



**MORNING PRAYER, ANNUAL PARISH MEETING
AND HOLY COMMUNION
THIRD AFTER THE EPIPHANY
JANUARY 25, 2015**

AGENDA

- 1.) Morning Prayer
- 2.) Peace
- 3.) Morning Reflection Activity
- 4.) Invitation to Annual Meeting and Opening Prayer
- 5.) Necrology: *Marcia Baker, Robert Dunham, Carol Chandler*
- 6.) Approval of Minutes (Pg. 9)
- 7.) 2014 Treasurer's Report
- 8.) 2015 Budget
- 9.) Vicar's Report
- 10.) Old Business
- 11.) New Business
- 12.) Adjournment to Eucharist (Pg. 6)
- 13.) Lunch

WORSHIP ASSISTANTS

Greeter: Pat Hesch

Ushers: Connie Michell, Linda Jensen

Gift Bearers: Ely Family

Lectors: Tom Jensen, Gary Landrio

Intercessor: Chris Mesmer

Eucharistic Ministers: Tim Dyer, Gary Landrio

Children's Chapel: Addy Landrio

Altar Guild: Connie Michell, Linda Jensen, Addy Landrio

Counters: Tom Jensen, Denise Ely

Trinity Memorial Church Annual Meeting

Sunday January 26, 2014

Call to Order

Requirements for voting.

Attendance taken.

Review of Diocesan Strategic Planning.

Necrology: Carl “Bill” Anderson, Marjorie Anderson, Ann Blackman, Bonnie Corcoran, Margaret Gilson, Julia Nobles.

Minutes: Addy Landrio moved to accept, Diane Brant seconded. Passed unanimously.

Treasurer’s Report – Diane Brant reviewed 2013 Treasurer’s Report. Diane moved to accept, Carol seconded. Passed unanimously.

2014 Budget: Review of 2014 Budget. Diane Brant moved to accept, Addy Landrio seconded. Passed unanimously.

Bishop’s Warden Report: Addy Landrio reviewed 2013

Old Business:

None addressed

New Business:

Recognition of retiring Vestry members: Vivien Boger, Addy Landrio and Clare Glarner.

New Bishop’s Committee member elections. New members voted onto the committee: Deb Davis, Gary Landrio, Lana Creal.

Adjournment. Diane Brant moved to adjourn, Addy Landrio seconded. Unanimous approval.

Closing Prayers.

Respectfully submitted:

Denise Ely, Vestry Clerk

Vicar's Annual Report

Grace to you and Peace from God our Father and our Lord Jesus Christ!

I greet you today with great joy. We have made strides in the past year in living into our mission statement. We have been delighted by unexpected developments that have brought an exciting new ministry to life in our midst. We have received new members into our life together. Our financial health is greatly improved. We see more opportunities coming to us this year as we pursue Christ's mission for us. It is a joyful time for Trinity!

This past year we have seen a renewal in our music program. Some of this is due to our careful pursuit of our mission strategy that has had us focus on our worship and how to improve our liturgical life. We are reaping the rewards of our efforts to explore new and different musical styles while also honoring our tradition of hymnody and traditional liturgy. Our ability to broaden our experiences has helped us to raise our expectations and to enjoy the fruits of our courageous willingness to experiment and celebrate.

Likewise, we have pursued our goal of "loving our building" through a committed building task force. Tom Watt and Terry Brant, along with property wardens Connie Michell and Gary Landrio, have formed a core group who coordinate and organize our efforts, who draw in other voices to help us love our building. Their work has brought a new maintenance relationship with a new company, roof repairs, exterior painting, floor repairs, and a strategic pattern of annual workshops where we stay ahead of planning and budgeting for our building's needs. This appropriate use of our human and financial capital is a huge boost to our as a community, and we can celebrate their continued efforts.

Unexpected things have also helped us in this pursuit of a more dynamic and engaging worship life. Our music leaders, Joe Glarner and Andrew Pollard, chose to work together and to then share the joy that they experienced in their work. Beginning with their work together on Wednesday evening, they are bringing their musical gifts to bear in line with our goals, and it is a great blessing.

Likewise, the unexpected partnership with St. Francis that developed this past year has brought many things to us. Sharing in leadership work as a combined Bishop's Committee has led to a deeper respect for our roles as leaders and new perspectives on what we can do as Christians pursuing Christ's mission. That partnership also has brought financial stability to our budget as we focus our resources on our key goals. This coming year the relationship will be reviewed by both sides and a determination of whether the relationship should continue and in what form will be decided. That answer should come at the end of 2015.

