

2020 Annual Report

ST. PAUL'S EPISCOPAL CHURCH JACKSON, MICHIGAN



St. Paul's welcomes everyone to:
"Celebrate Christ's Presence in a Changing World"
Presented Sunday,
January 19, 2020

Agenda for St. Paul's Annual Meeting 2020

Opening Prayer

Confirm Quorum

Read & Pass 2019 Annual Meeting Minutes (*passed*)

Budget Presentation (*Budget Accepted*)

Kitchen-Catering Lease Presentation (*Passed*)

Introduction of Vestry Candidates & Vote (*Elected*)

Vote on Delegates to Diocesan Convention

(Delegates elected were Tom Holsinger-Friesen, Janet Hughes, Dennis Marsh & Barney Rudolph)

Presentations by:

- Rector
- Sr. Warden

Closing Prayer & Adjournment

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**St. Paul's Episcopal Church
Jackson, Michigan
(Unapproved Meeting Minutes)
January 30, 2019**

The Annual Meeting was called to order and opened with prayer by Rev. Sarah at 12:05p.m.

Rev. Sarah advised there was a set of By-Laws on each table at the meeting to review and share. Everyone should have received a copy of the Annual Report and Financial Statements when they entered Holy Spirit Hall for the meeting.

Having established a Quorum present Rev. Sarah continued with the Annual Meeting.

The Unapproved 2018 Annual Meeting minutes were submitted for approval. A Motion was made by Ron Rowley to approve the 2018 Annual Meeting Minutes as submitted, 2nd by Kyle King. Motion passed unanimously.

Diane Billingsley presented the treasurers report and answered questions on the same. Diane presented a few highlights from the report:

- 1) The investments account took a hit in December 2018 when the market went down, but the market is expected to go back up.
- 2) The Pledge income for the 2018 year came in lower than anticipated, however the non-pledge income came in higher than anticipated.
- 3) There was a \$40,000 assessment to the Church by the City of Jackson for the Church's apportionment for the repaving of Jackson Street.
- 4) Audio expenses shown reflect safety equipment that was purchased for the building as well as visual aid equipment for the library
- 5) There was an expense for creation of the new soft space in the Church for young parents and children
- 6) The expense for salt for the sidewalks is up from the prior year as we switched to a different different product that is kinder to the concrete.

The 2019 Annual Budget was reviewed prior to discussion and approval.

A question was raised by Tom Holsinger-Freisen with regard to the reduction of our contribution to the Diocese. Were we still in good standing with the Diocese ?

Rev. Sarah explained the Diocese has a formula which takes into account the past 3 years of the parishes finances and membership. An apportionment amount is computed by the Diocese and then sent out to each parish based on the specific parishes information.

Sparry Sparks then raised a question asking what happens if a congregation cannot pay the apportionment figured for them by the Diocese ? Rev. Sarah advised is a very slim amount of congregations that are unable to pay their apportionment to the Diocese. Should a Parish have an issue

with paying their assigned apportionment from the Diocese, the Diocese will work with the individual parish on the apportionment payment.

A Motion was made to accept the 2019 Annual Budget by Barney Rudolph, 2nd by Sparry Sparks. Motion passed unanimously.

An announcement was made to the congregation that that Diane Billingsley is retiring as Treasurer of the parish effective 2019.

Rev. Sarah asked everyone to review the proposed change to the by-laws regarding hiring of persons outside of the parish, which the Vestry had approved and is presenting to the congregation for approval. Wording of the by-laws proposed change to Article IV Sect 11 to read:

They shall also elect either from their own body, the parish at large, or from the local community a secretary, treasurer, chancellor and they may elect such other officers as deemed necessary.

Jim Grace raised a question asking if the officers were VOTING members. It was confirmed that the Position of Secretary/Chancellor/Treasurer are non-voting positions. The Treasurer, if hired outside the parish, would have a contract in place for their services.

A Motion was made to accept the change to the by-laws by Jim Grace, 2nd by David VanLoo

Motion passed (was 1 no vote)

Outgoing Vestry members Sue Hammett, Kyle King and Barb Markowski were asked to stand and they were thanked for their service on the Vestry.

The candidates running for 2019 Vestry Election were presented: Eric Magnusson, Melissa Velandra James Grant (not present due to prior commitment) Alternate: Deb Batchelder.

Harry Straight made acclamation to accept the 2019 Slate of Vestry elects as presented, 2nd by Sue Hammett

Motion passed unanimously.

Annual Reports included with the annual meeting packet were reviewed. Rev. Sarah emphasized her thankfulness and willingness of the parishioners with the tasks with which they were presented. Thanks were expressed for the security committee which has put in place what is a model security for other parishes; Zoe Baldwin and Kim Perlos were thanked for their work with the church school; Eric Magnussen and James Grant for their work on adult forum which has given Rev. Sarah an opportunity to do the special things such as Episcopal 101 class.

Rev. Sarah continued with thanks by thanking Alice, the Vestry, the Randall's for their work on the technology updates, ECW, Hospitality, Choir, Organists, Joyful Noise, new parishioners and Dee for her support.

Marianne Fowler advised there are currently 6 teams on the Hospitality Committee and the committee could use more members.

Christy Swanson thanked Barb Duke, Deb Batchelder and all the parishioners for their assistance on behalf of the Bereavement Committee.

Barb Markowski and Barney Rudolph thanked everyone for their help and assistance with Mission and Outreach.

Sr. Warden Sue Hammett passed on saying anything further at the annual meeting.

Jr. Warden Kyle King thanked everyone for the work done with on the building and grounds, and also thanked all the parishioners for their prayers and assistance he & Laura have received this past year.

Rev. Sarah thanked Sam for all he does to help keep our building going and clean.

