53	92%
6620 Gas Expense	969.31	1,250.00	-280.69	78%
6630 Electricity Expense	19,606.09	17,500.00	2,106.09	112%
6640 Water Expense	489.68	1,200.00	-710.32	41%
6650 Telephone/Internet Expense	4,282.49	4,000.00	282.49	107%
6660 Trash Expense	1,940.88	1,000.00	940.88	194%
Total 6600 Utilities Expenses	\$ 73,152.92	\$ 74,950.00	\$ -1,797.08	98%
6700 Plant Expenses				
6720 Building Supplies Expense	2,954.53	2,500.00	454.53	118%
6730 Repairs/Maintenance Expense	12,115.40	17,500.00	-5,384.60	69%
6734 Snowplowing	10,015.00	10,000.00	15.00	100%
Total 6700 Plant Expenses	\$ 25,084.93	\$ 30,000.00	\$ -4,915.07	84%
6800 Major Unrelated Expenses				
6810 Diocesan Assessment (12)	35,472.00	35,472.00	0.00	100%
6820 Insurance Expense	35,290.50	38,000.00	-2,709.50	93%
6840 Capital Expenses (15)	17,349.26	12,000.00	5,349.26	145%
Total 6800 Major Unrelated Expenses	\$ 88,111.76	\$ 85,472.00	\$ 2,639.76	103%

7000 Fundraising Exp (Non-Op) (-5)				
7010 Stewardship Expense	46.25	250.00	-203.75	19%
7020 Special Events Expenses		250.00	-250.00	0%
7025 Big Money Raffle Expenses	889.38	2,250.00	-1,360.62	40%
7030 Fall Fundraising Expenses		750.00	-750.00	0%
Total 7000 Fundraising Exp (Non-Op) (-5)	\$ 935.63	\$ 3,500.00	\$ -2,564.37	27%
7200 Other Non-Operating Expenses				
7215 College Scholarships		1,500.00	-1,500.00	0%
7230 Rector's Discret'y Fund (18)		750.00	-750.00	0%
7260 Sabbatical Fund (9)		1,000.00	-1,000.00	0%
7270 ECCO Dues (13)		2,000.00	-2,000.00	0%
Total 7200 Other Non-Operating Expenses	\$ 0.00	\$ 5,250.00	\$ -5,250.00	0%
Total Expenditures	\$ 407,847.01	\$ 445,340.00	\$ -37,492.99	92%
Net Operating Revenue	\$ -6,381.55	\$ 460.00	\$ -6,841.55	-1387%
Other Revenue				
8000 Receipts for Funds (10)				
8070 Food Pantry Fund	23,294.00		23,294.00	
8130 Preservation Bldi'g General (8)	5,279.50		5,279.50	
8170 Prepaid Pledges (NR)	600.00		600.00	
8190 KIC Program Income	33,320.35		33,320.35	
8205 MA State Communication Grant	25,000.00		25,000.00	
8210 Receipts from Insurance (NR)	4,812.96		4,812.96	
8230 Pass Thru Episcopal Affiliates	675.00		675.00	
8235 Pass Thru Scholarships	6,095.00		6,095.00	
8245 Pass Thru Various Other	500.00		500.00	
8540 Scholarship Trust	500.00		500.00	
Total 8000 Receipts for Funds (10)	\$ 100,076.81	\$ 0.00	\$ 100,076.81	
Total Other Revenue	\$ 100,076.81	\$ 0.00	\$ 100,076.81	
Other Expenditures				
9000 Disbursements from Funds (16)				
9050 ECM Grant Expense	4,592.35		4,592.35	
9052 Rodrigue Scholarship Fund	750.00		750.00	
9070 Food Pantry Fund	13,453.46		13,453.46	
9130 Preservation Fund (15)	14,878.00		14,878.00	
9190 KIC Program Expenses	33,320.35		33,320.35	
9200 Women's Group Expenses	596.80		596.80	
9205 MA State Communications Grant Expense	15,299.70		15,299.70	
9210 Insurance Proceeds	4,352.00		4,352.00	
9235 Pass Thru Scholarships	4,500.00		4,500.00	
9495 Hispanic Ministry Grant Disbursements	485.45		485.45	
Total 9000 Disbursements from Funds (16)	\$ 92,228.11	\$ 0.00	\$ 92,228.11	
Total Other Expenditures	\$ 92,228.11	\$ 0.00	\$ 92,228.11	
Net Other Revenue	\$ 7,848.70	\$ 0.00	\$ 7,848.70	
Net Revenue	\$ 1,467.15	\$ 460.00	\$ 1,007.15	319%

