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# 2009 Annual Report



The Parish of the Epiphany ♦ Winchester ♦ Massachusetts

February 3, 2010

Dear people of God called to be the Parish of the Epiphany,

In the pages which follow you can read for yourself the strong commitment, and the equally strong joy, with which you have carried out God's mission in 2009. What's reported herein is incredibly exciting!

It was exactly one year ago when I first felt the excitement about the possibility of joining you. Suzanne Owayda, the co-chair of your rector search committee, called me on February 10, 2009. That initial excitement increased throughout the winter and spring as the discernment process continued, and it increased yet more on June 15th when the wardens called to invite me to be your next rector. From then, the emotions we have felt have run the gamut, haven't they? If yours have been anything like mine, I imagine you've felt all kinds of feelings, but there's still excitement, at least there is for me, and I hope there is for you. As excited as I am to be among you, I feel now a much greater sense of joy and gratitude for all the ways you have welcomed and embraced Tom and me. For whatever challenges and hurdles we'll face in the future, my sense is that God has blessed our discernment.

My excitement about Epiphany, from the very beginning, centered on the energy and enthusiasm with which you have long carried out God's mission. In your calling me to join you, I believe you have bestowed upon me a sacred trust, and I pledge to honor and respect you (the community), as well as the trust you've given me.

Yet what you can read here is really about *you*, not me. You have done this every year, with every rector. The mission of God flourishes irrespective of who's leading, and irrespective of whatever we face that is challenging or hard.

This report, of course, doesn't capture everything you did in 2009, but it does provide a snapshot of your vitality and of your commitment. And for those of you who are new, or who are returning after a "sabbatical," or who have been here for a long time but more on the sidelines, let these reports speak to you as a potential call:

1. *Where would you like to participate in 2010?*
2. *What ministries (programs, teams, initiatives, actions) can you see yourself joining?*
3. *What's not yet offered...what will be included in next year's annual report?*

As we look forward, with excitement, for what lies ahead, we do so listening with open hearts and minds for God's wisdom, for Christ's compassion, and for the Holy Spirit's presence. In that great letter Saint Paul writes, "We can do all things through Christ who gives us strength." (Philippians 4:13). With excitement, tons of joy, and overflowing gratitude, I am yours, faithfully in Christ,

Thomas James Brown  
Rector

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## Report of the Wardens

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Dear Friends in Christ,

2009 was a year of significant development and growth for the Parish of the Epiphany. On January 1, 2009, our Search Committee was just one month into its work, and we were entering our fourth month under our experienced interim priest the Reverend William W. Eddy. We completed a successful pledge campaign in the face of a very difficult economic situation thanks to the work of many dedicated volunteers, and presented a balanced budget at annual meeting in February.

The vestry welcomed new members in March and with renewed commitment and energy took on their work as the parish's spiritual and fiscal leaders. As spring arrived the Search Committee completed its work on a new profile of the parish and developed a process for interviewing and visiting candidates. As the Search Committee narrowed its list of potential rectors, the vestry prepared for the decision ahead by agreeing on the consensus process that would allow us to issue a call to the parish's tenth rector.

When the Search Committee brought the name of the Reverend Thomas James Brown to a special meeting of vestry on June 15, extensive and prayerful discussion led to consensus, and as wardens we had the pleasure of phoning Thomas and asking him to accept our call. He accepted without hesitation and the parish began winding up the work of our interim period. Our staff and clergy, paid and unpaid, put forth an extraordinary effort and kept our programs and facilities humming along smoothly throughout the challenges of our transition. Thank you, Roger, Suzanne, Fred, Sarah, Rhonda, Liz, Louie, Christian, Roger, and Scottie! Children's ministry passed from our Director of Children's Ministry Lucy Papandrea to volunteer coordinators Ginger Barrow and Jen Degnan at the end of May, and the vestry and the committee chairs considered possible new structures for the parish's many ministries as we laid the groundwork for our new rector. On July 31, we said goodbye to Bill Eddy, with thanks for all that he had done to prepare us for Thomas's arrival.

After moving into the rectory in early August, Thomas and his partner Tom Mousin officially arrived on September 9. They immediately offered the hospitality of the rectory to each household in the parish, hosting a series of teas with support from the transition team of Search Committee and vestry members.

Jane White agreed to serve as chair of Stewardship in mid-September and quickly ramped up a pledge campaign, aiming at a new level of transparency and openness in discussions of parish finances and the need for commitment from parishioners, both of their presence and energy and of their gifts of money.

Under the leadership of chair Betsy Walsh, the Nominating Committee also opened to every parishioner the process by which members are elected as vestry members and officers. Unprecedented numbers of willing and highly qualified candidates agreed to be considered, and many capable people could not be nominated this year. We extend our heartfelt gratitude to all

those not on this year's slate, and look forward to continued development of our lay leaders and our nominating process in the year ahead.

As the year drew to a close the parish came together to plan the institution of Thomas's new ministry with us, and although the calendar tells a different story, the year 2010 actually began on January 5 with a celebration that was a high point in Epiphany's long and rich history.

One of the lessons of our transition year is that "we are the church" and the service of each of our members is the fuel that makes our common life run. We could not be prouder of the accomplishments of each of you, which collectively have made us a stronger and more vibrant community than we were a year ago. Thank you! And blessings on you in all you do.

Yours faithfully,

Ted Kellogg and Pam Chester  
Wardens

**THE ANNUAL MEETING OF THE PARISH**

**February 3, 2010  
7:00 p.m.**

**AGENDA**

**THE CALL TO ORDER** - Opening Prayer

**THE READING OF THE WARRANT**

**THE REPORT OF THE COMMITTEE ON QUALIFICATIONS**

**THE DECLARATION OF A CONSTITUTIONAL QUORUM**

**THE REPORT OF THE CLERK** - Minutes of the 2009 Annual Meeting

**THE REPORT OF THE TREASURER**

- The 2009 Financial Statement
- The Presentation of the 2010 Operating Budget

**THE REPORT OF THE WARDENS**

**THE REPORT OF THE NOMINATING COMMITTEE**

**OTHER BUSINESS**

**ACKNOWLEDGMENTS**

**ADJOURNMENT** - Closing Prayer

**Minutes of the Annual Meeting, February 11, 2009**  
**The Parish of the Epiphany, Winchester, MA 01890**  
**DRAFT**

The Annual Meeting of the Parish of the Epiphany was held on Wednesday, February 11<sup>th</sup> 2009 in Hadley Hall.

**The Call to Order**

The Reverend Roger Nelson called the meeting to order at 7:01PM and gave the opening prayer.

**The Reading of the Warrant**

The Warrant, having been duly posted, and upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** to waive the reading of the Warrant.

**The Report of the Committee on Qualifications**

Pam Chester acknowledged the members of the Qualification Committee, Sandy Bristol and Jo Devlin, thanked the members of the Nominating Committee as well as the women who helped prepare the food for the fundraiser dinner prior to the Annual Meeting.

**The Report of a Constitutional Quorum**

There being a sufficient number of parishioners present (80), Pam Chester declared the presence of a constitutional quorum. Article III of our bylaws states a minimum of 50 people be present for a quorum to be declared.

**The Report of the Clerk**

The minutes were presented for approval, one item was addressed: the heading of the bullets under Report of the Treasurer reflected incorrect years.

Upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** that the minutes of the Annual Meeting held February 7<sup>th</sup>, 2007 be accepted as amended.

**The Report of the Treasurer**

The Financials start on page 37 of the 2008 Annual Report. Tom Hamilton is the Interim Treasurer due to the resignation of Scott Jones and Jay Stott is the Interim Associate Treasurer due to the resignation of John Lees. Both Anne Nielson and Betsy Walsh for assist in the Treasurer's role.

- **The 2008 Financial Statement**

Tom Hamilton presented the report to the Congregation. He explained the different types of funds: restricted funds are voted upon by the Vestry and unrestricted funds are included in the operating budget which reflects the daily flows of cash. Our investments took a hit in 2008 by suffering an unrealized loss of \$323,000. The only realized loss is the withdrawal from the endowment that was deposited into the operating budget. The restricted funds are managed by their underlying committees. The Operating Budget inflows are as follows: 83% in pledges, 10% in unrestricted gifts and offerings, 4% in investment income and 3% in activity income. The Operating Budget outflows are as follows: 60% in salaries and benefits, 13% in Diocesan assessment, 12% in facilities, 8% for worship, education, community and ministry and 7% for office and miscellaneous. These are all managed by the Treasurer, Wardens and the Finance Committee.

Tom explained the difference between the original proposed budget for 2008 and the actual budget for 2008. We lost money in pledges for various reasons although offerings were up more than budgeted. Our expenses were slightly less than expected and we ended up with a \$12,000 surplus for the year. However, despite this surplus there are some outstanding bills from 2008 that have not yet been paid so this is not a true reflection of the ending budget. Tom then took questions from the congregation regarding the end of the year budget for 2008.

Upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** that the 2008 Operating Budget be accepted.

- **The Presentation of the 2009 Operating Budget**

Eileen Marks and Solomon Owayda presented the budget to the congregation. Solomon asked that all members of the Finance Committee stand to be recognized. He explained the revenue side of the proposed budget for 2009. There is the initiative for new pledges totaling \$6,000 as well as the additional pledge increase initiative for anyone who increases their 2009 pledge totaling \$5,200. Ideally we hope that all pledges increase and that all pledges will be honored. Eileen explained the expense side of the proposed budget for 2009. The Jeanne McLean Fund can be accessed for Adult Education in the amount of \$2,300 so despite the decrease from 2008 this gift will offset that. Vacation Bible School (VBS) technically budgeted for \$4,000 but the organizers will contribute \$500 of their own money to the program. In 2001 we had an audit review but we will have a full blown audit this year and audits are now a diocesan requirement. If any more monies come in we will add to the operating budget cushion as well as to replenish committee budgets. There is a mistake with the budget for Altar Guild. Ted Kellogg mentioned that in speaking with Cynthia Hubbard, during an interim the revenues typically decrease by 15%. For ours to only decrease by 5% and during a trying economy is a real testament to Epiphany.

Upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** that the 2009 Operating Budget be accepted as edited.

**Report of the Nominating Committee**

John Cuozzo presented the slate for 2009, it was suggested that in the future the committee be more transparent and announce when they will be looking for nominees.

Warden	(for two years)	Ted Kellogg
Clerk	(for one year)	Priscilla Burns
Treasurer	(for one year)	Tom Hamilton
Associate Treasurer	(for one year)	Jay Stott
Vestry Persons	(for three years)	Marie Gosnell
		Allen Hill
		Jenny Rappole
		Ellen Wilson
Members of the Nominating Committee	(for one year)	Will Aldrich
		Nancy Solomon
		Betsy Walsh
Delegates to Diocesan Convention	(for one year)	Ron Almquist
		Kim Bennett
Mystic Valley Deanery	(for one year)	Ron Almquist
		Kim Bennett
		Allen Hill
Alternate Delegates to Convention & Mystic Valley Deanery	(for one year)	Alan Wrigley
		Jill Richardson

Upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** to close nominations and instruct the Clerk to cast a single ballot.

**Report of the Search Committee**

Scott Street and Suzanne Owayda presented their report to the Congregation, they asked that all Committee members present to stand and be recognized. Scott talked about what they had accomplished so far; they have met with the staff, Bill Eddy, the Diocesan consultant, Cynthia Hubbard and the Committee Chairs as well as the round table discussions. Suzanne then talked about what is next for the Committee. A retreat was held this past Saturday which resulted in some insightful and generous feedback. An outline of a new parish profile was drafted, at the February 23<sup>rd</sup> meeting for the Committee a rough draft will be presented and then on March 4<sup>th</sup> the draft will be sent to the Vestry. The Search Committee will be part of the Vestry meeting on March 11<sup>th</sup> to present the new parish profile. The finalized parish profile will be posted online, after that they will be meeting with the candidates. Suzanne asked for clarity and guidance in their mission. Eight candidates have been recommended so far by the Diocese.

## Report of the Wardens

Ted Kellogg presented the report to the Parish:

1. The past year was very challenging for Epiphany; we lost the Traches and Natasha. But our church remains a community in Christ.
2. Adult Education is now being run by Connie McGrane and we have had some great courses
3. The Church School has benefited from its volunteers, from wreath making to the Christmas pageant. Thank you to Lucy and Alison for their guidance.
4. Church School is averaging sixty children a week.
5. Roger Nelson took over YPF and Youth from Natasha, there are twenty-three young adults in this year's Confirmation class and there were zero last year.
6. The annual Walsh Report includes twenty-one organizations and \$121,898 was raised.
7. Faith and Environment got us to use Fair Trade Coffee and they are researching ways for Epiphany to reduce its carbon footprint.
8. Pastoral Care provides a great ministry to those in need and thank you to Joy Cass and Priscilla Burns.
9. The Women of Epiphany (WE) are a great gift to Epiphany.
10. Our music program is wonderful and impressive, thank you to Suzanne and the choir for all of their gifts.
11. Thank you to the members of the Finance Committee for all of their help.
12. Thank you to the Property Committee for their stewardship: new bells, freezer, kitchen floor, sewer pump, A/V upgrades, snow blower (snow ministry) and the first fire drill in fifty years for the Church School.
13. The Stewardship Committee has done a great job despite a horrible economy, thank you to Peggy Roll and Pam Chester.
14. Thank you to Bill Eddy for all of his contributions and his sense of humor during this challenging time.
15. Lastly, thank you to Pam and to my wife Carol.

