

St. Stephen's Annual Meeting

January 21, 2024

Agenda

Call to Order – Senior Warden Betty Palmer

Opening Prayer – Rev. Taylor B. Clark

Minutes of 2023 Annual Meeting –

Senior Warden Report – Betty Palmer

Vicar’s Report- Rev. Taylor B. Clark

Junior Warden Report – Molly Larsen

Parish Administrator Report – Pat Hinton

Treasurer Report – Aletha Bonebrake

2024 Proposed Budget: presentation & discussion: Motion to Adopt

Assets/Special Funds Report- Motion to Approve

Ministry Reports – summaries given – questions welcome

Written into record:

Senior Warden – Betty Palmer

Vicar’s Report – Rev. Taylor B. Clark

Junior Warden – Molly Larsen

Parish Administrator –Pat Hinton

Altar Guild-Beth Bigelow

Archivist – Mindy Sherrieb

Investment Committee – Joel Bigelow

Worship Service Music Director – Lindianne Sappington

Episcopossums Music Director - Carol Harley

Outreach Ministries Volunteers – Jim Tomlinson

Preschool— Aletha Bonebrake – Coordinator

Sunday School & Youth Group – Beth Bigelow

Elections – as candidates presented- motion to elect

Junior Warden - Molly Larsen – elected annually

Current Vestry members: Betty Palmer, Molly Larsen, Beth Bigelow, Joel Bigelow, Vicki Kerr, Cammy Warner, Aletha Bonebrake

Additional Nominations are welcome from the floor. Please consult nominee

Delegates to Convention:

Elect one at large; one alternate offer your name if you wish to stand

(Official Delegates: Vicar, Senior Warden, Junior Warden)

Closing Remarks & Closing Prayer: Betty Palmer

Adjournment to Potluck in the Parish Hall

2023 Annual Meeting Minutes

Opened with prayer from The Rev. Taylor Clark and
Called to order by Sr. Warden Betty Palmer, @ 10:06 a.m.

17 Parishioners present
2022 Minutes unavailable

Betty Palmer, Senior Warden's Report:

Remembered that she began the role of Sr. Warden during the pandemic. We met outside till Bishop Pat ok'd services to be held inside. Now we are blessed to have services inside again and a preschool too! There was a great transition from Karen Zimmer to Katie Ash. We are also blessed to have live music provided by Lindianne Sarno.

The Rev. Taylor Clark, Vicar's Report:

We are beginning our 150th Anniversary of St. Stephen's. I imagine embarking on an Ecumenical Outreach, maybe a service and an Eucharist in the park on Miner's Jubilee. We will have 2 Baptisms on Easter. The Bishop will be here the last week in April for a couple of confirmations and one joining the church. I encourage you to pray and be disciples.

Molly Larsen, Jr. Warden:

This year the snow and ice removal were provided as a gift by Rob & Betty Palmer through Grass Growers. The actual work was contracted to and is being accomplished by Warren Maynard. Clean-up for Easter and the Baptisms was accomplished by the congregation. Dan McQuisten took care of the doors and windows needing repairs. Ground Maintenance was transferred from Rob Palmer to Patrick Flannagan. Several fluorescent lightbulbs have been replaced. Office clutter has been addressed.

The Rev. Aletha Bonebrake, for the Parish Administrator:

In the past, office duties have been accomplished by a part-time Vicar and a Secretary plus some very dedicated volunteers. The Parish Administrator is a new position made possible by the Ann Ward Legacy Fund. I will be working with Pat to provide training in the coming year. The position will collaborate with the Vicar, The Vestry, Volunteers and Parishioners.

The Rev. Aletha Bonebrake, Treasurer Report:

Budget Report submitted. Note: Preschool Salaries and Parish Administrator and Part-time Priest are not part of the Assessment, they are paid out of the Ann Ward Legacy Fund.
The Market Tanked this year. In 2023 we will continue to draw 6% from the Legacy Fund for operations and salaries.