St. Stephen's Memorial Episcopal Church Statement of Financial Position

As of December 31, 2023

	TOTAL		
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 Eastern - Main Operating Account	-1,658.48	-9,259.66	7,601.18
1010 Eastern - Main MM Account	197,255.40	278,051.20	-80,795.80
1020 Salem Five - KIC Account	9,668.42	13,268.60	-3,600.18
1032 Rector's Checking Account	884.17	1,273.01	-388.84
Total Bank Accounts	\$206,149.51	\$283,333.15	\$ -77,183.64
Other Current Assets			
1301 Undeposited Funds	8,121.12	0.00	8,121.12
Total Other Current Assets	\$8,121.12	\$0.00	\$8,121.12
Total Current Assets	\$214,270.63	\$283,333.15	\$ -69,062.52
Other Assets			
1400 Investment Accounts			
1410 DIT - Northrup Account	436,031.98	390,388.63	45,643.35
1420 DIT - Johnson Account	40,030.57	35,840.21	4,190.36
1430 DIT - St. Stephen's Account	9,386.54	8,048.54	1,338.00
1440 Schwab Investment Account	673,889.48	609,749.47	64,140.01
Total 1400 Investment Accounts	1,159,338.57	1,044,026.85	115,311.72
1600 Church (as assessed)	3,773,600.00	3,659,200.00	114,400.00
Total Other Assets	\$4,932,938.57	\$4,703,226.85	\$229,711.72
TOTAL ASSETS	\$5,147,209.20	\$4,986,560.00	\$160,649.20
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2400 Employees Insurance Liability	172.62	275.77	-103.15
Total Other Current Liabilities	\$172.62	\$275.77	\$ -103.15
Total Current Liabilities	\$172.62	\$275.77	\$ -103.15
Total Liabilities	\$172.62	\$275.77	\$ -103.15
Equity			
3000 Donor Permanently Restricted Funds			
3010 DIT- Northrup Perm Restricted	436,031.98	390,388.63	45,643.35
3020 DIT- Johnson Perm Restrict Fund	40,030.57	35,840.21	4,190.36
Total 3000 Donor Permanently Restricted Funds	476,062.55	426,228.84	49,833.71
3100 Diocese Restricted Real Estate	3,773,600.00	3,659,200.00	114,400.00

