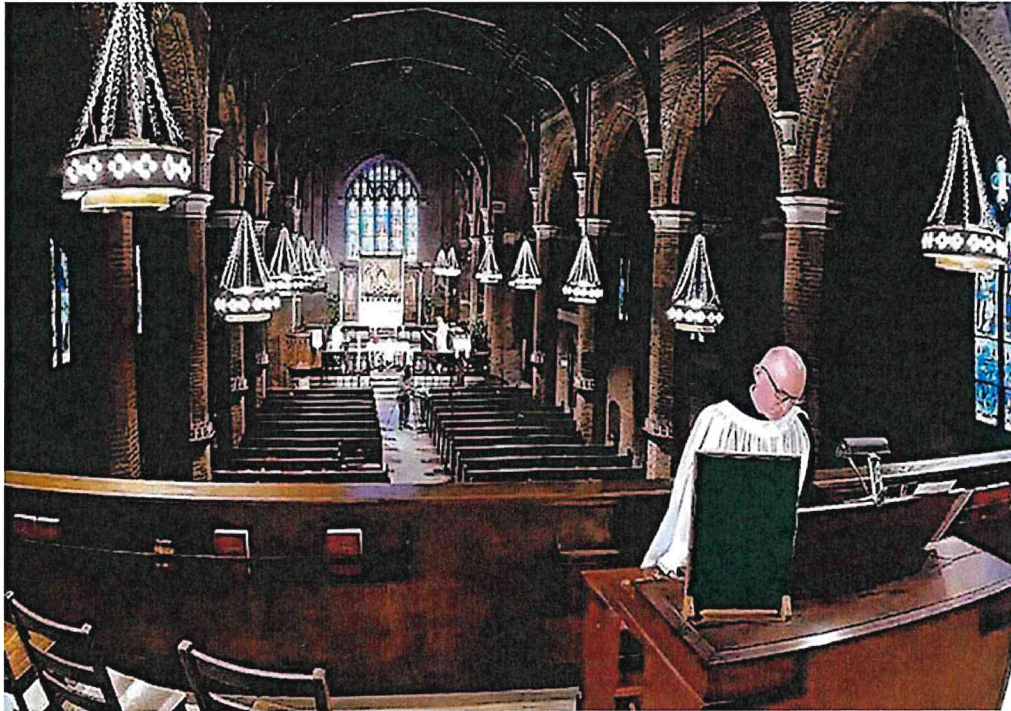




THE PARISH OF THE
EPIPHANY

A welcoming Episcopal community

2020 Annual Report



Annual Meeting
31 January 2021
via Zoom

The Parish of the Epiphany ♦ Winchester, Massachusetts



*We are a welcoming Episcopal community, united in God,
called to seek and serve Christ in all persons and to transform our world
through love and generosity.*

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Report of the Wardens

This past September, when the Search Committee brought the three rector finalists to Epiphany, the vestry, Dave and I were asked “what do you love about Epiphany.” That was an easy question for me. I answered that at Epiphany, parishioners are quick to say YES when asked to serve. Since the start of our transition time (March 2019), Dave and I have asked a great deal of all of you; we all had to step up. We read and heard about regular people of the Bible who said YES; Noah said yes when God asked him to build an ark; Moses said yes when God asked him to go to the Pharaoh and asked him to let the Israelites go; David said yes when God asked him to fight Goliath; and most importantly Mary said YES to the angel Gabriel.

Our time of transition has ended, but, as you know, the added burden of worshipping during the pandemic added another layer of participation for many of us. Dave and I needed to reach out to you to keep our community together. I sometimes have the tendency to take on a task myself rather than asking and risking that someone may say no to my request. However, I drew on my faith that when asked, that the response would be positive. We are so very grateful to all of you for stepping up and saying YES to our many requests.

First, thank you to all our regular Committee Chairs and members whose work continued despite our separation; you all learned and managed new technology with ease. Thank you for being open to new ways of being together. In addition to all the regular Committee work that continued, we called on you in additional ways during this year. We are very thankful to all of our leaders who said YES during this past year. We are especially grateful for Liz Kinchen and Michael Schrader who said YES for co-chairing the Rector Search Committee and to all who served with them. We are very grateful to Jason Kinchen and Rich Goldhor who stepped in and quickly figured out how to live stream our services and formed a team to keep us connected in worship all these months.

We are grateful to Mary Street for saying YES to chairing the Regathering Advisory Committee and for the team who served together to provide a guide that we will use to safely return to in-person worship. Thank you to Jane White for saying YES to chairing the Transition team to assist the Myers family in getting settled in their new lives with us in Winchester.

We are so appreciative to Marion Dry and Mary Street for saying YES to the call to gather us in prayer on Wednesday mornings and Thursday nights. We are thankful that Jake Montwieler said YES to chairing the Parish Discernment Committee as we support Karl LaClair’s exploration into the priesthood.

We are thankful for Josh Reynolds for starting the new ministry of Creation Care and Sustainability, a subcommittee of the Mission & Outreach, and for Lindsey Schrader saying YES to leading our newly reconstituted Personnel Committee. We are equally grateful for Jay Stott and his diocesan experience helping Dave navigate the many employment covenants that were written during our time of transition.

We are so grateful to all of you for your support and prayers during this past year. We felt your strength during difficult days. Dave and I are indebted to Sarah Twiss, Craig Benner, Suzy Westcott, Bryn Hollenbeck, and Brian Curreri for their dedication to Epiphany. This year brought challenges that we did not anticipate but together we shifted gracefully to a new work load and methods of working. Thank you so much.

Finally, we deeply appreciate having the privilege to serve with Epiphany’s Vestry and our Treasures. Thank you for your dedication.

Suzanne Owayda and Dave McSweeney, Wardens

The Annual Meeting
Sunday, 31 January 2021
Thirty minutes past eleven o'clock in the morning
via Zoom



The Agenda

Opening Hymn and Call to Order

The Reading of the Warrant

Organizing for Business

Committee on Qualifications
Declaration of a Constitutional Quorum

Minutes of the 2019 Annual Meeting, 26 January 2020

The Clerk

☞☞☞ *Reflection*

Treasurer's Report

The Treasurer

Report of the Nominating Committee

Introductions of nominees for Vestry
Call for nominations from the floor
Balloting

Other Business and Reports

☞☞☞ *Reflection*

Recognition of Leaders

Reading of the Necrology

Presentation of the Manifestation of the Magi Icon

☞☞☞ *Reflection*

Closing Prayer, Closing Hymn and Adjournment

Minutes of the Annual Meeting, 26 January 2020
The Parish of the Epiphany, Winchester, MA 01980

The 132nd Annual Meeting of the Parish of the Epiphany and the 140th Annual Meeting of the Church of the Epiphany was held on Sunday, 26 January 2020 in Hadley Hall, following the 10:00 a.m. service.

Call to Order

Suzanne Owayda, Warden and presider welcomed parishioners and called the meeting to order at 11:32 a.m.

The Reading of the Warrant

The Warrant having been posted in accordance with Parish bylaws, Suzanne asked that a motion be made to waive its reading. A motion was made and seconded. By affirmative vote of all present it was:

Voted: To waive the reading of the Warrant.

Organizing for Business

A representative of the Committee on Qualifications announced that 125 parishioners were in attendance and declared the existence of a quorum.

Minutes of the 2019 Annual Meeting

It was moved and seconded to accept the minutes of the 27 January 2019 Annual Meeting. By affirmative vote of all present, it was:

Voted: To accept the minutes of the 2018 Annual Meeting as amended.

On page 8 removed the paragraph where it says:

On behalf of the Nominating Committee (which includes Ellen Wilson, Mike Aldrich, and Mary Street), Mary Street presented their slate.....

and replaced it with:

On behalf of the Nominating Committee (which includes Laura Aldrich, Jonathan Foot, Martha Lewis, Thomas Brown, and Suzanne Owayda), Suzanne presented their slate.

Treasurer's Report

Cherie Collin de Casaubon, Treasurer, offered her thanks to the Finance and Investment Committee. She then provided highlights from the annual report write-up.

Summary: Parishioners can have confidence that Epiphany's overall financial position is solid and stable. From an operating perspective, we manage the budget very carefully through monthly detailed revenue and expense reviews. Also, from a balance sheet perspective, Epiphany is well supported by our near-term liquidity and long-term reserves.

Nominating Committee Report

On behalf of the Nominating Committee (which includes Pat Aldrich, Renie Pavidon, Suzanne Owayda, Josh Reynolds and Sarah Conner), Josh Reynolds presented the slate. This year's slate included a new Treasurer and Associate Treasurer, three nominees for Vestry, Diocesan Convention and Deanery delegates.

Slate of Candidates

Warden (for two years)	Suzanne Owayda
Treasurer (for one year)	Alan Briggs
Associate Treasurer (for one year)	Cornelia Newell
Clerk (for one year)	Rich Bartels
Vestry (for three years)	Jared Cumming John Jenke Laura Krotky
Delegates to Diocesan Convention (for one year)	Susan Almquist Marion Dry
Alternate	Laura Dike
Alternate	Ruba Gnanaratnam
Deanery representatives	Laura Dike Ruba Gnanaratnam

The members of the Nominating Committee for the coming year are:
Leslie Aitken
Bryn Hollenbeck
Robie White

Call for Nominations from the Floor -- There were none.

Suzanne offered to entertain a motion to accept the slate as presented with one vote. Such a motion was moved and seconded. By affirmative vote of all present, it was:

Voted: To accept the slate of candidates en bloc.

David McSweeney read By-Laws Article 8.2 Authorizing the Vestry to elect the rector.

Authorizing the Vestry to elect the Rector is a standard practice and will help us streamline our search and call process. This helps preserve confidentiality and integrity of the search.

Resolution to Authorize Vestry to Elect the Next Rector

Whereas the Parish of the Epiphany is holding its Annual Meeting on January 26, 2020, it is
Resolved that the vestry of the Parish of the Epiphany elect the next Rector.

The resolution was proposed, seconded, and passed unanimously.

Sarah Conner, Interim Rector, acknowledged the tremendous work performed by our Parish Staff and wardens during this interim time.

Dave McSweeney offered comments on various committees and Vestry folks.

New Committees Formed

- Personnel Committee, chaired by Lindsey Schrader
- Communications Committee, chaired by Kate Reynolds
- Events Committee, chaired by Jane White

Committee Leadership Changes

- Mission and Outreach: Carol Hollingshead, is retiring as co-chair. Lisa Core is stepping in as a new co-chair with Janet Boswell continuing as co-chair

Committee Recognition

- Accessibility: Special thanks to John McConnell- chair, Darwin Keith-Lucas, Woody Cook, Kate Loosian, and Fred Spencer. Their work is complete.
- Elevator Fundraising: Thanks to Eileen Marks - chair, Jim Gammill, Gabrielle Stott, Suzanne Owayda, Dave McSweeney
- Stewardship: Thanks to Warren McFarlan for his energetic leadership of our Stewardship Committee this year and a successful campaign.

Vestry Recognition

Five outgoing Vestry members and one outgoing treasurer were recognized and thanked for their service:

Vestry: Leslie Aitken, David Greeley, Darwin Keith-Lucas, Gabrielle Stott, Jen Shire

Treasurer: Cherie Colin de Casaubon, served as our associate treasurer and then treasurer. Always clear headed, and able to explain complicated financial items to the uninitiated.

Dave McSweeney made the presentation of the Manifestation of the Magi Icon

It is an honor and a privilege to present the Adoration of the Magi Icon this year to Mary Street.

Other Business and Reports – There were none

Lunch Notes:

Suzanne thanked Ellen Wilson, Gloria Korta, Joan O’Conner who prepared and served lunch. Proceeds were donated to Episcopal Relief & Development.

Reading of the Necrology

The Associate Rector, the Reverend Miriam Gelfer, read the necrology.

After a closing hymn, Suzanne offered a prayer.

By an affirmative vote of all present it was:

Voted: To adjourn at 12:25 p.m.

Respectfully Submitted



Rich Bartels, Clerk

THE REPORT OF THE NOMINATING COMMITTEE
FOR THE ANNUAL MEETING
31 January 2021

Warden	(for two years)	David McSweeney
Clerk	(for one year)	Eunice Aikins-Afful
Treasurer	(for one year)	Alan Briggs
Associate Treasurer	(for one year)	Cornelia Newell
Vestrypersons	(for three years)	Virginia Barrow James Bracciale Lindsey Schrader
Members of the Nominating Committee (for one year)		Thomas Fries Martha Lewis Charlene Sanna, Chair
Delegates to Diocesan Convention (for one year)		Susan Almquist Marion Dry Andrew Sanna (alternate)
Mystic Valley Deanery Representatives (for one year)		Laura Dike Ruba Gnanaratnam Fred Rowland

ARTICLE VI

NOMINATING COMMITTEE

There shall be a Nominating Committee appointed by the Vestry, consisting of the Rector, a Warden and three at-large members of the Parish, none of whom shall be Vestrypersons. At-large members of the Nominating Committee shall serve one-year terms following which they shall be ineligible to serve for one year. The Nominating Committee shall present at each Annual Meeting one or more candidates recommended for each position to be filled by vote at such meeting. The list of nominees so designated shall be posted with the notice of the Annual Meeting. Nominations for any office to be filled at an Annual Meeting may also be made at such meeting by any member of the Parish authorized to vote.

The Nominating Committee

Leslie Aitken
Sarah Conner, Interim Rector
David McSweeney, Warden
Heather Keith-Lucas
Robie White, *Chair*

Biographies of Vestry Candidates



Dave McSweeney - candidate for Warden



It has been an honor and a privilege to serve as Warden over these past two years, and I'm excited to renew my commitment for another two years of service.

Our Vestry's *Frequently Asked Questions* document includes the quote that "we are managers and spiritual leaders, entrusted with helping to bring our congregation to a closer relationship with God." I believe we're called to be effective stewards of our church's worldly assets seen through the lens of a right relationship with God. I'm also mindful of the natural tension that may exist between a small group that has been entrusted with power, and Jesus' teachings that promise reward to the powerless.

In my vocational life, I'm known as an empathetic leader with a proven track record of working with teams to create innovative technical products and services. My style is to work collaboratively with others, often working as a team to build consensus. My analytical skills allow me to synthesize information quickly, my empathetic nature enables me to read the room, and my sense of humor and supportive outlook help me to build strong relationships with people of many backgrounds. I'm currently working as a Senior Software Manager at iRobot in Bedford, where I've been employed for the past six years.



Eunice Aikins-Afful – candidate for Clerk



Eunice is originally from Maryland and moved to Boston in 2012, joining the Parish of the Epiphany shortly thereafter. She likes football, music, and reading. She attends the 8:00am service and often brought pie to coffee hour when our services were held in person. Currently, she can be found hosting or attending the virtual 9:00am coffee hour.

Eunice has had the privilege of being on Vestry as a member since 2018 and would like to continue serving as the Vestry's clerk. Eunice has substituted in the role of Clerk a few times during her Vestry tenure and is familiar with the expectations of the position.

Her favorite bible verse is from John (20:29) - Then Jesus told him, "Because you have seen me, you have believed; blessed are those who have not seen and yet have believed."



Virginia “Ginger” Barrow – candidate for Vestry



Thank you for considering me as a Vestry member at Parish of Epiphany.

I was baptized at Trinity Episcopal Church in Branford, CT. After moving across town at age eight, I attended and was active at The Stony Creek Congregational Church in Stony Creek, a small seaside village of about 1000 people. My childhood church was the center of our community and we were all engaged. My brother and I were active in services, as well as YPF, and our mother was a lifelong volunteer. I continued to attend services when I was home throughout college and medical school. David and I were married there by my childhood minister in 1999. Our ties to that community remain strong. We baptized three of our children there as well as celebrated my mother’s life when she passed in 2018.

After moving to Winchester in 2006 and attending services in a number of local churches, we quickly found our spiritual community and church home at Epiphany.

I have been involved in many ways at Epiphany. In addition to regularly attending services and engaging in the adult formation, I co-directed Children’s Ministry in 2009-2010 with Jen Degnan, when the church was transitioning formal leadership. I have participated in local and international outreach, including joining (2009) and then leading (2011) trips to El Hogar in Tegucigalpa, Honduras. In addition, we have sponsored a student at El Hogar since 2008. Our children have participated in the children’s education programs for many years through attending church school, participating in holiday services, attending the communion classes, pushing carts at El Hogar fund-raising lunches, serving our brothers and sisters at the Turkey Wahoo, and now working in the nursery, serving as acolytes, and participating in the Chelsea Brigade. Tori and Lizi were confirmed in grade 10 and I was thrilled to do the same through Epiphany’s confirmation class in the spring of 2019. I have had the privilege and pleasure of acting as a greeter for the past couple of years. Indeed, it would be an understatement to say that being part of Epiphany is a spiritual treasure for our entire family.

My personal spirituality informs all that I do and constantly pushes me to be my best self. Becoming a physician was a perfect pairing of my scientific mind with my desire to help those in need. As an internist, I have committed most of my career to caring for marginalized patients including female inmates, homeless patients in Boston, and now elderly in nursing homes. The COVID-19 pandemic has provided a unique opportunity to dive into science, care for fragile patients, educate others, and use my knowledge to support my various communities. My most recent and, perhaps, most effectual contribution to Epiphany, has been serving under Mary Street’s leadership on Epiphany’s Regathering Committee. This committee created protocols for a safe return to our shared space when that is possible and was a wonderful opportunity to collaborate with members of our Parish, use our individual skills, celebrate our perspectives, and work together to provide the best possible procedures for safely reconvening our community.

I am honored by the nomination for Vestry. I am delighted to serve and look forward to continuing to engage in our very special home.



James Bracciale – candidate for Vestry



A relative newcomer to Epiphany, I remember the immediate sense of welcome and hospitality I felt when I first attended Epiphany in November 2018. I had been on a 10-year spiritual journey looking for a faith community where I could be my authentic self and feel a connection to the worship and the people.