Deanne Leicht stood and made an announcement that she would be at the church at 3:30pm on Monday 1/21/19 for anyone needing to drop off items for the 1/22/19 Interfaith Shelter dinner.

Marianne Fowler announced that there were containers available for parishioners wishing to take home left over food from the luncheon.

John Alipit gave thanks for St. Paul's Church being here when he and Jo changed churches from Hillsdale.

Everyone stood and sang the doxology together.

Meeting adjourned at 12:59p.m.

Respectively Submitted,

Janet Hughes, Secretary

Dana Burkey

I am the middle child of seven sweet Catholic children! Don't let that scare you! It taught me to be humble, to be considerate and play well with others, to be creative despite spans of poverty, and the meaning of patience coupled with humor! All, I might add, with a strain of Catholic guilt!

I am a happily converted Episcopal child at heart. Through the love, acceptance and family at St. Paul's, I found my peace. And my spirit! As Sarah as my guide, and each member as my blessed family, I feel myself prosper. And I'm so thankful for that.

I retired from AT&T as a Division Sales Director after 25 years. I retired from St. Joe's Hospital in Ann Arbor after 12 years as a Vascular Ultrasound Technologist. I have a Master's Degree in Organizational Management, a Bachelor's Degree in Business Management, and a Bachelor's Degree in Vascular Science.

My talents vary, as do the colors of the rainbow! Yet, I bring them forth to each of you with energy, love, and joy.

It would be my deepest pleasure to be able to serve you, my St. Paul's family, as a member of the Vestry!

Thank you for your consideration!!

Dana Therese Mary Burkey

Romelle Frey

I was raised Lutheran on the western Minnesota border. Saturday nights involved baths, Sunday school lessons and watching Lawrence Welk (only one channel tv). My parents took turns being Sunday school superintendents. I was confirmed in a small mission church in East Texas. I received a degree at the U of M (Minnesota) during which Wayne and I got married at his childhood Episcopal church. During Wayne's 27 years of active duty in the Navy we moved around every few years, had 3 children, and attended base chapels and Episcopal churches. I was received as an Episcopalian at Old St. Paul's Church in Norfolk, VA (where a cannon ball from the War of 1812 sticks out of the wall of the church). I taught Sunday school there, and VBS at Pohick Church in Alexandria, VA (George Washington's church). After retiring from the Navy, work for Wayne brought us to Jackson where we plan to stay. I teach pottery at Ella Sharp Museum and sell my pottery in several galleries and shows. We came to St. Paul's church partly because of the Mitford Book Series by Jan Karon but found it to be our faith home. I've been involved in both guilds, ECW, and feel very comfortable in the kitchen serving coffee or selling nuts, and would love to serve the church as a member of the vestry guiding the church in the future. God has blessed us with 3 wonderful children and great in-laws, a 3-year-old darling granddaughter, and another coming any day!

Charles Sinclair

Diana and I have been members of St. Paul's since 2009. We were strangers to St. Paul's when we attended the funeral of a friend here but were drawn to the church through that experience and it has since come to feel like a home. Clearly the St. Paul's congregation is a compassionate church "family" and we're encouraged to think it will thrive as one when we see little children in our midst every Sunday.

Though I haven't served on the Vestry, the character and culture of St. Paul's reflects that these teams have been careful in choosing their priorities and appropriating resources. I'm hoping that some of the experience I've had in other venues would help me to be a productive member if selected. My life's work was in government; particularly law enforcement and corrections. It was fast-paced work that entailed planning, problem-solving, risk assessment, collaboration with other government agencies, the business, education and faith communities, and daily operational oversight of a statewide administration of field staff during the three years prior to my retirement. Although I was mostly constrained from mentioning it in any official communications, I looked to the Holy Spirit consistently throughout that stressful career for guidance and wisdom. It would be refreshing to work side-by-side with the members of the Vestry in an openly prayerful partnership to manage and grow our church.

Garry Trammell

I am recently retired from the medical liability insurance field. I'm the husband of Nancy, the father of two beautiful daughters, and the grandfather of five grandsons.

I was raised in a Baptist church in which I was active in leadership positions up until the age of 40. I was drawn to the liturgical church in my 40s and was confirmed in the Lutheran Church in 2003. I've served on various church committees, in vestry type positions, and on the board of directors of a local nonprofit over the last 30+ years. I'm very thankful to have been received in the Episcopal Church in 2019 and in particular to become part of the loving St. Paul community.

I'm currently on the Mission and Outreach Committee, am qualified as a Lay Eucharistic Minister, and beginning to visit our shut-ins with Communion. My desire is to contribute as much as I can to the furtherance of God's mercy and mission in our locale.

St. Paul's Episcopal Church

Income and Expense Statement

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Consolidated - January 2019 - December 2019

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		Current Period	Annual Budget
INCOME	4000		
CONTRIBUTIONS	4050		
Pledge Envelopes	4051	\$186,433.85	\$195,360.00
Non-Pledge Envelope	4052	21,275.00	12,000.00
Loose Plate Collection	4054	1,766.84	4,000.00
Non-restricted Gifts/Memr	4056	4,927.32	0.00
Restricted Gifts/Memorial	4058	47,295.89	0.00
Christmas/Easter	4060	<u>2,545.00</u>	<u>3,000.00</u>
Subtotal Contributions	4050	264,243.90	214,360.00
DISTRIBUTION INCOME	4100		
Camp Foundation Revenue	4106	10,677.89	13,000.00
Endowment Fund (Interest)	4112	0.00	65,000.00
Christian Education Fund	4114	<u>213.00</u>	<u>0.00</u>
Subtotal Distribution Income	4100	10,890.89	78,000.00
INVESTMENT INCOME	4150		
Earned Interest	4152	70,634.18	0.00
Chabut Earned Interest	4152-001	721.72	0.00
Dividends	4154	514.58	0.00
Gain(Loss) on sale of inv	4179	<u>8,729.37</u>	<u>0.00</u>
Subtotal Investment Income	4150	80,599.85	0.00
OTHER INCOME	4200		
Misc Income	4202	9,373.48	2,000.00
Hospitality Income	4203	2,135.88	2,000.00
Building Rental Income	4208	1,250.00	1,500.00
Unrealized gain(loss)	5199	<u>230,655.34</u>	<u>0.00</u>
Subtotal Other Income	4200	<u>243,414.70</u>	<u>5,500.00</u>
TOTAL INCOME		<u>599,149.34</u>	<u>297,860.00</u>