The Rev. Aletha Bonebrake, for The Preschool:

The program that was started and flourished under Karen Zimmer's Curriculum continued after Karen retired. Katie Ash was hired as the Head Teacher and Kara Leggett was hired as Teacher Aide. The program began with 4 children and has grown to 7. The goal for sustainability is 10-12 children enrolled in one morning class. The preschool continues to fill a need in the community and is highly regarded. St. Stephen's provides the space, heat and lights as its contribution and with adjusted tuition beginning the fall of 2023, the program will be fully sustainable.

Joel Bigelow, Investment Committee:

The Investment Committee consists of, Betty Palmer, Fred Warner, Aletha Bonebrake, Jack Wilson and Joel Bigelow. The Vestry did a review of the investment accounts. The review was completed by CPA Rob Gaslin. The Accounts were found to be in good order with no discrepancies. Our investments are currently just over \$800,000. An investment strategy of the Leo Adler Committee to draw out 6% instead of 5% was adopted. Hoping that 2023 Stock Market will go up and anticipating that the Stock Market goes up too. The goal is to allow the Ann Ward Legacy Fund to be maintained and increased over the years.

Betty Palmer suggested the congregation look over the investments and the budgets. Vestry allowed 6% to be withdrawn in 2023.

Looking for a motion to Approve:

Motion to approve by Vicki Kerr, Seconded by Nancy Rorick.

Motion Carries.

Nancy Rorick thanked Aletha and Joel for all their hard work on budgets and investments.

Beth Bigelow, Altar Guild Report:

Membership remains strong and active. I am so thankful for all the members' participation in preparing the Altar. I am very grateful for the following Altar Guild Ladies; Vicki Kerr, Betty Palmer, Heather Palmer Johnson, Sue Richard, Karen Zimmer, Patti Pickard, and Nancy Rorick.

Mindy Sherrieb, Archivist:

The files are being worked through to have similar items and or information in all the appropriate locations. All the music from Taylor's office has been organized and is ready to file in the Archives File Cabinet. Researching the paper files as well as the electronic files and the Official Parish Register has been very interesting.

Lindianne Sarno, Music Ministries:

It is a joy to play for the congregation every Sunday. The Baker Music Garden at St. Stephen's Episcopal Church opened in Sept. 2022 and serves 15+ Students a week. I send my money to an orphanage in Uganda. A small investment in Lindianne makes a big difference all over Uganda. Thanks to everyone who contributed the space, heat and lights for the music garden.

Carol Harley, Episcopossums Music Director:

Episcopossums will be back this spring! Lindianne Sarno will join us on Fiddle.

Jim Tomlinson Outreach Ministries:

Jim and St. Stephen's contribute 50 / 50 shares to a family with immediate household expenses. They provide a Visa Gift Card primarily for food every month. Jim delivered food tubs containing over 100 meals to two schools. Jim participates in the Backpack Program piloted by the Presbyterian Church. He assists with being a tutor for reading at Haines and South Baker.

Standing for election to Vestry Aletha Bonebrake and Cammy Warner each a 3 year term.

Motion to elect made by Molly, seconded by Warren. Motion Carried.

Elect delegates for the Diocese Convention Oct. 2023. Betty Palmer encourages all to participate. Molly Larsen and Vicki Kerr were the named delegates. Alternate Carol Harley.

Motion to approve made by Aletha Bonebrake, seconded by Heather Palmer Johnson. Motion carried.

Betty Palmer adjourned the meeting at 11:06 a.m.

Respectfully submitted,

Pat Hinton
Parish administrator

Senior Warden Report

Dear St Stephen's Parishioners

2023 has been an eventful year in the life of our parish here at St. Stephens.

150th Celebration: We've been celebrating our 150th anniversary all year at St. Stephens! Established in 1883, Baker St. Stephens is the oldest, longest serving parish in Eastern Oregon. Our Fall picnic drew a record gathering as we culminated our 150th celebration with grilled burgers, potluck side dishes and commemorative t-shirts. Thanks to Patti and Clair Pickard for their donation of beef, to our volunteer "grounds crew" and to Taylor and Pat for their work helping get everything perfect for the celebration.

Youth Group: St. Stephen's started a youth group ministry for our older kids, many of whom have gone through Acolyte training and are helping out in our eucharist services. The group meets once a month for activities and snacks and service projects. Many thanks to Beth and Joel Bigelow, Taylor and Carol Clark and others for helping make this ministry possible.