Following that first service, I knew I had found my new spiritual home. Over the past two years, I completed adult formation to learn more about living my life as an Episcopalian, I served on the Rector Search Committee to bring forth the Rev. Nick Myers, and I'm now extending my time as part of the Transition Committee to help Nick and his family acclimate to life in Winchester and his duties at Epiphany. I also serve as an usher, and last November I delivered a stewardship testimonial to the congregation about my personal path to Epiphany.

Living my life Sunday to Sunday as Sarah Conner once preached has reset my priorities. Beginning each week with worship and fellowship has given me a new perspective on how I choose to live my life. I appreciate the cycle of the church calendar, learning new methods of prayer, and channeling my faith into action.

A native New Yorker, I started my career in magazine publishing in NYC, working for *New York Magazine* and *Vanity Fair*, before moving to Boston in 1988 to join GBH. Today I am the managing director of the PBS documentary series FRONTLINE, a position I've held for over 23 years. I currently live in Melrose with my husband, Richard, and our two dogs, Mabel and Lottie. In my spare time, you can find me walking our dogs, gardening, baking, and circuit training (to work off the baked goods). We also spend time at a small lake house in Westport, MA, where we enjoy kayaking and watching the corn grow.

I am pleased and humbled to accept your nomination to serve on Epiphany's Vestry, and I look forward to an even deeper commitment to our Parish in the years ahead.



Lindsey Schrader – candidate for Vestry



I am honored to be considered for a Vestry position with the Parish of the Epiphany, which has been a spiritual home and community to my family for over 10 years. Epiphany has strengthened my faith and allowed my daughters to learn about God. From the nursery to the middle school youth group, I watched other kind adults dedicate their time to caring for, and educating my daughters. Witnessing my children's connection to God and the church grow, inspired me to become involved in the Children's Ministry Committee, and I have treasured my time with the younger members of our congregation. The depth of their understanding never ceases to amaze me. If I am selected to

serve on Vestry, I would aspire to bring a perspective of how we continue to think about fostering Parish-wide relationships with our youth.

I am also looking forward to engaging with our new Rector in the capacity of leading the Personnel Committee. I think being able to serve on Vestry and in Personnel could have great synergy in terms of understanding the direction of the church and how to best support this from a Human Resources (HR) advisory role. I have spent my entire career working in HR and through my experience I have developed the ability to listen, understand others perspectives, find common ground, and help mobilize people in making progress even when facing new and uncharted territory. I believe you will find I am an optimist by nature; I look and find the good in situations and generally find that positivity is contagious.

Thank you again for considering me to serve in this important capacity.

Interim Rector's Report

In my 2019 annual report, I remarked on the changes that had happened at Epiphany over the past 12 months, and called 2019 “A Year of Abiding.” And I figured that would be my one and only annual report written for Parish of the Epiphany.

What can we possibly call 2020? The year got off to a strong start, with a lively Annual Meeting and news that the stewardship campaign had exceeded its goal; the Rector Search Committee was receiving applications; a confirmation class had started up; and Holy Week and Easter services were being planned. In February, Gayle Pershouse was ordained a priest by Bishop Gates in her hospital room – a small and private ceremony, of necessity; it was the culmination of years of faithfulness to her vocation.

And then everything changed in March. With Covid-19 rapidly spreading and becoming a public health crisis, your Wardens and I made the decision to close the church building on March 12. In the succeeding weeks and months, we reimagined our life together as a Parish: Sunday services with music are livestreamed from the sanctuary, and we now offer three Daily Office services via Zoom each week...church school classrooms are online, and children and parents receive resources at home to help them grow in faith...our youth groups gather online to stay connected with each other...several Sunday forums were offered over the past few months and were well attended...outreach to our neighbors in need continues...we said a heartfelt goodbye to Miriam Gelfer when she retired in June, gratefully acknowledging her many years of ministry to the Parish...pastoral visits are made by phone and online...the Vestry and committees and other Parish groups now meet via Zoom...an online Rally Day in September kicked off the program year...a beautiful service of Lessons and Carols was pre-recorded and offered in December...our children presented the Christmas Pageant, sharing the Christmas story via video...our Christmas Fair became an online auction...our building has been cleaned and well maintained...Parish finances are carefully managed and parishioners faithfully fulfilled their pledges. Throughout it all, the Rector Search Committee persevered in its work, and the new year brings the long-awaited arrival of Epiphany's new Rector, the Rev. Nick Myers, in January.

In short, we kept reaching out, caring for one another, caring for our neighbors in need, managing our finances and maintaining the property, praying, singing, teaching and learning, and Zooming – lots of Zooming. As the year draws to a close, we remain online and yet are taking the necessary steps to be ready to reopen. A regathering team worked diligently over the summer and into the fall, sorting through the complex diocesan and state protocols to create a plan that will prepare the parish to reopen and regather when it is safe to do so.

This has been an enormously challenging year, with the global pandemic claiming the lives of hundreds of thousands in this country, causing untold physical and emotional suffering, resulting in financial hardship and ruin, and leaving us fearful, anxious, and isolated. We have needed each other – and relied on each other – more than ever. Several parishioners have died since the pandemic began, and we have not yet been able to gather as a parish to honor their lives, which has been so difficult for their families as they grieve.

In the midst of trying circumstances, Epiphany's staff has worked tirelessly, offering their ministry with grace and care; we owe great gratitude to Craig Benner, Fred Benson, Brian Curreri, Bryn Hollenbeck, Sarah Twiss, and Suzy Westcott. And so many parishioners who serve Epiphany through committees, guilds, groups, and other ministries continued to faithfully offer their gifts on behalf of the entire Parish. Your Wardens, Suzanne Owayda and Dave McSweeney, have offered wise counsel and devoted leadership at every turn; I'm grateful for their support and companionship.

So, what can we call 2020? Perhaps we should call it “A Year of Enduring.” To endure is not merely to survive. To endure is to persevere in the face of difficulty, to be resilient and flexible, to move in faith toward the future. By God's grace, Epiphany has endured.

I am so very grateful to have served as your Interim Rector; and I have been sustained and inspired by your prayerfulness, your eagerness to serve, your care for one another, and for the world. God bless you and keep you always.

Faithfully,
The Rev. Sarah A. Conner

Worship and Music



Altar Guild – Jo Devlin and Kathy Hodges

Our Altar Guild has twelve members: Enno Becker, Sue Brown, Emily Brownell, Barbara Cade, Judy Coltman, Jo Devlin, Afaf Georgis, Kathy Hodges, Annie Poskitt, Brenda Verdolino, Gabrielle Stott, and Stephanie Terry. We would normally serve in teams of 1-3 persons on a monthly rotation of Saturday set-ups and Sunday clean-ups for the 10:00am service and a team of 2-4 persons completing the transition from the 8:00am to the 10:00am service. For safety reasons, during the pandemic, we switched to having individual members sign up to fill the altar candles and replace the sanctuary lamp candle bi-weekly, and to change the frontals and hangings as needed, according to the seasonal colors.

The Altar Guild normally cares for the altars, vestments, vessels, candles, and linens of the main church and chapel. We usually set-up and clean-up before, between, and after the Sunday services, weddings, funerals, baptisms, the services of Holy Week, Easter, and Christmas. As mentioned above, during the pandemic our responsibilities were limited, and the set-ups simplified (i.e. the chalice was not dressed in a veil). Even the celebration of communion was ceremonial and not shared by anyone, not even the priest. The consecrated wine and host were reverently placed in the Memorial Garden. Although we are used to working in the quiet of an empty church, it seemed particularly so these past 10 months. We look forward to returning to our normal responsibilities and being able to work in teams again (once it is safe to do so).

Accomplishments of 2020:

- Acquisition of a new funeral pall
- Acquisition of new purificators to replace worn/damaged purificators
- Acquisition of 70 new heat-resistant glass chimneys for pillar candles
- Acquisition of candle and votive lighters
- Acquisition of 4 new wide bell snuffers
- Commission of 2 new extinguishers (custom made by Joe Nazzaro)
- Routine ordering of sanctuary lamp candles
- Purchase of new paschal candle pegs
- Budget savings relative to wine, communion bread, and recycled Paschal candle.

Looking ahead to 2021

- Increasing our participation in service preparation (once safe to do so)
- Return to working in teams with other Altar Guild members (once safe to do so)
- Prioritization of our wish list of needed items: replacement of damaged linens, acquisition of a matching Lenten pottery set

Please join us if you enjoy the peace and serenity of an empty church, have an eye for detail, derive satisfaction from ironing linens or polishing silver, have an appreciation for embroidery (and/or are skilled with a needle), enjoy working with others, or most especially enjoy contributing to the beauty of our liturgy in a quiet and prayerful manner. Your help would be most welcome.

Worship and Music continued



Flower Guild – Leslie Aitken

This was an unusual year for the Flower Guild. There have been only a few “real” arrangements since mid-March. Many thanks to Brenda and Connie for hanging the wreaths at the start of Advent, and to the crew of Chris Mooradian and Sunne Savage who helped with the hanging of the “faux” greens for the season. Kent did a beautiful arrangement of roses to celebrate Miriam Gelfer’s ordination anniversary and her retirement. We had beautiful, faux, dark pink orchids on the altar for quite a while and were so hopeful that we would be back in the church and able to have real flowers for the children on Pentecost, which they would have received at Easter, had we been able to gather.

There were Easter lilies on the Altar for Easter. There was a real cornucopia for Thanksgiving. There were poinsettias for all the recorded Christmas services.

I am very hopeful we will be able to have real flower arrangements on the Altar after Lent this year. You are most welcome to join us; the Flower Guild offers a chance to arrange flowers for the beautification of Epiphany. Arrangements are created on Saturdays, usually in late morning or in the afternoon, so we are not in the way of the Altar Guild. It is a truly lovely time to be in the church.

The team is: Priscilla Burns, Brenda Cook, Angie Fincke, Cynthia Lawson, Kent Porter-Hamann, Sunne Savage, and Gabrielle Stott. Additionally, Sara Post is indispensable at Christmas and Easter as she cascades all the plants next to the Altar. Please thank the arranger who is listed in the Sunday bulletin when we are back.

Except in Lent, the Flower Guild graces the Altar and the Chapel with fresh flowers every Sunday, in memory of family and friends who have died. The Flower Guild appreciates your generous contributions to the Flower Fund. Sara Post sends a note to the family whose loved one has died to remind them that there will be flowers on the altar in his/her memory. We hope you find this useful. If you wish to add a remembrance name to the Memorial List, please contact the Parish Office.

In a normal year, the Flower Guild decorates the church for three large floral events: Easter, Thanksgiving, and Christmas. We provide flowers for the children at Easter and lilies for those who have lost a family member during the year. The poinsettias at Christmas are also delivered to parishioners.

We strive to have continuing education for the Guild; we will let you know when it is coming. We would love to have you join our Guild. Christmas and Easter are a great way to get your feet wet or your hands dirty. We have the luxury of peace and quiet in the church on Saturdays, and the joy of creating something beautiful for the altars.

Worship and Music Continued



Liturgical Ministries

Acolytes, Lay Eucharistic Ministers, and Vergers – Mary Street

The Parish of the Epiphany is blessed with many young people and adults who generously serve in the three ministries of acolyte, lay eucharistic minister, or verger at every Sunday service and at almost all additional services held during a non-pandemic year, including funerals. In total, there are 35-40 people in all three groups. Epiphany is blessed to have so many youth and adults who are committed to serving during worship.

In 2020, Jason Kinchen and Rich Goldhor worked tirelessly to ensure that services were livestreamed. Jason also served on the Regathering Committee, developing a plan for the technology needed to continue the live streaming of services, even if in-person services were to begin again. Marie Johnson served often as lector and Mary Street offered Compline on Zoom every Thursday night.

We look forward to serving again, regathering as a community to worship God. In worship services, lay people have served in these capacities:

- Young people, beginning in fourth grade serve as acolytes, leading processions, helping at communion, and taking on additional responsibilities during times such as Holy Week. New acolytes are welcomed throughout the year and are trained in their responsibilities by a verger.
- Lay eucharistic ministers (LEMs) serve as chalice bearers and read the Prayers of the People on a typical Sunday morning and always rise to the occasion when additional services or duties are required. New LEMs are welcomed at any time during the year and receive training by a verger.
- Four vergers alternate serving at services throughout the year. They act as behind-the-scenes organizers for services, providing support to clergy, acolytes, and lay eucharistic ministers.



Music Ministry – Craig Benner, Director of Music

Blessed are the flexible, for they shall not be bent out of shape. This is the “lost” Beatitude that my friend and colleague Richard Webster often quotes to his choristers at Trinity Church in Boston. I cannot think of a better way to sum up 2020 in the music department here at Epiphany.

The year started off with the Feast of the Epiphany and the season that followed seemed to be going as planned. It was not until the beginning of Lent that our church lives would change. When the news of COVID hit and we were all asked to shelter in place, many of us wondered how long it would be before we would be able to gather for worship. In true Epiphany fashion, people rallied, and while we dark for one Sunday, streaming worship services were up and running by the following week.

When it was discovered that singing was one of the easiest ways to spread the virus, we began to find new ways of making music together. The choir continued to meet via Zoom on Thursday evenings. At first, we would just to check in with each other. But as time went on, we found that we could break into our sections and rehearse with the help of our section leaders. We also found that there were apps for our phones that would allow us to record an anthem one part at a time. It took a little getting used to, but we were soon producing anthems for services again. Thanks to the many parishioners who were willing to learn how to be videographers and audio techs, streamed services included organ music and section leaders singing hymns and service music. We were even able to record the Beacon Brass for our celebration on Easter Sunday.

Worship and Music Continued



Music Ministry Continued

By the time fall rolled around, I had had some time to acquire a few audio and video editing skills. This allowed us to try our hand at virtual choir recordings. This process involves making an accompaniment video, combining that with a conducting video, and then adding in the section leader videos. When those are put together, that video gets sent to the choir members who each record themselves singing the anthem. All of the video and audio tracks are then combined to make a virtual choir. Special thanks to Corey Hollenbeck for volunteering his considerable recording and video editing skills. His many hours of help made Evensong and Lessons and Carols possible in 2020.

We certainly have much to be grateful for, even during this very difficult year. I am so thankful for all of the support and leadership I have gotten from our clergy, wardens, and staff. I am so appreciative that our choir members have been willing to explore new ways of making music even as they wrestle with new technologies. Choir members have also invited others to join us along the way, and our ranks have grown. Many thanks go to our section leaders for their willingness to lead virtual rehearsals and to attend many recording sessions. Kudos to our children and youth who sang and played instruments for our virtual Christmas pageant. Finally, thanks to all of you, the wonderful congregation of Epiphany. So many of you have sent words of encouragement, and have been willing to tackle new jobs, and to participate fully in the life of this church. I have been truly blessed to be surrounded by so many wonderful, flexible people who didn't get bent out of shape, even in extreme circumstances.

Faith Formation



Adult Formation - John Jenke and Bryn Hollenbeck, Co-Chairs

The goal of Epiphany's Adult Formation program is to support the lifelong process whereby we grow as Christians in our relationship with God, each other, and creation, seeking to integrate our faith with every aspect of our lives, so that we may express our faith in action and live with integrity in an increasingly secular and challenging world. Toward this end, 2020 was an extremely important year for Epiphany's Adult Formation Committee. Even before the Covid-19 pandemic closed Epiphany's doors in March, the committee realized that mastering and integrating online programming would be necessary to serve and extend the program's mission and audience.

An online presence, whether through Zoom or YouTube, offers great potential to meet the needs of Epiphany on-the-go. Yet parishioner feedback suggests there is still a strong demand for in-person programming within the walls of Epiphany. Finding the proper balance between the two is one of the great challenges to the committee going forward. Not only will it require a great deal of educational imagination and innovation, but it will require greater staffing with close attention to the level of web-based technical knowledge as well as theological and liturgical experience. For the long-term prospects of adult Christian formation at Epiphany, it will also be essential to attract younger adults into positions of responsibility and leadership in formation.

Adult Formation got off to a strong start with a vibrant and well-attended "Epiphany minicourse" season. Four courses were offered – *Immigration Justice*, *Franciscan Prayer*, *The Psalms as Prayer*, *Praise and Prophecy* and *Mindfulness Meditation*. At the same time, the Children's Ministry and Stephen Ministry were offering programming. Attendance at all these offerings together was consistently over 100 parishioners per week, a very strong level of participation. As the minicourse on the Psalms proved, Epiphany minicourses are an opportunity to test both topics and approaches in consideration of future programming. The Psalms will be the focus of the 2021 Lenten series.

For the first time, the Adult Formation Committee experimented with on-line programming during its 2020 Lenten program. Though there continued to be a Sunday general session at 11:15 and five small home group sessions scattered throughout the week, the course (a collaboration with the Society of St. John the Evangelist in Cambridge, MA) required participants to watch short web-based YouTube videos created by SSJE. These formed the basis of discussion at the Sunday and weekly-based gatherings. Unfortunately, the pandemic forced the closing of Epiphany and the termination of home group meetings after the third week of an otherwise successful and well-attended program.

The spring schedule witnessed the conversion of three previously-planned in-house Epiphany Sunday sessions into Zoom-based formats. They included programming on Kids4Peace in Boston, CRECHE (a Boston-based program on Intentional Care) and a program on scripture and the environment, designed by Epiphany's Creation Care Committee with a guest lecture by the Reverend Dr. Margaret Bullitt-Jonas. While attendance was good, these efforts showed that Zoom could offer an interactive format for future programming.