## Other Business

The Reverend Bill Eddy presented the Necrology Report to the Parish.

## Acknowledgements

Pam Chester presented her report to the congregation.

1. Thank you to our Delegates to Convention and to our Deanery Representatives.
2. The Matching Funds Initiatives have resulted in seven new pledges with an increase of \$6,250 and six pledges have increased by \$2,004.
3. Thank you to all of the members of the Stewardship Committee and to the Vestry who made telephone calls to help with these new initiatives. Pledges should now come in over \$595,000 so we are very close to \$600,000.

Pam thanked the outgoing members of the Vestry: Kevin Cronan on serving his third consecutive term as Clerk; Pat Hitchcock, Cindy Seferian, Nancy Solomon and Jennifer Shire for their three-year terms. Flowers and Tree Hearts were presented to the former Vestry members.

Liz Kinchen put together a PowerPoint presentation for the enjoyment of the Parish.

Upon motion duly made and seconded, and by the affirmative vote of all members present, it was

**Voted:** to adjourn the meeting.

The Reverend Bill Eddy led the closing prayer.

The meeting was adjourned at 9:10 PM.

Attest:

Kevin M. Cronan, Clerk.

**THE REPORT OF THE NOMINATING COMMITTEE  
FOR THE ANNUAL MEETING  
February 3, 2010**

<b>Warden</b>	(for two years)	<b>Ellen Wilson</b>
<b>Clerk</b>	(for one year)	<b>Priscilla Burns</b>
<b>Treasurer</b>	(for one year)	<b>Jonathan Treat</b>
<b>Adjunct Treasurer</b>	(for one year)	<b>Richard Marks</b>
<b>Associate Treasurer</b>	(for one year)	<b>Jay Stott</b>
<b>Vestryperson</b>	(for two years)	<b>Jane White</b>
<b>Vestrypersons</b>	(for three years)	<b>Kevin Cronan Suzanne Owayda Edward Reboul Katherine Reynolds</b>
<b>Members of the Nominating Committee</b>	(for one year)	<b>Jennifer Degnan Marie Johnson William Saunders</b>
<b>Delegates to Diocesan Convention</b> (for one year)	<b>Ron Almquist Kim Bennett Jill Richardson (alternate) Alan Wrigley (alternate)</b>	<b>Mystic Valley Deanery Representatives</b> (for one year) <b>Ron Almquist Kim Bennett Allen Hill Jill Richardson Alan Wrigley</b>

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**ARTICLE V  
NOMINATING COMMITTEE**

There shall be a Nominating Committee consisting of three members of the Parish, none of whom shall be officers. The Nominating Committee shall nominate persons as candidates for election to all offices and positions to be filled by election at the Annual Meeting and shall report such nominations to the Clerk in writing at least four weeks before the Annual Meeting, and the Clerk shall post copies of the same upon or near the doors of usual public entrance to the church or place of worship occupied by the Parish, at least ten days before the Annual Meeting. Other nominations to such office or position may be made by any member of the Parish at the Annual Meeting at which an election to such office or position is to occur.

The Nominating Committee  
**Wilbert Aldrich  
Nancy Solomon  
Elizabeth Walsh**

### Worship

The Holy Eucharist was celebrated every Sunday at 8:00am; 51 Sundays at 10:00am, and 47 Sundays at 5:00pm.

Holy Baptism was celebrated seven (7) times.

#### **The parish kept the following major feasts and fasts:**

- 6 January, Feast of the Epiphany Tuesday at 9:30am (6)
- 24 February, Feast of Saint Matthias Tuesday at 9:30am (5)
- 25 February, Ash Wednesday 7:00am, 4:00pm, and 7:30pm (170 total)
- 1 April Wednesday in Holy Week 7:00am (8)
- 5 April, Maundy Thursday 7:30pm (119)
- 6 April, Good Friday 3:00pm (12) and 7:30pm (163)
- 11 April, Great Vigil of Easter 7:30pm (170)
- 12 April, The Resurrection of our Lord 8:00am (33); 9:00am (368) and 11:00am (362)
- 31 May, Feast of Pentecost 8:00 (27) and 10:00 (267)
- 29 September, Michael & All Angels Tuesday at 9:30am (6)
- 24 December, Eve of the Nativity of Jesus 4:00pm (238); 7:00pm (294) and 11:00pm (265)
- 25 December, the Nativity of Jesus: Christmas Day 10:00am (81)

#### **Holy Communion in homes, hospitals, assisted care facilities, and nursing homes**

- ✦ Holy Communion was administered 11 times (every month except December) at Aberjona Nursing Facility in Winchester.
- ✦ The Rector took communion to the Reverend Louis W. Pitt, Jr., on 18 October 2009.
- ✦ Lay Eucharistic Visitor, Allen C. Hill, took communion to Alexandra Briggs at New England Rehabilitation on 3 November 2009.
- ✦ Lay Eucharistic Visitor, Allen C. Hill, took communion to Alexandra Briggs, at her residence, on 22 November 2009.
- ✦ The Rector took communion to Maria Osserman at Massachusetts General Hospital on 12 December 2009.
- ✦ The Rector and the Associate Rector took communion, during the octaves of 4 Advent and Christmas, to thirteen (13) individuals.

(The likelihood is great that additional Lay Eucharistic Visitors administered the sacrament; however, there are only two lay eucharistic visits recorded in the *Register of Church Services*).

#### **The Daily Office**

- ✦ Morning Prayer was sung at the 10:00am liturgy on the 21st Sunday after Pentecost, 25 October 2009.
- ✦ Evening Prayer was said four Sunday evenings (in lieu of a Contemplative Eucharist): the 3rd Sunday after the Epiphany, 25 January 2009; the Day of Pentecost, 31 May 2009; the third Sunday after Pentecost, 21 June; and All Saints Day, 1 November 2009.

#### **Other Liturgies**

- ✦ Wednesday morning Eucharists were celebrated during the seasons of Lent (at 9:00am) and Advent at 7:00am.
- ✦ Tuesday morning Eucharists were celebrated at 9:30am 41 times.
- ✦ Tenebrae was celebrated on Wednesday in Holy Week at 7:30pm (20).
- ✦ A Service of Christmas Lessons & Carols was celebrated on the Fourth Sunday of Advent, 20 December 2009 (279).

### **Attendance**

Total Sunday attendance for 2007 was 12,395 which equals 238. Total Sunday attendance for 2008 was 12,608 which equals an average of 242 per Sunday. Total Sunday attendance for 2009 was 12,798 which equals an average of 246 per Sunday. These numbers include the total Sunday attendance (for all services) for every *Sunday*. It does not include attendance for any non-Sunday liturgy.

## **Pastoral Offices**

### **Holy Baptism**

Fifteen (15) people were incorporated into the Body of Christ and into this Parish. The following people were baptized on the following dates:

The Great Vigil	11 April	Charles Jenks Rubel
Day of Resurrection	12 April	Benjamin Christopher LaGatta, Lilian Elizabeth Mehne, Abigail Anne Schrader, Carlynn Grace Strobeck
Day of Pentecost	31 May	Taylor Zoie Interrante, Cooper Benham McFarlane
The 2nd Sunday after Pentecost	14 June	Abigail Wesley Shewalter <i>(at 4 Ivy Circle in Winchester)</i>
The 21st Sunday after Pentecost	25 October	Robin Elizabeth Glade
The 12th Sunday after Pentecost	19 July	Henry Muir Paterson
All Saints	1 November	Beckett Avellaneda Lee, Severiano Avellaneda Lee, Andrew Morgan Sells, Addison Mary Sells, Olivia Rose Thompson,

### **Confirmations/Receptions/Reaffirmation**

Twenty-Two (22) people were confirmed on 30 May 2009 at Grace Church in Medford; one (1) person was received. For Confirmation: Celanie Linn Almquist, Alison Kendall Briggs, Gregory Michael Bristol,

Thomas Neely Coltman, Daniel Patrick Csaplar, Andrew Samuel Deane, Nicole Rene Deane, Derek York Hamilton, Trevor James Hamilton, Austin Lee Heerema, Samuel Halsey Kellogg, Rachel Bachelor Martin, Ryan Donald Martin, Emily Lorraine Norton, Joseph Farid Owayda, Kyle Alexander Prates, Emma Karin Rieshus, John Ingalls Snow, Hennesey Piper Terry, Cooper Dalton Terry, Amy Fahr Wade, Katelyn Mary Weber. For Reception: Jacob Oommen Athyal.

### **Holy Matrimony & Blessing of a Marriage**

One liturgy of Holy Matrimony was celebrated: 17 April 2009 for Bethan Jane Nazzaro & Christopher Lannin Bailey. In addition to this liturgy, conducted in accordance with the Book of Common Prayer, the blessing of a civil marriage was conducted on 26 December 2009 by a clergy person not ordained in the Episcopal Church.

### **Healing**

In the context of the Sunday liturgy, the rite of healing was administered, generally, every other Sunday at both services. During the year the following ministers of healing served on various Sundays: *Susan Bailey, Joy Cass, Leo Cass, Judith Gillette, Richard Goldhor, Marie Gosnell, Roger Nelson, Gayle Pershouse, Louis W. Pitt, Jr., Betty Sawyer, Mary Street.*

### **Rite of Reconciliation/Confession**

Two (2) persons received absolution using one of the forms in the Prayer Book.

### **Burials**

Burial services in all its forms (the burial office itself, the burial office with holy communion, committal, internment of cremated remains, memorial services) were conducted eight (8) times in calendar year 2009: 10 January, Frederick Carl Nelson; 6 February, Robert James Spiller; 14 March, Ernest M. Hickin; 19 March, Thomas G. Craig; 15 May 2009, Jane Blewett Sherwin; 23 June 2009, Barbara Eldredge Pacetti; 1 September 2009, Daniel Watson Ladd; 16 September, Gladys E. W. Lockman; 22 December, Brenda Skene Fitts.

## **Ordained Ministry**

The Parish of the Epiphany is served by the Fifteenth Bishop of Massachusetts, M. Thomas Shaw, SSJE, who is in his sixteenth year of service to the Diocese, and by two Bishops Suffragans, Roy Cederholm and Gayle E. Harris. There were no episcopal visitations in 2009. The parish is also served by a full-time, stipendiary priest, the Reverend Thomas James Brown, who was called to be the tenth rector of the Parish of the Epiphany on 17 June, and who began his tenure on 9 September 2009. Mr. Brown is in his thirteenth year of ordained ministry. In addition to Father Brown, the parish is served by a half-time stipendiary priest, the Reverend Roger Edwin Nelson, who is in his sixth year as associate rector, and in his 46th year of ordained ministry. In addition to these two stipendiary clergy, the parish is served by four non-stipendiary, otherwise known as adjunct clergy: the Reverend Christian F. Brocato, Ph.D., the Reverend Roger C. Moulton, the Reverend Louis W. Pitt, Jr., and the Reverend Mary Scott Wagner.

### **Preachers on Sundays**

Sermons were preached on 51 Sundays by the following people (in date order):

**The Reverend William Eddy**, Interim Rector, preached nineteen (19) Sundays.

**The Reverend Roger E. Nelson**, Associate Rector, preached nine (9) Sundays.

**Ms. Alexandra Bolles, Ms. Katie Torrey, Mr. Ned Coltman, and Mr. David Kinchen** (graduation Sunday, 3 May 2009)

**Mr. Jacob Athyal, Mr. Joseph Georgis, Ms. Ruba Gnanaratnam, and Mr. Solomon Owayda** (Day of Pentecost, 31 May 2009)

**The Reverend Christian Brocato**, non-stipendiary assisting priest, preached at one (1) 10:00 liturgy, and three (3) 8:00 liturgies.

**The Reverend Roger Moulton**, non-stipendiary assisting priest, preached at one (1) 10:00 liturgy.

**The Reverend Robert Edson**, supply priest, preached one (1) Sunday.

**The Reverend Mary Scott Wagner**, supply priest, preached one (1) Sunday.

**The Reverend Thomas James Brown**, Rector, preached eleven (11) Sundays at both services, and at two (2) 8:00 liturgies.

**The Reverend Louis W. Pitt, Jr.**, non-stipendiary assisting priest, preached at one (1) 10:00 liturgy.

**The Reverend Mary Scott Wagner**, non-stipendiary assisting priest, preached one (1) Sunday.

**The Reverend Courtney Davis-Shoemaker**, assistant rector at Saint Stephen Church in Lynn, Massachusetts, preached one (1) Sunday, as a guest preacher of the Diocese of Massachusetts's Urban Resident Program.

There was no sermon preached on the First Sunday after Christmas, (27 December 2009).

## **Membership & the Parish Register**

Communicants in Good Standing 972

Youth in Good Standing (people under the age of 16) 285

*(These numbers are taken from the 2008 Parochial Report, an annual membership and financial report submitted to the diocesan and general church offices in the first quarter of the year. Hence, these numbers reflect activity from calendar year 2008)*

### **Removals**

Five (5) people were removed from the Register of Baptized Members as a result of their deaths: Robert James Spiller, Ernest M. Hicken, Barbara Eldredge Pacetti, Daniel Watson Ladd, and Gladys E. W. Lockman.