Also unexpected was an anonymous donation that helped to fund an air conditioning system for our worship space. I can't wait to find the coolest spot to hang out this summer is with God in his worship space! New music, renewed building, renewed relationship with our sister congregation, all evidence of joy in our midst.

Our budget and financial situation likewise looks wonderful. With the additional income from St. Francis and the rebound in the stock market, we will draw less than 6% from the endowment this year, an important milestone for us as we head toward our ultimate goal of never taking more than 5% in a year. Likewise we have begun planning for our building needs so that we can budget for its needs, and this will keep us from being tempted to raid the endowment's principal in the future.

This year we continue to develop Trinity's life by continuing our mission statement's vision of an enriching worship experience while also turning our attention to the transformative presence of the Holy Spirit in our midst. Having begun this work of growth through The Story, our weekly bible study going on this year, we will also focus on summer and fall education and experience series that will offer each individual ways to pursue an ever deepening spiritual life. Just as we needed and continue to need to invest in exploring how Christ is calling us to worship him, so too we need now to invest energy and time into how we form ourselves, or more specifically allow ourselves to be transformed by God, into this missionary disciples in this new age of the Christian Church.

We cannot rest on the Christian practices of our past. As the world moves forward, so too must the Christian life. With the pressures of life seeming to increase, the way forward for us to increase our focus on Jesus, the risen Lord in our midst. To this end we will explore together how to make and keep Christ close to your heart, so that the ministry he is calling from us can flourish and benefit a world in desperate need of God's radical call.

Building on our successes, preparing ourselves for our mission in Christ, and boldly living out our Christian faith in an increasingly hostile world are all what is being called from us. With joy let us continue to Celebrate, Grow, and Share together in that discipleship life at Trinity.

Yours in Christ,

Matthew

Altar Guild, *Mary Lou Campbell*

Directress....Dee Stewart, Candles....Tom Watt and Terry Brant, Flowers.....sign up calendar, call office

It is the responsibility of the members to prepare the altar for all services held in the Church under the direction of the priest. Also they are responsible for care of the linens, silver, candles, and vestments. We are lucky to have so many hard-working, dedicated members. This year many of our silver pieces were repaired and coated with an anti-tarnish finish. Tom Watt is in the process of building individual cubby holes for each piece, to protect the silver from accidental denting.

The Altar Guild of Trinity Memorial Church has an active membership of 18. The membership is divided into four groups, with each group serving 13 weeks of the year. Our current members are Sylvia Anderson, Donna Ball, Ed Ball, Jenn Campbell, Mary Lou Campbell, Deb Davis, Denise Ely, Nancy Hahn, Linda Jensen, Stacy Jones, Addy Landrio, Connie Michell, Marcy O'Brien, Ellen Scalise, Dee Stewart, Mary Lou Watt, Tom Watt, and Barbara Willis. New members are welcome at anytime, please see the Father Matthew or Directress, Dee Stewart, if interested in serving in this ministry.

Financial Reports
Statement of Revenues & Expenditures
December 31, 2014

	YTD Actual	YTD Budget
Operating Revenues		
Contributions	\$94,964	\$110,828
Other Income	\$13,032	\$10,000
Outreach Income	\$7,021	0
Plate Income	\$1,464	\$1,000
Income from Endowment	<u>\$104,554</u>	<u>\$104,554</u>
Total Operating Revenue	\$221,034	\$226,382
Expenses		
Worship	\$1,474	\$3,050
Pastoral Care & Program Ministry	\$2,095	\$2,250
Outreach	\$9,102	\$1,500
Office/Communication	\$7,736	\$7,350
Buildings and Grounds	\$29,497	\$30,497
Salaries and Benefits	\$109,800	\$132,766
Diocesan Assessment	<u>\$48,969</u>	<u>\$48,969</u>
Total Operating Expenses	\$208,673	\$226,382
Excess of Revenues over Expenses	(\$12,364)	(\$0)

Balance Sheet - 12/31/2014

Account	Account Name	Debit	Credit
100101	Northwest Checking Acct	\$57,645	
100301	Trinity Women's Guild	76	
100501	Alms Checking Account	\$919	
100901	Petty Cash	\$53	
102200	Trinity Endowment (PNC)	\$2,091,843	
102201	Trinity Women End. (PNC)	\$26,206	
102202	Trinity Alms Investment (Vanguard)	\$36,566	
101100	Downpayment Loan (Scott)	<u>\$16,000</u>	
200301	Accounts Payable		\$922
200101	Operating Fund		\$48,483
200202	Columbarium Funds		\$2,730
200205	Memorial Fund		\$5,751
200206	Music Program Fund		\$308
200210	Holiday Meals Fund		\$6,899
200211	Special Offering/Transient Fund		\$8,193
200215	Alms Fund		\$919
200216	Trinity Women Fund		\$76
200217	Trinity Youth Fund		\$413
200220	Trinity Endowment Fund		\$2,091,843
200221	Trinity Alms Investment Fund		\$36,566
200222	Trinity Women Endowment Fund		<u>\$26,206</u>
		<u>\$2,229,309</u>	<u>\$2,229,309</u>