Adult Formation responded to national political trends by shifting its summer and fall focus to racism and racial healing. Initially, the program supported and helped lead a Zoom-based summer book reading/discussion group focusing on Robin DiAngelo's *White Fragility*. In the fall, it continued with the Zoom format, presenting a three-part interactive series on "The Beloved Community, Civil Rights from 1955-65: Howard Thurman, John Lewis and Martin Luther King." After a short diversion back to Creation Care with a presentation by the Reverend Dr. Leah Schade, the program returned to a focus on racial inclusiveness with John McConnell's Advent presentation "Some Children See Him: Jesus, Art and Inclusivity."

Faith Formation continued



Adult Formation Continued

Christian Formation and fellowship require a sound balance between small group learning and larger group formats. Adult Christian formation sponsors and encourages such small group activity as the 9:00am Sunday Bible Study Group, the Thursday morning Bible Study and the Epiphany Men's Group. Zoom, with its breakout room technology, also allows for small group interaction within the context of larger group programming. The challenge of providing large group learning combined with fellowship, such as occurs during the familiar 11:30 Adult Education sessions in Hadley Hall, may need to await the re-opening of the Parish, to occur some time in 2021, we hope.

Adult Christian Formation Committee members are: Rich Goldhor, Bryn Hollenbeck, Gabrielle Stott, Marty Mauzy, Jason Kinchen, and John Jenke.



Family Ministries – Bryn Hollenbeck, Interim Director of Family Faith Formation

Because of the great love this Parish has for children and youth, and because of the many faithful volunteers called to these ministries, our children and youth programs have flexed and grown over the course of this challenging year.

We began 2020 with three age-based Sunday School classes held during the 10:00am worship service: a Sunday School volunteer retreat day with nearly a dozen church members participating; our second grader Communion Enrichment program; a fun-filled parish Shrove Tuesday supper and pancake toss; and middle and high school youth groups meeting on Sunday evenings.

In the spring we pivoted to weekly Sunday School lessons via video, and we offered families children's materials for online worship and weekday family devotions. Our youth groups began to meet on Zoom. We celebrated Palm Sunday with our traditional chicks-on-a-stick (shared via photos), and for our Good Friday Family Service eight parishioners collaborated to create a video version of our traditional worship. Children's videos and a devotion program based on the Fruit of the Spirit continued throughout the summer.

In the fall, we launched our new Faith-at-Home children's formation program. Our new curriculum, entitled Love First, teaches children about the immeasurable love God has for us and how we are called to love God and others. All families who signed up received a Faith-at-Home box which contained weekly lesson materials and crafts. These materials could stand alone as family devotions, or complement the weekly Sunday School Zoom classes which ran from September through December. A special and heartfelt thank-you goes out to our faithful Sunday School teachers: Tracy Grandeau, John Jenke, Elizabeth Berner, Lindsey Schrader, and Annie Bing. They pivoted to on-line teaching with grace and bravery, and we are blessed by the love and skill of each.

In October, we merged our middle and high school groups and began Wednesday Evening Check-Ins, a time on Zoom for connecting, talking about what's on our hearts, and prayerfully considering an offered devotion. Recognizing that youth already spend a lot of time online, the Parish also sent home "off-line" boxes to youth who registered for formation programming. These boxes contained various "youth group" favorites (minus the ice cream) and monthly themed envelopes of faith formation materials. We thank our wonderful and faithful youth volunteers for their ministry: Heather Keith-Lucas, Chris Deter, Laura Krotky, and John Jenke.

In December, the children presented their annual ministry to the congregation, a 2020 style Christmas Pageant. This video pageant featured the love and talent of over 45 of our Parish's children and youth. They spoke from their hearts, created art, performed carols, sang, and recited the story of the birth of Christ. They were magnificent.

Faith Formation continued



Family Formation Continued

The strong collaboration between family formation and other Parish ministries highlights the commitment and care this Parish has for its children and youth. The Creation Care Committee and the Mission & Outreach Committee invite youth and children to participate in their work, and members of these Committees collaborate with our youth group and Sunday School programs. The Music Ministry is also an important home for many youth.

We offer sincere thanks to our 2020 Children's Ministry Committee members for their faithful ministry: Lindsey Schrader, Nelia Newell, Pam Chester, My Linh Truong, John Jenke, Elizabeth Berner, Ellen Wilson, Lisa Core, and Heather Keith-Lucas.

Mission & Outreach



Mission & Outreach - Janet Boswell and Lisa Core, Co-Chairs

Susan Haskell, Outreach Fund Manager

A Steering Committee oversees Mission and Outreach activities. Meetings are typically held on the second Tuesday of each month at 7:30pm. They have been conducted via Zoom for most of the year. Frequent attendees include: Claudia Bell, Carol Hollingshead, Roz Nazarro, Suzanne Owayda, Ellen Rockefeller, and Betsy Walsh.

The Committee allocates most of Epiphany's Mission & Outreach budget to organizations that our parishioners are actively engaged with as leaders and/or volunteers. The remaining funds are reserved for one-time grants to new organizations, emergency requests from existing organizations, and the Rector's discretionary activities.

The Committee has liaisons/volunteer coordinators for the following organizations:

American Friends of the Episcopal Diocese of Jerusalem (AFEDJ): Jack Roll

Blackstone Library Project: Susan Haskell

Boston Community Capital: John Surbier

Boston Immigration Justice Accompaniment Network (BIJAN): Judy Cotton and Nelia Newell are Sanctuary Coordinators

Council of Social Concern: Ellen Rockefeller

El Hogar: Betsy Walsh

Habitat for Humanity: Bill Saunders

Haiti Mobile Medical Mission: Janet Boswell and Bill Saunders

Kids4Peace: Pam Chester

Massachusetts Community Action Network (MCAN) Burlington Cluster: Pam Chester

Network for Social Justice: John Surbier

Quest Adventures: Claudia Bell

St Luke's Community Dining Room: Claudia Bell

St Luke's Food Pantry: Stephanie Terry

St. Stephen's Youth Programs (SSYP): Betsy Walsh

All of the organizations and programs that Epiphany supports have had to adapt to the challenging circumstances of 2020. Because most serve populations disproportionately affected by the pandemic, many have seen dramatic increases in need for services.

Mission & Outreach



Mission & Outreach Continued

Highlights of 2020:

- St. Luke's Food Programs -- In early March the pandemic forced the St. Luke's Soup Kitchen to close. Epiphany members began a grassroots effort involving individuals and faith communities from several towns to bridge the gap in services. Initially the group distributed bagged lunches to the 550-600 people waiting in line to receive emergency food supplies each week. The program has evolved over the course of the pandemic. Today the group collects and distributes grocery store gift cards, hygiene products, and vouchers for a hot meal at a local restaurant.
- St. Stephen's Youth Programs – SSYP created a fund to help families facing catastrophic financial circumstances due to illness and/or job loss. Epiphany provided generous support for that fund. We also collected Thanksgiving food items and distributed about 100 bags of groceries to the families of their students and teen staff in lieu of hosting the traditional “Wahoo.”
- Virtual Giving Tree – A virtual giving tree provided holiday support for many of the organizations we typically include in our annual giving tree, with a focus on those that are providing pandemic relief.
- Sanctuary support – transitioned from in person accompaniment with our guest to sending notes of encouragement, purchasing groceries, and tutoring her on Zoom.

Missions Funded

The Mission & Outreach Committee distributed \$61,169.13 as follows:

American Friends Episcopal Diocese of Jerusalem	1,500
Anna's Fund (Farmers Market)	1,000
Blackstone Library Project	3,000
Brookview House	500
Council of Social Concern	1,000
El Hogar – 2 school tuition sponsorships	6,000
El Hogar- University aid	2,000
Episcopal City Mission	1,000
ECM bond fund	1,000
Episcopal Relief and Development	1,000
Haiti Medical Mission	2,000
Haiti Nursing School Scholarships	4,000
Kids 4 Peace	1,500
Meals on Wheels	500
MV Habitat for Humanity	500
Network for Social Justice	500
Quest Adventures for inner city youth	1,500
St. Luke's Community Dining	4,000
St. Luke's Food Bank	2,000
St. Stephen's Youth Programs	3,000
SSYP B-SAFE Summer Youth Jobs (2)	6,000
UU Bedford Sanctuary fund	1,500
Winchester Got Lunch program	1,000

Mission & Outreach



Mission & Outreach Continued

Special Programs

B-SAFE	522.37
Turkey Wahoo	1,763.76
Immigration Justice projects	383.00

Grants, emergencies, pandemic relief

Episcopal City Mission Bond Fund	1,000
El Hogar	4,000
AFEDJ	500
Children's Nutrition Program of Haiti	500
Kids4Peace	500
CRECHE	1,000
St. Luke's grocery gift cards	1,500
SSYP Pandemic Fund	1,500
Bella Isla meal vouchers for Chelsea residents	1,500
Sustainability and Creation Care Committee (Epiphany)	500



Sustainability and Creation Care Committee – Josh Reynolds, Chair

The Sustainability and Creation Care committee is a new committee for 2020, having launched in May. It was formed on the belief that caring for creation is something in which residents of this diverse and breathtaking planet have a stake. God calls us to be stewards for the planet and to honor our life-sustaining blessings.

The group's mission is to educate and engage parishioners in ways to better care for God's creation and promote a more sustainable world, both in the church and in their own lives. We strive to put into action the proclamation of the 235th Convention of the Episcopal Diocese *declaring a climate emergency* and stating a "*moral obligation to take bold climate action.*"

This involves raising the understanding and awareness of the actions each of us can take to reduce our carbon footprint, and to persuade our local and state leaders to take action to care for the earth.

The Sustainability and Creation Care committee focuses on three aspects of sustainability:

1. *Awareness and Education:* Helping parishioners learn what programs exist and what actions they can take to fight climate change in their own lives. This includes setting up a series of speakers and events to engage the Parish community. We also distribute a monthly newsletter of climate-related news, outside events, and organizations that are focused on caring for the earth.
2. *Advocacy and Activism:* Working to involve the Parish and Parish members with outside organizations that take action to increase sustainability locally and around the world. We strive to work with other faith and civic organizations in Winchester and other communities that seek to bring about environmental justice.
3. *Action within the Church:* This involves specific action we can take directly within the church. This may include Property (assessing what we can do within the church and other properties to reduce our carbon footprint), recycling, food and farming, or other activities.

Mission & Outreach



Sustainability and Creation Care Continued

All of these activities are intended to involve both youth and adults, and all are open to the entire Epiphany community.

In 2020, in addition to the monthly newsletter, as part of our education series, we hosted Creation Care Forums with creation care authors and environmental advocates Margaret Bullitt-Jonas, and Leah Schade. We also supported environmental groups *The Environmental Voter Project*, and the *Conservation Law Foundation*.

We hold a monthly meeting via Zoom on the last Monday of each month (the Zoom link is on the Creation Care page on 3crowns.com). The newsletter is distributed the last week of each month.

We have an advisory group to generate ideas, and provide insight and direction for the overall committee. The current members of this group are: Susan Almquist, Pam Chester, Ingrid Geis, Hannah Niswonger, Eileen Marks, Ellen Rockefeller, Fred Spencer, Pierre Trepanier.

Please contact the Parish Office if you would like to be added to the newsletter or become a part of the Advisory group.

Pastoral Care Ministries



Card Ministry – Joy Cass and Nancy Solomon

The Card Ministry is a small cadre of parishioners who reach out in a personal way to acknowledge a variety of life's milestones: new baby, birthday, illness, surgery, death, anniversary, graduation, awards. We send a card via snail mail on behalf of our Epiphany family to let the recipient know that they are in our thoughts and prayers. We are dependent on receiving information from clergy, staff, and other parishioners as to who might appreciate a card.



Circle of Life – Barbara Rowland and Jane Sherwin

The Circle of Life group met monthly after church for discussions of topics around transition periods of life suggested by members of the group. The discussions were led by either group members or volunteers from the Parish and the community. Following the onset of social distancing mandated by the pandemic, the group has continued contact via weekly Zoom meetings. Our aim has been to maintain socialization and community.



Epiphany Visitors – Diana Obbard

The Epiphany Visitors' traditional way of doing things was turned upside down during this Covid year. We Visitors, a group of men and women, visit parishioners who, because of health or mobility issues or lack of transportation, are no longer able to take part in Epiphany's church services, social events, volunteer work, and other traditional church activities. Often this leads to a sense of isolation and sadness.

We try to bring Epiphany to them to let them know they are connected to, and remembered by, the Parish. We visit them where they live – at home, assisted living facility, or nursing home. We may chat or simply listen, bring them news of church activities, share books or, at times, sit in companionable silence. Occasionally we may go for a drive to see the fall leaves or spring flowers or out to lunch. But COVID brought a sudden end to our usual in-person visits. Our friends missed us and we missed them.

Knowing it was more important than ever to keep connected, we continued to connect but in different ways. Phone calls, emails, even text or Face Time kept us in touch. We sent cards and notes to celebrate birthdays, holidays, or just to provide cheer. We dropped off edibles or books or flowering plants at their front doors or facility desks. It wasn't the same as being in person, but it kept us together as we tried to maintain the relationships and rituals we had together.

Without a Christmas church service, the distribution of the Christmas altar poinsettias to the homebound which traditionally follows could not take place. Instead the wardens agreed to have a local florist deliver poinsettia plants to each of our homebound parishioners. A message of love from Epiphany was on the accompanying cards. These brought great joy.

Our Epiphany Visitors' monthly meetings have continued via Zoom. We marvel at the courage and resilience of those whose isolation is more severe than most. It has been a life lesson for us. As one Epiphany Visitor wrote, expressing the feelings of many, "Covid has made us realize that all of us, whether extrovert or introvert, are social beings and how important we are to each other. For those we visit, the Epiphany community is now the center of their lives. The virtual church services, newsletter, our calls and cards and goodies continue our connections. Covid did the same for us, by having to think about whom we could help and how to reach out. It is the mission of our faith personified."

Pastoral Care Ministries



Epiphany Visitors Continued

Our committee, which meets monthly, is Pat Aldrich, Joy Cass, Barbara De Wolfe, Gwen Johnson, Gloria Korta, Joan O'Connor, Diana Obbard, Peggy Roll, Jack Roll, Betsey Spiller, Gabrielle Stott, Alison Taber, Stephanie Terry, and Peggy Wiseman. The Reverend Miriam Gelfer and then the Reverend Sarah Connor supported the group by providing guidance and direction at this difficult time assisting us in offering care that is practical and spiritual.

Finally, another male visitor or two or three would be most welcome. If you are interested, please let me know.



Flower Delivery Ministry – Julie Broderick

After each 10:00am Sunday service (or after Evensong, on the Sundays that Evensong is held), the Flower Delivery Ministry delivers the altar flowers and cards to two parishioners selected by the Rector. The Rector or his/her designee decides who will receive flowers each week. They are sent to parishioners for many reasons, such as after the birth of a baby, after the death of a loved one, during recovery from illness or surgery, and sometimes just to say thank you or we miss you. Flower deliverers rotate, and each individual delivers flowers approximately once every 6-8 weeks, depending on schedules. The schedule is set up for three months at a time, based on each deliverer's availability. Most deliveries are in Winchester, but there are occasionally deliveries to surrounding towns. Julie Broderick is the current team leader organizes the team's schedule.

In January 2020, there were approximately 15 flower deliverers on our roster. Unfortunately, due to the COVID-19 pandemic, flower deliveries were suspended during Lent and have not resumed.

Based on my personal interactions with parishioners who receive flowers, this is a much-appreciated Parish ministry. I hope that we will be able to resume flower deliveries in 2021.



Friends in Deed – Sara Post

Friends in Deed is a group of parishioners who show the love of this Parish to others in times of need or celebration. Once we receive a request from the office, the call goes out and our members respond as they are able. Our gestures of care are many, from meals, rides to appointments, plants, baked goods, and myriad other activities. In our Baptismal Covenant we are asked to serve Christ in all persons loving our neighbor as our self. Friends in Deed is a way of showing this. Please contact the Parish Office if you feel called to join us.

COVID-19 has had an impact on our ministry as it has on all our lives. We have received very few requests this year. Nevertheless, in 2020 Friends in Deed was able to provide a couple of rides to doctor visits and procedures, some gestures of caring, approximately 30 delivered meals, and as always, cards and prayers.



Healing Ministry – Fred Rowland

Prior to the disruption caused by the pandemic, Healing Ministers offered sacramental healing prayer for personal needs and thanksgivings each Sunday at the 10:00am service. Following the COVID disruption, the team continued to study and pray together in preparation for resuming our role as a healing ministry. As it became clearer that the disruption of the pandemic was not to be short-lived, we began to look for other options and learned that there were Parishes in other dioceses using technology such as Zoom as a means of offering prayer to their Parishes. Epiphany thus began to pilot this in Advent and found it to be not only feasible, but also with a potential increase in privacy. As many of our healing ministers have assumed other roles on Sundays, we elected to move healing prayer to Thursday evenings, and have continued offering this with the new year.



Intercessory Prayer List Ministry - Jake Montwieler

This ministry team maintains Epiphany's prayer list and communicates regularly with those who have requested prayers for loved ones. The ministry supports other pastoral outreach efforts by often being the first pastoral contact with someone in crisis. 107 people were on Epiphany's prayer list in 2020. Twenty-eight members of the church have committed to praying for our loved ones in need and receive the prayer list via email each week. This year we continued to meet once a month, via Zoom, first with the Rev. Miriam Gelfer and later with the Rev. Sarah Conner. The insights of these wise women have helped our team open our hearts to the mystery of prayer.

This ministry, now entering its eighth year, continues to be a blessing for those who pray and for those who have requested prayers. As with Epiphany's other pastoral ministries, the prayer list team continues to experience God's grace in these moments of petition, reflection, caring, and consolation.

We graciously invite parishioners to join this ministry by...

1. Reaching out with prayer requests when you or your loved ones are in need.
2. Signing up to receive Epiphany's weekly prayer list via email so that you might join our community of prayers.