### **Additions**

Thirty-eight (38) people were added to the Register of Baptized Members: Fifteen (15) by Holy Baptism: Charles Jenks Rubel, Benjamin Christopher LaGatta, Lilian Elizabeth Mehne, Abigail Anne Schrader, Carlynn Grace Strobeck, Taylor Zoie Interrante, Cooper Benham McFarlane, Abigail Wesley Shewalter, Robin Elizabeth Glade, Henry Muir Paterson, Beckett Avellaneda Lee, Severiano Avellaneda Lee, Andrew Morgan Sells, Addison Mary Sells, and Olivia Rose Thompson. Twenty-three by Confirmation/Reception: Celanie Linn Almquist, Jacob Oommen Athyal, Alison Kendall Briggs, Gregory Michael Bristol, Thomas Neely Coltman, Daniel Patrick Csaplar, Andrew Samuel Deane, Nicole Rene Deane, Derek York Hamilton, Trevor James Hamilton, Austin Lee Heerema, Samuel Halsey Kellogg, Rachel Bachelor Martin, Ryan Donald Martin, Emily Lorraine Norton, Joseph Farid Owayda, Kyle Alexander Prates, Emma Karin Rieshus, John Ingalls Snow, Hennesey Piper Terry, Cooper Dalton Terry, Amy Fahr Wade, and Katelyn Mary Weber.

- The Reverend Thomas James Brown, Rector

## **Adult Education**

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The goal of the Adult Education Committee is to guide and stimulate spiritual formation and development among the adults at POE. We provide varied learning and growth opportunities using different learning modalities and formats. In doing so we seek to attract and evangelize current members as well as newcomers with programs of interest.

### **The Membership**

In 2009, the following parishioners served on the Adult Education Committee: Didier de Casaubon, David Damassa, Marie Lee, Bill Saunders, Jay Stott, Carol Watson and Susan Youmans. Carol Watson served as Chairperson. From January to June of 2009, the committee functioned without a rector. Although we persevered well, we felt an uneasy responsibility in making program decisions and in maintaining the high quality of programming. We eagerly awaited a new rector's arrival in September.

### **The Programs**

Sunday morning programs commence after the 10:00 service with a short prelude for coffee and tea. Essentially 11:15 – 12:15 is the Adult Education hour, which consists of presentations and lectures with small and large group discussion or questions concluding the time.

One of our goals for 2010 is to increase the number of experiential events where parishioners can reflect on their personal spiritual journeys and respond to each other's experience of God and spirituality.

In addition to the regular Sunday mornings, we instituted two new venues for spiritual exploration: POE Reads and Movie Night at POE. POE Reads began as a whole church summer reading program. Although many parishioners read the recommendations, attendance has been low at the discussions. However, lively and often profound conversations grace these initial evenings. Jason Kinchen lead the discussion of *Handling Sin* by Michael Malone and Carol Watson facilitated the conversation about *Beyond Belief: The Secret Gospel of Thomas* by Elaine Pagels. In February our third choice in the series, *Aristotle's Children* by Richard Rubenstein, will be discussed under the direction of Susan Youmans and Marie Gosnell.

Under the guidance of DeVallon Bolles, Movie Night at POE has proven to be enlightening. Small, but increasing growing, energetic audiences have enjoyed the films that all focus on moral of ethical dilemmas. To date, we've shown *Ride the High Country* and *The End of the Affair*. The series continues until the end of April.

### **Winter/Spring**

The new year began with a return of Professor Helmut Koester of Harvard Divinity School who presented an overview of the Gnostic Gospels. The Epiphany Mini-Courses began the following Sunday, January 11, and ran for five consecutive weeks, through February 15. The mini-courses allow for a more in-depth look at specific topics often including sustained discussion, reflection and personal interaction among participants. The three courses had from 15 to 30 participants. This year's courses were: 1) "The Gnostic Gospels," facilitated by Dr. Carol Watson, 2) "Healing Hands," facilitated by Gayle Pershouse and 3) Bible 101, facilitated by Jason Kinchen.

## **Adult Education cont.**

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Sunday, February 22, Helen Champion and her committee presented a program on the Ekuvukeni AIDS Ministry. We not only learned how Ekuvukeni provides help, hope and spiritual care to many, but also empowers the women who lead the Ekuvukeni Primary Health Care Center in, Kaw Mashu, South Africa.

For our Lenten series, Gregory Mobley, Professor of Christian Bible at Andover Newton Theological School, once again joined us with a study of Biblical Covenants titled “The History of God’s Contract with Humanity.” This Sunday morning series began on March 1 and ended on March 29. Professor Mobley has proven to be a favorite of parishioners. Musical Director, Suzanne McAllister’s production of Benjamin Britten’s contemporary miracle play, the opera, *Noye’s Fludde*, lyrically concluded the exploration of covenants. Also, during Lent, Reverend William W. Eddy, offered a study of Genesis “Journey through the book of Genesis” Wednesday evenings along with Soup, Salad and Spiritual Sustenance, as well, Liz Kinchen and Susan Bailey facilitated Sunday morning sessions on Centering Prayer, a contemplative method of prayer.

On April 19<sup>th</sup>, The Reverend Canon Samir Habiby, Special Assistant to Bishop Suheil Dawani, the Anglican Bishop in Jerusalem, performed the Eucharist and addressed the Adult Education attendees. After his update on the happenings in Jerusalem, Dr. Linda Brown shared an extraordinary power point presentation reflecting her two weeks in Jerusalem as a medical volunteer with and for the Diocese of Jerusalem.

We held a three Sunday Faith and Science Series beginning on April 26<sup>th</sup> and ending May 10<sup>th</sup>. We explored the connections between the relationship of faith and science with several speakers and topics. On April 26<sup>th</sup>, Brian Rosborough, founding Chairman of Earthwatch Institute addressed the members speaking on “Faith, Reason and the Environment.” The following Sunday, POE members, Dr. David Damassa, Professor of Anatomy and Cellular Biology at Tufts and Jay Stott presented an interactive session on Neurosciences and Free Will. In conclusion of the series, Dr. Ian Hutchinson, Professor of Nuclear Science and Engineering at MIT spoke on “Fusion Research, Christian Calling?”

The Spring programming culminated with Rogation Sunday, a new initiative that focuses on God’s creations great and small and identifies our Christian role as shepherds of all. We blessed two new plants for planting on a later non-rainy day in the Jack Bishop Memorial Garden. Each family was received a packet of seeds to take home and nurture, plus a wooden cross crafted by Rev. William Eddy. We hope to make this a new tradition for POE with each year contributing to our lovely campus’ flora and renewing our vows as Earth’s stewards.

To conclude the program year, we used the last class on May 18 to evaluate the interest and learning of the participants, as well as, parishioner desires for future topics.

### **Fall**

The theme for this fall’s programming was “Christian Responsibility and Response” The goal was to ask ourselves as Christians what is our Responsibility to inhabiting God’s creation? Do we have a moral obligation to maintaining our bounty and our neighbors’ safety? Should we respond to crisis in people’s lives or in the environment? If we accept such a responsibility, how can we respond to crisis and despair without exhausting our own recourses and spirit? Our hope was that after developing awareness, parishioners would become advocates or agents in attending to the needs of our world in some personal manner.

## **Adult Education cont.**

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On September 27 author, lecturer and educator, Professor Richard Parker Senior Fellow, Shorenstein Center on the Press, Politics and Public Policy, and Lecturer at Harvard University's John F. Kennedy School initiated the Advent Series. He addressed our theme of Christian Responsibility and Response by focusing on the naming and framing of crisis in the media by illuminating the tension between journalistic excellence and advertiser demand for an audience, plus the collapse of media resources and on-site sources. The resulting compromises manifest in misrepresentations of the real challenges we all face, drawing us away from meaningful action, and offering resolution as a cheap form of grace.

On Sunday, October 4, the Rev. Courtney Davis-Shoemaker, an Urban Resident serving under the Rev. Jane Gould in Lynn preached and joined Peggy and Jack Roll of this Parish in presenting the Urban Residents Program of the Episcopal Diocese of Massachusetts. The initiative deploys both newly ordained and experienced clergy into congregations that are committed to vital ministry and mission in our urban centers.

On Sunday, October 11, we continued with our theme of Christian Response and Responsibility. Jeffrey Cox, the provincial coordinator for Episcopal Relief and Development (ERD) was our speaker. ERD is the international relief and development agency of the Episcopal Church that offers a "compassionate response of the Episcopal Church to human suffering in the world."

David Damassa facilitated the October 25 forum continuing our theme with a presentation about the Cool Winchester Program. This new initiative helps us identify ways to reduce the size of our carbon footprint, be more responsible stewards of the environment and save money. Follow-up interest to this presentation stimulated the creation of one of the 2010 mini-courses on Eco-Teams.

November 8 Jennifer Hashley, Director of Tufts University's New Entry Sustainable Farming Project spoke on Tuft's program that provides new immigrants in the U.S. with land, equipment and training to get a head start on becoming green farmers. Many signed up for fresh produce come spring via this program.

Dr. Astier Almedom of the Fletcher School and Institute for Global Leadership at Tufts University addressed the forum on November 15th. Dr. Almedom spoke on community resilience to adversity. Disasters around the globe affect the lives of unprecedented numbers of people each year and yet many are able to survive, cope and even grow from these experiences. Dr. Almedom is an Eritrean-born British citizen and has conducted extensive studies on human, institutional, and ecosystem resilience in Africa, the UK and the US.

November 22<sup>nd</sup> was in intergenerational day with all ages creating Advent Wreaths.

In preparation for writing Christmas cards to our Holy Land sisters and brothers, Dr. Maria Khoury on November 29<sup>th</sup> shared with us her lived experience as a mother, wife and educator living in Taybeh, Palestine amid the constant terror of existing under military occupation. Her story stimulated an immediate response both to her several evangelistic activities, as well as, a desire for another pilgrimage to the Holy Land among parishioners. Some of the upper grades joined us for this presentation.

On Sunday, Dec. 6, we continued our theme of *Christian Responsibility and Response* by writing Christmas cards to our brothers and sisters in the Holy Land. In expressing our remembrances and warm regards, we hope the recipient Palestinian Christians will know we are aware of their plight, and we hold them dear. The cards were mailed to the Diocese of Jerusalem to be distributed among various Christian communities. Grades 6 – 12 joined us for this activity.

## **Adult Education cont.**

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On Sunday, Dec. 13 Dean Solomon, Executive Director of the Council of Social Concern in Woburn, spoke at the Forum on the human needs that the Council is meeting during this period of economic crisis, and the impact the economic downturn is having on human service agencies in Winchester, New England and the nation. He had suggestions as to how we can help.

Evaluations were administered at the end of Advent for the fall's programs. Parishioners rated programs as successfully and stimulating. Some people would like to come to POE Reads and Movie Night but have schedule conflicts. A final note, attendance has increased and maintains a higher level than last year with forums running between 70 to 100+ parishioners.

### **The Parish Library**

Parish librarian, Selina Woods, Mary Anna Krause and Lana Swan continued to support the library throughout the year, cataloguing and adding new resources as available. We appreciate their capable and enthusiastic assistance.

- Carol Watson, Chair

## **Children's Ministry**

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Children's Ministry, like many ministries at the Parish of Epiphany, went through a transition in 2009. We thanked and said farewell to Lucy Papandrea in June and then embarked on a volunteer-led Children's Ministry team, co-chaired by us, Jennifer Degnan and Virginia Barrow. It has been our honor and pleasure to work with the Children's Ministry Committee, the wardens, vestry, Bill Eddy, Roger Nelson, Thomas Brown, and the incredible group of volunteers as we strive to guide our children in their journey and relationship with God.

**Children's Ministry Committee:** Many thanks are due to Bridget Stump and Betsy Walsh, 2008-2009 co-chairs of the CMC. They led this ministry for the first half of the year and have imparted infinite wisdom and guidance to us since we have taken over.

The Children's Ministry Committee is a group of dedicated individuals with the goal of continually evaluating and improving our children's Christian education. Members during 2009 included: Monica Cantwell, Celia Ceruolo, Pam Chester, Barbara Foot, Cara Mehne, Bill Pelosky, Cory Little, Bridget Stump, Betsy Walsh, and Jenny Rappole, Jen Degnan, and Ginger Barrow.

**Church School:** There are currently 98 children enrolled in church school for grades pre-k-6. We are blessed with a dedicated and loving team of teachers who work collectively to share the word of our Lord.

Church School teachers include:

Kate Loosian, Laura Aldrich, Mike Aldrich, Betsy Walsh, Shannon Snap, Cara Mehne, Candy Gatti, Jenny Rynne, Mary Ellen Mahoney, Nelia Newell, Ginger Barrow, Eileen Marks, Shannon Ericson, Connie McGrane, Andrea Roller, Kate Reynolds, Tracy Ashton, Cory Little, Celia Ceruolo, David Barrow, Doug Pagan, Jenny Rappole, Sean Dalton, Elizabeth Ganz, Jen Degnan, Rich Crawford, Bill Pelosky, Lindsey D'Angelo, Charlene McDonough, Monica Cantwell, Cathy Arnold, Tara Doubman, Jen Lockwood, Angie Burbine, Barbara Foot, Susan Almquist, and Carolyn Sirois.