	TOTAL		
	AS OF DEC 31, 2023	AS OF DEC 31, 2022 (PY)	CHANGE
3200 Donor Temp. Restricted Funds			
3210 Rector's Discret. Fund	884.17	1,273.01	-388.84
3230 Prepaid Pledge	600.00	1,437.50	-837.50
3240 Prepaid Housing Corp	0.00	65,000.00	-65,000.00
3250 Congregational Development Fund	0.00	5,467.73	-5,467.73
3260 ECM Fund	6,886.85	11,479.20	-4,592.35
3300 KIC Fund	6,395.83	6,395.83	0.00
3305 KIC (checking)	9,668.42	13,268.60	-3,600.18
3310 Pass Thrus - Unpaid	1,175.96	0.96	1,175.00
3320 MA State Communications Grant Fund	9,700.30		9,700.30
Total 3200 Donor Temp. Restricted Funds	35,311.53	104,322.83	-69,011.30
3400 Unrestricted/Designated Funds			
3410 Endowment Fund (Schwab)	414,701.96	350,561.95	64,140.01
3415 Preservation General Fund (cash)	68,363.50	77,501.04	-9,137.54
3420 Preserv Windows Fund (Schwab)	201,976.29	201,976.29	0.00
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	11,946.90	0.00
3470 Acolyte Festival Fund	5,291.63	5,291.63	0.00
3480 Food Pantry Fund	36,205.93	26,365.39	9,840.54
3490 Women's Group Fund	3,208.62	3,805.42	-596.80
3500 DIT- St. Stephen's Fund	9,386.54	8,048.54	1,338.00
3510 Be You Donation Fund	4,913.39	4,913.39	0.00
3520 Rodrigue Scholarship Fund	884.00	1,634.00	-750.00
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
3580 Scholarship Fund	3,645.00	1,550.00	2,095.00
3590 Hispanic Ministry Fund	4,382.83	4,868.28	-485.45
3600 Operating Fund (Schwab)	57,211.23	57,211.23	0.00
3610 Operating Fund (cash)	-88,568.41	-87,551.44	-1,016.97
Total 3400 Unrestricted/Designated Funds	857,877.59	792,450.80	65,426.79
3800 Less Total Liabilities	4,184.91	4,081.76	103.15
3900 Allocated to Funds	-1,467.15	-72,369.88	70,902.73
Net Revenue	1,467.15	72,369.88	-70,902.73
Total Equity	\$5,147,036.58	\$4,986,284.23	\$160,752.35
TOTAL LIABILITIES AND EQUITY	\$5,147,209.20	\$4,986,560.00	\$160,649.20

St. Stephen's Memorial Episcopal Church Proposed 2024 Budget

	Total
Revenue	
4000 Regular Support (3)	
4010 Plate Offerings Income	6,000.00
4020 Pledge Income	115,000.00
4025 Pledges Previous Year	700.00
4030 Special Offerings Income	15,000.00
4040 Fuel Donation	20,000.00
4050 Flowers & Candles	3,500.00
Total 4000 Regular Support (3)	\$ 160,200.00
4100 Withdrawals from Funds (4)	
4110.1 Endowment Principal Withdrawals (Schwab)	60,000.00
4110.2 Endowment Income Receipts (Schwab)	20,000.00
4130 Endowment Income Receipts (DIT)	18,600.00
4195 Reallocated Funds	57,000.00
Total 4100 Withdrawals from Funds (4)	\$ 155,600.00
4300 Space use (5)	
4310 Funeral/Wedding Fees Income	2,500.00
4320 Community Gifts Income	2,000.00
4321 ECCO	10,000.00
4322 Christ the King	12,000.00
Total 4300 Space use (5)	\$ 26,500.00
4400 Fundraisers (5)	
4420 Calendar Raffle	5,000.00
4425 Fall Fundraiser	5,000.00
4435 Spring/Summer Fundraiser	5,000.00
4450 Big Money Raffle Income	12,000.00
Total 4400 Fundraisers (5)	\$ 27,000.00
4500 Parish Orgs, Other (5)	
4520 Dividends, Interest, etc.	1,000.00
Total 4500 Parish Orgs, Other (5)	\$ 1,000.00
4600 Bequests Used for Ops (6)	35,000.00
4700 Diocesan Grants for Ops (7)	5,000.00
Total Revenue	\$ 410,300.00
Gross Profit	\$ 410,300.00
Expenditures	
6100 Compensation Expenses (14)	
6110 Rector (TCC)	84,000.00
6140 Salary-Office Manager	21,500.00
6145 Bookkeeper	5,000.00