We can be contacted via prayer@3crowns.org



Lay Eucharistic Visitors – Susan Becker

Lay Eucharistic Visitors take Communion to any parishioner who is unable to attend church services. Historically, for those who are in nursing homes, homebound because of illness, surgery, family responsibilities, or simply unable to attend church services on a regular basis, an LEV visit provided time for prayer, worship, and a link to the larger Parish family.

With the quarantine restrictions imposed by COVID-19, our ministry came to an abrupt halt in March and has yet to resume. Many of those whom we regularly visited were lost to us this past year, including a committee member and church leader, Gayle Pershouse. Yet our other members, Susan Almquist, Joy and Leo Cass, Diana Obbard, William Pelosky, Sara Post, Marie Sabatino, Mary Street, Alison Taber, and Peggy Wiseman have endeavored to stay connected through prayer, phone calls, and notes to those with whom we are now unable to share the sacrament.

Pastoral Care Ministries



Lay Eucharistic Visitors Continues

We look toward 2021 with the hope that a vaccine may enable us to resume our ministry, joining in Communion with those who are unable to join us in the pews. A visit may be requested by contacting the Parish Office or the clergy.



Men's Group – Fred Rowland

The Men's Group continued breakfast meetings before the abrupt hiatus in March. Under the tutelage of Bill Saunders, we each began to learn the art of Zoom and resumed meeting in June, but breakfast no longer met the needs of the group. We now meet late Thursday afternoons. Our time is devoted mostly to fellowship and support of each other in this time of physical distancing. Once we resumed meeting, we completed our reading of *Accidental Saints – Finding God in All the Wrong People* by Nadia Bolz-Weber (Episcopal priest and founding pastor of House for All Sinners and Saints in Denver, Colorado). We then turned to a reading of *Holy Envy – Finding God in the Faith of Others* by Barbara Brown Taylor (Episcopal priest and college professor of religion). In the latter part of the summer and early fall, we read *Christopher's Summer – A Father and Son Explore the Mysteries of Life and Death* by Jeffrey S. Dugan (Episcopal priest and previous Rector of St. James Parish in Farmington, CT). We are now slowly working through a reading of *The Wisdom of Judaism – An Introduction to the Values of the Talmud* by Rabbi Dov Peretz Elkins (Rabbi Emeritus of the Jewish Center of Princeton, NJ).

Please contact the Parish Office if any men in the Parish would like to join our group.



Prayer Shawl Team – Martha Lewis

During this past year of anxiety and uncertainty, the members of the Prayer Shawl Team, with determination and grace, continued to knit shawls with love and prayers in every stitch. Shawls were delivered to those who were ill or undergoing medical procedures, those who were grieving a loss, those celebrating a time of joy, and there were shawls for new babies. The person to person deliveries were made at a safe distance, masked, and some were delivered by mail. A friend once described a shawl to her curious youngster like a “hug that goes around your shoulders.” An Epiphany Hug.

As Thomas Brown said, “The shawls are themselves symbols of God's embracing, unconditional love. Those who received these shawls have been uplifted and affirmed.” You are invited to join Peggy Roll, Alison Taber, Jo Devlin, Carolyn Pershouse, Jeanne Pendergrass, Barbara Cade, Barbara Rowland, Sara Post, and Martha Lewis as we knit and pray, for now at home.



Stephen Ministry – Ted Kellogg

In the fall of 2019, Epiphany launched its Stephen Ministry program to reach out to people with one-to-one Christian care. Through Stephen Ministry, a team of Epiphany church members, known as Stephen Ministers, have been equipped to provide quality care for people facing a variety of personal crises. Some of the situations in which Stephen Ministers provide care include the loss of a loved one, the birth of a child, divorce, terminal illness, loneliness, unemployment, hospitalization and spiritual crisis.



Stephen Ministry Continued

Before commissioning, Epiphany's Stephens Ministers received 50 hours of training in Christian caregiving skills covering topics such as active listening, confidentiality, crisis theory, as well as ministering to people in specific situations such as divorce, grief, and hospitalization. After they begin providing care, Stephen Ministers continue to meet twice a month with their Stephen Leader for continuing education and supervision as they strive to offer the highest quality Christian caregiving.

2020 presented numerous challenges to our ministers which they overcame with grace, ingenuity, and persistence. One-on-one visits moved online or outside but the care and love that they brought to their care receivers remained undiminished.

If you are interested or have questions about Stephen Ministry at Epiphany, please contact Ted Kellogg at 617.304.4914. If you or someone you know needs care or support, please call the Reverend Nick Myers at Epiphany 781.729.1922. Stephen Leaders are Barbara DeWolfe, Gloria Korta, Joan O'Connor, and Ted Kellogg.

Parish Life and Evangelism



Accessibility Team – John McConnell

Members are Woody Cook, Fred Spencer, Darwin Keith-Lucas, Kate Loosian, and John McConnell, Chair

Pursuant to our Accessibility Master Plan, the Accessibility Team has now implemented all but one of the recommended projects to improve the ability of all parishioners to easily negotiate the built environment of our church complex. In 2020, we finished our biggest and most significant project, the construction of our elevator and reconstruction of the Cloister Garden, with new turf, planting beds, paving stones, and a large drywell for rain water mitigation.

Our remaining project will be part of a larger master plan for the landscape improvement of our church campus. This will be to finish redesign and construction of the Forecourt, particularly with respect to eliminating the step up currently required to access the breezeway and cloister outside the main Hadley Hall doors.



Audio/Visual – Jason Kinchen and Rich Goldhor

When the year began, the A/V Subcommittee of the Property committee was tasked with little more than purchasing some modest camera and audio equipment for the purpose of recording classes, talks, services and events hosted by Epiphany's lively spiritual communities. What a difference a year makes. A little less than three months into the year, the decision was made to close the church and an immediate and urgent need arose to hold services remotely so that the Epiphany community might continue to be fed by our liturgies, lessons, and virtual fellowship.

It has been a long and steep learning curve. Soon, however, a hardy band of volunteers began the process of offering remote services to the community through a technology called "streaming." Beginning in March, Epiphany liturgies were offered in real time on our Parish YouTube channel. Our brave Warden, Suzanne Owayda, trundled to the chapel, recorded, and uploaded our first Wednesday morning service of Morning Prayer on March 18. Our first live-streamed service on was also a service of Morning Prayer from the main sanctuary the following Sunday, March 22. The presider was Liz Kinchen. It was done with a single video camera and an iPhone camera, and contained our first prerecorded segment, a sermon by Miriam Gelfer.

Since then, we have gradually, but relentlessly, improved our streaming capabilities and have not missed a single Sunday since we started. We have purchased better equipment, established better practices for video and audio, but most importantly we have gratefully accepted the help of many volunteers who have miraculously appeared and selflessly contributed to this effort, a team some have informally dubbed the "Stream Dream Team."

The Team includes so many faithful contributors. On Sunday mornings, we have a regular rota of streaming/video operators – Jason Kinchen, Dave McSweeney, and the powerhouse father/son duo of Alex and Jared Cumming. On audio, Rich Goldhor, John Jenke, Fred Spencer, Shukong Oh, and Jenifer Tidwell have ridden the mixing panel. Over the summer, Corey Hollenbeck started producing the fabulous music segments using four soloists and Craig Benner's organ, to supplement the a capella offerings Craig was producing with our wonderful choir.

Though not officially part of the A/V subcommittee, no acknowledgement of the Parish's virtual offerings could be complete without naming Suzanne's continued Morning Prayer liturgies on Wednesdays, which transformed into a Zoom offering hosted by Marion Dry in the fall.

Parish Life and Evangelism



Audio/Visual Continued

Other Zoom services were the Reverend Sarah Connor's Noonday prayer on Tuesdays, Marion Dry hosting Morning Prayer on Wednesdays, and Mary Street's Compline on Thursday nights. They, and everyone who recorded a reading, sermon, or prayer for inclusion in the services is part of the Dream Team whether they know it or not.

And that's just liturgy. Bryn Hollenbeck uploaded countless videos in service of our Children's ministry. Numerous Zoom meetings after Sunday services were hosted by the Adult Formation Committee and others. The Healing Team offered prayers via Zoom during the week. In short, the year contained a veritable explosion of time and talent determined to maintaining the Epiphany community and experience through virtual means. It has been exciting and humbling to be a part of.



Christmas Fair – Laura Krotky and Anne Sharp

We were unable to hold the annual Christmas Fair in 2020. Instead, we hosted an online auction as an opportunity for our congregation to rally around a fun (albeit online) event.

The MaxSold auction wrapped up on 21 November. We sold 97% of the 100 lots listed, all donated by Epiphany parishioners and/or culled from our rummage room. Anne Sharp, Sara Post, and Laura Krotky spent the day meeting customers and lugging auction items to their cars. We generated just over \$5,000 in proceeds, all of which will support the ministries of the Parish. We're very much looking forward to returning to our traditional Christmas Fair in 2021.



Communications Committee – Kate Reynolds

Though we could not have foreseen the myriad challenges the coronavirus pandemic would bring this year, we are grateful for the silver linings that emerged within our community. Thank you to the members of our small Communications Committee: Linda McDonough, Martha Stone-Martin, Laura Krotky, and Kate Reynolds who worked alongside Sarah Twiss, Jane White, John McConnell, and others to share Epiphany stories and updates. We are also grateful for the technical expertise and communications work volunteered by Jason Kinchen, Corey Hollenbeck, Dave McSweeney, Rich Goldhor, Suzanne Owayda, and others who accomplished the enormous feat of filming, editing, and producing the YouTube services and Zoom gatherings.

Throughout the year, our committee was focused on the general goal of sharing stories and updates through social media, the website, press releases, announcements, videos, and newsletters. We worked with staff and committee members to better understand their communications goals and objectives and offered support where needed, such as working on the brochure for the Stewardship Committee. We also worked on welcoming the Reverend Nick and his family by updating the Parish Directory, writing, and distributing press releases to newspapers in Winchester and the surrounding communities, and producing a large outdoor banner to welcome Reverend Nick and his family to Epiphany.

We also created a section on Epiphany's website homepage lower left corner called Parish Parables where parishioners are invited to share stories like the ones shared on the Epiphany Hearts and Racial Justice & Equality. We regularly shared Epiphany and Diocesan news as well as news from organizations that our Parish supports such as the St. Luke's/San Lucas COVID relief food effort, Immigration Justice and St. Stephen's food relief.

Parish Life and Evangelism



Communications Committee Continued

We updated social media with special tributes and event highlights such as the tribute for Associate Rector, Miriam Gelfer, and this year's beautiful online Lessons and Carols service.

We invite and welcome any parishioners who enjoy writing, photography, or producing videos to join us in sharing Epiphany stories internally and externally. Please email Kate Reynolds with any ideas or if you would be interested in sharing your communications talents with the broader community.



Events Steering Committee – Jane White

In ordinary times, the Events Steering Committee is responsible for overseeing Epiphany's events calendar and budgeting and recruiting for Parish events. Specific responsibilities include:

- Staying in touch with Parish staff and leaders with respect to events (receptions, luncheons, rummage sales, fairs, etc.) they are planning for the coming year and working with the Parish Administrator to maintain a parish-wide, annual calendar of events
- Managing the events budget
- Assessing the need for staffing not available from the sponsoring group and recruiting needed hosts/organizers
- Working with staff and Parish leaders to develop new events that appeal to a variety of ages and interest groups within the Parish
- Serving as a resource for events-related knowledge such as: recruiting, attendance, and food and beverage estimates, state raffle regulations, Epiphany's alcohol policy, and related local regulations, Epiphany's policies around handling cash at events, etc.

For most of 2020, the committee was on hiatus. Our last scheduled event was to have been a festive reception marking the 25th anniversary of Miriam Gelfer's ordination to the priesthood on March 15. Unfortunately, that celebration fell victim to the pandemic, along with the rest of the year's events with the welcome exception of a drive-by ciderfest in November hosted by the staff (Epiphany can't survive a year without its cider donuts!) and an exciting virtual auction (introduced by Laura Krotky, Anne Sharp, and Sara Post) in place of the Christmas Fair.

During January and February, the committee was involved (sometimes in a minor way, sometimes in a major way) in the annual meeting lunch, supper during new vestry orientation, and the Shrove Tuesday pancake supper before the pandemic shut us down.

Yes, 2020 was quiet, but just as soon as we are able to gather in person again, Events will be back. There will be events to host or co-host, cookies to bake, soups to make, flowers to arrange, punch to wrangle, dishes to wash, tablecloths to launder, and delightful people to meet in the kitchen while lending a hand.



Gifts and Memorials – Cynthia Samoilloff

Committee members: Cynthia Lawson Samoilloff (Chair), Laurie Minniti, Jo Devlin (Altar Guild), Joan Wallwork, Fred Spencer, and Pierre Trepangier (Property Committee), and Suzanne Owayda (Warden). The Committee works in consultation with the Rector (if available), and ultimately the Vestry in receiving, acknowledging and using non-pledge financial contributions. Normally, the Committee meets three times a year, but this changed after the January meeting when the Church was essentially shut down and financial reports were given in place of the meetings as there was no further business to be conducted.

Parish Life and Evangelism



Gifts and Memorials Continued

In 2020, a decision was made to purchase kneelers to match the new pew cushions which were installed in 2019. In January, at our first meeting of 2021, we also elected to purchase a new casket pall, safety glass chimneys, and brass candle extinguishers. Then the closure of the Church happened. We met briefly, one by one, to see the sample kneelers in the Church. Though we had a contract to purchase the kneelers, we were advised by the Wardens to wait to execute the contract until we had a time certain for the Church opening and what cleaning procedures would be in place. We are now in a holding pattern, with major funds already committed to this project.

For obvious reasons 2020 saw very little change in the Fund. All bequests, planned gifts, and memorial gifts are welcome and go to support the enhancement of our worship and our gathering spaces. We are grateful for gifts of any size. We look forward to a more vibrant 2021.



Greeters – Kimberly Lowrance

Greeting is a key element in our ministry as Greeters welcome both newcomers and regular attendees. Our purpose is to make warm, respectful contact; to make each person feel welcome and appreciated for coming to Epiphany; to acknowledge everyone with graciousness and enthusiasm; and to give everyone our full attention and assistance. The Greeter represents everyone at Epiphany and conveys the message that Epiphany is a welcoming community. Due to the COVID-19 pandemic, our efforts were placed on hold in mid-March, and we look forward to when it will be safe to welcome everyone to Epiphany once again.



Personnel Committee – Lindsey Schrader

The primary focus of the Personnel Committee in 2020 was aiding the search process for our new Rector. This entailed supporting the Wardens in ensuring all employment matters and documents were clear (and aligned with the Episcopal Diocese of Massachusetts standards where appropriate). Heading into 2021 the objectives of the Personnel Committee will be to help with the assimilation process of the Reverend Nick Myers.

The Personnel Committee has also been in touch with HR from the Diocese, has reviewed their handbooks for Diocesan staff (lay and clergy), and will be looking to update and modernize the Parish of the Epiphany's Employee Handbook in 2021, with review and approval from all stakeholders.



Property Committee – Fred Spencer and Pierre Trepagnier, Co-Chairs

Committee Members: Pierre Trepagnier and Fred Spencer, co-chairs; Lee Kaukas, Charlie Price, Ted Reboul, Jay Stott, Jenifer Tidwell, Frank Vaughan, and Brian Curreri, Sexton. We welcome Darwin Keith-Lucas as a new member of the committee.

The pandemic has presented a series of challenges to the Property Committee, forcing us to meet via Zoom after March, and complicating any meetings with contractors and maintenance personnel. However, despite the closing of Epiphany for services and gatherings, we have continued with regular maintenance of the Church and Rectory physical plant and kept the heating system in good repair.

Parish Life and Evangelism continued



Property Committee Continued

During the Rector transition period, we refreshed the Rectory in anticipation of his arrival, including interior repainting, repairing the fence, and changing out outdated appliances. In addition, we started the planning for an upcoming construction project to make the Rectory more welcoming and functional for our new Rector and family. Many thanks to Charlie Price and Lee Kaukas for coordinating this work.

One of the directives of the Regathering Committee that is planning for our return to a “new normal,” is to increase interior safety by the installation of air purification equipment and other improvements to the air handling equipment in the Sanctuary. Fortunately, as part of our boiler replacement project in 2016, we had replaced the old broken fan with a new higher-capacity one, which can provide 12,000 cubic feet of air per minute to the Sanctuary. Additional engineering design work to upgrade ancillary infrastructure and install ionization air purifiers has been completed with the installation scheduled to start in winter 2021. This project has been coordinated by Pierre Trepagnier as part of his stewardship of our HVAC physical plant.

Another upcoming project which is relevant as we prepare to return to an increasing in-person worship in spring, is replanting of the Cloister Garden and front of the church. This landscape refresh will provide a warm and inviting welcome back for us all after a long and difficult absence.



Rector Search Committee – Liz Kinchen and Michael Schrader

At the beginning of 2020, the Search Committee was eagerly awaiting potential Rector candidates to apply for our open Rector position. After a thorough review of candidate application materials, we arrived at a list of 11 candidates to take into the interview phase on February 29th.

Upon arrival of the global COVID-19 pandemic in mid-March, our search was placed on temporary pause as the Diocese reassessed the approach for search processes. Our Committee, with Diocese support, then decided to proceed with the process, adopting a virtual approach for both Committee meetings and candidate interviews.

After a series of Zoom-based interviews with the candidates and their supplied references, we winnowed our candidate list to five “semi-finalists” on April 11th. Then, over the month of July, we conducted a series of virtual “visits-out” across our five “semi-finalist” candidates. On July 25th, we voted to bring forward three “finalists” to visit Epiphany in person as part of the final “visits-in” stage of the process.

At our final discernment session on September 20th, the Committee unanimously voted to present the Reverend Nicholas A. Myers as the candidate to the Vestry for our eleventh Rector. The Vestry, in turn, unanimously voted to approve Reverend Myers as Rector-Elect on September 23rd.