### **Curriculum:**

- Three year old program: "**Let the Children Come,**" an Episcopal curriculum designed for very young children;
- Pre-K and Kindergarten: **Godly Play**, a method of Christian education designed to give children a language with which to explore scripture and liturgy;
- Grades 1-6 began using "**Seasons of the Spirit**" this past September. This offers a rich mix of activities focused on scripture and Episcopal basics and is available online.

**Children's Chapel:** Chapel has been redesigned this year by an unbelievable and dedicated group of chapel leaders and assistants. It is a spiritual, educational, welcoming and vibrant service for children ages 4-8 that takes place at 10am each Sunday. The curriculum this year is "**Celebrate the Good News**" and has been a great success. Approximately 20 children attend each week.

Chapel leaders include: David Barrow, Claudia Bell, Thomas Brown, Priscilla Burns, Roger Nelson, and Bridget Stump. Assistants include: Rosalyn Nazzaro, Carol Hollingshead, Dinah Oommen, and Jane Sherwin.

## **Children's Ministry cont.**

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**Child Care:** Child care is available on Sunday mornings and other specified times. We are fortunate to have two paid care-givers, Sumithra Perera and Upeka Attapapu. Other members of the parish also volunteer, when necessary. We are in the process of formalizing our back-up system using mysignup.com.

**Vacation Bible School:** In June Vacation Bible School returned after a one-year absence and was run by Co-chairs Jen Degnan and Jenny Rappole. CAMP E.D.G.E. provided an adventurous week of activities where kids learned to "Experience and Discover that God is Everywhere". There were 70 children registered in preschool – grade 5 from Parish of Epiphany and the Winchester community. There were over 20 enthusiastic youth from grades 6-12 serving as assistants and "counselors" and were a key part to the overall success of VBS. In addition to the youth helpers there were over 16 dedicated adults serving as activity leaders.

**Fire Drill:** A fire drill is planned for the spring of 2010.

**Advent Wreath Making:** On November 22, a large number of children and adults gathered in the Hadley Hall to prepare for Advent. Each family took home a wreath complete with a set of candles and Advent Calendar created by Tom Mousin.

**Christmas Pageant:** All children had the opportunity to participate in our Christmas Pageant, led by our incredible Suzanne McCallister. It was wonderful to witness and enjoyed by all.

**Looking Forward:** As interim leaders for children's ministry, we have been continually amazed by the dedication of all of the volunteers that make this program a success. We are thrilled to work with Thomas, our wardens, vestry, and Becky Taylor, who will act as our consultant, as we advertise and fill the position of Director of Christian Formation. Again, it has been our pleasure to serve God and our parish this year as co-chairs of the Children's Ministry Committee.

- Jen Degnan and Ginger Barrow, Co-chairs

## **Lay Ministry**

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Lay ministry is “bearing witness to Christ wherever we may be, and according to the gifts given us, to carry on Christ’s work of reconciliation in the world.” *BCP, page 855.*

The Parish of the Epiphany has a strong and vibrant laity; it is an integral part of what defines Epiphany and gives it identity. The people of this parish community, their relationships with each other and with our church, and the work they do both within and beyond our walls, is part of their individual spiritual formation and also part of the formation of Epiphany as a community. Who we are and what we do in service to God, to one another and to the world at large—is our ministry.

The backbone of lay ministry at Epiphany is comprised of the work of all our various Committees and Guilds, the governance of the Vestry, as well as all those who participate in various roles during our worship services. The service of the laity runs throughout all aspects of life at Epiphany. Lay ministry at Epiphany is also found in our many-faceted outreach projects, as we minister to those beyond the walls of our church. The Chairs of our Committees and Guilds come together several times a year to share information about their respective ministry areas, to brainstorm new ideas together, to find points of collaboration, and to learn and grow as a leadership group.

The Committee Chairs met in February, May, and December 2009. In February, the meeting was a joint Search/Chairs meeting at which chairs responded to questions the Search Committee asked regarding the search for our next rector. In May we held a half-day retreat to discuss various organizational issues such as potential committee clustering around common themes, and communication between Vestry and committee chairs. We put any further work in this area on hold pending the arrival of our new rector. In December we met to introduce Thomas to the groups of committee chairs, and to share updates and vision for the future from the various ministry areas. More interest was shown in continuing the discussion of organizational issues, and Liz and Thomas will be structuring a plan for that going into 2010.

Some changes in chairs in 2009 are: Jane White chairing Stewardship, and Ginger Barrow and Jennifer Degan co-chairing Children’s Ministry.

Liz, Thomas and Sarah Twiss designed a Publicity Policy, outlining ways to make our internal and external communication processes more efficient.

Liz continued to oversee the Contemplative Evening Service which meets every Sunday at 5pm. Rich Goldhor joins Liz in overseeing this service. We have four rotating clergy participating in the Eucharist for this service, Thomas Brown, Roger Nelson, Christian Brocato and Louis Pitt. The service is otherwise lay-led. It attracts people both from within the Epiphany community and beyond. The average attendance is approximately 12 people per service. Thomas, Liz and Rich are actively discussing ways to enhance the service and grow it in size.

At the Annual Meeting in February 2009, Liz produced a visual annual report, showing the events of the year through photos. She will do the same for the February 2010 Annual Meeting.

- Liz Kinchen, Director of Lay Ministry

## Youth Ministry

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During the year 2009 the youth work of the parish was under my oversight as I was assigned by our interim priest, Bill Eddy, to be the Youth Minister as well as the Associate Rector. This meant that I gave up many of my previous pastoral responsibilities, especially my calling on shut ins and nursing home residents. With the arrival of Thomas J. Brown as our new Rector in September, I have remained in this position.

I see the youth ministry of the parish as a whole, encompassing any and all programs that affect mainly our members in grades 6-12, middle school and high school. I also view this ministry as extending on a more limited basis to our members in college and graduate school. I consider these all youth to be full members of the parish, deserving of a full ministry that encompasses education, fellowship, worship, and pastoral care.

My first task was to unite these age groupings into one ministry. This meant removing the Sunday morning education programs from the area of the Church School program and integrating them more fully into the area of youth ministry. This was made easier by the use of the Journey to Adulthood program initiated by the Rev. Natasha Stewart.

J2A encompasses all youth in grades 7-12. It begins with Rite 13 which involves youth in grades 7-8. Basically these two years allow our youth to begin to question what the church has taught them so far in their lives. Occurring just as they are discovering the use of reason in science and mathematics, it is an ideal time to allow them to begin to disconnect from their childhood beliefs and to begin to build a new foundation for their religious and spiritual lives. This rebuilding is the main focus of grades 9-10, also called J2A. It is during these years that we expect our youth to gain a more mature understanding of their faith, and to affirm that new commitment by means of Confirmation. The final two years, grades 11-12, called Youth in Action, or YAC is the time when we strive to integrate newly committed youth more fully into the life of the parish, as members of Vestry and various committees, as LEMS and ushers, and as volunteers in mission/work programs and spiritual retreats. The annual El Hogar teen work team has been the main example of this; though this coming year of 2010 we are also introducing a week long spiritual retreat to Ghost Ranch in New Mexico.

A second goal that was accomplished this year was to develop a full and accurate census of our youth in grades 6-12. I wanted to be sure that we knew who our constituency was, and that they knew that we knew that they were out there. Regular mailings via postcards began to go out to all our youth, advertising our programs and soliciting their participation. We enter 2010 having made some strides in engaging our youth. For instance in Grade 6, Epiphany has 10 young people, of whom 9 are touched by at least one of our programs, including Sunday worship. Likewise for the other grades:

Grade 7	15 total	7 involved
Grade 8	24 total	12 involved
Grade 9	5 total	5 involved

## Youth Ministry cont.

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Grade 10	16 total	9 involved
Grade 11	25 total	13 involved
Grade 12	10 total	3 involved

TOTAL 105 58 or 55%

We will never reach 100%, but not because we have not tried.

My third goal for 2009 was to provide support and encouragement to the many wonderful adults who are involved in leading these various youth ministries. Without their willingness to be present with our youth in many ways, all my administrative work would be for naught. I have listed their names under each of the following activities. I can only thank them, both on behalf of myself and of the parish, for their contribution to our youth ministry.

### GRADE 6 CHURCH SCHOOL CLASS

This transitional class into the J2A program is taught by the team of Angie Burbine, Carolyn Sirois, Susan Almquist, and Barbara Foot. Attendance averages in the range of 5-6.

### RITE 13 CHURCH SCHOOL CLASS (grades 7 and 8)

These students have been taught for some years now as they progressed through our church school by Jennifer Shire, Tom Goslin, and Peter Chinetti. The attendance is about 10-11 youth per week. The classes are discussion based, as requested by the students themselves and based on the J2A curriculum, supplemented by other sources.

### J2A CHURCH SCHOOL CLASS (grades 9-12)

In 2009 we kept these four grades together as many of them were in our large confirmation class also. Slowly we are in the process of dividing them into two groups. Their teachers are Susan Kincaid, Jacqueline Hamilton, and Carol Kellogg. The J2A curriculum calls for a spiritual retreat and we are in the process of planning this for June, 2010 in New Mexico.

### GENESIS YOUTH GROUP (grades 6-8)

This group meets once a month and its activities are planned and run by the parents of group members. During 2009 activities included a Yankee swap, an overnight at the church, an opening fall cookout for members and their parents, a trip to the Common Cathedral, and apple pie making. A sincere thank you to Thomas Goslin who has stepped forward to coordinate this group and to the many parents who help during the course of the year.

### YOUNG PEOPLES' FELLOWSHIP (YPF, grades 9-12)

This group for high school students meets almost every Sunday evening in the Garrett from 7-9 pm. The main focus is Christian fellowship and sharing. Some Sundays include bowling, a movie, or other activity. Membership in 2009 was around 25, with an average attendance of about 16. The adult mentors to this

## **Youth Ministry cont.**

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group for the year 2009 included Jason Kinchen, Sandy Bristol, Spike Stevens, Erika Almquist, Jenny Rappole, James Wrigley, and Roger Nelson. Our Rector, Thomas Brown, attends frequently.

### **CITYREACH**

Once a year high school members of Epiphany are invited to participate in CityReach. This is an overnight program at Saint Paul's Cathedral in Boston run by Ecclesia Ministries. The purpose is to introduce youth and adults to the reality of homelessness on the streets of Boston and involves providing food and clothing for those living outdoors.

### **OUTWARD BOUND**

This program seeks to build leadership skills and community among youth. It is held on Thompson's Island in Boston Harbor. Our attempt to participate in this program in the fall of 2009 did not succeed, but we are grateful to Jenny Rappole for her efforts to organize it.

### **EL HOGAR TEEN WORK MISSION TRIP**

In 2009 this trip was oversubscribed, but eventually was canceled due to political turmoil in Honduras over the summer. We did still send the \$2,000 the youth raised to El Hogar, and everyone is anxious to go in 2010 (and we already have dates for 2011). Thanks to Jason Kinchen who organizes and supervises this trip each year.

### **DIOCESAN ACTIVITIES**

Every year we are fortunate to have some of our youth active in various diocesan activities such as Diocesan Youth Council (Alexandra Bolles and Celanie Almquist) and the Youth Training Academy (Joseph Owayda, Celanie Almquist, Will Wagner). We also have youth who serve as counselors at the summer programs of the Barbara C. Harris Camp and Conference Center.

### **LUTURGICAL PARTICIPATION**

We are fortunate to have many youth serving the parish as acolytes. In 2009 we said goodbye to three loyal members as they graduated from high school: Ned Coltman, Will Trepangier, and Katie Torrey. We also had four of our acolytes resign, and we thank Emily Lemke, Daniel Csaplar, Nicole Deane, and John Snow for their service. New acolytes in 2009 were Matthew Owayda, Abigail Shewalter, Jacob Athyal, Bronte Dalton, Peter Walsh, and Sam Berns. Continuing their faithful service through all of 2009 were Celanie Almquist, Suzanne Brewster, Ali Briggs, Greg Bristol, Sam Kellogg, Savannah Kinchen, Sarah Nies-Greeley, Emma Reishus, Adam Reynolds, Lilly Rohan, Brigham Snow, and Joseph Owayda.

In addition to being acolytes, youth also served as LEMS (Alexandra Bolles, Cooper Terry, Ali Briggs, and Celanie Almquist); on the Altar Guild (Greg Bristol); as Vestry members (Mimi Wilson, Jacob Athyal, and Greg Bristol); on the Search Committee (Ned Coltman and Alexandra Bolles); and helping with flower deliveries (Rachel Stone-Martin). Many youth also assisted with the Vacation Bible School in June and the B-SAFE program over the summer, as well as other church outreach programs.