6160 Salary-Sexton	(continued)	19,344.00
6165 Salary-Organist		14,600.00
6180 Medical Insurance		14,400.00
6185 Travel Allowance		2,100.00
6190 FICA		3,500.00
6195 Pension		16,920.00
6196 Sabbatical Funding		1,000.00
Total 6100 Compensation Expenses (14)	\$	182,364.00
6200 Worship Expense		
6210 Music Ministry		2,000.00
6220 Altar and Worship Supplies		5,000.00
6230 Supply Clergy		1,100.00
Total 6200 Worship Expense	\$	8,100.00
6300 Education Expenses		
6310 Christian Formation		2,500.00
6320 Cont.Clergy Education		750.00
6380 Hospitality Expense		750.00
Total 6300 Education Expenses	\$	4,000.00
6400 Communications Expense		
6410 Printing Expense		1,000.00
6420 Postage Expense		900.00
6430 Publicity Expense		500.00
Total 6400 Communications Expense	\$	2,400.00
6500 Administration Expenses		
6510 Office Supplies		2,500.00
6530 Machine Lease/Serv.Contract		6,000.00
6550 Service Charges		150.00
6552 Annual Audit Expense		400.00
6570 Payroll Expenses		1,100.00
6583 IT Equipment		1,000.00
6585 Tech Support		500.00
6586 Software Subscription		4,000.00
6595 Administrative Other		250.00
Total 6500 Administration Expenses	\$	15,900.00
6600 Utilities Expenses		
6610 Fuel Expense		45,000.00
6620 Gas Expense		1,000.00
6630 Electricity Expense		20,000.00
6640 Water Expense		750.00
6650 Telephone Internet Expense		4,000.00
6660 Trash Expense		2,000.00
Total 6600 Utilities Expenses	\$	72,750.00
6700 Plant Expenses		

6720 Building Supplies Expense	(continued)	2,500.00
6730 Repairs/Maintenance Expense		13,000.00
6734 Snowplowing		10,000.00
Total 6700 Plant Expenses	\$	25,500.00
6800 Major Unrelated Expenses		
6810 Diocesan Assessment (12)		44,011.00
6820 Insurance Expense		36,000.00
6840 Capital Expenses (15)		12,000.00
Total 6800 Major Unrelated Expenses	\$	92,011.00
7000 Fundraising Exp (Non-Op) (-5)		
7010 Stewardship Expense		250.00
7020 Special Events Expenses		250.00
7025 Big Money Raffle Expenses		1,500.00
Total 7000 Fundraising Exp (Non-Op) (-5)	\$	2,000.00
7200 Other Non-Operating Expenses		
7215 College Scholarships		1,500.00
7230 Rector's Discret'y Fund (18)		750.00
7260 Sabbatical Fund (9)		1,000.00
7270 ECCO Dues (13)		2,000.00
Total 7200 Other Non-Operating Expenses	\$	5,250.00
Total Expenditures	\$	410,275.00
Net Operating Revenue	\$	25.00
Net Revenue	\$	25.00

St. Stephen's Memorial Episcopal Church Endowment Funds Report 2023

<u>Charles Schwab Fund List</u> (Indicates Restricted Funds)	Market Value <u>12/31/2022</u>	Market Value <u>12/31/2023</u>
Alice & Alvan Hicks	\$22,750.83	\$24,548.13
Armour	\$682.87	\$691.97
Berry	\$1,418.95	\$1,437.86
Carnegie-Nichols	\$5,215.74	\$5,285.27
Dennen-Mower	\$3,759.10	\$3,809.21
Derr	\$12,440.18	\$12,606.01
Funeral & Weddings	\$7,489.38	\$7,589.22
Graham-Haywood	\$338.11	\$342.62
Harmon	\$18,049.46	\$18,290.06
Hazen- Haddock	\$11,085.53	\$11,233.30
Inglis-Thomson	\$5,485.12	\$5,558.24
M.B. Little	\$1,108.55	\$1,123.33
M.B. Harmon	\$53,262.65	\$53,972.64
McCarthy*	\$25,424.66	\$25,763.57
Munger	\$11,085.53	\$11,233.30
Nichols Family	\$6,651.32	\$6,739.98
Parsons	\$2,343.48	\$2,374.72
Perrin-Jenkins	\$2,617.29	\$2,652.18
Ruggles	\$4,434.21	\$4,493.32
Stewart	\$3,745.80	\$3,795.73
Thanksgiving & Memorials	\$109,027.65	\$110,480.99
Vera Lowe	\$27,713.83	\$28,083.25
Wagner	\$16,074.02	\$16,288.29
Webber	\$8,120.15	\$8,228.39
Wilmer Kneele	\$41,954.30	\$42,513.55
Zilpha Foote	\$5,493.99	\$5,567.22
	\$407,773	\$414,702
	Updated Total*	