Bible Study: A faithful crew of folks have been meeting on Friday mornings for Bible Study this past year, and it seems to be a good fit for schedules. We are grateful for the leadership of Nancy Rorick, Taylor Clark and others in this ministry.

St. Brigid's: We have an "outreach church" in Sumpter – St. Brigid's. Located in the heart of Sumpter town, until recently St. Brigid's served parishioners living in the Sumpter-Granite area as well as an influx of guests throughout the summer months. Services have dwindled and the building has been largely unused for the past 2 years. This past spring, we were notified that pipes had frozen during the winter. As the spring thaw came the pipes burst, flooding the building and creating significant damage. Aletha took the lead in dealing with insurance and contractors and the building is now repaired. The church now stands ready for other uses and your vestry is contemplating next steps, including potential sale of the property.

Commemorative Stained-Glass Window: After several years of looking, we were able to successfully engage Boise stained glass artist, Delbert Giffen, to create a commemorative window for Ann and Stacey Ward. The window is scheduled to be installed sometime in the next 2 months and will require help from a local contractor. We are excited to be able to honor Ann & Stacy's endowment in this manner. A picture of the project is included in our Annual Meeting booklet.

Memorial Garden: A perennial garden was installed in honor of Barbara Prowell this past Fall, filled with plants donated from church members. The garden space flanks the office wing entrance. Your vestry has approved a memorial plaque to be in place this spring, finishing the project. Perennial contributions are still welcome!

Preschool: Nothing cheers the soul quite like the sound of the laughter and excitement of young children! With your help, St. Stephens has been able to continue the preschool for the 2023-24 year, under the leadership of Kara Leggett, Seth Wilde and Molly Larson, along with a grant from Leo Adler Foundation. We now have 9 children enrolled. Classes are held from 8:00 – 11:00 am Monday through Thursday. We hope to continue the program in the coming school year.

Security: A series of minor vandalism events has made us more mindful of building security. We're taking steps to make our entryways more secure, with the addition of a "ring" doorbell (office wing door), enhanced lighting (parking lot entry), placement of security cameras (front of the church) as well as creating secure access to the office and sacristy.

Fiscal Solvency: In a time when many churches are struggling to stay afloat, St. Stephens has managed to keep growing, both in numbers and in outreach. With your help we are able to help families in need, including providing a low-cost / high quality Preschool, Christmas food baskets, Cove Camp scholarships, and the recent reinstatement of our food pantry. Your dedicated pledges and charitable giving, along with the Ann & Stacy Ward legacy make this possible. Thank you. I want to extend my thanks to Joel Bigelow and our Foundation Committee, and to Aletha Bonebrake, your church treasurer, who has volunteered innumerable hours tracking our income and expenditures and making sure our financial obligations are met each month in a timely manner.

Vestry: Your vestry is a hardworking crew! They meet monthly to review the business and programs of the church and spend extra hours working on special projects throughout the year. We made a field trip to Sumpter to view the damage at St. Brigid's and they take the lead in many different ministries around the church. I hope you'll join me in thanking them for all they do.

As always, I am grateful for the opportunity to serve as your Senior Warden and look forward to continuing in this role for the year ahead.

Betty Palmer, Senior Warden

Vicar's report

Good morning and welcome to another Vicar's presentation for our Annual Meeting. It has been a busy year 2023. During this year, we had 31 Eucharistic services, 8 pastoral visits, where I went to someone's residence to say hello in Jesus' name. There were 2 weddings including this last week where we were able to facilitate the union of Vivian Petrik and Forest Entermille. We had 1 funeral for our beloved Barbara, and I think 5 youth meetings counting this last Sunday afternoon.

We now have two other prayer warriors on our prayer team. Thank you, Gloria and Pat.

All in all, we are doing well. We thank God for His presence and your faithfulness. Your commitment to St. Stephen's has allowed us to broaden our ministry. May God richly bless you.

In Christ,
Taylor, your Vicar.