St. Paul's Episcopal Church
Income and Expense Statement

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		Current Period	Annual Budget
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EXPENSES	6000		
OPERATIONAL EXPENSES	6100		
PROFESSIONAL SERVICES	6150		
Rector's Compensation	6152	\$71,820.06	\$71,820.00
Rector's Pension	6154	12,600.00	12,928.00
Rector's Med/Dent/LifeINS	6156	22,736.60	21,120.00
Rector's Professional Exp	6158	2,926.06	1,000.00
Rector Continuing Ed	6160	-48.69	1,000.00
Secretary Wages - Hourly	6162	16,541.86	16,050.00
Treasurer Wages	6163	3,625.00	5,000.00
Sexton Wages - Hourly	6164	4,148.85	7,855.00
Bookkeeper - Hourly	6167	7,047.23	6,500.00
Kitchen Wages - Hourly	6168	2,337.75	0.00
Babysitter Wages - Hourly	6172	1,865.65	1,500.00
Choir Dir. Salary	6173	4,724.18	5,600.00
Employer Payroll Tax	6175	1,816.76	2,600.00
Supply Priest/Musician	6176	12,971.22	13,000.00
Workers Comp Insr.	6178	285.00	500.00
Investment Fees	6195	14,735.99	0.00
Chabut Investment Fees	6195-001	150.49	0.00
Subtotal Investment Fees	6195	<u>14,886.48</u>	<u>0.00</u>
Subtotal Professional Services	6150	180,284.01	166,473.00
ADMINISTRATION EXPENSES	6200		
Postage	6250	424.72	850.00
Internet, site/pc service	6251	1,243.98	2,000.00
Telephone/Cell Phone	6252	2,484.75	2,300.00
Equipment rental	6253	5,049.27	5,500.00
Office Expense	6254	2,939.77	3,500.00
Diocese Convention	6260	177.97	200.00
Vestry Retreat	6262	165.00	350.00
Diocese Contributions	6266	23,118.00	23,118.00
Audit Fees	6270	5,300.00	5,300.00
Misc. Adm. Expense	6274	515.43	1,200.00
Stewardship Expense	6282	0.00	100.00
Gifts - Conf. & Grad.	6286	296.04	500.00
Subtotal Administration Expenses	6200	<u>41,714.93</u>	<u>44,918.00</u>

St. Paul's Episcopal Church
Income and Expense Statement

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		Current Period	Annual Budget
PROPERTY EXPENSES	6300		
UTILITIES - ST PAUL'S	6350		
Gas & Electric	6352	22,013.65	21,500.00
Waste Disposal	6354	711.82	565.00
Water & Sewer	6356	<u>1,034.83</u>	<u>1,365.00</u>
Subtotal Utilities - St Paul's	6350	23,760.30	23,430.00
Cleaning/Supplies	6374	18,387.51	1,200.00
Property Insurance	6376	20,789.00	21,000.00
Bldg & ground Expense	6379	33,587.80	19,000.00
Capital Improv. & Equip.	6380	<u>20,176.13</u>	<u>5,000.00</u>
Subtotal Property Expenses	6300	116,700.74	69,630.00
WORSHIP & MUSIC EXPENSE	6400		
Altar/Worship	6410	2,062.40	2,000.00
Flowers	6412	944.53	1,000.00
Chancel Choir Music	6413	231.28	200.00
Music Expense	6414	601.44	500.00
Organ/Piano Maintenance	6416	3,655.70	1,500.00
Handbell Music	6417	389.85	100.00
Singers & Instrumentalist	6418	<u>1,050.00</u>	<u>200.00</u>
Subtotal Worship & Music Expense	6400	8,935.20	5,500.00
PROGRAM EXPENSES	6470		
Mission/Outreach Expense	6478	40,929.20	3,000.00
Hospitality Expense	6480	3,394.77	2,500.00
Prayer Quilt Ministry	6485	0.00	250.00
Church School	6510	2,263.60	2,500.00
Archives	6511	0.00	250.00
Adult Education	6512	1,028.50	600.00
Misc Expense Rector Discr	6556	<u>19,170.14</u>	<u>0.00</u>
Subtotal Program Expenses	6470	66,786.21	9,100.00
Subtotal Operational Expenses	6100	414,421.09	295,621.00
ALL OTHER EXPENSES	6560		
Bank Charges	6564	827.91	700.00
Contingent/Misc Expense	6566	9,098.25	1,500.00
Pension Expense	6654	<u>4,125.00</u>	<u>4,500.00</u>
Subtotal All Other Expenses	6560	<u>14,051.16</u>	<u>6,700.00</u>
TOTAL EXPENSES		<u>428,472.25</u>	<u>302,321.00</u>
EXCESS INCOME\EXPENSES		<u>\$170,677.09</u>	<u>-\$4,461.00</u>