There are many individuals we would like to thank for their contributions to the search process and support and encouragement our Committee. Specifically, we’d like to recognize the following:

- All parishioners for their prayers and input into the Parish Profile
- The Vestry and Wardens for their trust and support of our committee throughout the process
- Parish staff for making the time to meet with our finalists and providing feedback
- All of the wonderful Rector candidate priests we met during the search process
- Our fellow Committee members for their dedication and commitment: Jim Bracciale, Susan Becker, Priscilla Burns, Alex Cumming, Thom Fries, Kim Hardy Erskine, Laurie Minniti, Jake Montwieler, Charlene Sanna, and Ed Wickramasinghe

Parish Life and Evangelism continued



Rector Transition Committee – Jane White

The Rector Transition Committee was established by the Vestry in October to:

- Serve as a committee of welcome for the Rev. Nick Myers and his family
- Introduce Nick and his family to Winchester and the broader community; help as needed in relocation
- Work with Nick, Bethany, Bennett, and Lennox to determine creative ways to meet the congregation during this period of social distancing; organize and facilitate as necessary, and
- Assist in the beginning of the new ministry

Building on themes that emerged from early conversations with the wardens, others in the Parish, Nick, and within the committee, our early efforts focused on providing incidental logistical help to the Myers family during their relocation and working with the Communications Committee to develop a communications plan. Early on, we identified communications as an area requiring particular attention in light of what would be an environment with very limited face-to-face contact. The Communications Committee, with the help of Sarah Twiss, has provided significant support with:

- A website review and update
- An update of the on-line directory photos and contact information
- A series of press releases to Winchester and nearby town newspapers and on-line media in January, along with possible follow-up press releases around Rally Day, depending on our opening status at that point
- The welcome banner that appeared out front in January
- A “getting to know you” blog, featuring informal posts over Nick’s first three months or so

However, most of our time and energy has been directed at the question, “How Do We Meet the Myers and They Us?” The challenge has been to define and provide a wide variety of opportunities for Nick and his family to meet and engage with parishioners, and we with them. Our hope is that every member of the community, no matter what age, has an opportunity to meet Nick in a comfortable setting, whether it’s in a large group, a small group or one-on one.

These “engagements” range from a postcard welcome for Bennett and Lennox, to a parade of cars by the Rectory (with appropriate hoopla), to outdoor activities, to quiet walks with the Rector, to Zoom compline, noonday prayer, and morning prayer.

Committee members: Jane White, chair; Annie Bing, Jim Bracciale, Lee Kaukas, John McConnell



Regathering/Journey by Stages Committee – Mary Street

Virginia Barrow, MD, Jared Cumming, Jason Kinchen, Gloria Korta, MD, Lauren Michalski, Mary Street, chair.

The Journey by Stages Advisory Committee began its work in June of 2020, using the charge from the Vestry and the *Journey by Stages* guidance from the Diocese of Massachusetts. The Committee undertook the work with a goal of striving to provide a plan for the safest environment possible with those guidelines, while understanding that it is impossible to mitigate all risk.

Parish Life and Evangelism continued



Regathering/Journey by Stages Continued

A parish questionnaire was our first effort and we were pleased when 178 parishioners responded. Lauren Michalski worked on the questionnaire and Jane White took on the task of developing the charts and data set in support of the Committee.

In the process of our work, we consulted with people involved in regathering efforts at Church of the Advent, Boston; All Saints, Brookline; Church of the Redeemer, Chestnut Hill; Christ Church, Andover; and All Saints, Chelmsford. Andrew Street connected us to the engineering firm that developed a plan for the ventilation system.

We thought through, and discussed, many details involved in preparing for a possible regathering, most of them defined by the diocesan checklist. It is also clear to us that these are plans and with implementation, they will no doubt need to be amended and changed while retaining all required elements.

Plans developed by the committee cover the following areas:

1. Safety

This section of the document details procedures for preparation of the church before the first service, a structure for the use of bathrooms during and after services, disinfecting protocols, and the procedures for ushers, greeters, and parishioners on Sunday morning. A document to be used in training ushers is also included as an appendix. There are pastoral concerns to be considered for those who serve as ushers, as the diocese recommends that those 65+ consider not attending in-person worship, meaning that younger ushers will need to be recruited and trained. This will require time and care. Church will not really feel like church used to, making it important to communicate this new reality while also doing our best to make all who come feel welcome. Gloria Korta and Ginger Barrow gave particular attention to the work on the safety protocol.

Ventilation has come to be seen as a very important part of creating as safe an environment as possible. Epiphany is in the very fortunate position to already have a fan in the basement and an HVAC engineering firm was able to create the specifications for how to add components to what exists that will support making the air cleaner and, therefore, safer.

2. Reservation System

In some ways, defining how the reservation system would work became the most complex and detailed discussion we had. The Committee worked hard to come up with operating principles that provide fair and easy access, working within the limitations defined by the state and diocese. While the system is not yet fully operable, the committee was able to ‘test drive’ a sample and modifications are underway. Jared Cumming and Jason Kinchen worked on the reservation system.

3. Live streaming capacity and longevity

The survey indicated that parishioners would continue to access the live streaming that has served to keep us connected for the last months. Live streaming appears to be here permanently and we want to do it well. To that end, the first priority is to move the equipment currently in the center aisle, for safety and capacity issues, but also to upgrade what exists toward a permanent setup that will serve Epiphany well for the future. Jason Kinchen worked on this aspect of the plan.

The plan was submitted to the vestry in September, at which point the committee’s work was complete. The entire plan is available on the Parish website. It was a privilege to take on this work and to have the opportunity to collaborate with such a strong group of parishioners.

Parish Life and Evangelism continued



Stewardship Committee– Warren McFarlan

Each year, the Stewardship Committee organizes and facilitates the annual pledge drive for the Parish of the Epiphany. Our annual pledges represent nearly 90% of the Parish’s annual revenues and support everything we do. Pledges allow us to budget carefully our annual expenses such as salaries, building maintenance, pastoral care, and global and local outreach. The Committee this year consisted of seven members: Warren McFarlan, Solomon Owayda, Suzanne Owayda, Peggy Roll, Marie Johnson, Kate Reynolds and Jonathan Foot. The Committee received an enormous amount of support from volunteers within the Parish of the Epiphany in both highlighting the many aspects of our ministries and helping us with collecting pledges.

In the fall, the Stewardship Committee embarked on the 2021 annual pledge campaign entitled *Rejoicing, Reunion, Renewal* with a goal of 245 pledges and a total of \$875,000 in support of Epiphany’s 2021 budget. As of January 11, we have received pledges from 215 households totaling \$865,250. Our work is not yet finished as we continue to email and call 22 households who cumulatively pledged \$50,095 in the previous year but have not yet pledged for 2021. It is clear in spite of the combined impact of COVID, and a Rector search, that we are on our way to a strong finish. For historical perspective, the table below shows how the 2021 campaign compares to the 2019 and 2020 campaigns at this stage.

We are grateful for the numerous volunteers whose efforts made the 2021 Annual Commitment Campaign a success. A special note of thanks to Jane White for her expertise in number crunching skills and helping us understand where we were at each step of the way. We are deeply grateful to all who supported the campaign and submitted a financial pledge and/or a pledge of time and talent. We are especially thankful for the seven families who are new pledgers and welcome the full participation of these families into our community. We are also grateful to the 75 households who were able to increase their pledges. Many thanks to all of you for your show of strength in this important year of transition.

Recap of Stewardship Campaigns -- Budget Years 2019, 2020 and 2021

	Week 7 of 2019 Campaign		Week 7 of 2020 Campaign		Week 7 of 2021 Campaign	
	#of Pledges	\$Value	#of Pledges	\$Value	#of Pledges	\$Value
Level Pledges	83		90		100	
Increased Pledges	106		97		75	
Decreased Pledges	25		40		33	
Total Continuing Pledges	214	\$796,781	227	\$880,604	208	\$855,255
New Pledges	29	\$ 33,976	9	\$ 15,320	7	\$ 9,965
Total Pledges received to date	243	\$830,757	236	\$895,924	215	\$865,250
New Funds		\$ 68,631				

Average Pledge	\$ 3,429	\$ 3,796	\$ 4,023
Median Pledge	\$ 2,000	\$ 2,400	
Pledged prior year, not yet this year; still being solicited		33 \$ 31,285	22 \$ 50,095
Campaign Goal	275 \$870,000	275 \$875,000	245 \$875,000
Final Pledges	267 \$856,732	236 \$895,924	

Parish Life and Evangelism continued



Ushers – Pat Aldrich

For the first three months of 2020 the ushers continued to serve as usual supporting the clergy and working with the Verger and Greeters to enhance our community worship. Since the initial lockdown in March and the start of virtual worship, our Committee has been inactive.

We strive to be welcoming to all people. We distribute programs, seat people, take attendance, collect the offering, and monitor the celebration of Communion. Our duties also include tidying up the church after the service and transferring the offering from the church to the bank following the guidelines put forth by the Vestry and Finance Committee.

Financial Reports



Finance and Investment – Alan Briggs, Treasurer

The Finance Committee is responsible for overseeing the business activities of the Parish of the Epiphany and providing fiscal guidance and support to the Vestry. A primary responsibility of the Committee is to prepare the annual budget for Epiphany, which was submitted and approved by Vestry in December. Working closely with the Treasurers and Wardens, the Committee monitors monthly revenue and expenses to ensure the various committees and ministries of the Parish are operating within budget guidelines. The Committee also addresses other financial issues as needed, including funding of new projects, policy clarifications, and revisions and audits.

The members of the Finance Committee during 2020 were Alan Briggs, Treasurer; Nelia Newell, Associate Treasurer; My Linh Cumming; Bruce Glabe; Whit Rappole; and Jay Stott.

2020 Financial Review:

Operating Results - Included in the Annual Report is a copy of the 2020 financial statements for Parish of the Epiphany, which provides account-level detail of actual full-year results as compared to the budget. The financial statements show a stable and sound financial position for the Parish.

Revenues: For the year ended 12/31/2020, total revenue was \$1,100,847 which was an 8.6% increase over 2019 (\$1,013,168) and is \$20,347 over the budgeted amount of revenue. The overage was driven by PPP Unrestricted Funds offset by a gap to planned pledge income (-\$22,263), Plate and Special Offerings (-\$20,197), and Other Activity Income including rental of the Rectory (-\$19,395), and Special Donations (-\$9,282).

Personnel: Personnel Salary and Benefits totaled \$555,061 and was under budget by \$14,028. This was driven by the delay in the start of the Rector (\$30,335), Interim Rector (-\$52,360), not adding a Director of Christian Formation offset by Coordinator of Formation (\$13,733), Other Lay Staff, (\$6,240), and Benefits (\$14,532). Overall, total personnel expenses represented 51% of total revenues which was close to the guideline of 50% to 55% that has historically been the goal for Epiphany. It was impacted by the PPP Unrestricted Funds. Adjusted for the PPP Unrestricted Funds it would be 55% of total revenues.

Operating Expenses: Total expenses were \$1,014,130 in 2020 which was lower than the budget of \$1,080,077. This was primarily a result of lower than planned spending due mainly to the pandemic and the church not being open all year.

Net Surplus: Revenues were over budget while expenses were favorable to budget resulting in a net surplus for 2020 of \$86,293 or 8.0% of plan.

Balance Sheet- Liquidity of the Parish remains strong and is more than adequate to support monthly operating needs of Epiphany with approximately \$116K in the general fund (less liabilities), which represents cash available to support operating needs and emergencies.

Reserves of the Parish are held in the Unrestricted Endowment (Vestry Designated) which is managed by Vanguard and the DIT. Total balances amounted to approximately \$1,160,160 at the end of the year. The Investment Committee oversees all invested assets of Epiphany.

Summary: Parishioners can have confidence that Epiphany's overall financial position is solid and stable. From an operating perspective, we manage the budget very carefully through monthly detailed revenue and expense reviews. Also, from a balance sheet perspective, Epiphany is well supported by our near-term liquidity and long-term reserves.

Financial Reports continued



Investment Subcommittee – Jim Gammill

The Investment Subcommittee oversees the Investment Portfolio (the “Portfolio”) on behalf of the full Finance and Investment Committee and the Vestry. This Portfolio is invested in stocks and bonds and has historically contributed about 4% of its value each year (\$38,548 in 2020) to the operating budget.

This year the stock market was unusually volatile, with a sharp decline in March, followed by a rally in the subsequent months. This year provides a good insight to what is the Parish’s Investment Policy and how the subcommittee implements it.

Five key principals of the Parish Investment Policy are:

- (1) Invest in stocks and bonds through mutual funds and similar instruments
- (2) Invest for the long term, with a 70% - 30% stock – bond mix as the norm
- (3) Be prudent and don’t take on excessive risks
- (4) Be mindful of the values, beliefs, and mission of the Parish
- (5) Compare short term and long term performance to a stable and appropriate benchmark

The Investment Subcommittee implements the Policy as follows:

- (1) We use only broad-based passively managed index funds, in order to minimize diversifiable risks and management fees
- (2) We include the Diocesan Fossil Fuel Free Fund as a sizeable position in our fund (currently about 1/3 of our total stock investments)
- (3) We usually adopt 70-30 as our rebalancing target
- (4) We take less risk in our bond investments than implied by the benchmark
- (5) We are willing to re-balance even in highly volatile markets

The Investment Subcommittee is scheduled to meet three times a year. By relying on passive index funds and a clear policy for allocating investments among various asset classes, this schedule works for us. If there are unusual circumstances between meetings, we can address those issues as they arise either by email or a special meeting.

This year the sharp sudden sell-off in the stock markets in March created such a circumstance. The Investment Policy says that the stock portion of the Investment Portfolio will be at least 60% of portfolio value. In March 2020, the stock market decline pushed our stock portion value to the 60% mark, and we approved, through email, a situation-specific rebalancing trade of buying \$40,000 of stocks and selling the same amount of the bond funds.

It is important to recognize that this trade was motivated by a desire to stay within the parameters of the Vestry-approved Investment Policy Statement, and not an attempt by the Subcommittee to “time” the market. We try hard not to think that we can outsmart the market. In this case, following the Investment Policy in hindsight helped our performance, as we happened to trade at the low point for the year.

Here is the performance table (performance results are annualized returns) and the year-end holdings for the Investment Portfolio:

	1 YR	3 YR	5 YR	10 YR
Benchmark Indices:	----	----	----	-----
Russell 3000 (broad US stock market)	20.89%	14.49%	15.43%	13.79%
MSCI EAFE (international market)	7.82%	4.28%	7.45%	5.51%
Bloomberg US Agg (US bond market)	7.75%	5.44%	4.53%	3.89%
Custom Benchmark (55-15-30)	14.99%	10.24%	10.96%	9.58%
Parish Investment Portfolio	18.08%	10.96%	11.35%	8.86%

Stock Funds

Vanguard Value Index	\$ 141,962	(13.6%)
Vanguard Growth Index	136,946	(13.1%)
Vanguard Extended Market Index	98,302	(9.4%)
Vanguard Total International Index	124,931	(11.9%)
Diocesan Fossil Fuel Free Fund (est value)	252,625	(24.1%)
TOTAL STOCK FUNDS	\$ 754,765	(72.1%)

Bond Funds

Vanguard Total Bond Market Index	\$ 146,188	(14.0%)
Vanguard Short Term Investment Grade	146,378	(14.0%)
TOTAL BOND FUNDS	\$ 292,566	(27.9%)

TOTAL PORTFOLIO VALUE \$ 1,047,331

The table shows the contribution of Policy-driven trades to the performance of the overall Portfolio. We are mindful that this year's exceptional results are indeed the exception, and not the norm, given our passive approach to investing.

Two other items of note for 2020. First, the Committee approved an additional investment of \$50,000 in the Diocesan Fossil Fuel Free Fund. This Fund, created in response to a 2013 Diocesan Convention Resolution and first made available in the fall of 2015, now has a strong five year record.

Second, the Committee asked the Vestry to approve balance sheet entries so that the value of the Investment Portfolio on the asset side approximately equals the value of the Unrestricted Endowment Fund on the liability side. This is a bookkeeping adjustment that recognizes investment actions taken about ten years ago, and this will simplify our periodic reports and oversight.

Finally, we close with our annual observation; as appropriate for a long-term fund, the Investment Subcommittee will continue to accept the ups and downs of the markets, re-balance the Investment Portfolio periodically, and look to earn long term returns that suitably reward the managed level of portfolio risk taken.

Investment Subcommittee: Jim Gammill, Ted Kellogg, Solomon Owayda, John Snow, and Jane White.

Financial Reports continued



2021 Budget – Alan Briggs

On Tuesday, December 16, 2020, the Vestry met and discussed the proposed 2021 budget as presented by the Treasurer and Finance Committee. Following the discussion, the Vestry voted unanimously to approve the 2021 budget for Epiphany. On January 11, 2021, the Vestry electronically voted unanimously to approve an amended 2021 Budget for Epiphany. An outline and summary of the budget is provided below. The fully detailed 2021 budget can also be found in this Annual Report.

A primary goal of the new budget is to adequately fund all Epiphany staff and committees and to ensure that the proposed budget is balanced. Historically, it has been the practice to present a balanced budget. However, the COVID-19 pandemic has made forecasting more uncertain for 2020 and 2021. The PPP Funds taken out in 2020 allowed us to maintain staffing in 2020 and avoid a budget shortfall. Our approach has been to treat the pandemic as a single 'event' and to allow the surplus at the end of 2020 to cover the forecasted shortfall of \$27,000 in 2021.

The approach to drafting the budget is to ensure the forecasted stewardship number is correct, but also conservatively projected based on prior experience as things can change during any given year.

Revenues: The 2021 budget includes a figure for Stewardship Pledges of \$884,500 which represents a 1.5% decrease over the prior year figure of \$898,000.