Jr Warden Report

The new year finds us attempting to keep the church as secure as possible. Several locks have been changed and door knobs replaced. Warren Maynard continues to keep the parking lot free of snow and debris. The landscaping is overseen by Patrick Flanagan, and Dan Stone takes care of the irrigation system and blowing out the lines every winter. Numerous lightbulbs have had to be changed out to allow for more light in the Preschool area. The chandelier lights in the small chapel were almost all burned out and are being replaced. This wasn't noticed until our parlor / church tour was in full swing. The Ladies Group together planted a memorial garden on either side of the office steps and we can't wait to see it spring to life. Each person brought a plant from their home that is of special meaning to them and Betty supervised their planting in memory of the time and care that Barbara Prowell spent keeping our flower beds growing, weeded and beautiful.

We have had the challenge of dismissing several unwelcome guests and their belongings from the church grounds but continue to allow people to enjoy the lawn and they are asked to vacate the premises before nightfall. The tree in the side yard had been trimmed back and that deters anyone from making that area a temporary home or waste disposal site. All of the bushes in the front have been considerably trimmed back and this has helped to prevent those areas from being a storage spot for passersby.

The front door and food pantry were vandalized so we've had security cameras put up to cover viewing of those areas. The food pantry was repainted, thank you Pat. The food pantry continues to be filled by the congregation and Pat and Michael. It seems to, once again, be a plus for our outreach to the community.

Parish Administrator Report

How very lucky I am to have my position working for this wonderful church! What an honor it was to help celebrate 150 Years of St. Stephen's Episcopal Church here in Baker City! It isn't often that an employee cherishes their time at work, but I am happy to report that I absolutely love it here!

I am always soliciting photos, articles and or suggestions for articles for our newsletter. You may send these to the church email, bakerststephens@gmail, or my personal email patriciadhinton@outlook.com.

St. Stephen's Parishioners planted a memorial garden last fall for Barbara Prowell, and it was decided that we would want to install a bronze plaque to dedicate this garden to Barbara. See the design on the back page of this report.

Custom Bronze Plaque for Barbara Prowell's Memorial Garden

20" W x 10" H

Single Line border

Dark oxide background (dark brown)

Leatherette texture

Fastenings- Concealed - Studs on back

Total price of bronze plaque is \$ 761.00

**If you add the 1.5" x 80" square steel post,
for installation into the ground
the cost will be \$300,
Bringing the total to \$1,061.00.**

Price includes shipping. *Manufacturing time is approximately 8 weeks.*

I had a need to stay busy over Thanksgiving and Christmas this year and I volunteered to work in the Baker Food Bank at the Salvation Army 2 days a week. As luck would have it, they had a couple of weeks that their freezers were filled to the maximum and so St. Stephen's was able to accept some of the surplus frozen meats from the Food Bank. St. Stephen's distributed 2 entire freezers of meat over the holidays.

I am happy to report that Mike Chase was able to reconnect St. Stephen's with the managers of Albertsons and Safeway that enables us to pick up breads and pastries (post dated pulled items). Through Mike's efforts we have started picking up and then packing the food kiosk in front of our church as well as 4 other food kiosks in the community. We have formed a committee that is still in the process of figuring out how we can help with food insecurity. That committee consists of Mike Chase, Vicki Kerr, Nancy Rorick, Taylor Clark, Molly Larsen, Cathy Hack and me. If you have any suggestions for us contact me.

The St. Stephen's Parishioners and the Youth Group and Sunday School brought in enough food items over Christmas to fill the back of the church. I am happy to report that the committee was able to redistribute all those items to the community. May God continue to bless St. Stephen's!

~Submitted Pat Hinton

Treasurer's Report, by Aletha Bonebrake

2023 was a very labor-intensive operation for managing the cash flow for St. Stephen's for a couple of reasons that have been addressed in the learning and corrected as the year wore on.