## **Youth Ministry cont.**

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### CONFIRMATION

This year 2009 produced the biggest confirmation class in recent Epiphany history, with 23 young persons being confirmed or received. They were very faithful in their attendance and most have remained active in the parish. Besides classes, they attended a diocesan retreat, participated in a Good Friday Stations of the Cross Walk, visited the Harvard Art Museum, and worked with a self-chosen adult mentor. Congratulations and God bless to each and every one of them. Their names have been listed previously in this report under Parish Statistics.

On behalf of the youth of Epiphany, I thank the parish for their moral, financial, and spiritual support. I thank the adults who help to lead and shape the youth of this parish. And I thank the parents who entrust their youth and teenagers to our care.

- The Reverend Roger E. Nelson, Youth Minister, Associate Rector

## Outreach

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The Outreach Committee has, over the past year, continued to support and communicate the many ongoing outreach activities taking place within the Epiphany community. This has been done in two ways. First, parishioners who are involved with local, national or international service groups or agencies have brought the needs of these groups to the committee allowing us to publicize these opportunities for involvement and offer monetary support, goods donations or time and talent. Secondly, we have planned larger parish wide outreach projects like the Lenten Project, the Thanksgiving Basket food drive and the Advent Giving Tree. These events invite the participation of all members of the congregation.

In **2009**, Outreach at Epiphany gave money, goods, time and/or talent to the following organizations-

**American Friends of the Episcopal Diocese of Jerusalem**- supports the work of the Episcopal Diocese in Jerusalem. \$425 was raised through the Advent Giving Tree and \$949 was raised through the Third Sunday Offering (TSO) in April. Jack Roll leads this ministry.

**Books to South Africa** received a \$500 donation and raised \$360 to buy Zulu picture books through the Giving Tree. Helena Champion leads this ministry.

**Brookview House (BH)** is an agency that provides transitional housing, education and services for homeless women and their children. BH received a \$600 donation and Christmas gifts for 50 women and children plus an additional \$825 through the Giving Tree. As part of the Fall Focus on Hunger, Epiphany families hosted Brookview families for an apple picking trip to Honey Pot Hill Orchards. 80 people from BH and 30 people from POE attended. The \$653 from the October Third Sunday Offering (TSO) helped to fund this event. Julie Dalton leads this ministry.

**Camp Starfish, led by Janet Boswell,** a camp in NH that serves children with a variety of special needs, received \$365 from the Giving Tree. Janet Boswell leads this ministry.

**Children's Book Shipments,** is currently sending books to an orphanage in Sri Lanka, the New Orleans Recovery School District, Church of the Redeemer in D'Iberville, MI, the Reading Food Pantry, Cardinal Cushing School in Hanover, MA and Ambrose School, Winchester. They did not ask for funding this year. Judy Coltman leads this ministry.

**Council of Social Concern,** (previously Woburn Council of Social Concern), an agency that provides services to address unmet needs in the surrounding community, received a \$600 donation and monthly food deliveries to their food pantry. As part of the Fall Focus on Hunger, we collected food for the **Thanksgiving baskets** (estimated at @\$4000) distributed by CSC. CSC received an additional \$688 from the November TSO. We provided 45 Christmas gifts for children in their day care program through the Giving Tree. MJ Olson leads this ministry.

**Diocesan Assessment** Epiphany paid \$103,229 to our Diocese for the 2009 Assessment. A portion of this is allocated to mission.

**Ecclesia Ministries,** a street ministry to the homeless in Boston, received warm clothing collected in January and February and \$242 raised through the February TSO. Jenny Rynne leads this ministry.

**Ekuvukeni HIV/AIDS Project** is an AIDS ministry at Epiphany that raises awareness about the health crisis in South Africa and raises money to support the Ekuvukeni Anglican church in Kwa Mashu that operates a health center, feeding program and school. They received a \$600 donation from the Outreach budget. Ekuvukeni received the June TSO of \$687. They also raised \$530 through the Giving Tree to purchase food parcels for AIDS patients. Carol Hollingshead and Roz Nazzaro lead this ministry.

## **Outreach cont.**

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**El Hogar**, an orphanage for children in Honduras, received \$3000 donations to cover the room and board costs for a boy Jorge, and a girl, Ana, at El Hogar. \$410 was donated to El Hogar through the Giving Tree. El Hogar was the subject of the Lenten Project raising \$173.25 (TSO) and \$280.06 from the mite boxes. 15 women travelled to EH in March and outreach paid for a police detail (\$204) for the El Hogar Walkathon fundraiser in October 2009. Epiphany children made friendship bracelets for the children at EH. Jenny Rappole leads this ministry.

**Environmental Partnerships** supports sustainable garden, environmental and food projects. EP also helps to support projects at Mount Calvary Holy Church in Dorchester. EP received 15 items for the feeding program at MCHC through the Giving Tree. Susan Youmans leads this ministry.

**Episcopal Relief and Development (ERD)** is an agency that provides “emergency assistance in times of disaster; rebuilds devastated communities and offers long-term program development solutions to fight poverty.” \$494.40 was raised through the September TSO.

**Germaine Lawrence-** a residential treatment facility for “at-risk” teenage girls in Arlington, MA, received 25 Christmas gifts for the girls through the Advent Giving Tree. \$341 was raised for GL through the December TSO. A group of women from Epiphany visit GL once a month providing activities like knitting, baking and yoga. Karina Nolasco and Stephanie Terry lead this ministry.

**Habitat for Humanity**, a program that helps economically disadvantaged people build their own housing, received a \$600 donation and the January TSO of \$385. Parishioners participated in Habitat work parties.

**Microlending-** In June 2009, Epiphany made a small loan of \$100 to a female entrepreneur in Honduras and in December 2009 used \$150 from the Giving Tree to invest in a group of women in Paraguay. These loans will be repaid and then loaned again. Kate Reynolds leads this ministry.

**Saturday’s/ Sunday’s Bread**, a program that feeds the hungry, received a \$600 donation and parishioners volunteered to prepare and serve food once a month. They received \$20 and a set of potholders from the Giving Tree. Mary Provo leads this ministry.

**St. Luke’s – San Lucas Episcopal Church**, a mission church in our deanery, received \$815 from the Giving Tree to support their “Community Kitchen” feeding program. Parishioners provided one week of lunches for the BSAFE program at St. Luke’s and in September we joined a group of churches that prepare and serve meals every Saturday. Epiphany now serves on the third Saturday of every month. We also help with food pantry food distribution on “our” Saturday. Claudia Bell and Susan Malloy lead this ministry.

**St. Stephen’s Episcopal Church**, our sister parish in the South End, received a \$1500 donation and monthly food deliveries for their food pantry. Their **B-SAFE Summer Camp** received the July and August TSO for a total of \$616.58. In early July (at St. Luke’s Chelsea) and late July (at St. Stephen’s, Boston) we sponsored 2 weeks of their B-SAFE Summer Enrichment Program supplying lunch and snack each day and a Friday full day field trip to the Ecotarium for the later week. The total cost of the 2 weeks was \$1280.53. We also provided the 4th Annual “**Turkey Wahoo**”, a Thanksgiving feast, for the students and families (180+/- people in all) of the after-school program. POE volunteers donated the food and we provided games and crafts. We provided 100 \$20 gift cards to Target that were given to the children of St. Stephen’s on Christmas Eve through the Giving Tree. Betsy Walsh and Kate Reynolds lead this ministry.

## **Outreach cont.**

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**Winchester Multicultural Network** received a \$250 donation.

**Youth Leadership Academy (YLA)**, a diocesan youth leadership and service program, received a \$250 donation from Outreach funds and \$918 from the May TSO. This money was put toward the fundraising goal of \$4000 that 2 Epiphany youth had to raise for their YLA trip to El Salvador.

- Betsy Walsh & Kate Reynolds, Co-chairs

## **Faith and the Environment**

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What the Committee sees as its role at Epiphany is simply put but harder to carry out – we believe parishioners for the most part know about the fragility of natural systems and humanity’s critical dependence on them. We serve by helping present ways to deepen stewardship practices and occasionally to enrich understanding.

With minimal formal structure due in part to Susan Almquist’s absence due to the pursuit of a nursing degree, efforts continued in the parish through the efforts of numerous committed parishioners.

Ellen Rockefeller, Laura Carmen, Rich Aldrich and their recycling team have continued to help Fred Benson deal with Epiphany waste in an environmentally responsible manner. They have spearheaded a parish wide attitude where parishioners take responsibility for the recyclables they bring in for events and aluminum cans, plastic containers and cardboard end up going to individual homes’ recycling efforts, not the parish trash.

For Earth Day Brian Rosborough, former CEO of Earth-Watch Institute gave an adult class titled *Faith, Reason and the Environment* as part of the adult class series on Faith and Science.

Coming from diverse teams of the town-wide Cool Winchester initiative to cut our carbon foot-print on a household by household basis, Hanna Niswonger and Karen Fox at Epiphany and Ingrid Geis with her MOM’s group have introduced Eco-teams to Epiphany parishioners.

David and Sarah Damassa presented a well attended and well supported adult class on the harmful impact of global warming on our environment. In the discussion, David helped give the eco-team format a chance to be used at Epiphany by suggesting its use here as a way for parishioners to take action against global warming.

These efforts have lead to a mini-course in the New Year using the Eco-team format.

And finally, members of the parish have carried out environmental stewardship in publicly unheralded ways as part of various ongoing programs. Among others, these included the following: Fred Benson purchased environmentally friendly paper products for bathrooms and kitchen; fair trade coffee was served for Coffee Hour; parishioners brought in a rummage sale’s worth of recycling and WE processed all those goods; food left over from Rally Day was taken to Mount Calvary Church; children received seeds on Rogation Sunday; and WE bought apples and vegetables for soups from local sources.

- Susan Almquist, Chair

## **Epiphany Visitors**

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The Epiphany Visitors make regular visits to those parishioners who are homebound, living in nursing homes or who are unable to attend church on a regular basis.

We meet periodically to discuss our visits and to learn of any new people to visit. We attempt to keep these parishioners up to date on parish activities. A few new members on the committee have enabled us to visit more parishioners. Our committee has benefited from the presence at our meetings and guidance from our new rector. This year at Christmas time we put together tins of a colorful variety of cookies to take to our visitees.

Our annual Tea was held in Hadley Hall in May where we had a congenial gathering of nearly 30 people . Our guests enjoyed little sandwiches and sweets as well as hot tea and punch. It was a wonderful time for people who are not usually able to attend church to be together with others at Epiphany and enjoy fellowship and conversation. We were entertained by Gabrielle Stott with her many talents and many hats. An added treat was a song with motions performed by Susan Wilson and her friend Danique Oort.

We thank Fred, Sarah, Rhonda, Roger, Thomas and all the members of the staff who assist in many ways with our activities.

- Peggy Roll, Chair

## Pastoral Care Committee

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Our mission is to join with the clergy and other parish groups to help meet the pastoral needs of the parish.

Our **Lay Visitors** subcommittee, headed by Karen Fox, is committed to sharing the welcome and warmth that are a hallmark of the Epiphany community. If you'd welcome a visit, or if you enjoy visiting others in person or by phone and would like to join this wonderful group, please speak to Karen at church, or leave a note in the Pastoral Care box in the Parish Office.

If you have comments or concerns about physical access or any other type of barrier to participation in Epiphany's worship services or other events, please speak to our **Accessibility Representative**, Leo Cass, or leave him a note in the Pastoral Care box.

**The Friends in Deed** is a group of parishioners who volunteer to help other parishioners when illness or other life issues put them in need of assistance. The Friends provide meals, offer transportation, run errands, and help in a myriad other ways. Although these may seem like small things, responses have ranged from "I had no idea how much the casseroles would mean to me," to "This must be what the Kingdom of God is like!"

If you become aware of a pastoral need please contact the clergy. They will evaluate and pass the request along to one of the Friends Coordinators, who will organize the response from the dozens of wonderful "Friends" who stand ready to help. We are delighted that Jill Richardson and Susan Malloy have now joined Priscilla Burns and Joy Cass as Coordinators. Our current Friends roster includes Susan Almquist, Susan Bailey, Priscilla Burns, Joy Cass, Lindsey D'Angelo, Julie Dalton, Dotty Dexter, Sylvana Emperin, Susan Haskell, Johanna Hill, Marie Johnson, Nancy Keating, Carol Kellogg, Mary Anna Krause, Kate Loosian, Susan Malloy, Virginia McDonough, Ardella Montgomery, Diana Obbard, Connie Page, Renie Pavilon, Jane Pioli, Sara Post, Mary Provo, Jenny Rappole, Brenda Reishus, Jill Richardson, Peggy Roll, Rachel Roll, Jane Sherwin, Stephanie Terry, Nancy Solomon, Martha Stone-Martin, Carol Watson, Ellen Wilson, Susan Youmans. Thanks and blessings to each of you.

We need YOUR help, too! If you can cook and/or deliver a meal, do errands, sit with someone, or drive them to an appointment – even a couple of times a year – please leave a note in the Pastoral Care mailbox or speak with one of the coordinators. Or join us at a "casserole bake" or "bread bake" to create some of the good things we deliver!

Thank you to The Reverend Roger Nelson and The Reverend Thomas Brown for their excellent advice and faithful support of this ministry.