St. Paul's Episcopal Church
Balance Sheet
 Consolidated - December 2019

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	Current Year
ASSETS	
CHECKING & CASH ACCOUNTS	
GENERAL FUND	
General Fund - Comerica	-\$85,978.08
Designated/Restricted COM	150,535.40
Designated Building COM	1,857.77
HUNTINGTON BANK Gen Fund	26,183.25
HUNTINGTON Desg/Restrict	7,653.82
HUNTINGTON Desg Building	650.00
Subtotal General Fund	100,902.16
SPECIAL CHECKING ACCTS	
Rector's Discretionary	2,072.92
Subtotal Checking & Cash Accounts	102,975.08
ENDOWMENT FUND	
Endowment Trust Fund	2,037,025.00
RESTRICTED FUNDS	
Rector's Benevolence	6,686.71
Brooks/Ramson/Smith	56,328.10
Chabut Statue/Window Fund	21,593.16
Rector's Deferred Benefit	8,444.04
Capital Improvement	3,489.24
Mission & Outreach	1,040.45
Christian Education Fund	6,463.40
Subtotal Restricted Funds	104,045.10
MINISTRY FUNDS	
Bereavement Fund	2,032.57
Women of St Pauls	6,796.62
Subtotal Ministry Funds	8,829.19
FIXED ASSETS	
LAND, BUILDINGS, & EQUIP.	
Land	52,176.54
Building	4,152,705.00
Building Improvements	239,257.81
Furniture & Fixtures	773,906.12
Equipment	38,295.36
Subtotal Furniture & Fixtures	812,201.48
Accumulated Depreciation	-1,243,971.09
Subtotal Fixed Assets	4,012,369.74
Subtotal Assets	6,265,244.11
OTHER ASSETS	
CSV of life insurance	56,472.72
TOTAL ASSETS	\$6,321,716.83

St. Paul's Episcopal Church
Balance Sheet
 Consolidated - December 2019

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	Current Year
LIABILITIES	
CURRENT LIABILITIES	
PAYROLL TAXES PAYABLE	
FICA W/H & Employer	\$329.40
Federal Income W/H	1,811.00
Medicare	77.04
State Income Tax W/H	263.28
City Income Tax W/H	144.47
Subtotal Payroll Taxes Payable	2,625.19
DESIGNATED/RESTRICTED FD	
Building Fund	4,289.46
Designated Capital Improv	1,411.74
Chancel Crucifix Fund	100.00
Second Coming Windows Fnd	100.00
Columbarium Fund(Creamatn	2,175.00
Camp Foundation Liability	17,902.70
Memorial Fund	
Restricted Memorials/Gift	1,365.90
Unrestricted Memorial/Gift	157,582.37
Subtotal Memorial Fund	158,948.27
Archives	500.00
Winn Fund	1,625.00
Children & Youth Educatin	598.49
Prayer Quilt Ministry	398.82
Hospitality Fund	-1,258.89
Mission & Outreach	1,445.93
Music Outreach Fund	1,000.00
Noisy Offering Fund	59.00
Subtotal Designated/restricted Fd	189,295.52
PREPAID PLEDGES	
Prepaid General Pledges	3,100.00
SPECIAL CHECK FUNDS	
Rector's Discretion Fund	6,041.50
TOTAL LIABILITIES	201,062.21
FUND BALANCE	
Fund Balance	\$6,120,654.62
TOTAL FUND BALANCE	6,120,654.62
TOTAL LIABILITIES AND FUND BALANCE	\$6,321,716.83

LEASE AGREEMENT

Agreement, made and entered into on the XXXXX, by and between St. Paul's Episcopal Church, 309 S. Jackson St. Jackson, MI 49201 (hereinafter referred to as "St. Paul's") and Ella and Jeremiah Hepzibah, owners of Big Guy Catering, 4586 Tudor Lane, Jackson, MI 49201 (hereinafter referred to as "Caterer").

WITNESSETH

WHEREAS, Ella and Jeremiah Hepzibah, Big Guy Catering, is an organization engaged in the business of catering meals for onsite consumption at various locations in or about the greater Jackson area; and

WHEREAS, Ella and Jeremiah Hepzibah, Big Guy Catering, desires to lease from St. Paul's Episcopal Church kitchen facilities and other areas for use by it in carrying on and conducting it's catering business; and

WHEREAS, St. Paul's Episcopal Church is willing to lease its kitchen facilities and certain other areas to Ella and Jeremiah Hepzibah, Big Guy Catering, upon the terms and conditions set forth in this Agreement;

NOW THEREFORE, in consideration of the mutual covenants and undertakings by the parties to be performed hereunder, it is hereby agreed as follows:

1. Lease of Kitchen Facilities and Storage Areas. St. Paul's hereby leases to Caterer and Caterer hereby leases from St. Paul's the kitchen facilities located in St. Paul's parish house, including all equipment contained in said kitchen and, as well, those storage and other spaces more particularly described on the attached Exhibit A (collectively, the "Leased Facilities") for use by Caterer in conducting its catering business.

2. Term. The term of this lease is to commence on XXXXX, and shall continue to remain in force and effect for a period of two (2) years; provided, however, either party shall have the right in its sole discretion to terminate this lease agreement by giving to the other party not less than ninety (90) days advance written notice of the terminating party's election to do so. In the event of any such termination, rent payments due from Caterer to St. Paul's shall be prorated to and including the effective date of termination. The option for renewal or re-negotiation of the lease will be initiated ninety (90) days prior to its end-date of XXXXX.

3. Holdover. If Caterer remains in possession of the Premises after the Expiration Date of the lease with the consent of St. Paul's, it will occupy the Premises as a holdover tenant on a month-to-month basis. St. Paul's may withhold its consent to the holdover in its sole discretion. If St. Paul's consents to the holdover, Caterer is subject to all the covenants of this Agreement to the extent they can be applied to a month-to-month tenancy, except that the monthly rent will be in the amount of XXXX payable the first day of each month. This Agreement does not preclude St. Paul's from recovering damages if Caterer fails to timely deliver possession of the Premises after termination of the holdover, nor does it establish any right to extend or renew the Term.