Comparison

	2014 Actual	2014 Budget	2015 Budget
Income			
Member Pledges	\$85,639	\$101,828	\$73,324
Other Reg. Member Contributions	\$5,835	\$8,000	\$12,000
Misc. Other Givers	\$3,490	\$1,000	\$1,500
Contributions	\$94,964	\$110,828	\$86,824
Other Income	\$13,032	\$10,000	\$9,200
Outreach Income	\$7,021	\$0	\$0
Plate Income	\$1,464	\$1,000	\$1,000
Subtotal Income	\$116,480	\$121,828	\$97,024
Operational from Endowment	\$104,554	\$104,554	\$99,979
Total Income	\$221,034	\$226,382	\$197,003
Expenses			
Worship			
Altar Guild	\$530	\$800	\$800
Music	\$543	\$500	\$500
Piano Maintenance	\$90	\$1,500	\$1,500
Supply Clergy	\$310	\$250	\$600
	\$1,474	\$3,050	\$3,400
Pastoral Care & Program Ministry			
Christian Education/Formation	\$1,051	\$1,000	\$1,500
Fellowship	\$634	\$750	\$750
Convention/Vestry Retreat	\$410	\$500	\$750
	\$2,095	\$2,250	\$3,000
Diocesan Assessment	\$48,969	\$48,969	\$46,958
Outreach Expenses			
Advertising	\$1,831	\$1,500	\$1,500
Outreach Expense	\$7,271	\$0	\$0
	\$9,102	\$1,500	\$1,500
Operating Expenses			
Communications	\$2,707	\$2,600	\$2,600
Office Supplies	\$4,083	\$3,750	\$4,500
Postage	\$946	\$1,000	\$1,000
	\$7,736	\$7,350	\$8,100
Building Expenses			
Cleaning Service	\$8,921	\$8,921	\$9,072
Cleaning Supplies	\$967	\$500	\$1,000
Insurance	\$9,852	\$9,676	\$10,122
Maintenance Contract	\$0	\$1,000	\$700
Utilities	\$9,379	\$10,000	\$10,000
Weeding/Shoveling	\$378	\$400	\$400
	\$29,497	\$30,497	\$31,294
Salaries			
Clergy Salary	\$46,494	\$46,494	\$48,734
Musician Salary	\$9,100	\$10,500	\$15,000
Secretary Salary	\$26,382	\$26,266	\$26,713
St. Francis Reimbursement	-\$31,893	-\$11,393	-\$52,393
	\$50,083	\$71,867	\$38,054

Benefits			
Clergy Housing	\$15,448	\$15,448	\$16,120
Clergy SECA Reim.	\$4,739	\$4,739	\$4,961
Clergy Cell Phone Reim.	\$643	\$643	\$643
Clergy Professional Reim	\$2,905	\$3,000	\$3,000
Clergy Repayment-Housing Loan	\$3,000	\$3,000	\$3,000
Clergy Continuing Ed.	\$750	\$750	\$1,000
Clergy Pension	\$12,003	\$12,003	\$12,567
Lay Pension	\$2,364	\$2,364	\$2,404
FICA Church Contribution	\$1,837	\$2,009	\$3,176
Income Replacement Ins.	\$182	\$96	\$210
Medical/Life Insurance	\$9,269	\$9,269	\$9,856
Medical Insurance Alternative	\$6,018	\$6,715	\$6,715
Worker's Compensation Ins.	\$560	\$863	\$1,045
	\$59,717	\$60,899	\$64,697
Total Expenses	\$208,673	\$226,382	\$197,003

2015 Operating Fund Income & Expense

INCOME

Member Pledges (35)	\$73,324
Other Reg. Member Contributions	\$12,000
Misc. Other Givers	\$1,500
Contributions	\$86,824
Other Income	\$9,200
Plate Income	\$1,000
Sub-Total Income	\$97,024
Income from Endowment	\$99,979
TOTAL INCOME	\$197,003