Including other pledge income (pledge due from prior years and non-pledge offerings), pledges for 2021 total \$906,500 which represents 91% of total revenue for Epiphany. Although Epiphany does have other material sources of revenue, pledge income remains critical to the spiritual and financial health of Epiphany.

Total revenue includes pledges (\$906.5K), plate offerings (\$23.9K), investment income (\$38.6K), activities (\$22.2K), and special donations (\$6.5K). Total budgeted revenue is \$997,646 for 2021.

Personnel Salary & Benefits: For 2021, personnel expenses (clergy and lay staff) are budgeted at \$533,690 which represents a decrease of 6.2% from the prior year. Material changes contributing to the impact from the prior year is related to clergy salaries and benefits, mostly full-time Rector replacing interim and part-time clergy. Also included in the 2021 budget is a 4.0% increase in compensation for members of our lay staff.

Total salary and benefits also represent 53.5% of total revenues for 2021. This figure is in the middle of the historical range (50% to 55%) for Epiphany.

Expense Accounts: Total expenses are budgeted at \$1,024,508 in 2021, which equates to a 5.1% decrease overall. A deficit is forecast at (\$27,000). We are paying down two separate Diocesan Loans over time: one for refurbishment of the Rectory years ago, and the other for critical roof repairs a few years ago. Also, Epiphany will again contribute \$60,000 to the Preventive Maintenance fund which enables the Property Committee to maintain our property.

In closing, the Parish remains on solid footing, and our 2021 budget accomplishes key goals for Epiphany. In spite of the deficit, we are able to fund our staff and programs while maintaining a budget that is fully paid for by revenues and the surplus. The Parish is in good financial position and able to absorb the deficit. Thanks to all who contributed to our budget process, and a big thank you to our Financial Administrator, Suzy Westcott, who maintains our financial records throughout the year.

Financial Reports continued



Audit Committee – Michael Schrader

The Audit Committee provides oversight of the financial reporting and internal control procedures at Epiphany, including annual audits. This includes external audits done every three years by an outside accounting firm and Audit Committee-led audits done during the interim years.

A remote, internal audit of the Parish's 2019 financial records and supporting controls was conducted during the month of October 2020, by the Audit Committee. As part of our work plan, we interviewed Financial Administrator, Suzy Westcott, on detailed record keeping, cash management, revenue, expense, and fund accounting procedures and policies.

Our review was made in accordance with the audit guidelines of the Manual of Business Methods in Church Affairs, and the financial statements are prepared on a modified accrual basis in accordance with principles adopted by the Episcopal Church and approved by its General Convention.

We have taken steps to see that the financial statements present fairly, in all material respects, the financial position of the Parish as of December 31, 2019, and that the changes in the net assets and its cash flows for the year then ended are in accordance with the principles authorized by General Convention of the Episcopal Church on a basis consistent with previously audited financial statements.

We also interviewed Treasurer Alan Briggs and Assistant Treasurer Nelia Newell on October 9, 2020, to confirm our understanding of Parish financial operations, including the role of the Finance Committee and the Vestry. Parish financial activity continues to be reviewed by the Treasurer on a monthly basis.

I would like to thank fellow Committee members Michael Aldrich and Ted Kellogg; Treasurer Alan Briggs, Assistant Treasurer Nelia Newell, and Financial Administrator Suzy Westcott for their support and contributions to the financial strength and controls of our Parish.

Parish of the Epiphany
 Analysis of Revenues & Expenses - Detail
 January to December 2020

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)
Revenues						
Pledge Income						
000322 - Pledge Due Previous Years	\$0.00	\$0.00	\$0.00	\$3,997.00	\$10,000.00	(\$6,003.00)
000323 - Pledge This Year	\$58,164.44	\$100,274.46	(\$42,110.02)	\$808,489.76	\$858,000.00	(\$49,510.24)
000324 - Non-Pledge Offerings	\$5,080.00	\$2,000.00	\$3,080.00	\$10,635.00	\$24,000.00	(\$13,365.00)
000325 - Pre-Paid Pledge Income	\$0.00	\$0.00	\$0.00	\$86,615.03	\$40,000.00	\$46,615.03
Total Pledge Income	<u>\$63,244.44</u>	<u>\$102,274.46</u>	<u>(\$39,030.02)</u>	<u>\$909,736.79</u>	<u>\$932,000.00</u>	<u>(\$22,263.21)</u>
Plate and Special Offerings						
000331 - Open Plate	\$0.00	\$3,000.00	(\$3,000.00)	\$1,700.57	\$14,700.00	(\$12,999.43)
000332 - Christmas Offering	\$5,075.00	\$8,000.00	(\$2,925.00)	\$5,208.00	\$8,000.00	(\$2,792.00)
000333 - Easter Offering	\$0.00	\$0.00	\$0.00	\$2,820.00	\$6,500.00	(\$3,680.00)
000334 - Unrestricted Gifts	\$140.00	\$170.00	(\$30.00)	\$1,414.27	\$2,040.00	(\$625.73)
Total Plate and Special Offerings	<u>\$5,215.00</u>	<u>\$11,170.00</u>	<u>(\$5,955.00)</u>	<u>\$11,142.84</u>	<u>\$31,240.00</u>	<u>(\$20,097.16)</u>
Investments Div & Int						
000352 - Operating Div & Int	\$18.32	\$50.00	(\$31.68)	\$522.80	\$600.00	(\$77.20)
000353 - Endowment Div & Int	\$0.00	\$0.00	\$0.00	\$44,721.03	\$44,760.00	(\$38.97)
Total Investments Div & Int	<u>\$18.32</u>	<u>\$50.00</u>	<u>(\$31.68)</u>	<u>\$45,243.83</u>	<u>\$45,360.00</u>	<u>(\$116.17)</u>
Other Activity Income						
000365 - Vacation Bible School Income	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	(\$4,000.00)
000381 - Rental Income	\$500.00	\$700.00	(\$200.00)	\$35,665.00	\$39,900.00	(\$4,235.00)
000382 - Rummage Sales Income	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)
000384 - Christmas Fair Income	\$85.00	\$11,000.00	(\$10,915.00)	\$5,840.15	\$11,000.00	(\$5,159.85)
Total Other Activity Income	<u>\$585.00</u>	<u>\$11,700.00</u>	<u>(\$11,115.00)</u>	<u>\$41,505.15</u>	<u>\$60,900.00</u>	<u>(\$19,394.85)</u>
Special Donations						
000360 - PPP Unrestricted Funds	\$91,500.00	\$0.00	\$91,500.00	\$91,500.00	\$0.00	\$91,500.00
000361 - Music Receipts	\$0.00	\$2,000.00	(\$2,000.00)	\$0.00	\$5,000.00	(\$5,000.00)
000362 - Grant Funds Received	(\$91,500.00)	\$0.00	(\$91,500.00)	\$0.00	\$0.00	\$0.00
000364 - Other Outreach Offerings	\$0.00	\$0.00	\$0.00	\$950.05	\$0.00	\$950.05
000367 - Flower Receipts	\$0.00	\$1,600.00	(\$1,600.00)	\$767.99	\$6,000.00	(\$5,232.01)
Total Special Donations	<u>\$0.00</u>	<u>\$3,600.00</u>	<u>(\$3,600.00)</u>	<u>\$93,218.04</u>	<u>\$11,000.00</u>	<u>\$82,218.04</u>
Total Revenues	<u><u>\$69,062.76</u></u>	<u><u>\$128,794.46</u></u>	<u><u>(\$59,731.70)</u></u>	<u><u>\$1,100,846.65</u></u>	<u><u>\$1,080,500.00</u></u>	<u><u>\$20,346.65</u></u>

**Parish of the Epiphany
 Analysis of Revenues & Expenses - Detail
 January to December 2020**

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)
Expenses						
Personnel Salary & Benefits						
Salary						
Clergy						
Rector						
000400 - Rector	\$0.00	\$8,150.76	\$8,150.76	\$0.00	\$30,565.35	\$30,565.35
000448 - Dental Ins Contribution - Myer	\$230.00	\$0.00	(\$230.00)	\$230.00	\$0.00	(\$230.00)
Total Rector	\$230.00	\$8,150.76	\$7,920.76	\$230.00	\$30,565.35	\$30,335.35
Interim Priest						
000443 - Interim Priest	\$9,562.76	\$0.00	(\$9,562.76)	\$124,316.35	\$79,517.46	(\$44,798.89)
000444 - Interim Priest - Housing	\$1,384.62	\$0.00	(\$1,384.62)	\$18,000.06	\$11,422.95	(\$6,577.11)
000445 - Dental Ins Contribution - Con	\$82.00	\$0.00	(\$82.00)	\$984.00	\$0.00	(\$984.00)
Total Interim Priest	\$11,029.38	\$0.00	(\$11,029.38)	\$143,300.41	\$90,940.41	(\$52,360.00)
Part Time Clergy						
000439 - Part Time Clergy	\$0.00	\$0.00	\$0.00	\$28,999.88	\$33,615.68	\$4,615.80
000441 - Part Time Clergy - Housing	\$0.00	\$0.00	\$0.00	\$10,000.06	\$5,384.68	(\$4,615.38)
Total Part Time Clergy	\$0.00	\$0.00	\$0.00	\$38,999.94	\$39,000.36	\$0.42
Total Clergy	\$11,259.38	\$8,150.76	(\$3,108.62)	\$182,530.35	\$160,506.12	(\$22,024.23)
Lay Staff						
Christian Formation						
000405 - Coordinator of Formation	\$688.50	\$0.00	(\$688.50)	\$35,316.00	\$18,000.00	(\$17,316.00)
000406 - Childcare Providers	\$0.00	\$380.28	\$380.28	\$2,037.98	\$4,943.64	\$2,905.66
000432 - 403B Contribution - Dir Faith	\$0.00	\$169.24	\$169.24	\$0.00	\$1,184.68	\$1,184.68
000446 - Director of Faith Formation	\$0.00	\$4,061.52	\$4,061.52	\$0.00	\$28,430.64	\$28,430.64
000447 - 403B Contribution - Hollenbec	\$1,471.50	\$0.00	(\$1,471.50)	\$1,471.50	\$0.00	(\$1,471.50)
Total Christian Formation	\$2,160.00	\$4,611.04	\$2,451.04	\$38,825.48	\$52,558.96	\$13,733.48
Music Program						
000407 - Minister of Music	\$3,657.08	\$4,205.56	\$548.48	\$47,542.04	\$54,672.28	\$7,130.24
000436 - 403B Contribution - Benner	\$2,000.00	\$1,451.52	(\$548.48)	\$26,000.00	\$18,869.76	(\$7,130.24)
000590 - Singers	\$2,836.80	\$3,605.10	\$768.30	\$28,790.80	\$30,909.30	\$2,118.50
Total Music Program	\$8,493.88	\$9,262.18	\$768.30	\$102,332.84	\$104,451.34	\$2,118.50
Administrative Staff						
000409 - Parish Administrator	\$3,219.24	\$3,219.28	\$0.04	\$41,850.12	\$41,850.64	\$0.52
000410 - Financial Administrator	\$2,953.16	\$2,953.16	\$0.00	\$38,391.08	\$38,391.08	\$0.00
000417 - 403B Contribution - Twiss	\$693.84	\$693.80	(\$0.04)	\$9,019.92	\$9,019.40	(\$0.52)
Total Administrative Staff	\$6,866.24	\$6,866.24	\$0.00	\$89,261.12	\$89,261.12	\$0.00
Sexton						
000412 - Sexton	\$3,388.16	\$3,768.48	\$380.32	\$44,881.16	\$48,990.24	\$4,109.08
Total Sexton	\$3,388.16	\$3,768.48	\$380.32	\$44,881.16	\$48,990.24	\$4,109.08
Total Lay Staff	\$20,908.28	\$24,507.94	\$3,599.66	\$275,300.60	\$295,261.66	\$19,961.06
Total Salary	\$32,167.66	\$32,658.70	\$491.04	\$457,830.95	\$455,767.78	(\$2,063.17)
Benefits						
Clergy Benefits						
000495 - Clergy Pension Fund	\$2,137.50	\$2,202.72	\$65.22	\$25,650.00	\$23,910.60	(\$1,739.40)
000496 - Clergy Medical	\$4,099.00	\$2,517.00	(\$1,582.00)	\$15,000.00	\$18,531.00	\$3,531.00
Total Clergy Benefits	\$6,236.50	\$4,719.72	(\$1,516.78)	\$40,650.00	\$42,441.60	\$1,791.60
Lay Staff Benefits						
000491 - FICA - Employees	\$1,734.14	\$1,883.84	\$149.70	\$21,485.48	\$22,748.27	\$1,262.79
000497 - Employee Medical	\$2,699.18	\$2,824.68	\$125.50	\$16,280.34	\$28,308.80	\$12,028.46
000498 - Lay Benefits - 403B	\$4,304.05	\$1,383.40	(\$2,920.65)	\$16,250.83	\$15,699.64	(\$551.19)
Total Lay Staff Benefits	\$8,737.37	\$6,091.92	(\$2,645.45)	\$54,016.65	\$66,756.71	\$12,740.06
Worker's Compensation						
000492 - Worker's Compensation	\$0.00	\$0.00	\$0.00	\$2,563.00	\$4,122.59	\$1,559.59
Total Worker's Compensation	\$0.00	\$0.00	\$0.00	\$2,563.00	\$4,122.59	\$1,559.59
Total Benefits	\$14,973.87	\$10,811.64	(\$4,162.23)	\$97,229.65	\$113,320.90	\$16,091.25
Total Personnel Salary & Benefits	\$47,141.53	\$43,470.34	(\$3,671.19)	\$555,060.60	\$569,088.68	\$14,028.08
Worship & Music						
Music						
000408 - Substitute Organists	\$0.00	\$458.37	\$458.37	\$3,750.00	\$5,500.00	\$1,750.00
000591 - Music Expenses	\$0.00	\$333.37	\$333.37	\$1,574.04	\$4,000.00	\$2,425.96
000593 - Instrument Maintenance	\$0.00	\$1,100.00	\$1,100.00	\$2,000.10	\$3,000.00	\$999.90

Parish of the Epiphany
 Analysis of Revenues & Expenses - Detail
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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)
000595 - Instrumentalists	\$300.00	\$4,250.00	\$3,950.00	\$5,400.00	\$9,750.00	\$4,350.00
000596 - Substitute Singers	\$0.00	\$500.00	\$500.00	\$3,232.00	\$1,150.00	(\$2,082.00)
Total Music	\$300.00	\$6,641.74	\$6,341.74	\$15,956.14	\$23,400.00	\$7,443.86
Worship						
000526 - Supply Clergy	\$0.00	\$0.00	\$0.00	\$400.00	\$2,250.00	\$1,850.00
000562 - Worship/Liturgy	\$0.00	\$208.37	\$208.37	\$120.91	\$2,500.00	\$2,379.09
000567 - Flower Expenses	\$291.86	\$1,300.00	\$1,008.14	\$2,066.41	\$5,000.00	\$2,933.59
000568 - Altar Candles, Linens	\$100.94	\$500.00	\$399.06	\$1,526.42	\$2,000.00	\$473.58
Total Worship	\$392.80	\$2,008.37	\$1,615.57	\$4,113.74	\$11,750.00	\$7,636.26
Total Worship & Music	\$692.80	\$8,650.11	\$7,957.31	\$20,069.88	\$35,150.00	\$15,080.12
Christian Formation & Educ.						
Adult Education						
000534 - Adult Ed. Curriculum	\$0.00	\$0.00	\$0.00	\$240.12	\$375.00	\$134.88
000535 - Adult Ed. Honoraria	\$0.00	\$0.00	\$0.00	\$1,850.00	\$4,500.00	\$2,650.00
000599 - Theological Education	\$0.00	\$0.00	\$0.00	\$3,250.00	\$3,250.00	\$0.00
Total Adult Education	\$0.00	\$0.00	\$0.00	\$5,340.12	\$8,125.00	\$2,784.88
Youth Ministry						
000509 - Other Youth Ministry	\$117.91	\$339.00	\$221.09	\$287.61	\$1,000.00	\$712.39
000537 - Genesis	\$168.31	\$665.00	\$496.69	\$1,042.71	\$1,000.00	(\$42.71)
000538 - YPF	\$168.32	\$357.00	\$188.68	\$1,032.36	\$1,250.00	\$217.64
000597 - El Hogar - Youth	\$0.00	\$1,540.00	\$1,540.00	\$0.00	\$4,000.00	\$4,000.00
Total Youth Ministry	\$454.54	\$2,901.00	\$2,446.46	\$2,362.68	\$7,250.00	\$4,887.32
Church School						
000530 - Substitute Childcare Provider	\$0.00	\$0.00	\$0.00	\$567.27	\$0.00	(\$567.27)
000531 - Family Formation	\$0.00	\$100.00	\$100.00	\$0.00	\$1,200.00	\$1,200.00
000539 - Church School Expenses	\$431.72	\$429.00	(\$2.72)	\$4,976.37	\$5,145.00	\$168.63
Total Church School	\$431.72	\$529.00	\$97.28	\$5,543.64	\$6,345.00	\$801.36
Vacation Bible School						
000565 - Vacation Bible School Expen	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Total Vacation Bible School	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00
Total Christian Formation & Educ.	\$886.26	\$3,430.00	\$2,543.74	\$13,246.44	\$25,720.00	\$12,473.56
Pastoral Care & Stewardship						
Pastoral Care						
000541 - Pastoral Care	\$0.00	\$0.00	\$0.00	\$64.34	\$250.00	\$185.66
000551 - Stephen Ministry	\$0.00	\$0.00	\$0.00	\$131.95	\$1,500.00	\$1,368.05
Total Pastoral Care	\$0.00	\$0.00	\$0.00	\$196.29	\$1,750.00	\$1,553.71
Annual Stewardship Program						
000514 - Stewardship Expenses	\$968.00	\$600.00	(\$368.00)	\$3,180.72	\$4,100.00	\$919.28
Total Annual Stewardship Program	\$968.00	\$600.00	(\$368.00)	\$3,180.72	\$4,100.00	\$919.28
Welcoming Commission						
000543 - Newcomer Initiatives	\$0.00	\$25.00	\$25.00	\$0.00	\$300.00	\$300.00
000544 - Parish Events	\$0.00	\$450.00	\$450.00	\$1,018.95	\$9,850.00	\$8,831.05
000545 - Marketing & Communications	\$0.00	\$750.00	\$750.00	\$0.00	\$3,000.00	\$3,000.00
000600 - Christmas Fair Expenses	\$0.00	\$300.00	\$300.00	\$13.18	\$600.00	\$586.82
Total Welcoming Commission	\$0.00	\$1,525.00	\$1,525.00	\$1,032.13	\$13,750.00	\$12,717.87
Discretionary Funds						
000520 - Rector's Discretionary Fund	\$500.00	\$41.63	(\$458.37)	\$500.00	\$500.00	\$0.00
000521 - Assistant Rector's Discretio	\$200.00	\$16.63	(\$183.37)	\$200.00	\$200.00	\$0.00
Total Discretionary Funds	\$700.00	\$58.26	(\$641.74)	\$700.00	\$700.00	\$0.00
Total Pastoral Care & Stewardship	\$1,668.00	\$2,183.26	\$515.26	\$5,109.14	\$20,300.00	\$15,190.86
Mission & Outreach						
000546 - Outreach Projects & Grants	\$5,730.87	\$2,500.00	(\$3,230.87)	\$60,500.00	\$60,500.00	\$0.00
000564 - Other Outreach Disbursemen	\$0.00	\$0.00	\$0.00	\$950.05	\$0.00	(\$950.05)
Total Mission & Outreach	\$5,730.87	\$2,500.00	(\$3,230.87)	\$61,450.05	\$60,500.00	(\$950.05)
Diocesan Support						
000548 - Diocesan Assessment	\$8,593.75	\$8,593.75	\$0.00	\$103,125.00	\$103,125.00	\$0.00
Total Diocesan Support	\$8,593.75	\$8,593.75	\$0.00	\$103,125.00	\$103,125.00	\$0.00
Administration & Finance						
Office						
000501 - Office Supplies	\$1,167.65	\$540.00	(\$627.65)	\$3,644.34	\$6,480.00	\$2,835.66
000502 - Office Machine Repairs/Mai	\$2,857.75	\$1,700.00	(\$1,157.75)	\$19,256.12	\$20,400.00	\$1,143.88