We use Quickbooks and in it manage five bank accounts held for different purposes. A clean audit of previous accounting was done by Rob Gaslin, CPA, in 2021 in order to shift accounting from Quicken to full Quickbooks accounting as the larger revenues required more refined management. Rob Gaslin set up the Bank Accounts and helped design the methods of reporting to the Vestry. The revenues used for St. Stephen's operations, including all paid staff (Vicar, Parish Administrator and Archivist) are subject to a 22.5% assessment (like taxes) to the Diocese to fund its operations. These revenues come from Pledges, plate offering, and special funds which are specifically budgeted into the General Fund, held at Umpqua Bank, when it is intended to spend them for operations. In the budget, therefore, you will see some investment funds transferred quarterly from a dividend receiving bank account, and a transfer from our rental housing income, which is a small part of the rental income, with the majority of these funds going into a sinking fund (savings account) to be available for substantial building needs. The bulk of these rental funds collected throughout the year are held in checking or savings account at Banner Bank and are not subject to assessment unless they are moved into the General Fund for a critical project. We had to transfer and use some of these sinking funds (\$7,913) to close out 2023 to pay the assessment owing the Diocese at the end of the year. This transfer actually offset some major building expenses for furnace repairs and lighting installations which were paid for from the General Fund during the year.

Besides General Fund Operations, which you see in the budget as office equipment, building and grounds maintenance, utilities and many services, there is also a Special Funds Budget held at Community Bank, which manages funds raised for specific outreach purposes to the community and which are not assessable to the Diocese. Some are Sunday School, Youth Group, Discretionary Aid, Food Outreach and Pancake Supper.

One major special fund we manage is the Ann Ward Legacy Account at Community Bank. These funds come from the Investment Account set up from Ann Ward's estate gift to the church in 2020. Between 5% and 6% dividends (about \$12,000) of the Corpus (currently \$820,000) is transferred quarterly (total \$48,000) to provide funds for staffing our Community Preschool project, and to provide funds transferred to the General Fund to pay Church staff, which is the new opportunity provided by her gift. Previously we had no paid staff.

The Investment funds fill in the funding needed by the Community Preschool that is not provided by tuition as well as funding our Vicar and Parish Administrator. Other of these funds have been used for other outreach opportunities, such as sending kids to Ascension Camp or Episcopal Relief & Development gifts.

It is the intent of the Vestry on advice from its Investment Committee to keep the endowment intact for St. Stephen's on-going support, rather than remove more than 5% or 6% per year. If the Corpus were diminished for standard operations, especially increases in staffing, reduction in parishioner support or undertaking expensive projects, St. Stephen's would soon be where it was in 2019, facing a dim future

and likely no priest. This is why the continuing pledge support funding operations is so important and necessary to St. Stephen's success.

If you have any questions about the 2023 closeout, uses of funds, current assets, or the 2024 budget please feel free to ask me today or reach out any time at all.

Thank you.

The Rev. Aletha Bonebrake & Treasurer.

alethaboneb@msn.com; 541-519-6776

Ann Ward Legacy Investment Report

The investment committee consists of the following parishioners: Betty Palmer, Fred Warner, Aletha Bonebrake, Jack Wilson, and myself.

Our investments are currently around \$820,000 after this month's quarterly withdrawal. The stock market has been relatively level over the past year with a recent upswing. As stated in previous reports we have adopted the investment strategy followed by the Leo Adler committee. That means that we have taken approximately 5 or 6% from the investments to fund our yearly outreach programs as adopted by the vestry. This has been shown to allow for the principle to be maintained and increased over the years to help account for inflation.

Submitted by Joel Bigelow

Altar Guild Report

Once again our Altar Guild has remained strong and active. We welcomed Nancy Rorick as a new member and she has been working side-by-side with Vicki Kerr.

Members of the guild met in December and spent time polishing candle sticks, plates, chalices etc., which resulted in a beautiful altar for the Advent season.

Several services have been added by Taylor Clark during the Advent and the Easter season. I appreciate everyone's willingness to participate in setting the altar for the additional services.

Members of the Altar Guild are:

Patti Pickard

Vicki Kerr

Nancy Rorick

Sue Richard

Betty Palmer

Heather Palmer Johnson

Beth Bigelow

Serving on the Altar Guild is a spiritual exercise. Caring for the altar is a way to act out our relationship with God in a quiet and prayerful work. Thanks to all the members of the Altar Guild for their dedication!