EXPENSES

WORSHIP

Vicar	\$28,381
Musician	\$16,295
Secretary	\$5,939
Music	\$500
Organ/Piano Maintenance	\$1,500
Supply Clergy	\$600
Altar Guild	\$800
Total Worship Expenses	\$54,015

Sub-Total \$54,015

PASTORAL CARE AND PROGRAM MINISTRY

Vicar	\$28,381
Fellowship	\$750
Convention/Vestry Retreat	\$750
Education	\$1,500
Total Pastoral Care & Program Ministry Exp.	\$31,381

Sub-Total \$85,396

Diocesan Assessment **\$46,958**

Sub-Total \$132,354

OUTREACH

Secretary	\$2,969
Advertising	\$1,500
Total Outreach	\$4,469

Sub-Total \$136,823

OPERATING EXPENSES

Church Secretary Salary	\$20,786
Communications	\$2,600
Supplies	\$4,500
Postage	\$1,000
Total Operating Expenses	\$28,886

Sub-Total \$165,709

BUILDING EXPENSES

Cleaning Services	\$9,072
Cleaning Supplies	\$1,000
General Insurance	\$10,122
Maintenance Contract	\$700
Snow Removal/Weeding	\$400
Utilities	\$10,000
Total Building Expenses	\$31,294

TOTAL EXPENSES **\$197,003**

Income

Member Contributions - Offerings designated as Pledges, offerings made but no pledge card signed

Other - Trust income, interest on the checking account, group donations, votive candles, Christmas, Easter offerings, etc.

Plate - Free will offerings from Services not credited to specific people

Endowment - Income generated from the endowment fund for the operating budget

Expenses

Worship

Altar Guild - Altar Guild/worship supplies: wine, wafers, vestment cleaning, etc.

Music - Music, memberships, etc.

Organ/Piano Main. - Maintenance agreement - inspected & repaired, if necessary

Supply Clergy

Pastoral Care and Program Ministry

Education - Curriculum and supplies needed for all educational programs

Fellowship - Coffee, tea, meals, etc.

Convention - Expense reimbursement for delegates to Diocesan Convention, Vestry retreat

Diocesan Assessment - Recommended by Diocesan Council and Convention - accepted by the Bishop's Committee on behalf of the Parish -- Our fair share to help defray the cost of operating the Diocese of Northwestern Pennsylvania and the National Episcopal Church.

Outreach

Advertising -

Operating Expenses

Communications - Telephone exp, Constant Contact, and other office communications

Supplies - Office supplies: paper, toner, computer supplies, etc.

Postage - Stamps, bulk mailing of newsletter and permit

Building Expenses

Cleaning Service - Outsourcing the church cleaning to a professional cleaning service

Cleaning supplies - paper products, ice melt, light bulbs, etc.

General Insurance - Insurance for building and extended liability

Maintenance Contract - Yearly roof inspection,

Utilities - Gas, water, electric, garbage pick-up, alarm, etc.

Snow Shoveling/Weeding - Clearing church sidewalks and porch as needed, weeding

Salaries

Staff Benefits

Clergy Housing & Utilities - Housing is 30% of stipend & Utilities

Clergy SECA - One half self-employment tax of Priest

Clergy Professional Expense - Automobile and other professional expenses reimbursement

Clergy Cell Phone Exp. Reim.

Clergy Pension- Priest Pension (based on 18% of salary, housing, Social Security reim.)

Clergy Continuing Ed - Continuing education for the Priest

Clergy Housing Loan repayment - reduction in his downpayment loan in lieu of a raise

Medical, Medical Alternative, & Life Ins. - Insurance, health, accident, life - Priest & staff

Lay Pension - Pension of staff based on 9% of salary of lay employees

Income replacement Insurance - for lay employees

FICA - Social Security for staff

Worker's Comp- Worker's Compensation

Other Funds

Alms Fund

Beginning Balance- 1/1/2014		\$ 1,401
Income		
Contributions	\$1,784	
From Alms Fund Endow	\$1,494	
2nd Sunday Plate	\$181	
Camp Scholarships	\$550	
Total	\$4,009	
Expense		
Gas Cards	\$300	
Utililities/Rent Assistance	\$1,642	
Camp Scholarships	\$550	
Outreach	\$2,000	
Total	\$4,492	
Ending Balance 12/31/2014		\$ 918

Building Fund

Beginning Balance- 1/1/2014		\$18,384
Income		
Building Fund Contr.	\$9,000	
Building Fund From Bldg End.	\$58,355	
Transfer from L. Lemmon Fd.	\$4,733	
Total	\$72,088	
Expense		
Reg. Maintenance/Repairs	\$2,565	
Website Photography	\$900	
Parish Development	\$2,013	
Capital Improvements	\$61,083	
Equipment/Furniture	\$23,911	
Total	\$90,472	
Ending Balance 12/31/2014		(\$0)