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000503 - Outside Printing	\$0.00	\$2,000.00	\$2,000.00	\$913.03	\$4,000.00	\$3,086.97
000504 - Postage	\$770.00	\$0.00	(\$770.00)	\$2,452.90	\$2,500.00	\$47.10
000505 - Subscriptions	\$0.00	\$0.00	\$0.00	\$314.00	\$300.00	(\$14.00)
000527 - Communication Software	\$1,044.67	\$0.00	(\$1,044.67)	\$1,762.82	\$0.00	(\$1,762.82)
000586 - Church Telephone	\$294.71	\$257.75	(\$36.96)	\$3,601.99	\$3,093.00	(\$508.99)
Total Office	\$6,134.78	\$4,497.75	(\$1,637.03)	\$31,945.20	\$36,773.00	\$4,827.80
Vestry Expenses						
000506 - Gifts for Outgoing Vestry	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00
000507 - Vestry Retreat & Expenses	\$0.00	\$0.00	\$0.00	\$1,044.57	\$3,000.00	\$1,955.43
Total Vestry Expenses	\$0.00	\$0.00	\$0.00	\$1,294.57	\$3,250.00	\$1,955.43
Clergy Expenses						
000508 - Clergy Hospitality	\$100.00	\$250.00	\$150.00	\$1,022.26	\$3,000.00	\$1,977.74
000510 - Clergy Travel/Professional	\$0.00	\$250.00	\$250.00	\$298.40	\$3,000.00	\$2,701.60
000525 - Clergy Hiring Expenses	\$42.49	\$0.00	(\$42.49)	\$23,225.31	\$16,545.35	(\$6,679.96)
Total Clergy Expenses	\$142.49	\$500.00	\$357.51	\$24,545.97	\$22,545.35	(\$2,000.62)
Continuing Education						
000512 - Clergy Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00
000513 - Staff Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Total Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$2,750.00
Other Expenses						
000516 - Bank Charges/Late Fees	\$316.76	\$300.00	(\$16.76)	\$3,140.46	\$3,600.00	\$459.54
000519 - Diocesan Convention Expen	\$0.00	\$50.00	\$50.00	\$0.00	\$150.00	\$150.00
000522 - Stokes Loan Interest	\$113.34	\$113.34	\$0.00	\$1,428.68	\$1,428.68	\$0.00
Total Other Expenses	\$430.10	\$463.34	\$33.24	\$4,569.14	\$5,178.68	\$609.54
Total Administration & Finance	\$6,707.37	\$5,461.09	(\$1,246.28)	\$62,354.88	\$70,497.03	\$8,142.15
Property						
Rectory						
Rectory Utilities						
000570 - Rectory Gas	\$235.00	\$257.50	\$22.50	\$2,614.37	\$3,090.00	\$475.63
000571 - Rectory Electricity	\$190.30	\$171.63	(\$18.67)	\$1,632.10	\$2,060.00	\$427.90
000572 - Rectory Water & Sewer	\$0.00	\$0.00	\$0.00	\$1,829.35	\$2,000.00	\$170.65
Total Rectory Utilities	\$425.30	\$429.13	\$3.83	\$6,075.82	\$7,150.00	\$1,074.18
Rectory Upkeep						
000573 - Rectory Landscaping	\$885.00	\$333.37	(\$551.63)	\$4,061.25	\$4,000.00	(\$61.25)
000574 - Rectory Maintenance	\$876.51	\$333.37	(\$543.14)	\$6,627.91	\$4,000.00	(\$2,627.91)
Total Rectory Upkeep	\$1,761.51	\$666.74	(\$1,094.77)	\$10,689.16	\$8,000.00	(\$2,689.16)
Rectory Real Estate Taxes						
000576 - Rectory Real Estate Taxes	\$0.00	\$0.00	\$0.00	\$7,609.22	\$0.00	(\$7,609.22)
Total Rectory Real Estate Taxes	\$0.00	\$0.00	\$0.00	\$7,609.22	\$0.00	(\$7,609.22)
Total Rectory	\$2,186.81	\$1,095.87	(\$1,090.94)	\$24,374.20	\$15,150.00	(\$9,224.20)
Church						
Church Utilities						
000580 - Church Fuel	\$6,143.16	\$4,120.00	(\$2,023.16)	\$24,206.96	\$24,720.00	\$513.04
000581 - Church Electricity	\$1,683.76	\$1,500.00	(\$183.76)	\$11,941.10	\$18,000.00	\$6,058.90
000582 - Church Water & Sewer	\$0.00	\$0.00	\$0.00	\$1,597.50	\$3,090.00	\$1,492.50
Total Church Utilities	\$7,826.92	\$5,620.00	(\$2,206.92)	\$37,745.56	\$45,810.00	\$8,064.44
Church Upkeep						
000560 - Building Supplies	\$81.95	\$400.00	\$318.05	\$12,497.44	\$4,800.00	(\$7,697.44)
000583 - Church Landscaping	\$980.00	\$0.00	(\$980.00)	\$4,109.78	\$7,000.00	\$2,890.22
000584 - Building Maintenance	\$3,355.14	\$1,144.90	(\$2,210.24)	\$16,719.72	\$13,739.00	(\$2,980.72)
000587 - Cleaning Services	\$750.00	\$1,166.63	\$416.63	\$9,330.00	\$14,000.00	\$4,670.00
000588 - Snowplowing	\$900.00	\$1,000.00	\$100.00	\$1,305.46	\$4,000.00	\$2,694.54
000589 - Trash Collection	\$484.00	\$242.00	(\$242.00)	\$2,403.00	\$2,904.00	\$501.00
000592 - Preventative Maintenance Fu	\$0.00	\$0.00	\$0.00	\$60,000.00	\$60,000.00	\$0.00
Total Church Upkeep	\$6,551.09	\$3,953.53	(\$2,597.56)	\$106,365.40	\$106,443.00	\$77.60
Church Insurance						
000585 - Church Insurance	\$0.00	\$0.00	\$0.00	\$25,228.75	\$28,293.00	\$3,064.25
Total Church Insurance	\$0.00	\$0.00	\$0.00	\$25,228.75	\$28,293.00	\$3,064.25
Total Church	\$14,378.01	\$9,573.53	(\$4,804.48)	\$169,339.71	\$180,546.00	\$11,206.29
Total Property	\$16,564.82	\$10,669.40	(\$5,895.42)	\$193,713.91	\$195,696.00	\$1,982.09
Total Expenses	\$87,985.40	\$84,957.95	(\$3,027.45)	\$1,014,129.90	\$1,080,076.71	\$65,946.81

Parish of the Epiphany
Analysis of Revenues & Expenses - Detail
January to December 2020

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)
Net Total	(\$18,922.64)	\$43,836.51	(\$62,759.15)	\$86,716.75	\$423.29	\$86,293.46

2

Accounts

Assets

Cash		
Petty Cash		
000101 - Petty Cash	\$250.00	
Total Petty Cash	<u>\$250.00</u>	
Winchester Co-operative Bank		
Winchester Checking Account		
000120 - WCB Checking GF	\$97,705.15	
000169 - Gift Fund	\$1,590.00	
Total Winchester Checking Account	<u>\$99,295.15</u>	
Winchester Savings Account		
000133 - GF Interest	\$685.84	
Total Winchester Savings Account	<u>\$685.84</u>	
Total Winchester Co-operative Bank	<u>\$99,980.99</u>	
Vanguard Brokerage Services		
000160 - Vanguard Brokerage - GF	\$18,533.30	
Total Vanguard Brokerage Services	<u>\$18,533.30</u>	
Total Cash		\$118,764.29
Investments		
General Fund		
000148 - Vanguard Ultra-Short-Term Bond GF	\$123,388.00	
Total General Fund	<u>\$123,388.00</u>	
Total Investments		<u>\$123,388.00</u>
Total Assets		<u><u>\$242,152.29</u></u>

Liabilities and Net Assets, Fund Principal, & Restricted Funds

Liabilities and Net Assets

Liabilities

Current Liabilities

000258 - Stories in Light	\$81.86	
000259 - Haiti Educational Fund	\$4,355.30	
000263 - Advanced Pledges	\$68,358.68	
000264 - El Hogar Women's Mission Trip	\$95.00	
000265 - El Hogar Youth Mission Trip	\$181.58	
000266 - Haiti Medical Mission	\$19,642.62	
000269 - Gift Fund	\$1,590.00	
000278 - Holy Land Trip	\$12,682.64	
000279 - Advanced Christmas Flower Payments	\$600.00	
Total Current Liabilities	<u>\$107,587.68</u>	

Total Liabilities

\$107,587.68

Net Assets

Unrestricted Net Assets

Unrestricted: Non-Designated

000230 - Unrealized Gain - General Fund	\$3,118.95	
000282 - Music Fund	\$5,234.31	
000283 - Rector's Sabbatical Fund	\$6,809.53	
000287 - Assoc. Rector's Sabbatical Fund	\$3,680.30	
Total Unrestricted: Non-Designated	<u>\$18,843.09</u>	

Total Unrestricted Net Assets

\$18,843.09

Total Net Assets

\$18,843.09

Total Liabilities and Net Assets

\$126,430.77

Fund Principal

000231 - General Fund	\$29,004.77	
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Accounts

Excess Cash Received	<u>\$86,716.75</u>	
Total Fund Principal and Excess Cash Received		<u>\$115,721.52</u>
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu		<u><u>\$242,152.29</u></u>

Parish of the Epiphany
 Balance Sheet
 Permanently Restricted Endowment
 December 2020

Accounts

Assets		
Investments		
Permanently Restricted Funds		
000125 - DIT - M. Irving - Perm. Restricted	\$57,881.11	
000126 - DIT - F. Booth - Perm. Restricted	\$60,184.72	
000127 - DIT - E. Davis - Perm. Restricted	\$61,964.79	
Total Permanently Restricted Funds	\$180,030.62	
Total Investments		\$180,030.62
Total Assets		\$180,030.62
Liabilities and Net Assets, Fund Principal, & Restricted Funds		
Liabilities and Net Assets		
Net Assets		
Restricted Net Assets		
Permanently Restricted		
000224 - Unrealized Gain - Perm. Restricted	\$12,510.01	
000225 - DIT - M. Irving	\$53,859.06	
000226 - DIT - F. Booth	\$56,002.59	
000227 - DIT - E. Davis	\$57,658.96	
Total Permanently Restricted	\$180,030.62	
Total Restricted Net Assets	\$180,030.62	
Total Net Assets		\$180,030.62
Total Liabilities and Net Assets		\$180,030.62
Excess Cash Received	\$0.00	
Total Fund Principal and Excess Cash Received		\$0.00
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu		\$180,030.62

Accounts

Assets

Cash		
Winchester Co-operative Bank		
Winchester Checking Account		
000122 - WCB Plant Fund Checking	\$228.00	
Total Winchester Checking Account	<u>\$228.00</u>	
Total Winchester Co-operative Bank	<u>\$228.00</u>	
Total Cash		\$228.00
Property		
000150 - Building & Land	\$848,316.00	
000151 - Improvements	\$2,838,402.63	
000152 - Furniture & Equipment	\$135,494.87	
000153 - Accumulated Depreciation	(\$1,442,328.32)	
Total Property		<u>\$2,379,885.18</u>
Total Assets		<u><u>\$2,380,113.18</u></u>

Liabilities and Net Assets, Fund Principal, & Restricted Funds

Liabilities and Net Assets		
Liabilities		
Property Liabilities		
000271 - Stokes Loan	\$38,660.68	
Total Property Liabilities	<u>\$38,660.68</u>	
Total Liabilities		\$38,660.68
Net Assets		
Unrestricted Net Assets		
Property Net Assets		
000270 - Plant Fund	\$2,485,113.98	
000272 - Depreciation Deletions	(\$143,661.48)	
Total Property Net Assets	<u>\$2,341,452.50</u>	
Total Unrestricted Net Assets	<u>\$2,341,452.50</u>	
Total Net Assets		<u>\$2,341,452.50</u>
Total Liabilities and Net Assets		<u>\$2,380,113.18</u>
Excess Cash Received	\$0.00	
Total Fund Principal and Excess Cash Received		<u>\$0.00</u>
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu		<u><u>\$2,380,113.18</u></u>

Parish of the Epiphany
 Balance Sheet
 Temporarily Restricted Endowment
 December 2020

Accounts

Assets

Cash		
Winchester Co-operative Bank		
Winchester Checking Account		
000121 - WCB Temporarily Restricted Checking	\$8,254.53	
Total Winchester Checking Account	<u>\$8,254.53</u>	
Winchester Savings Account		
000123 - WCB Temp Restricted Savings	\$10,736.94	
Total Winchester Savings Account	<u>\$10,736.94</u>	
Total Winchester Co-operative Bank	<u>\$18,991.47</u>	
BlueHub Capital		
000168 - BlueHub Loan Fund - Temp	\$2,000.00	
Total BlueHub Capital	<u>\$2,000.00</u>	
Total Cash		<u>\$20,991.47</u>
Total Assets		<u><u>\$20,991.47</u></u>

Liabilities and Net Assets, Fund Principal, & Restricted Funds

Liabilities and Net Assets

Net Assets		
Restricted Net Assets		
Temporarily Restricted		
000242 - Altar Guild Memorial Fund	\$122.42	
000243 - Christian Ed. Memorial Fund	\$525.00	
000246 - Flower Guild Memorial Fund	\$1,914.02	
000247 - JJB Woodland Garden Fund	\$3,946.87	
000248 - Memorial Garden Fund	\$4,078.43	
000249 - Music Memorial Fund	\$300.00	
000255 - Communications Initiative	\$692.50	
000268 - BlueHub Loan Fund	\$2,000.00	
000274 - R. Nelson Fund-Christian Formation	\$7,412.23	
Total Temporarily Restricted	<u>\$20,991.47</u>	
Total Restricted Net Assets	<u>\$20,991.47</u>	
Total Net Assets		<u>\$20,991.47</u>
Total Liabilities and Net Assets		<u>\$20,991.47</u>
Excess Cash Received	\$0.00	
Total Fund Principal and Excess Cash Received		<u>\$0.00</u>
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu		<u><u>\$20,991.47</u></u>

Accounts

<u>Assets</u>	
<u>Liabilities and Net Assets, Fund Principal, & Restricted Funds</u>	
Liabilities and Net Assets	
Excess Cash Received	\$0.00
Total Fund Principal and Excess Cash Received	<u>\$0.00</u>
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu	<u><u>\$0.00</u></u>

Parish of the Epiphany
 Balance Sheet
 Unrestricted Endowment - Designated
 December 2020