- Priscilla Burns and Joy Cass, Co-chairs

## **Parish Life Committee**

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The mission of the Parish Life Committee is to foster a healthy, dynamic atmosphere in which all members feel included in our community of faith. Our responsibilities include a particular emphasis on new member ministry. We try to implement our mission via:

**Greeting/Welcoming:** We oversee the Greeters and Ushers for all parish worship services to ensure that all attendees feel welcome. We work closely with the staff to identify and contact by phone, e-mail and/or mail all newcomers and local visitors.

**Organizing/Inviting:** We organize some special events including luncheons and other parish social activities and encourage all to participate. We assist other committees in their planning and executing of parish-wide events. We coordinate Summer Punch to provide an informal opportunity to gather during the warmer months.

**Orienting:** A Welcome Packet is sent to all local newcomers that includes a Parish Guide, information on WE, and a current newsletter. Staff and Vestry are also available to assist with some initial guidance.

**Incorporating:** We encourage all parishioners to participate in parish activities and organizations that will meet their needs and serve those of the parish and our wider community.

We held a winter luncheon in 2009 specifically targeted for Newcomer Families. On-going is our ministry of Greeters (scheduling done by Nancy Keating); Ushers (Robie White is coordinator); and Summer Punch (handled this past summer by Kate Loosian and Nancy Solomon). We continue to appreciate the guidance of Roger Nelson as our clergy liaison.

With the new leadership within our church as of September, we have not recently held any event specifically targeted to Newcomers. All members of our community (old and new) were invited to the series of Rectory Open Houses in the early fall, which were a big success. Under review and discussion is how best to continue to serve Newcomers to our community as well as the needs of our Parish family as a whole. More Parish wide social events would be welcome as well as a new Parish Photo Directory.

The health and well being of our Parish Community is dependent on our ability to assist people on their spiritual journey—to find their way in and incorporate them into our family. This is the mission of the Parish Life Committee.

- Nancy Solomon, Chair

## Women of Epiphany

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The mission of the Women of Epiphany (WE) is to unite all women of The Parish of the Epiphany in a program of outreach, worship, stewardship, and fellowship, to deepen and strengthen their spiritual lives and lead them to service in and beyond the parish. WE activities are open to all parishioners and our events are open to the community.

The WE Council is composed of officers and committee chairs who are elected at the annual meeting in May. We have monthly meetings, generally held the first Tuesday of each month, where we conduct business and much more. Our fiscal calendar has changed this past year and now ends on December 31<sup>st</sup> each year.

WE had another successful year! Each year, we establish a “focus” for our group. Our focus this year was on Epiphany’s new ministry lead by Thomas. The members of WE were happy to help him with his transition and were grateful for his help and support of all of our events. WE continues to maintain and strengthen our commitments to serving the needs of those inside and outside our Parish. Woman of Epiphany looks forward to working with Thomas, the Vestry and all of the committees as we continue to open this exciting new chapter for POE.

WE had a very busy 2009. We began the year with a series of successful soup fundraisers for our first annual WE El Hogar Mission Trip. “Team WEep” was made up of fifteen WE members led by Liz Kinchen. It was a remarkable experience for all who went, and WE is gearing up to send another team this March led by Jenny Rappole and Betsy Walsh.

In May we had our Annual Spring Dinner which highlighted our trip to El Hogar. Team WEep put out a tasty spread of Central American specialties.

This past September we hosted another successful Fall Cocktail Party with over 80 people attending. We were fortunate to have Thomas come as our special guest, giving our members a “sneak peak” of him on what was actually his first day at work. Thank you Jen Degnan and Lindsey D’Angelo for chairing this event.

This year, as in years past, WE raised its money through our Fall and Spring Rummage Sales and our annual Christmas Goose Fair. Our Fall Rummage sale, held in October, raised over \$4000 thanks to the hard work of the co-chairs of the event, Johanna Hill and Kate Loosian, and of many others. The rummage sales are a tremendous amount of work and would not be a success without the help of Fred Benson, YPF and the many WE members who spend many hours to sorting, straightening and selling. Thanks to those who volunteered for clean up and dump runs; we cleaned up Hadley Hall in record time! Please remember to donate your rummage for the upcoming Spring Rummage Sale in May.

The Christmas Goose Fair, our largest fundraiser of the year, was held on November 20<sup>th</sup>. The fair was fabulously run by Bridget Stump. In that one day, WE made well over \$12,000. Thanks go to:

- Jill Richardson for being our “Pie Czar”
- Barbara Foot for running the bake table
- Gabrielle Stott for recruiting the vendors
- Renie Pavelon for coordinating donations
- Alison Tabor and Peggy Roll for running the Knit Table and putting together the “Helene’s Heart Kits”

## Women of Epiphany cont.

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- Leslie Aitken and Chris Joseph for running White Elephant
- Ellen Rockefeller for running the book sale
- All of the many POE members who worked in the Kitchen and Café

WE continued to celebrate the holiday season by once again hosting our Christmas Tea. It was a lovely and peaceful start to the holiday season. Thanks to Tracy Ashton for organizing the event. Special thanks to Ellen Wilson, Tom Mousin and Suzanne McAllister for providing entertainment that will not soon be forgotten!

Our biggest structural change this year was to change our fiscal year-end to December 31 in order to coincide with POE's. Our budget for 2010 is \$18,395. Included in our budget are funds that are dispersed to Outreach programs WE supports locally and around the world. WE supports El Hogar, Friends of India, Winchester Hospital -Meals on Wheels, Winchester Multicultural Network, Parent to Parent, Saturday/Sunday Bread, Winchester ABC, Winchester Youth Center, Winchester Hospital for Breast Cancer Research, Rosie's Place and Germaine Lawrence.

WE has also made strong contributions to The Parish of the Epiphany. In addition to our annual unrestricted pledge of \$6,000 to the Church, WE also contributed \$500 for improvements to the Rectory last year. In addition, WE contributes to our Church Library, YPF El Hogar trip, Youth Leadership Academy and the Diocese of Mass. Urban Resident Program.

WE is blessed to have an incredible board, without which we could never accomplish all we do. This year we thank Ginger Barrow, Secretary; Lindsey D'Angelo, Treasurer; Kathryn Sala, Assistant Treasurer; Jenny Rappole, Outreach and Kate Reynolds, Publicity.

WE is very excited to continue working with Thomas in his new ministry at POE. The winter months are fairly quiet for WE. But please keep an eye on the 3 Crowns for upcoming WE events this spring.

- Celia Ceruolo, President
- Kate Loosian, Co-President

## **Altar Guild**

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The Altar Guild is an often unseen ministry. In the quiet peacefulness before or after services we prepare the sanctuary. Some of us work as partners, others prefer to work alone.

Prayerfully we set the altar: placing chalices, patens and Eucharist elements; apportioning wafers and wine; filling candles. With everything in its proper place, the Celebrants can move smoothly through the service and the congregation receive communion without distraction.

- Gabrielle Stott and Sandy Bristol, Co-Chairs

## **Flower Guild**

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Every Sunday, except during Lent, the Flower Guild graces the Altar and the Chapel with fresh flowers, which are creatively placed in vases in memory of family and friends who have died. This creativity is the work of just nine members. We would love to have you join us. A great way to get involved is to help at Christmas and Easter.

Every year the Flower Guild decorates the church for three large floral events: Easter, Thanksgiving and Christmas. We provide geraniums for the children at Easter and poinsettias at Christmas for those who have lost a family member during the year. The church is “greened” just before Lessons and Carols and in full flower for Christmas Eve services. The Easter decoration takes place on Holy Saturday while the choir rehearses; this is truly a spectacular time to be in the church. The Sunday before Thanksgiving, the church is decorated with fruits and vegetables in large cornucopia. These foods are contributed after the services to the Woburn Council.

The Flower Guild appreciates your generous contributions. These contributions help make the arrangements possible. Thank you very much.

The name of the arranger is listed in the program; please take the time to express your appreciation. As well as the nine of us, we thank Fred Benson for all his help, in ways far too numerous to mention, and to Sara Post, who has helped for four years during the festival seasons to arrange the large displays on the altar.

We said goodbye to Sunshine Sedwick, who moved back South and will be greatly missed. We welcome Celia Cerulo and Brenda Cook.

We have the peace and quiet of the church on Saturday mornings, with the joy of creating something beautiful, won't you join us.

- Leslie J. Aitken, Chair

## **Ministry of Music**

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We began our new year with a huge task, to float an ark in the sanctuary. With the support of music memorial funds in honor of Charles Hemmingsen and Matthew Sakakeeny, 44 singing actors, accompanied by 33 members of the orchestra, and 9 set/costume/make-up people (and oh, how I wish there was room to list all of their names) presented Benjamin Britten's *Noye's Fludde*, on March 29<sup>th</sup>. It was truly an all-church effort, and I continue to rejoice in the talent and energy of this congregation of music-makers.

The year continued with:

+Holy Week services, including *Requiem* by Maurice Durufle, on Good Friday

+Easter Sunday with brass and three choirs

+Four **Cloister Garden Concerts** in June and July

+The Alcyon Chamber Ensemble presented two concerts in the Old Parish Hall

+A farewell, and celebration of Bill Eddy's ministry here in late July

+The **Cantata Sunday**, in October, offering Handel's *Chandos Anthem #9*, with orchestra and soloists

+**Lessons and Carols** – sung by all three choirs and accompanied by Brass and Organ

+The **Christmas Pageant** – led by Cherub and Junior choirs

+Christmas Eve Services at 4, 7, 11, with all three choirs and strings

+Four anthems by the **Cherub Choir** offered during the Sunday 10 o'clock service

+A joy-filled **Celebration of New Ministry**, on the Eve of Epiphany. January 5<sup>th</sup>, that filled the church with gratitude and song, for the gift of our new rector, Thomas Brown.

I am constantly reminded of the commitment of time and energy that is required of the singers and their families. The choristers meet week in and week out, to learn and share and support each other so that the congregation's worship can be deeper, richer and more joyful. It is a priceless gift to you and to me,

- Suzanne McAllister, Minister of Music

## **Finance Committee**

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The Finance Committee is responsible for overseeing the business side of operating the Parish, providing fiscal guidance and oversight to the Vestry. The primary responsibility of the Committee is to assemble and prepare the Annual Operating Budget. This process begins in the fall and ends early in the calendar year when the Vestry approves the budget and then presents it to the Parish at our Annual Meeting in February. Working closely with the Parish Treasurer and Wardens, the committee monitors revenues and expenses each month to ensure that the various committees and departments of the Parish are operating within their budget guidelines. The committee also addresses other financial issues that may arise from time to time including, but not limited to, requests for additional funds, funding for new projects, etc.

For 2009, our financial position was fairly good considering the general economic situation. Our pledges and open plate offerings were just below budget, and our total revenues were just under \$745,000 versus a budget of \$742,000. Our total expenses of \$717,000 were much more favorable than budget of \$734,000, and that was mainly due to reduction in personnel expenses. That leaves the year with a surplus of \$27,000, which will go to build up our operating fund, which has declined to around \$15,000.

In 2009 we completed an external audit of our 2008 financial statements, the first external audit in many years. We received an unqualified opinion from auditors Roselli, Clark and Associates. Much appreciation goes out to the Audit Committee for their time and expertise: Robie White (chair), Diane Brewster, Kate Loosian, Ken Weber, and John Snow. Implementation of the auditor's recommendations was then undertaken by the Financial Systems Task Force, which includes: Robie White (chair), Lindsey D'Angelo, Tom Hamilton, Solomon Owayda, John Snow, and Sarah Twiss.

For 2010, we budgeted \$635,000 in pledges and total revenues of \$752,000. We also budgeted total expenses of \$734,000 with the biggest component of that being personnel expenses of \$397,000. Included in that number, we have budgeted for a part time bookkeeper to start as soon as possible, and a director of Christian Formation to start in June. With this budget we anticipate a surplus of revenues to expenses of \$18,000. This will go to fund the operating fund and gifts and memorials.

The current members of the Finance Committee are: Solomon Owayda (Co-Chair), Eileen Marks (Co-Chair), Ellen Rockefeller, Kevin Cronan, Jonathan Foot, and Dutch Treat. Tom Hamilton (Treasurer), Ted Kellogg (Warden), and Jay Stott (Associate Treasurer in charge of payroll), and Robie White (Chair of the Audit Committee) are also regular participants at Finance Committee meetings.

- Solomon Owayda and Eileen Marks, Co-Chairs

## Gifts and Memorials Committee

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Members: The Rev. Thomas J. Brown, Ted Kellogg, Warden, Ellen Rockefeller, Chair, Anne Neilson, Treasurer, Barbara Cade, Secretary, Nick Candee, Fran Elliott, Margaret Hemmingsen, Fred Spencer, and Don Swanson

This committee researches, acknowledges and discusses the use of bequests and memorial gifts with donors and/or donor families. 10% of all undesignated bequests is transferred to the Outreach Fund in accordance with Vestry policy. The committee is very grateful to the many parishioners and others who send in memorial gifts.

Memorial gifts and bequests provide important support for special purchases or projects not covered by the parish operating budget. All parishioners are asked to consider a bequest as they make and review their estate plans. Gifts made in thanksgiving are also appreciated.

During 2009, a generous bequest was received from the estate of long-time parishioner Inez Woodberry for the Endowment Fund. Donors to the Endowment of amounts of \$15,000 and more are listed on the Endowment Board in the rear of the nave.