4. Rent. For the use of all St. Paul's facilities that are made available to it pursuant to the terms of this Agreement, Rent of \$25/hr. for use of the facilities for catering to groups other than St. Paul's Church groups will be applied each month. These figures include both a trash and utility fee. It is the intention that after the initial year contract is re-negotiated, St. Paul's church will begin charging a monthly fee for dry and cold storage to Caterer.

5. Hours of Use. Caterer shall have the right to utilize the Leased Facilities 7 days a week during the term of this Agreement. Caterer agrees to share the Leased Facilities during the time of Sunday coffee hour and Special Events. The Caterer shall provide St. Paul's with two (2) weeks advance notice of Caterer's desired use when possible but in no event any later than twenty-four hours prior to the time such use is desired.

6. Caterer's Equipment and Use Thereof. Caterer shall have the right to utilize the Leased Facilities freezer, refrigerator, ovens and ice-maker for no additional rent except that St. Paul's shall have the right to utilize each such item without obligation for rent to Caterer, whenever St. Paul's utilizes any part of the Leased Facilities for a Special Event.

7. Maintenance of Equipment. To establish a fund for major repairs and/or replacement of major shared-use equipment items, such as a commercial refrigerator, range, or dishwasher, Caterer agrees to pay the sum of one hundred (\$100) per month, in addition to its Paragraph 4 rent beginning XXXX. At the time of need, these funds will be matched by St. Paul's. Any repair or replacement shall be with the consent of St. Paul's. Additionally, if the convection oven needs to be replaced, Caterer agrees to pay one-half (50%) of the expense of replacement.*

8. Maintenance of Premises. Each party hereto covenants and agrees to maintain the Leased Facilities in a clean and sanitary condition, consistent with Michigan Department of Health rules and regulations and other applicable law; and, to this end, each agrees to clean the Leased Facilities at the conclusion of their use by said party while this Agreement remains in force and effect. As a minimum, cleaning will be completed on Saturday night. In addition, and specifically the areas of Holy Spirit Hall and the Small Dining Room used during catering will be cleaned (floor, table tops, and cardboard removed) before Sunday morning and any other events scheduled in Holy Spirit Hall and the Small Dining Room. Caterer will be responsible for the regular cleaning of the Wesley St. entrance stairwell and landing from the kitchen to the exit, and the floors of the Caterer's storage areas; including emptying the trash in the storage areas. A major cleaning of the kitchen facilities will be implemented twice a year including moving refrigerators, etc. so as to clean all walls, appliances, tables, shelving and other kitchen appliances/utensils.

9. Deliveries. Caterer shall have the right to utilize the Wesley St. entrance for intermittent periods during the hours of use to organize deliveries to and from the Leased Facilities. Caterer accepts full responsibility for following Jackson City Parking rules on that portion of Wesley St.

10. Recycling. Caterer shall have the right to utilize portions of the Leased Facilities to store recycling items such as cans, glass, and cardboard.

11. Access Rights. Telephone. Caterer shall have the right to access the Leased Facilities twenty-four (24) hours a day, seven (7) days a week while this Agreement remains in force and effect. In addition, Caterer shall have the right to install at that portion of the Leased Facilities identified on Exhibit C a separate telephone to accommodate its business operations; the cost of installation and utility charges associated with the use of said phone being the sole responsibility of Caterer.

12. Continued Licensure. Notwithstanding any provision to the contrary set forth elsewhere in this Agreement, either party shall have the right to terminate this Agreement by giving the other party five (5) business days advance notice of its election to do so in the event the other party's license from all applicable governmental agencies is revoked or suspended or in the event a violation of the rules and regulations of any such agency is not cured by the violating party within said five (5) day period.

13. No Joint Venture. While the parties pledge to cooperate with one another in accordance with provisions earlier set forth in this Agreement, they do not intend to enter into a joint business venture. Accordingly, except with prior written consent of St. Paul's, no one associated with Caterer, whether as a stockholder, director, officer, employee or agent, shall be considered to be employed by or an agent of St. Paul's and, except with prior written consent of Caterer, neither the Rector, the Vestry, any parishioner, employee or agent of St. Paul's shall be considered to be employed by or an agent of Caterer.

14. Indemnification. Consistent with the provisions set forth above in Paragraph 13, Caterer agrees to indemnify and hold harmless St. Paul's, its Rector or Clergyperson-In-Charge, its Vestry, its parishioner members, agents and employees, from and against any and all claims, costs, actions, causes of action, losses or expenses arising out of or in any way connected with injuries or illness to persons and/or damage to property resulting from Caterer's use of the Leased Facilities or any portion thereof, and St. Paul's agrees to indemnify and hold harmless Caterer, its stockholders, directors, officers, employees and agents from and against any and all claims, cost, actions, causes of action, losses or expenses arising out of or in any way connected with injuries or illness to persons and/or damage to property resulting from St. Paul's use of any of the equipment owned by Caterer and stored on any portion of the Leased Facilities.

15. Insurance. Each party shall furnish to the other proof of comprehensive liability insurance providing coverage against injuries or illness to persons and damage to property occasioned by Caterer's use of the Leased Facilities and St. Paul's use of Caterer's equipment as permitted by the terms of this Agreement, in each case with carriers and in amounts acceptable to the other party. Caterer shall provide St. Paul's with written assurance that it has the requisite insurance coverage in the amounts of at least one million (\$1,000,000) dollars, and name St. Paul's as a "named insured" under the insurance agreement.

16. Governing Law. This Agreement shall be governed by, and its terms and provisions construed in accordance with, the laws of the State of Michigan.