<u>Diocesan Investment Trust Fund List:</u> *Indicates Restricted Fund	Market Value <u>12/31/2022</u>	Market Value <u>12/31/2023</u>
Sarah L. Northrup Fund*	\$390,389	\$436,032
E & O Johnson Fund*	\$35,840	\$40,031
St. Stephen's Church Fund	\$8,049	\$9,387
	\$434,277	\$485,449

February 2023 Calendar Raffle

Our second Calendar Raffle was held for the month of February in 2023. Tickets were sold from December 2022 to March 1 of 2023. Due to its later start with so many things going on in the fall, this one was not quite as successful as the previous one but very happily took in \$4800, mostly in January of 2023. Tina Lloyd once again was the high ticket seller accounting for one third of the sales. Each ticket costs \$10.

A huge thank you to her and to all who donated money and prizes and bought and sold tickets. If we have a 2024 Calendar raffle it will be more into the spring of 2024.

Marilyn Cloran, Calendar 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.



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

Yard Sale

St. Stephen's held a yard sale on October 7, 2023, organized by Billy Mulcahy-Moser. Thanks to Gingie, Jim, Ray, Bob, Pam, Pam, Joyce, Steve, Lisa, and Tashana and all the people who donated. We raised \$3,300.

Big Money Raffle

On August 27, 2023, an old friend returned to our midst and provided joy, fun, food and money. The Big Money Raffle was resurrected from the barren landscape of the pandemic, and we were once again free to rejoice in dance, food, music and fun all in service to raising money to continue our operations. We sold 150 tickets with relative ease. Lots of folks stood up and took on the challenge. We adorned the dining room for the festivities and had a remarkable turnout. Many thanks to all who organized, sold tickets, collected money and showed up to celebrate a great occasion.

The big winners were:

Gino Messina \$250.00

Ernie Landry \$500.00

Siobhan and Ernie Panais \$750.00

Greg Perez, Doug Flores, Andre and Alex \$1000.00

Group Sunday Ticket was the Big \$5000 winner:

Jim and Bill Mulcahy-Moser \$500.00

Diana Brown \$500.00

Bruce Beecroft \$500.00

Bonnie Bishop \$500.00

Con Squires \$500.00

Joyce Wallace \$500.00

Joanne Benjamin \$500.00

Pam Alleyne \$1000.00

Greg Perez \$500.00

The BMR raised \$7,390 for the church.

The plan is to sell more tickets this year and hope for St. Stephen's winners again!

Faithfully submitted, Steven G. Switzer

Nurturing the Congregation



Maundy Thursday Agape Supper



Palm Sunday
Blessing of the Palms
& Procession



Blue Christmas



Pastor Lise at Lectern
&
Candles Burning



Report of the Lay Eucharistic Ministers

The Lay Eucharist Ministers Team serves at the 10:00 AM serve each Sunday as well as funerals and other special occasions. The responsibilities of the group include both leading the Procession and Recession, Processing the Gospel, and most especially preparing the Table. We also help the Clergy in any way possible.

The past year we are pleased to have Pam Alleyne, Bob Dixon, Dorothy Post, Jasmine Ruffin, Emily Sherwood and Nelson Woodfork serve in that capacity.

Much credit to Dorothy Post for scheduling who is to serve.

Respectfully submitted, Nelson Woodfork

Report of the Altar Guild of Saint Mary

The Altar guild is a group of men and women who are called to serve God offering their time and talent preparing the worship space. The Altar work goes on quietly behind the scenes. The guild has a special role making the worship life of the parish run smoothly.