Accounts

	Assets	
Cash		
Winchester Co-operative Bank		
Winchester Checking Account		
000137 - WCB Unrestrict Designated Checking	\$107,359.39	
Total Winchester Checking Account	\$107,359.39	
Rector Disc Fund Account		
000185 - Rector's Disc Cking - Unrest Des	\$6,818.72	
Total Rector Disc Fund Account	\$6,818.72	
Asst Rector Disc Fund Account		
000186 - Asst Rect Disc Cking - Unrest Des	\$1,809.46	
Total Asst Rector Disc Fund Account	\$1,809.46	
Total Winchester Co-operative Bank	\$115,987.57	
Total Cash		\$115,987.57
Investments		
Unrestricted Designated Funds		
000129 - Vanguard Total Bond Mkt Index	\$146,188.38	
000130 - Vanguard Growth Index	\$136,946.21	
000131 - Vanguard Value Index	\$141,961.69	
000132 - Vanguard Intl Stock Index	\$124,930.55	
000135 - Vanguard Extended Mkt Index	\$98,301.62	
000146 - DIT - Epiphany Winchester Green Fd	\$252,374.57	
000147 - Vanguard Short-Term Inv-Grade Fund	\$146,378.04	
000149 - Vanguard Ultra Short Term Bond Fund	\$113,378.87	
Total Unrestricted Designated Funds	\$1,160,459.93	
Total Investments		\$1,160,459.93
Total Assets		\$1,276,447.50
Liabilities and Net Assets, Fund Principal, & Restricted Funds		
Liabilities and Net Assets		
Net Assets		
Unrestricted Net Assets		
Unrestricted: Designated		
000228 - Unrestricted Endowment Fund	\$883,214.57	
000229 - Unrealized Gain - Unrestricted End	\$162,250.93	
000244 - Gifts & Memorials	\$30,406.13	
000245 - Misc. Gifts & Memorials	\$507.07	
000250 - Outreach Fund	\$299.27	
000251 - Preventative Maintenance Fund	\$122,451.09	
000285 - Rector's Disc Fund Acct-Unrest Des	\$6,818.72	
000286 - Asst Rect Disc Fund Acct-Unrest Des	\$1,809.46	
000289 - Together Forever Property Fund	\$19,580.75	
000291 - Elevator Maintenance	\$49,109.51	
Total Unrestricted: Designated	\$1,276,447.50	
Total Unrestricted Net Assets	\$1,276,447.50	
Total Net Assets		\$1,276,447.50
Total Liabilities and Net Assets		\$1,276,447.50
Excess Cash Received	\$0.00	
Total Fund Principal and Excess Cash Received		\$0.00
Total Liabilities and Net Assets, Fund Principal, & Restricted Fu		\$1,276,447.50

Parish of the Epiphany
 Analysis of Revenues & Expenses - Detail
 January to December 2020

Accounts	Annual Budget (2020)	YTD Actual (2020)	Annual Budget (2021)
Revenues			
Pledge Income			
000322 - Pledge Due Previous Years	\$10,000.00	\$3,997.00	\$10,000.00
000323 - Pledge This Year	\$858,000.00	\$808,489.76	\$844,500.00
000324 - Non-Pledge Offerings	\$24,000.00	\$10,635.00	\$12,000.00
000325 - Pre-Paid Pledge Income	\$40,000.00	\$86,615.03	\$40,000.00
Total Pledge Income	<u>\$932,000.00</u>	<u>\$909,736.79</u>	<u>\$906,500.00</u>
Plate and Special Offerings			
000331 - Open Plate	\$14,700.00	\$1,700.57	\$7,350.00
000332 - Christmas Offering	\$8,000.00	\$5,208.00	\$8,000.00
000333 - Easter Offering	\$6,500.00	\$2,820.00	\$6,500.00
000334 - Unrestricted Gifts	\$2,040.00	\$1,414.27	\$2,040.00
Total Plate and Special Offerings	<u>\$31,240.00</u>	<u>\$11,142.84</u>	<u>\$23,890.00</u>
Investments Div & Int			
000352 - Operating Div & Int	\$600.00	\$522.80	\$600.00
000353 - Endowment Div & Int	\$44,760.00	\$44,721.03	\$37,956.00
Total Investments Div & Int	<u>\$45,360.00</u>	<u>\$45,243.83</u>	<u>\$38,556.00</u>
Other Activity Income			
000365 - Vacation Bible School Income	\$4,000.00	\$0.00	\$4,000.00
000381 - Rental Income	\$39,900.00	\$35,665.00	\$4,200.00
000382 - Rummage Sales Income	\$6,000.00	\$0.00	\$3,000.00
000384 - Christmas Fair Income	\$11,000.00	\$5,840.15	\$11,000.00
Total Other Activity Income	<u>\$60,900.00</u>	<u>\$41,505.15</u>	<u>\$22,200.00</u>
Special Donations			
000360 - PPP Unrestricted Funds	\$0.00	\$91,500.00	\$0.00
000361 - Music Receipts	\$5,000.00	\$0.00	\$2,500.00
000364 - Other Outreach Offerings	\$0.00	\$950.05	\$0.00
000367 - Flower Receipts	\$6,000.00	\$767.99	\$4,000.00
Total Special Donations	<u>\$11,000.00</u>	<u>\$93,218.04</u>	<u>\$6,500.00</u>
Total Revenues	<u><u>\$1,080,500.00</u></u>	<u><u>\$1,100,846.65</u></u>	<u><u>\$997,646.00</u></u>

Parish of the Epiphany
 Analysis of Revenues & Expenses - Detail
 January to December 2020

Accounts	Annual Budget (2020)	YTD Actual (2020)	Annual Budget (2021)
Expenses			
Personnel Salary & Benefits			
Salary			
Clergy			
Rector			
000400 - Rector	\$30,565.35	\$0.00	\$70,357.50
000401 - Rector - Housing	\$0.00	\$0.00	\$25,000.00
000448 - Dental Ins Contribution - Myers	\$0.00	\$230.00	\$0.00
000449 - 403b Contribution - Myers	\$0.00	\$0.00	\$4,629.50
Total Rector	<u>\$30,565.35</u>	<u>\$230.00</u>	<u>\$99,987.00</u>
Interim Priest	\$90,940.41	\$143,300.41	\$0.00
Part Time Clergy	\$39,000.36	\$38,999.94	\$0.00
Total Clergy	<u>\$160,506.12</u>	<u>\$182,530.35</u>	<u>\$99,987.00</u>
Lay Staff	\$295,261.66	\$275,300.60	\$304,694.63
Total Salary	<u>\$455,767.78</u>	<u>\$457,830.95</u>	<u>\$404,681.63</u>
Benefits			
Clergy Benefits			
000495 - Clergy Pension Fund	\$23,910.60	\$25,650.00	\$28,303.88
000496 - Clergy Medical	\$18,531.00	\$15,000.00	\$33,651.20
Total Clergy Benefits	<u>\$42,441.60</u>	<u>\$40,650.00</u>	<u>\$61,955.08</u>
Lay Staff Benefits			
000491 - FICA - Employees	\$22,748.27	\$21,485.48	\$23,542.22
000497 - Employee Medical	\$28,308.80	\$16,280.34	\$16,979.58
000498 - Lay Benefits - 403B	\$15,699.64	\$16,250.83	\$22,675.56
Total Lay Staff Benefits	<u>\$66,756.71</u>	<u>\$54,016.65</u>	<u>\$63,197.36</u>
Worker's Compensation	\$4,122.59	\$2,563.00	\$3,855.90
Total Benefits	<u>\$113,320.90</u>	<u>\$97,229.65</u>	<u>\$129,008.34</u>
Total Personnel Salary & Benefits	<u>\$569,088.68</u>	<u>\$555,060.60</u>	<u>\$533,689.97</u>
Worship & Music			
Music			
000408 - Substitute Organists	\$5,500.00	\$3,750.00	\$4,800.00
000591 - Music Expenses	\$4,000.00	\$1,574.04	\$3,500.00
000593 - Instrument Maintenance	\$3,000.00	\$2,000.10	\$3,500.00
000595 - Instrumentalists	\$9,750.00	\$5,400.00	\$9,750.00
000596 - Substitute Singers	\$1,150.00	\$3,232.00	\$1,000.00
Total Music	<u>\$23,400.00</u>	<u>\$15,956.14</u>	<u>\$22,550.00</u>
Worship			
000526 - Supply Clergy	\$2,250.00	\$400.00	\$2,250.00
000562 - Worship/Liturgy	\$2,500.00	\$120.91	\$2,500.00
000567 - Flower Expenses	\$5,000.00	\$2,066.41	\$3,000.00
000568 - Altar Candles, Linens	\$2,000.00	\$1,526.42	\$1,500.00
Total Worship	<u>\$11,750.00</u>	<u>\$4,113.74</u>	<u>\$9,250.00</u>
Total Worship & Music	<u>\$35,150.00</u>	<u>\$20,069.88</u>	<u>\$31,800.00</u>
Christian Formation & Educ.			
Adult Education			
000534 - Adult Ed. Curriculum	\$375.00	\$240.12	\$375.00
000535 - Adult Ed. Honoraria	\$4,500.00	\$1,850.00	\$3,000.00
000599 - Theological Education	\$3,250.00	\$3,250.00	\$1,625.00
Total Adult Education	<u>\$8,125.00</u>	<u>\$5,340.12</u>	<u>\$5,000.00</u>
Youth Ministry			
000509 - Other Youth Ministry	\$1,000.00	\$287.61	\$1,600.00
000537 - Genesis	\$1,000.00	\$1,042.71	\$1,250.00
000538 - YPF	\$1,250.00	\$1,032.36	\$1,250.00

**Parish of the Epiphany
Analysis of Revenues & Expenses - Detail
January to December 2020**

Accounts	Annual Budget (2020)	YTD Actual (2020)	Annual Budget (2021)
000577 - Children/Youth Mission & Giving	\$0.00	\$0.00	\$1,200.00
000597 - El Hogar - Youth	\$4,000.00	\$0.00	\$0.00
Total Youth Ministry	<u>\$7,250.00</u>	<u>\$2,362.68</u>	<u>\$5,300.00</u>
Church School			
000530 - Substitute Childcare Providers	\$0.00	\$567.27	\$0.00
000531 - Family Formation	\$1,200.00	\$0.00	\$0.00
000539 - Church School Expenses	\$5,145.00	\$4,976.37	\$5,145.00
Total Church School	<u>\$6,345.00</u>	<u>\$5,543.64</u>	<u>\$5,145.00</u>
Vacation Bible School			
000565 - Vacation Bible School Expenses	\$4,000.00	\$0.00	\$4,000.00
Total Vacation Bible School	<u>\$4,000.00</u>	<u>\$0.00</u>	<u>\$4,000.00</u>
Total Christian Formation & Educ.	<u>\$25,720.00</u>	<u>\$13,246.44</u>	<u>\$19,445.00</u>
Pastoral Care & Stewardship			
Pastoral Care			
000541 - Pastoral Care	\$250.00	\$64.34	\$1,500.00
000551 - Stephen Ministry	\$1,500.00	\$131.95	\$250.00
Total Pastoral Care	<u>\$1,750.00</u>	<u>\$196.29</u>	<u>\$1,750.00</u>
Annual Stewardship Program			
000514 - Stewardship Expenses	\$4,100.00	\$3,180.72	\$4,100.00
Total Annual Stewardship Program	<u>\$4,100.00</u>	<u>\$3,180.72</u>	<u>\$4,100.00</u>
Welcoming Commission			
000543 - Newcomer Initiatives	\$300.00	\$0.00	\$300.00
000544 - Parish Events	\$9,850.00	\$1,018.95	\$4,925.00
000545 - Marketing & Communications	\$3,000.00	\$0.00	\$1,500.00
000600 - Christmas Fair Expenses	\$600.00	\$13.18	\$600.00
Total Welcoming Commission	<u>\$13,750.00</u>	<u>\$1,032.13</u>	<u>\$7,325.00</u>
Discretionary Funds			
000520 - Rector's Discretionary Fund	\$500.00	\$500.00	\$500.00
000521 - Assistant Rector's Discretionary Fd	\$200.00	\$200.00	\$200.00
Total Discretionary Funds	<u>\$700.00</u>	<u>\$700.00</u>	<u>\$700.00</u>
Total Pastoral Care & Stewardship	<u>\$20,300.00</u>	<u>\$5,109.14</u>	<u>\$13,875.00</u>
Mission & Outreach			
000546 - Outreach Projects & Grants	\$60,500.00	\$60,500.00	\$60,500.00
000564 - Other Outreach Disbursements	\$0.00	\$950.05	\$0.00
Total Mission & Outreach	<u>\$60,500.00</u>	<u>\$61,450.05</u>	<u>\$60,500.00</u>
Diocesan Support			
000548 - Diocesan Assessment	\$103,125.00	\$103,125.00	\$104,314.00
Total Diocesan Support	<u>\$103,125.00</u>	<u>\$103,125.00</u>	<u>\$104,314.00</u>
Administration & Finance			
Office			
000501 - Office Supplies	\$6,480.00	\$3,644.34	\$6,480.00
000502 - Office Machine Repairs/Maintenance	\$20,400.00	\$19,256.12	\$20,400.00
000503 - Outside Printing	\$4,000.00	\$913.03	\$4,000.00
000504 - Postage	\$2,500.00	\$2,452.90	\$2,500.00
000505 - Subscriptions	\$300.00	\$314.00	\$300.00
000527 - Communication Software	\$0.00	\$1,762.82	\$1,500.00
000586 - Church Telephone	\$3,093.00	\$3,601.99	\$3,093.00
Total Office	<u>\$36,773.00</u>	<u>\$31,945.20</u>	<u>\$38,273.00</u>
Vestry Expenses			
000506 - Gifts for Outgoing Vestry	\$250.00	\$250.00	\$250.00
000507 - Vestry Retreat & Expenses	\$3,000.00	\$1,044.57	\$1,500.00
Total Vestry Expenses	<u>\$3,250.00</u>	<u>\$1,294.57</u>	<u>\$1,750.00</u>
Clergy Expenses			

Parish of the Epiphany
Analysis of Revenues & Expenses - Detail
January to December 2020

Accounts	Annual Budget (2020)	YTD Actual (2020)	Annual Budget (2021)
000508 - Clergy Hospitality	\$3,000.00	\$1,022.26	\$4,500.00
000510 - Clergy Travel/Professional Expenses	\$3,000.00	\$298.40	\$2,750.00
000515 - Clergy Sabbatical Fund	\$0.00	\$0.00	\$4,000.00
000525 - Clergy Hiring Expenses	\$16,545.35	\$23,225.31	\$0.00
Total Clergy Expenses	<u>\$22,545.35</u>	<u>\$24,545.97</u>	<u>\$11,250.00</u>
Continuing Education			
000512 - Clergy Continuing Education	\$750.00	\$0.00	\$1,500.00
000513 - Staff Continuing Education	\$2,000.00	\$0.00	\$1,000.00
Total Continuing Education	<u>\$2,750.00</u>	<u>\$0.00</u>	<u>\$2,500.00</u>
Other Expenses			
000516 - Bank Charges/Late Fees	\$3,600.00	\$3,140.46	\$3,600.00
000519 - Diocesan Convention Expenses	\$150.00	\$0.00	\$150.00
000522 - Stokes Loan Interest	\$1,428.68	\$1,428.68	\$1,428.68
000524 - Triennial Audit	\$0.00	\$0.00	\$10,000.00
Total Other Expenses	<u>\$5,178.68</u>	<u>\$4,569.14</u>	<u>\$15,178.68</u>
Total Administration & Finance	<u>\$70,497.03</u>	<u>\$62,354.88</u>	<u>\$68,951.68</u>
Property			
Rectory			
Rectory Utilities			
000570 - Rectory Gas	\$3,090.00	\$2,614.37	\$3,182.70
000571 - Rectory Electricity	\$2,060.00	\$1,632.10	\$2,121.80
000572 - Rectory Water & Sewer	\$2,000.00	\$1,829.35	\$2,060.00
Total Rectory Utilities	<u>\$7,150.00</u>	<u>\$6,075.82</u>	<u>\$7,364.50</u>
Rectory Upkeep			
000573 - Rectory Landscaping	\$4,000.00	\$4,061.25	\$4,000.00
000574 - Rectory Maintenance	\$4,000.00	\$6,627.91	\$4,000.00
Total Rectory Upkeep	<u>\$8,000.00</u>	<u>\$10,689.16</u>	<u>\$8,000.00</u>
Rectory Real Estate Taxes	\$0.00	\$7,609.22	\$0.00
Total Rectory	<u>\$15,150.00</u>	<u>\$24,374.20</u>	<u>\$15,364.50</u>
Church			
Church Utilities			
000580 - Church Fuel	\$24,720.00	\$24,206.96	\$24,720.00
000581 - Church Electricity	\$18,000.00	\$11,941.10	\$16,500.00
000582 - Church Water & Sewer	\$3,090.00	\$1,597.50	\$2,520.00
Total Church Utilities	<u>\$45,810.00</u>	<u>\$37,745.56</u>	<u>\$43,740.00</u>
Church Upkeep			
000560 - Building Supplies	\$4,800.00	\$12,497.44	\$3,000.00
000583 - Church Landscaping	\$7,000.00	\$4,109.78	\$7,000.00
000584 - Building Maintenance	\$13,739.00	\$16,719.72	\$14,150.00
000587 - Cleaning Services	\$14,000.00	\$9,330.00	\$14,000.00
000588 - Snowplowing	\$4,000.00	\$1,305.46	\$4,000.00
000589 - Trash Collection	\$2,904.00	\$2,403.00	\$2,178.00
000592 - Preventative Maintenance Fund	\$60,000.00	\$60,000.00	\$60,000.00
Total Church Upkeep	<u>\$106,443.00</u>	<u>\$106,365.40</u>	<u>\$104,328.00</u>
Church Insurance			
000585 - Church Insurance	\$28,293.00	\$25,228.75	\$28,500.00
Total Church Insurance	<u>\$28,293.00</u>	<u>\$25,228.75</u>	<u>\$28,500.00</u>
Total Church	<u>\$180,546.00</u>	<u>\$169,339.71</u>	<u>\$176,568.00</u>
Total Property	<u>\$195,696.00</u>	<u>\$193,713.91</u>	<u>\$191,932.50</u>
Total Expenses	<u>\$1,080,076.71</u>	<u>\$1,014,129.90</u>	<u>\$1,024,508.15</u>
Net Total	\$423.29	\$86,716.75	(\$26,862.15)



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