The committee maintains a current list of gift opportunities. This list utilizes needs identified by the Wardens, Vestry, parish committees, and the clergy. The 2010 Gift Opportunity List is at the end of this report.

During the summer, a handsome, new fence was installed defining the part of the Cloister Garden which is the Memorial Garden abutting the south wall of the church. The Memorial Garden has been consecrated as a final resting place for the ashes of members of our parish and has been licensed by the Town of Winchester. The names of those interred are on brass plaques on wooden boards inside the corridor overlooking the Garden. This is a truly holy place and the committee honors its responsibility.

The Memorial Garden is under the care of the Gifts and Memorial Committee and is funded by contributions at the time of interment and by subsequent gifts. For more information, ask for the brochure in the church office or contact Ellen Rockefeller, chair of the committee.

Fran Elliott continues her excellent work of keeping track of all gifts and acknowledgements. Don Swanson oversees the calligraphic updates to the Book of Gifts and Memorials and the Book of Necrology as well as the periodic turning of the pages of both books displayed in the locked glass case in the rear of the church.

The committee works with the Property Committee to review parish projects and programmatic areas in order to designate funds.

During 2009, these motions were sent to the Vestry for review and final approval for the following purposes:

- 1) Expanded scope of Rector's Study project and completion of electrical upgrading - Gifts and Memorial Miscellaneous Fund # 1425
- 2) New fence around the Memorial Garden, plant tending and plants for the Cloister Garden - Memorial Garden Fund #1416
- 3) Plants - Jack Bishop Woodland Garden Fund #1415

## **Gifts and Memorials Committee cont.**

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- 4) Calligraphy in Inez Woodberry's Book of Common Prayer that will be placed in the church- Gifts and Memorial Miscellaneous Fund # 1425
- 5) Partial support for "Noah's Flood" event - Music Memorial Fund #1417
- 6) Decorative pots for lilies and poinsettias -Flower Guild Memorial Fund #1413
- 7) Installation of carbon monoxide sensors in Rectory and refinishing back steps and railings from Rectory sun porch - Gifts and Memorial Miscellaneous Fund #1425
- 8) New cassocks for adult choir and cottas for children - Music Memorial Fund #1417

- Ellen Rockefeller, Chair

## **Investment Committee**

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The Investment Committee was formed to provide stewardship for the endowment funds of the Parish of the Epiphany, along with any other operating funds of the Parish that may require long-term investment.

The Investment Committee reports that, in another volatile year for investors in the United States and around the world, the funds held by the Parish of the Epiphany increased by 28.1% in 2009. In the same period, the S&P 500 Index increased by 26.5%. The principal balances of the funds have been invested in a 70/30 equity / fixed income mix. The equity investments are split between the Vanguard Value Index Fund (25%), the Vanguard Growth Index Fund (25%), and the Vanguard International Stock Index Fund (20%). Our fixed income investments are invested in an intermediate duration corporate bond fund also managed by Vanguard. The largest gains for 2009 were realized in the Vanguard International Stock Index Fund. Our annual results show significant change when compared to 2008, when the fund balances declined 28.1% over the prior year and the S&P 500 Index declined by 37.6%. While we are hopeful for continued signs of an economic turnaround in 2010, we are mindful of the small balance that we hold in our endowment fund relative to the facilities of our Church and the scope of its mission.

- Susan Kincaid, Chair

## **Personnel Committee**

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The changes in personnel in 2009 are:

Lucy Papandrea, Director of Children's Ministry, left in June 2009

The Rev. Thomas James Brown, Rector, arrived in September 2009

Thanks are extended to Jennifer Shire and Mary Provo for faithfully serving as co-chairs of this committee for the past few years. In 2010 we will be focusing on enhancing this committee and its responsibilities further.

- Liz Kinchen, Director of Lay Ministry

## **Property Committee**

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Committee: Fred Spencer, Nick Candee, Chairs, & Will Aldrich, Martha Lewis, Ted Reboul, Mike Rollins, Jay Stott. Ex officio: Rector, Wardens, and Sexton

Property focuses on our buildings: the church and hall complex for which our insurer estimates a \$6 million replacement value, plus the rectory near \$1 million.

### **2009 Work Completed:**

**RECTORY:** We were pleased that our new rector Rev. Thomas Brown found it in excellent move-in condition, with help from several of our friends.

Heating system (gas, steam) had \$1,000 in repairs with local contractor to the valving throughout this almost 100 year old house.

Security & fire alarm system was upgraded with a carbon monoxide sensor, hard wired to the alarm panel, thanks to \$150 from Gifts and Memorials.

Repainting, repairs to fallen basement plaster, wiring repairs and other tasks were completed, including fixing and painting the stairs off the sun porch -- again with support from Gifts and Memorials.

We thank several kind parishioners who provided temporary furnishing for the wonderful Father Bill Eddy during his stint as interim priest here.

Many projects were completed during the Traches' time with us to make the rectory more welcoming, especially for older parishioners: the iron railing on the front steps, the outdoor light. The neutral white blinds, installed with the support of Women of Epiphany, provides passive solar protection as well as security. Above all, we have to credit the stewardship of Liza Ragsdale Trache, dubbed "Our Lady of the Most Immaculate Rectory" (some think that is too High Church).

### **CHURCH AND HALL:**

**RECTOR'S STUDY LIGHTING PROJECT** was completed with support of Gifts & Memorials, and careful selection of fixtures by Ellen Rockefeller and Alan Hill.

**KITCHEN FREEZER** replacement returns us to capacity for storing WE pies, etc.

**GROUNDS** improved with liming and reseeded -- thanks Mike Rollins and team!

**STOLEN COPPER DOWNSPOUTS** were replaced in aluminum.

**MEMORIAL GARDEN** (resting place for departed parishioners) has a new fence.

## **Property Committee cont.**

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### **Key Projects in 2010:**

MASONRY REPAIRS are presently underway on our 1940 bell tower, reflecting:

- a) How a nice British church design does not weather well in our clime, and
- b) How the decision to use certain materials (cast concrete rather than cut stone) in 1940 brought these problems on 70 years later.

FIRE ALARM AND DETECTION SYSTEM is a major goal for church and halls. We are presently unprotected, in buildings with cooking, heating, classrooms, candles, and old wiring among risks we face. Property, with other parish groups, hopes to raise \$60,000 this year to improve our fire safety systems.

CHURCH FLOOR REPAIR is slated for summer to replace crushed 'sleepers' under the wood in the center of the church, which date from the last work on overhead lights. With removal of pews for the work, we plan Sunday services to relocate to the hall for a few weeks. While pews are out we will refinish the floors.

REVIEW OF RENTAL FEES AND GUIDELINES: we need to update our fee schedule for hall and classroom use due to inflation and maintenance costs; we also have a strategic question whether vestry wants to 'work' our facility harder for outside revenue. Longer term, a renewal of our upper parish hall is desirable as a wonderful performing arts space -- but updating compliance with codes makes this a big project (fire, electrical, ADA accessibility are among them, as well as improved thermal efficiency).

SUGGESTION: A NEW COMMITTEE FOR GARDENS AND GROUNDS! We presently deal with the Memorial Garden, the Woodland Garden, the lawn and planting maintenance, on an ad hoc basis, and encourage volunteers to step forward to be the stewards of this important aspect of our campus – as Property focuses on the buildings and building systems. We nominate Mike Rollins as Chair of this new committee, to lead this key focus for parishioners. Mike oversaw the reconstruction of the Cloister Garden in 2008. Meantime we thank God for the work of the late Debbie Broadhurst who had been the good shepherd of Epiphany's gardens and grounds.

- Fred Spencer and Nick Candee, Co-Chairs

## Stewardship Committee

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*God, you have created all things, and by your will  
they were created and have their being. (Revelation 4:11)*

To kick off this fall's pledge season, several parishioners shared with us their stewardship stories – some light, some spiritual, all heartfelt. These stories helped us to see both the practical and the spiritual sides of stewardship – and how, together, they support and nurture our parish community. Two weeks later we gathered for brunch after church, to celebrate having left our pledge cards in a basket on the chancel steps in a gesture of our own spiritual and financial commitment to this parish community.

Three months later, we are essentially done – though new pledges are always welcome. Having started the campaign about \$12,000 behind due to the deaths and relocations of several parishioners, we have received 242 pledges totaling \$632,485, slightly ahead of the \$627,894 in pledges gathered by the end of the 2009 campaign.

	2010 to Date			2009 to Date		
	Number	%	Change	Number	%	Change
Level Pledges	86	35.5%		88	38.3%	
Increased Pledges	80	33.1%	\$ 50,331	72	31.3%	\$ 24,504
Decreased Pledges	48	19.8%	(\$41,981)	50	21.7%	(\$53,635)
Total Continuing Pledges	214	88.4%		210	91.3%	
New Pledges	28	11.6%		20	8.7%	
Total Pledges Received	242	100.0%		230	100.0%	
Total Value	\$632,485			\$ 582,305		
Average Pledge	\$2,614			\$2,532		

Particularly gratifying this year are the large number of increased (80) and new (28) pledges. And in a year when many are facing reduced income, we were moved by the number of families who have continued to pledge at the same or a reduced level. Finally, we recognize the many members of this parish who give freely of their time to God's work in this community and beyond.

Thanks to Jacob Athyal, Solomon Owayda, Kate Reynolds, Dutch Treat, Betsy Walsh, and the Wilson family for sharing their stewardship stories; and to the Stewardship Committee (Thomas Brown, Pam Chester, Jonathan Foot, Marie Johnson, Solomon Owayda, Josh Reynolds, Peggy Roll, and Mary Street) for their hard work and good cooking. We are grateful as well to the office staff for their support and patience.

- Jane W. White, Stewardship Chair

	Actual	Actual	Actual	Actual	Actual	Preliminary	Approved
	2004	2005	2006	2007	2008	2009	Budget
	2004	2005	2006	2007	2008	2009	2010
<b><u>REVENUE</u></b>							
Pledges	\$540,216	\$582,636	\$630,394	\$662,983	\$586,691	\$571,378	\$635,000
Offerings	40,354	38,954	64,336	52,171	105,254	107,099	56,725
Investment Income	23,593	26,607	31,369	39,170	32,260	31,740	30,250
Activities/Misc.	24,638	25,556	27,189	27,014	19,483	29,121	24,300
Women of Epiphany	6,000	14,500	5,037	7,000	6,000	6,000	6,000
Easter Appeal		26,735	3,351				
<b>Total Revenue</b>	<b><u>\$634,801</u></b>	<b><u>\$714,988</u></b>	<b><u>\$761,676</u></b>	<b><u>\$788,338</u></b>	<b><u>\$749,688</u></b>	<b><u>\$745,338</u></b>	<b><u>\$752,275</u></b>
<b><u>EXPENSES</u></b>							
<b>Worship</b>							
Music	14,080	15,526	17,282	19,106	18,680	17,661	18,675
Liturgy	1,074	532	662	1,307	843	1,361	1,000
Altar	1,054	1,133	1,593	1,686	1,291	1,241	2,000
Flowers	<u>3,882</u>	<u>3,745</u>	<u>4,580</u>	<u>4,336</u>	<u>3,311</u>	<u>5,184</u>	<u>4,500</u>
	<b>\$20,090</b>	<b>\$20,936</b>	<b>\$24,117</b>	<b>\$26,435</b>	<b>\$24,125</b>	<b>\$25,447</b>	<b>\$26,175</b>
<b>Education</b>							
Adult Education	4,685	1,991	6,773	5,282	5,255	1,548	5,765
Youth Ministry	6,327	4,545	3,926	7,645	(620)	7,100	8,000
Children's Ministry	9,400	5,088	5,718	6,338	4,083	2,848	4,000
Lay Ministry	0	0	1,050	0	0	0	0
Vacation Bible School	<u>4,010</u>	<u>3,903</u>	<u>3,239</u>	<u>2,877</u>	<u>0</u>	<u>3,034</u>	<u>3,500</u>
	<b>\$24,422</b>	<b>\$15,527</b>	<b>\$20,706</b>	<b>\$22,142</b>	<b>\$8,717</b>	<b>\$14,530</b>	<b>\$21,265</b>
<b>Pastoral Care &amp; Admin.</b>							
Parish Life	877	602	1,151	1,374	455	2,143	6,385
Pastoral Care Committee							500
Stewardship	955	1,237	7,856	2,324	510	852	1,000
Clergy Discretionary	<u>318</u>	<u>1,550</u>	<u>1,500</u>	<u>2,250</u>	<u>(904)</u>	<u>3,179</u>	<u>3,500</u>
	<b>\$2,150</b>	<b>\$3,389</b>	<b>\$10,507</b>	<b>\$5,948</b>	<b>\$61</b>	<b>\$6,174</b>	<b>\$11,385</b>
<b>Community Ministry</b>	<b>\$ 6,909</b>	<b>\$ 8,554</b>	<b>\$ 10,836</b>	<b>\$ 10,410</b>	<b>\$ 12,345</b>	<b>\$ 7,604</b>	<b>\$ 14,000</b>
<b>Operations</b>							
Church Property	40,865	46,529	63,187	69,379	81,078	60,339	65,000
Rectory	5,348	11,481	18,471	15,859	22,117	12,758	9,250
Preventative Maint.	(1,385)	0	7,991	0	0	8,500	17,500
Insurance	11,653	12,880	12,134	16,125	12,937	17,489	13,539
Office	30,584	39,683	34,714	36,635	33,902	30,351	33,885
Professional Services	13,787	14,253	19,050	11,513	16,865	26,977	14,500
Rector Relocation	0	15,000	0	0	0	18,858	0
Administration	<u>3,651</u>	<u>575</u>	<u>5,536</u>	<u>5,379</u>	<u>6,027</u>	<u>5,233</u>	<u>8,250</u>
	<b>\$104,503</b>	<b>\$140,401</b>	<b>\$161,083</b>	<b>\$154,890</b>	<b>\$172,926</b>	<b>\$180,505</b>	<b>\$161,924</b>
<b>Diocesan Assessment</b>	<b>\$106,113</b>	<b>\$98,004</b>	<b>\$96,537</b>	<b>\$96,048</b>	<b>\$97,788</b>	<b>\$103,299</b>	<b>\$101,971</b>
<b>Personnel costs</b>	<b>\$406,422</b>	<b>\$421,078</b>	<b>\$437,848</b>	<b>\$489,174</b>	<b>\$421,636</b>	<b>\$374,069</b>	<b>\$397,291</b>
<b>Total Expenses</b>	<b><u>\$670,609</u></b>	<b><u>\$707,889</u></b>	<b><u>\$761,634</u></b>	<b><u>\$805,047</u></b>	<b><u>\$737,597</u></b>	<b><u>\$711,628</u></b>	<b><u>\$734,011</u></b>
<b>Increase/(Decrease) of OPERATING FUND</b>	<b><u>(\$35,808)</u></b>	<b><u>\$7,099</u></b>	<b><u>\$42</u></b>	<b><u>(\$16,709)</u></b>	<b><u>\$12,091</u></b>	<b><u>\$33,710</u></b>	<b><u>\$18,264</u></b>
Less Gifts & Memorials transfer							(\$8,000)
<b>Net to Operating Fund</b>							<b>\$10,264</b>