The people who serve on the Altar Guild are Chris Trahan, Bob Dixon, Pam Alleyne, Joyce Wallace, Emily Sherwood, Marilyn Cloran, and Virginia Fuller. The work consists of preparing the Altar for the service, clearing the altar after the service, cleaning and putting away all the vessels, cleaning all the linens, changing all the colors for each liturgical season and maintaining supplies of wine, wafers, candles and candle oils. Holidays mean cleaning around the church and arranging flowers.

Many hands make work easier. If you are interested in serving in this ministry please let one of us know.

Respectfully Submitted, Virginia Fuller

Report of the Music Director

Post Covid many churches do not have choirs. Some do not have organists. We have both. Our choir is small and is made up of seniors. They want to be there to lead worship and encourage music and praise. We will continue to do this and get extra help for special services. If you have an interest please speak with Bruce

Thank you, Bruce Beecroft

Report of the Beloved Community Team

In this our ninth year, the Beloved Community team explored personal transformation that is manifest in the world. This year St. Andrew's/Marblehead and St. Stephen's/Lynn were joined with Ascension Memorial/Ipswich to explore this journey. To this end we spent a morning and afternoon guided by Donna Bivens and Liz Magill delving into what each of us wanted to do to bring about anti-racist structures within ourselves and our churches. These workshops challenged our spirits, minds, body and soul. We had been doing this work before these workshops so the sessions were extremely intense. We visited where we had been over the previous year and where we want to go. Our monthly meetings have continued exploring personal transformation through discussions based on Okun's "Characteristics of White Supremacy" and Resmaa Menakem's "My Grandmother's Hands", which presents a new approach to healing that we are eager to embrace.

Also, this year Zena Link of the Mission Institute lead a community reckoning meeting for us after the Tyree Nichols murder. The event held on a cold, dreary day brought in people from communities all along the North Shore. It was a time of sharing and caring as we discussed what systemic racism is and how it worked in the Nichols' murder and in our everyday lives.

As one member remarked, "The message I received was 'go deeper'." This is what we will commit ourselves to in the coming year. Additionally, for the coming year, it is our hope that our new structure of rotating leadership will continue to bear fruit by decentralizing power in the hands of one person. Thus far, we have been very satisfied with the fruit this decision has brought. Furthermore, it is our goal in the coming year to bring our learnings to our church congregations.

Submitted by Helen Patmon



Pride Dinner



Scholarship Sunday



Yard Sale



Junteenth Luncheon



Hospitality to Children, Youth and Young Adults



Report of the Scholarship Awards Committee

The following individuals were the recipients of our scholarship program for 2023. The scholarships were awarded on June 4, 2023.

The Shawn Robinson Scholarship was received by Maeghan Blum.

The McCarthy/Inglis Thomson Scholarship was received by Akiyah Brown.

The Rodrigue Scholarship was received by Dakota Curry.

The George Burkholder Scholarship was received by Kelisha Lloyd.

The William and Dorothy Robinson Scholarship was received by Gzane Williams.

The Harriss Provost Scholarship was received by Kennedy Wilson.

The Michael Provost Scholarship was received by Kiara Wilson.

St. Stephen's is grateful to the scholarship program individuals and their families listed above, for providing the funds in loving memory of their loved ones.

Report of Kids in Community (KIC)

Due to COVID related stressors, Kids in Community was closed for more than a year. In November 2022, the Advisory Board (Bonnie Bishop, Nelson Woodfork, Helen Patmon, and Suzanne Forgione (of UUCGL) met to explore reopening for the summer of 2023. We decided that going forward, we would concentrate on making the summer program as robust and successful as we could.

In the spring, we were fortunate to hire Audrey Jimenez as Program Director. Audrey brings a wealth of experience in both administrative skills and children's needs, plus she knows the City of Lynn very well and is fluent in Spanish. In addition, Audrey brings (and we hope will continue to bring) her wonderful positive energy, a deep understanding of our children and families, and a vision for KIC's future.