17. Entire Agreement. This Agreement constitutes the entire Agreement between the parties and may not be modified except by a subsequent written instrument signed by both parties hereto.

18. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties hereto together with their heirs, executors, administrators, personal representatives, successors and assigns.

19. Copier and Computer use. Caterer shall have the right to use St. Paul's copier internet. Any amount of copies over 30 in number will be paid at a rate of .05 cents per black and white and .25 cents per color sheet.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, by the parties or by their duly authorized representatives on the day, month and year first above written.

ST. PAUL'S EPISCOPAL CHURCH

By: _____ Date: _____
The Rev. Sarah Hurlbert, Rector

MRS. ELLA AND MR. JEREMIAH HEPZIBAH, BIG GUY CATERING

By: _____ Date: _____
Ella & Jeremiah Hepzibah, Big Guy Catering

*Based on inspection of equipment, parties shall determine a proration for equipment that has been in use for more than XXX years...

Rector's Annual Report 2019

"learn to do good; seek justice, rescue the oppressed, defend the orphan, plead for the widow." Isaiah 1:17

Beloved in Christ,

As Christians we follow the two great commandments extolled by Jesus Christ to His followers, including us. "Love the Lord your God with all your heart, soul and mind. Love your neighbor as yourself." Jesus says these words to His disciples in Matthew's Gospel. The question we have is "what is love?" How do we love God and neighbor? The answer comes from the mouths of the prophets whose job it was to call God's people back to the covenant they had with God. We love God when we seek justice and act righteously. Isaiah spells it out in stark detail throughout his book. Repeatedly, the evidence of our relationship with God is in our action towards those oppressed and distressed around us. Micah simplifies it further saying we are required to "do justice, love kindness and walk humbly with God."

Our lens for how we live in the world is shaped by justice and righteousness. When we see an injustice, we are not to turn a blind eye but to act on behalf of those being oppressed. When we deal with others we are to act righteously, caring for their welfare as much as our own. These are not easy tasks and they are best accomplished in community. In the community of faith, we are reminded of our own belovedness and of our baptismal promises and given the opportunity to grow in faith by acting out that faith in the world together. In Saint Paul's we have several opportunities to be involved in our community. Our Mission and Outreach Team have many suggestions on how we can each be involved in the commands of God to love. This year we will have several opportunities to learn about justice and mercy in our own lives and in our community. From book studies and devotionals to movies and guest speakers, we will have plenty of opportunities to learn and pray about what God is calling us to do as individuals and as a church here in Jackson.

Friends we need courage to have these discussions together and my experience tells me that courage comes when we root ourselves in God's love and the truth of the Gospel. Coming together in worship, being fed by the Eucharist, studying God's Word and praying for God's guidance are essential for us as disciples. If we are to live our faith as we are commanded, we need to begin in prayer. Take every chance you can get to pray, learn and grow together in St. Paul's this year and we will see God lead us into places and ministries to people we never expected. God will use us to bring about healing and wholeness to the brokenness in our world and in our own hearts. Please have the courage to join in this great endeavor as a beloved disciple of Jesus Christ our Lord.

To assist us in our mission at St. Paul's we have hired a new treasurer this year, Mr. Marco Shehab, who brings much experience and passion to his work with us. We have hired a new Sexton and Nursery Worker, Mr. Terry & Mrs. India Treadway, who are a great benefit to us and add so much to our community. We have hired Mr. Jeremiah Hephzibah as our Kitchen Manager and he has produced wonderful meals and is helping us get organized and keep up our kitchen to high standards. These new staff help us expand our mission in Jackson as well as serve our own parish. In 2020 I hope to utilize their work even more as we reach out to include others in our care for the community. I would like to see us host a weekly community meal in Holy Spirit Hall to all who need not only food but fellowship. I would

like to see us include our surrounding neighbors in our programs and have seen an increase in attendance for our children & family movie nights to include kids who know us from the Get Real program. I would like to see us gather a Justice Ministry to discuss local, state and national policies that touch the lives of the most vulnerable in our community. I would like to see us have a regular presence at Habitat for Humanity of Jackson as they build homes that lift people out of the cycle of poverty. There are many more areas in which we could be involved but that takes people called to act courageously and lead in these areas. My prayer is that each of us will pray and ask God to guide us where we can be most useful in this community and join with the many other disciples out there already working in the field.

Your Vestry and newly appointed Kitchen Cabinet have approved a lease for our kitchen with Mr. Jeremiah Hephzibah our Kitchen Manager so he can rent our facility for his catering business, Big Guy Catering. Our relationship has been fruitful and both he and our Kitchen Cabinet are pleased with how we are working together. We need the congregation to vote to authorize a lease with him so we can seek final approval from the Diocesan Standing Committee since it is an encumbrance upon this property. I am grateful for all the hard work that has gone into building this new relationship and all the potential it brings.

2019 was a year of loss for so many of our congregation and I am so privileged to be at the sides of so many of our dearest who make their transition to the arms of God. I am so grateful for your prayerful support of those of us who are mourning, and I am always amazed at the generosity of this parish in supporting parishioners and others in the community who are in financial as well as spiritual need. In 2019 donations from our loose plate offerings, bereavement offerings and individual donors totaled over \$15,000. This incredible generosity allows me to be the hand at the end of your arm in helping those in dire need in Jackson. The biggest categories of need are always housing, transportation, utilities payments and medical bills. So many in our community are one car repair or missed payment away from disaster and we can help folks because of your generosity. Alice can tell you how many calls we get every day and how many visits from desperate people who need our help. One man needed orthotic inserts for his shoes, so I went to Miller Shoes to help him make that purchase. One woman was fleeing domestic violence and needed gas and food to go to her sister in Ohio. I purchase medicine for cancer patients and school clothes for kids. All of this is done because of your generosity and I thank you for it!