## **The 2010 Narrative Budget**

### **How do we develop a plan to fund ministry?**

First, we look always at mission. The church's mission is "to restore all people to unity with God and each other in Christ" (from the *Book of Common Prayer* p. 855). That broad mission is defined more clearly in the Parish's mission statement, which was adopted several years ago:

The Parish of the Epiphany is a community of faithful people who gather to worship God, remembering and proclaiming the story of God's love for all people and Christ's salvation of the world. Through the grace of the Holy Spirit, we

*Grow in faith and vision as a Christian community;  
Care for each other in a loving and joyful way;  
Reach out to others beyond our parish as Christ reaches out to us;  
Help people of all ages to develop as responsible stewards of God's creation.*

### **Who creates the budget?**

The Finance Committee. The Committee is co-chaired by Eileen Marks and Solomon Owayda, who lead several conversations based upon information given them from the Stewardship Committee, the Investment Committee, the staff, and the committee chairs.

### **Who adopts the budget? To whom does it belong?**

The Vestry adopts the budget and the Vestry is responsible for managing it during the year. In turn, the Vestry presents the budget at the annual meeting at which time public comment is given. Throughout the year leaders of ministries and programs at Epiphany are responsible for maintaining their budget line. Further support for the oversight of the budget is provided by the Treasurer and the Finance Committee.

### **What is the scope of this narrative?**

What follows is a discussion only of the planned activity in the operating fund of the Parish of the Epiphany. While the operating fund is the primary and most active fund in the parish's financial statements, it is important to note that there are numerous other temporarily and permanently restricted funds (among the largest being the Plant Fund, the Endowment Fund, the Gifts and Memorials Fund, and the Preventative Maintenance Fund) that are not reflected in this discussion except as transfers in and out of the operating fund. Also not reflected in this discussion is activity within Women of Epiphany or any other organization or fund that supports the parish's mission.

#### **REVENUE from pledges, \$641,000**

This is our greatest source of income, and it includes a \$6,000 pledge from Women of Epiphany. This is the money parishioners have pledged to give to support God's mission and to support the parish's mission.

#### **REVENUE from offerings and gifts \$56,725**

This is "plate" income, or any other money received from parishioners or visitors that has not been pledged to us. If somebody comes every Sunday and doesn't pledge but puts cash in the offering plate, it would be credited to this revenue line. In contrast to the predictability of our pledge income, this line is less predictable and is projected based upon our experience in past years.

#### **REVENUE from investments \$30,250**

This money comes from our investments in stocks and bonds, some of which is managed by our own Investment Committee (and is held at Vanguard), and some of which is managed by the Trustees of Donation for the Diocese of Massachusetts, a unit trust which pools the resources of many parish and institutions within the Diocese of Massachusetts. This amount is based on a standing percentage draw designed to ensure the sustainability of the endowment, established by the Investment Committee and approved by the Vestry.

#### **REVENUE from activities \$24,300**

This is revenue we receive from renting the building, or any other activity that produces income.

**TOTAL REVENUE \$752,275** (\$10,000 more than the 2009 budget, which was \$742,893).

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**EXPENSES *worship* \$26,175**

This is what we plan to spend to fund our corporate prayer life. Within this area we pay for music, liturgical supplies, altar furnishings, including wine and bread, and altar flowers.

**EXPENSES *education* \$21,265**

Four lines support four programs:

1. **adult education:** funding for adult education in 2009 was only \$1,548, in part because the 2009 Lenten series was separately funded from a memorial gift. For 2010, the amount budgeted for this mission area is \$5,765, primarily to fund speaker honoraria, which is a resumption of what it was in 2007 and 2008.
2. **youth ministry:** This \$8,000 funds both of our youth groups and represents a \$900 increase from 2009 to help support a pilgrimage to New Mexico and a mission trip to El Hogar in Tegucigalpa, Honduras.
3. **children's ministry:** This \$4,000 is an increase of \$1,200 from 2009, but level-funded when compared to 2008's budget.
4. **vacation bible school:** This \$3,500 line is the budgeted expense for vacation bible school which is offset by revenue. In most years revenue exceeds expenses.

**EXPENSES *pastoral care & administration* \$11,385**

These expenses fund parish life activities (\$6385, including in 2010 the expenses associated with the celebration of new ministry and the institution of the rector); the Pastoral Care Committee (\$500); the Stewardship Committee (\$1,000).

In addition to these programs which help us to build community within the parish, this total amount includes a \$3,500 to fund the Rector's and the Associate Rector's discretionary funds. Please note a few important facts about the discretionary funds:

1. Both of our paid clergy, Roger Nelson and Thomas Brown, use these funds to extend the outreach ministry of the parish.
2. They are not expense accounts. If somebody comes by the office and needs assistance we often give her or him a Stop & Shop Gift Card, which is paid for by the discretionary fund. Another example of how the clergy might spend discretionary funds is to underwrite a YPF event in whole, or to subsidize a particular person who may not otherwise be able to attend.
3. While their use is confidential, the discretionary funds are overseen by the Treasurer and are subject to audit controls, as is every other account.

**EXPENSES *community ministry* \$14,000**

This is the money we will give away to support the mission of other organizations and agencies locally, nationally, and globally. \$10,000 of this amount is the base budget; the additional \$4,000 is the projected offering for Easter, which is already designated for Outreach. After the Easter offering is received this part of the Community Ministry budget will be adjusted accordingly. This ministry and these resources are overseen by the Outreach Committee.

**EXPENSES *operations* \$161,924**

The expenses associated with maintaining our property at 70 Church Street, and our rectory at 29 Lakeview Road are nearly \$75,000 of this area. In addition to the annual expenses, the budget reflects \$17,500 to fund the Preventive Maintenance Fund, a separate fund established to pay for major expenses to our property. The Preventive Maintenance Fund is currently significantly under-funded. To be good stewards of this beautiful church building our contributions to this reserve account should be significantly larger, but with this \$17,500 addition we are at least taking a step towards building this fund against future repairs and renovations. In addition to the property line items the *operations* area includes the amount we expect to pay for our outside services including accounting, payroll, etc. (\$14,500, which should decline with the expected addition of a bookkeeper (see below) to our staff); all expenses associated with maintaining our office and its supplies (\$33,885), and for clergy and staff professional development, travel and hospitality, and all other administrative costs of doing business (\$8,000).

**EXPENSES *diocesan assessment* \$101,971**

Based upon a parish's attendance and income the Diocese of Massachusetts uses a formula to assess an annual amount which funds the mission and ministry of our bishops, and the excellent programs within our diocese, many of which parishioners at

Epiphany help lead. In turn, the Diocese of Massachusetts gives a portion of its budget to the general church, to The Episcopal Church.

**EXPENSES *personnel costs* \$397,291**

This large slice of the pie represents all of the costs (the detail for each position includes much more than salary) associated with salaries, taxes, and benefits of our full-time and part-time employees. In other words, the amount listed next to each position (below) represents more than the salary. Also included in this nearly four hundred thousand figure is the projection for funding two additional staff positions: 1) a part-time bookkeeper and 2) a less-than-full-time (3/4) Director of Christian Formation (effective 15 June). Plans are underway with various Vestry and non-Vestry leaders to work with the staff, especially the Rector, to recruit, interview, and retain outstanding people to serve in these two critical areas of our parish's mission.

Rector	\$106,974
Minister of Music	\$ 71,895
Sexton	\$ 54,495
Parish Administrator	\$ 37,617
Director of Christian Formation (tbh)	\$ 26,789
Associate Rector	\$ 30,519 <sup>1</sup>
Office Assistant	\$ 21,262
Bookkeeper	\$ 20,015
Director of Lay Ministry	\$ 11,881
Nursery workers (\$2,135 x2)	\$ 4,270

<b>Total Revenue</b>	<b>\$752,275</b>
<b>Total Expenses</b>	<b>\$734,011</b>
<b>Increase to Operating Fund</b>	<b>\$18,264</b>
<b>Less transfer to Gifts &amp; Memorials Fund</b>	<b>\$ 8,000<sup>2</sup></b>
<b>Net to Operating Fund</b>	<b>\$10,264</b>

*This expected surplus will to continue our planned re-building of the parish's operating reserves to a level designed to more adequately support the natural seasonality of our cashflow.*

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<sup>1</sup> Represents the maximum compensation allowed for one who is receiving a pension.

<sup>2</sup> This \$8,000 is the first installment of a planned three-year replenishment of \$23,000 to the Gifts & Memorial Fund, following an investment loss that was inappropriately allocated to this fund in 2008.

Parish of the Epiphany  
Balance Sheet  
December 31, 2009

	Current Funds		Total	Endowment Funds	Plant Fund	Total Funds
	Unrestricted (Operating)	Restricted				
<b>Assets</b>						
Cash and Cash Equivalents	\$108,933	\$100,148	\$209,081		\$228	\$209,309
Investments at f.m.v.			0	\$723,495		723,495
Land, Buildings & Equipment at n.b.v.			0	\$796,322		796,322
<b>Total Assets</b>	<b>\$108,933</b>	<b>\$100,148</b>	<b>\$209,081</b>	<b>\$723,495</b>	<b>\$796,550</b>	<b>\$1,729,126</b>
<b>Liabilities and Fund Balances</b>						
Miscellaneous Payables	\$12,824		\$12,824			\$12,824
Predges Received in Advance	42,802		42,802			42,802
Note Payable	0		0		54,794	54,794
<b>Total Liabilities</b>	<b>55,626</b>	<b>0</b>	<b>55,626</b>	<b>0</b>	<b>54,794</b>	<b>110,420</b>
<b>Fund Balances:</b>						
Unrestricted	53,307		53,307			53,307
Restricted		100,148	100,148	723,495		823,643
Net Investment in Plant			0		741,756	741,756
<b>Total Fund Balances</b>	<b>53,307</b>	<b>100,148</b>	<b>153,455</b>	<b>723,495</b>	<b>741,756</b>	<b>1,618,706</b>
<b>Total Liabilities and Fund Balances</b>	<b>\$108,933</b>	<b>\$100,148</b>	<b>\$209,081</b>	<b>\$723,495</b>	<b>\$796,550</b>	<b>\$1,729,126</b>

Parish of Epiphany  
 Fund Balances  
 December 31, 2009

**Operating Fund Balance**

53,306.93

**Restricted (Designated) Fund Balances:**

Alter Guild Memorial Fund	3,059.13	
Christian Education Memorial Fund	525.00	
Gifts and Memorials	37,393.36	
Gifts and Memorials (Miscellaneous)	5,197.58	
Flower Guild Memorial Fund	2,205.50	
JJB Woodland Garden Fund	2,531.10	
Memorial Garden Fund	7,055.02	
Music Memorial Fund	4,180.67	
Outreach Fund	6,104.32	
Preventive Maintenance Fund	31,896.08	
		100,147.76

**Endowment Fund Balance:**

Ethel Davis Fund	39,675.75	
Francis Booth Fund	38,535.79	
Martha Irving Fund	37,062.84	
General Endowment Fund	608,221.09	
		723,495.47

**Plant Fund Balance**

741,755.71

**Total Funds**

1,618,705.87



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