Submitted by Beth Bigelow

The Archivist 2024 Annual Report.

The major project accomplished for 2023 was the listing of all songs by church year seasons (Advent, Christmas, Epiphany, Lent Easter and Pentecost). They were also organized by the three-year rotation. The listings are filed in the front of the Bulletins file drawer (easy access) or on the Toshiba pc under Desktop/Documents-shortcut/Music/Bulletin Music Lists.

The general files continue to be worked on. Information is being sorted, organized and cross referenced as needed. The second major project being currently worked on is the Parish Membership lists. Some lists were found to be just hard copies, others only as digital. Hard lists are being made digital and filed on the Toshiba pc, while hard copies of digital information are being filed in the file cabinets. Files that may be placed under different titles, have the titles with information directing people to where the documents are located (i.e. membership lists file refers people to look under Parish Membership).

The Parish Register is being updated with funeral, marriage, confirmation and baptism information. Hard copies of certificates, and other paper items are being stored in sheet protectors.

The Christmas Parlor Tour brochure for 2023 and past years as found are being filed. A Thank you note from CASA was sent to the church expressing CASA's great appreciation for the church's participation.

Backroom computer: This PC/Documents/Annual Report

Music Director Report

Your church musician continues with enthusiasm to play sacred music for St. Stephen's services and meditative music before services.

St. Stephen's weekly checks to Lindianne provide significant support for His Grace Children's Home in Uganda.

We moved our music school back to Lindianne and Arthur's home and are grateful to have more time to research and write together. Baker

Music Garden will continue to produce student recitals in St.

Stephen's beautiful sanctuary, for which we are most grateful.

Lindianne and Arthur love participating in the Episcopossums and are grateful for Carol Harley's inspired direction.

Lindianne is now directing the Baker Community Choir and encourages all who want to sing to join this no-audition choir!

Lindianne Sappington, Church Musician

St. Stephen's Preschool Program - submitted by Aletha Bonebrake, preschool coordinator

St. Stephen's Preschool was operating for both School Year semesters in 2023, with some operational changes occurring during the year. The first semester we had just 5 students, since potential students' parents opted for new opportunities in the community being offered for full day care with our program being only half-day. We also were charging \$150 per month, which was not covering costs and needed to be subsidized by the Ann Ward Legacy Fund. The price was raised to \$250 per month beginning September with 7 students, growing to 8 students by year's end. Today we have 9 students in preschool.

Our teachers and support staff changed during the year but the transition was smooth and parents have been very happy with the education their children are receiving. Kara Leggett left head teacher position for family reasons and Seth Wilde, who had been support staff, was promoted to head teacher and Molly Larsen began support staff role January 2024. We look forward to a successful 2024.

Community Outreach

Tomlinson family worked with Haines school counselor to help 2 families in need last year by providing cash for food and other essentials on a monthly basis. The Lewis family (friends of Tomlinson s) helped a family for five months. The church paid half of the cost.

Tomlinsons also helped with Christmas baskets for Haines' families along with Bigelows and Crowells.

Youth Ministries Report

Saint Stephen's youth ministries continue to remain active and growing. The Sunday school meets the first Sunday of the month with Cammy Warner, Heather Palmer Johnson, and Courtney Crowell providing instruction.

The youth group meets on Sunday afternoons on the first Sunday of the month. The group participates in acolyte training, lessons of the church, community service projects, music, Crossroads art, and games(especially chess). Church members Taylor Clark, Aletha Bonebrake, Molly Larson, Carol Harly, Joel Bigelow, Sue Richard, Patti Pickard, Karen Zimmer, Jim Tomlinson, Mary Tomlinson and Robin Crowell have provided great support with the various activities.

Parker Roys, Joel Anderson, and Ellie McQuisten have done a wonderful job serving as acolytes with Molly Lawson for the church this past year. I am happy to report that we now have Hazel Crowell, Carson Johnson, Mason Radford, Weston Anderson, Reagan Charpilloz, Delaney Charpilloz, and Finley McQuisten in training for this coming year. Participating as an acolyte encourages our youth to know God's word, develop a relationship with Jesus Christ, and become active in the church community.

Submitted by Beth Bigelow