When I meet with other pastors in Jackson, we all speak of the grinding needs of our community and try to find ways to help together and we are increasingly aware of the need for more communication with our civic leaders about the needs we see and places where there are holes in the system of support. We must hold our elected officials accountable for their work on behalf of the most vulnerable of our community as well. Courage is contagious when we stand together for change.

This year, with the help of Melissa Congleton, our seminarian, we have started a Youth Group for kids aging out of Sunday School elementary curriculum. These kids are trained as acolytes, study for Confirmation using our Confirm Not Conform curriculum and just hang out and build community as our youth. They give me great joy and I'm so impressed by their level of spiritual knowledge and their vulnerability with each other. They are leaders in their schools and neighborhoods already and we are very proud of them. Melissa is also preaching with us and attending the weekly meetings of the SOAR women to learn about that amazing program. I am delighted to have her as a partner in ministry here and hope and pray you get used to seeing two clerical-types at our altar. If we continue to grow as a

parish, we will need to think about adding another priest at some point to expand our capacity to minister to all ages and needs in our congregation. What a lovely thing to contemplate! I hope you've gotten the chance to take a good look at our new photo directory. It's lovely and we'll be adding a ministry brochure to it that will list our ministries and contacts for newcomers to St. Paul's. We'll be sharing the info on the downloadable app for your phone in the coming weeks and have a session to help you with it. Thanks so much to Dennis, Janet W. Margaret and Melissa V. for their leadership in this big project of producing our new directory!

Finally, there are so many people whom I count on every week to make sure things run smoothly here and I want to thank them. Cheryl Gumper and all the folks who are on Altar Guild, Barb Duke and Christie Swanson with Bereavement, Rhonda Rudolph heading up hospitality, Deanna Leicht and her leadership on the Interfaith Dinners, the faithful attendees of weekly Bible Study and Eucharist, all our acolytes, lay readers, LEM's and LEV's. Of course, Genette and our faithful choir as well as our bevy of talented organists Julie, Bob and Karen. Kyle and all of B&G, The Randalls and our newly formed Tech Committee, Sandra and our faithful ECW, Kim & Zoe and our Sunday School as well as Eric and Tom and our Adult Forum. So many people do so much from counting and depositing our offerings each week to keeping the outside of our church clean and tidy and for all you contribute I say thank you and God bless each one of you. You are a blessing to me, and I am privileged and humbled to serve alongside you.

I enter this New Year with hope and faith that God will lead us into the ways of justice, mercy and love in Jackson and that we will reflect our Savior's sacrificial love each day.

Faithfully Your Rector,

Sarah +

Sr. Warden Report

Dear Friends,

I have enjoyed serving as your Sr. Warden in 2019. I am so excited for all the growth and change we have seen over this last year and am excited to see what 2020 will bring. This year, especially to me, has been a year where in a world that seems full of chaos, we (St. Paul's) have been a shining star in a very dark sky. In the midst of all that is going on, we have strong ministries that serve our own as well as the community that we live in.

In 2019, we saw a ministry growing with SOAR. People within this parish have rallied around Barb Markowski to help the program raise money for the ladies affected by human trafficking. SOAR has purchased a home and the people of this church continue to provide financial, physical and emotional support for this very important ministry.

The Mission and Outreach team continue to provide meaningful and memorable events for those in our community who need a little extra kindness. The annual trip to Lake Michigan with the Get Real Youth, the Trunk or Treat event and all the "collections" of socks, mittens, towels and so much more really does make an impact to all of those involved. I would like to thank the M&O team for your vision, your tireless efforts and love for those who so desperately need a bit of hope.

Our ministry to feed the homeless continues without waver as Deanna and her volunteers provide a warm meal to those at the Interfaith Shelter. Feeding people is a wonderful ministry and we look for ways to feed more in 2020.

We welcomed Jeremiah and Ella Hephzibah to our family this year. Jeremiah has provided some much-needed support to all the other ministries where we feed people. The Bereavement team gives comfort to people in their most vulnerable time and our Hospitality team fosters fellowship for our own. The Bereavement and Hospitality Committees continue to be critical ministries for our parish, and we are grateful for all that they do.

As I continue to look inward at the ministries who serve our people, I think about those who minister to our own whether that be Christian Education, Music, support for the grieving or simply fellowship.

This year saw the return of Vacation Bible School to St. Paul's, Church School and a newly formed Youth Group. Zoe and Kim have given selflessly of themselves for the youth of our church. They are a blessing to us.

Each Sunday, we feed the soul, nourish our spirit and become closer with God. 2019 saw St. Paul's take a step closer to helping our parish take care of their bodies. Persist has helped many of our own learn to walk, become more physically fit and healthier. We continue to see excellent participation at Cardio Drumming and look forward to finding more opportunities to build on this new ministry.

Not only do I see what an amazing job we do serving our people, we have a group of people who tend to our wonderful building and grounds. Taking care of planting flowers, pulling weeds, resetting breakers, fixing potholes, salting sidewalks, making the calls to fix heat, replacing ceiling tiles, having lively debates with floor resurfacing companies and so much more. We thank you for your countless hours of unseen service to keep our facility operating.

There are many ministries and people who have gone unmentioned in this report. Please know that your service is acknowledged, and I am grateful for all that you do in His name.

You give but little when you give of your possessions. It is when you give of yourself that you truly give.

~Kahlil Gilbran

Respectfully Submitted,

Michelle Gibson

Sr. Warden

Annual Report of Buildings & Grounds for 2019

As in past years the Buildings & Grounds budget has been close to 20,000.00 for the year. The budget for year 2019 was 19,000.00. Total expenses for the same period were \$14,587.80 over budget. I am here to explain the overages and the future expectations for 2020.