Columbarium Fund

Beginning Balance- 1/1/2014		\$ 2,692
Income		
Urns	\$40	
Total	\$40	
Expense		
Plaque	\$3	
Total	\$3	
Ending Balance 12/31/2014		\$ 2,730

Memorial Fund

Beginning Balance- 1/1/2014		\$7,887
Income		
Altar Guild Mem.	\$0	
Undesignated Mem.	\$1,505	
Total	\$1,505	
Expense		
Altar Guild Mem. (Repairs)	\$758	
Memorials (Repairs & CPE).	\$2,883	
Total	\$3,641	
Ending Balance 12/31/2014		\$5,751

Music Program Fund

Beginning Balance- 1/1/2014		\$290
Income - Lemmon Bequest	\$10,000	
Expense - Sound System	\$9,982	
Ending Balance 12/31/2014		\$308

Outreach Meals/Baskets Fund

Beginning Balance- 1/1/2014		\$5,380
Income		
Contributions	\$2,759	
Warren Gives	\$1,962	
Fund Raising	\$2,000	
Total	\$6,721	
Expense		
Easter Meals	\$1,639	
Thanksgiving Meals	\$3,564	
Christmas Meals	\$0	
Total	\$5,203	
Ending Balance 12/31/2014		\$6,898

Transient/Pass Through Fund

Beginning Balance- 1/1/2014		\$3,350
Income		
Alms Donations/Pass Thru	\$1,540	
Decorations	\$835	
Flowers	\$510	
Special Offerings	\$40,671	
Total	\$43,556	
Expense		
Alms Donations/Pass Thru	\$1,465	
Decorations	\$700	
Flowers	\$564	
Special Offerings	\$35,985	
Total	\$38,713	
Ending Balance 12/31/2014		\$8,193

Trinity Women's Guild Fund

Beginning Balance- 1/1/2014		\$76
Ending Balance 12/31/2014		\$76

Trinity Youth Fund

Beginning Balance- 1/1/2014		\$413
Ending Balance 12/31/2014		\$413

Trinity Alms Investment Fund

Beginning Balance- 1/1/2014		\$ 34,763
Income		
Dividends	\$894	
Net Gain/Loss	\$2,404	
Total	\$3,297	
Expense		
Payouts	\$1,494	
Total	\$1,494	
Ending Balance 12/31/2014		\$ 36,566

Building Endowment Fund

Beginning Balance- 1/1/2014		\$ 55,490
Income		
Interest	\$138	
Dividends	\$401	
Alternative Invest. Inc	\$192	
Other Receipts	\$57	
Net Gain/Loss	\$2,356	
Total	\$3,144	
Expense		
Management Fees	\$272	
Payouts	\$58,355	
Other Distributions	\$7	
Total	\$58,633	
Ending Balance 12/31/2014		\$0

Trinity Endowment

Beginning Balance- 1/1/2014		\$2,044,059
Income		
Contributions - Lemmon Beq.	\$18,355	
Interest	\$7,899	
Dividends	\$72,999	
Alternative Invest. Inc	\$8,340	
Other Receipts	\$5,042	
Net Gain/Loss	\$52,631	
Total	\$165,266	
Expense		
Management Fees	\$12,677	
Payouts	\$104,554	
Other Disbursements	\$251	
Total	\$117,482	
Ending Balance 12/31/2014		\$2,091,843

Trinity Women's Guild Investment Fund

Beginning Balance- 1/1/2014		\$ 24,698
Income		
Interest	\$264	
Dividends	\$821	
Net Gain/Loss	\$581	
Total	\$1,666	
Expense		
Management Fees	\$158	
Total	\$158	
Ending Balance 12/31/2014		\$ 26,206



St. Francis Episcopal Church

343 East Main Street, Youngsville, PA 16371

Phone 814-563-7586

Email: stfrancis@eaglezip.net Website: stfrancisyoungsville.org



Trinity Memorial Episcopal Church

444 Pennsylvania Avenue West, Warren, PA 16365

Phone: 814-723-9360, Fax: 814-723-9361

Email: trinity@trinitywarren.org Website: trinitywarren.org

Ministers	All the members of St. Francis and Trinity
Vicar	The Rev. Matthew R. Scott
Candidate	Tim Dyer
Ministers of Music	Joseph Glarner, Molly Lawson, Andrew Pollard, Pat Pollard
Parish Administrator	Barbara A. Winslow
Nursery	Hanna Taylor