In May, we hired 8 Lynn teens to serve as Mentors (including Assistant Director, Jael Cruz), found specialists (both paid and volunteers) to offer a variety of arts experiences, put out the word to former literacy volunteers, reserved busses for field trips, and began planning for the

four-week summer program. We had to go through a demanding (re)licensing process with the City of Lynn, but finally got all those I's dotted and T's crossed.

On July 10, 2023, KIC Summer Program opened its doors once again. We enrolled 35 children in grades 1 through 6. Every day, they received breakfast, lunch, and snacks, courtesy of the Lynn Public Schools. Every day, they had time to read and to be read to by our wonderful literacy volunteers. They created life-sized self-portraits with paints that reflected their wide variety of skin tones as they learned about and shared their ethnicities and racial identities. They drummed, learned the basics of music, made paper-mâché art, played games, learned yoga and jewelry making. The children visited the Peabody Essex Museum, the Lynn woods, and had a special field trip to learn about the church organ with our own Bruce Beecroft.

All this was made possible by grants and donations from the Sears Family of Funds, the Unitarian Universalist Church of Greater Lynn, the North Shore Deanery, Mission Initiatives and Wicked Good Ideas at EDOM, St. Andrew's in Marblehead, and generous individuals. And of course, the congregation and staff of St. Stephen's. We thank them all.

On January 27, 2024, KIC sponsored a benefit concert by Don White, both as a fundraiser and as a way to keep our name out in the community. The event was well attended and lively. In addition to ticket sales, we raised some money through raffles and garnered nearly \$2000. Going forward, the Advisory Board is looking at ways to deepen our mentor training, strengthen the curriculum offerings, and if we can afford it, hire a curriculum consultant. We are also considering adding on to the hours of the program. We hope to be back in the summer of 2024, better than ever!

Respectfully submitted, Bonnie Bishop



KIC



Deepening Community Engagement



Report of Trails and Sails

Unfortunately, the St. Stephen's Tiffany Window Tours for the Trails and Sails Events did not take place this year due to inclement weather. Rescheduling became impossible with more bad weather. Hopefully, we will be able to open the church for these tours once again in September of 2024.

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: eight from St. Stephen's and another six from the Unitarian Universalist Church of Greater Lynn (UUCGL). The folks from the UUCGL Church continue to do most of the heavy lifting, bringing 10,000 to 11,000 pounds of food into the church every month. In addition, we have two dedicated volunteers from the Lynn neighborhood and two family members.

On the second Friday of the month a trucking company picks up ~10,000 pounds of food from the Greater Boston Food Bank, and on the fourth Thursday of the month Bruce Campbell 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.

This year our numbers have increased slightly this year. This year we gave out 139,340 pounds of food. 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	2023
Total number of households served	2,464	3,176	6,131	6,285	7,072	7,599
Average number of bags distributed per week	68	88	170	175	196	200

Registration of new people and reporting to GBFB. We are required to give GBFB information on how many people are in households, adults, children, seniors and veterans. We also keep track of how many bags of food and total weight of food given out. We have evolved our

methods of keeping track of information with a one-time registration process. We have a spreadsheet of a little over 800 clients over 2022 and 2023. We continue to see 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 8 to 10 new people every month.

Financially we have been blessed with donations from many parishioners who want to help this mission and we are very grateful for all of your help.

We are stable with \$36,205 funds available currently and our yearly recurring expenses are consistent:

- Trucking costs ~\$3,200
 - U-Haul rentals ~\$700
 - Bread purchases of ~\$8,000
 - Brown paper bag purchases ~\$1,700
 - Miscellaneous food/supply purchases ~\$500
 - Dumpster rental ~\$3,200
- Total yearly recurring costs = ~\$17,300

Respectfully submitted by Pam Alleyne, Joyce Wallace and Pam Poppe



The Food Pantry
Receiving the food, filling the bags,
and setting up distribution





Giving and Recieving Blessings for Farewells, Animals, and Birthdays