The floors in Holy Spirit Hall and the hallways around it were resurfaced prior to the visit of our retiring Bishop. Other events affecting the balance sheet were costs associated with heating and air conditioning. Failed air conditioning due to electrical board not available (due to age of unit) forced us to install a new unit in the Sacristy. The breakdown of expenditures over the budget are below. Upon request, I have a breakdown of all the expenditures for your review.

Floors HSH & Halls	\$6,329.00
Aladdin HVAC	\$9,500.00
Total	\$15,829.00

Annual Report of Capital Improvements

All expenses incurred were directly related to Buildings & Grounds and were necessary to maintain/improve infrastructure and or reduce energy costs for the long run. We had old outdated outside lighting mostly not working. We have replaced the old lights with new LED light fixtures and added new lights on the south side of our property as well as lighting our parking spaces. Several old windows were replaced with thermal pane windows in the old Narthex. Audio Visual systems were upgraded as well. Security cameras were also up graded as was the Glass Narthex door leading out to S. Jackson St. Concerns with interior security required several locks to be changed and new keys issued. Water leaks around the office area and the Sunday school revealed roof leaks requiring extensive repairs.

Please review the Capital Improvement & Equipment details in the annual report for the breakdown.

This report is being presented by,

Kyle King

Chairperson,

Building & Grounds

Church School Annual Report for 2019

With the participation of loads of children, youth and adults, we started off 2019 with our annual Epiphany Pageant. This gives the students and congregation the opportunity to feel more closely the reason for Christmas and our salvation.

In June we hosted VBS here at St. Paul's in partnership with First Presbyterian, with whom we've formed a wonderful fellowship through the children of both parishes. The theme was "Rain Forest Adventure" and we certainly had one! Skits were performed by students each night to the delight of All. Each evening we hosted nearly 50 young people for dinner, program and rotations of art and music.

During the months of July and August, we were able to take some, much needed time away from teaching each Sunday, thanks to some wonderful parishioners stepping up to take our places. PLEASE consider helping us out this coming summer as we look for replacements to give us some time to refresh!

In the winter and fall months we hosted many Friday night "Movie Nights", also in partnership with First Presbyterian. Our number of attendees has steadily gone up and includes some young people from the neighborhood who also attended the Get Real program. These movie nights are a great opportunity for children to develop fellowship with the larger community. It also gives parents time to enjoy "date night", knowing their children are in a supervised and safe environment. We serve up pizza, fruit, veggies, beverage, popcorn and a movie!

In 2019 we finished up a two-year cycle of "Whirl Classroom" curriculum and began a three year "Whirl Lectionary" study. The lessons still include a gathering time and classroom study with video. This curriculum has been money well spent for attention and content retention by the students. Their growing knowledge constantly surprises and delights us.

Zoe Baldwin and Kim Perlos

Mission and Outreach Annual Report 2019

On behalf of St. Paul's, our Mission and Outreach Team did a lot of hard work in 2019 to help those in need in our neighborhood and community. Here is a list of what we did:

- ≡ Gathered supplies for the visitation room at Family Services/ Children's Aid.
- ≡ Planned, sponsored and executed the Inaugural "Handbags of Love" fundraiser for SOAR Cafe and Farms. We raised and donated \$12,167.47 to SOAR!!!!
- ≡ Sent 3 children to summer camp through the Spring Arbor Church of the Nazarene.
- ≡ Took over 100 at risk kids plus chaperones to Lake Michigan from the Get Real and Save Our Youth organizations.
- ≡ Collected and donated 107 pairs of pajamas to DHS for foster children being removed from their homes.
- ≡ Prepared, delivered and served 6 home cooked meals to the Interfaith Shelter.
- ≡ Made decorations and served over 600 hotdogs, popcorn and other goodies to the neighborhood ghosts and goblins for the **worst weather EVER** Trunk or Treat!
- ≡ Gathered and delivered Christmas gifts to the AWARE shelter.
- ≡ Donated food and money to the newly Re-opened Jackson Community Food Pantry.
- ≡ Shopped, purchased and delivered Christmas stocking items to Jackson High School for 30 kids who are homeless or have no parental support.

Barney and I wish to thank the dedicated members of our M&O team for their hard work and compassionate ministry! Thank you to Brandi Bruckler, Heidi Hosler-Lathrop, Melissa Velandra, Garry Trammel, Laura Rende, Dana Burkey and Jan Osborn.

M&O also wants to thank the Jackson Community Foundation for their generous gift of \$10,500 for the 2020 year. The grant was \$3000 less than we received for 2019. We extend A SPECIAL HEARTFELT THANK YOU to those special people who also donated to Mission and Outreach for 2020 to supplement the loss in revenue from the Jackson Foundation. Because of your enormous generosity and love for what we are doing we are able to continue our Lake Michigan trips and the SOAR fundraiser.

We could not do any of these wonderful projects without the support and generosity of the people in this amazing parish. THANK YOU SO VERY MUCH for your donations, volunteerism and generous hearts in all you have purchased, donated, labored and given in time, talent and treasure. You ALWAYS open your hearts when we ask!!
THANK YOU!!!

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We welcome any and all who are interested in serving God on this wonderful outreach team. We meet the first Tuesday of every month in the church library at 5:30 pm.

If you would like more information or wish to chat, please contact Barb Markowski at 517-206-0064 or call the office at 787-3370. We need you!!! Thank you!

The Women Of St. Paul's Episcopal Church Annual Report For 2019

The Women of St. Paul's ECW (Episcopal Church Women) group is affiliated with The ECW of the Diocese of Michigan and the Episcopal Church USA. The group serves as a place of spiritual renewal, fellowship, learning and an outreach for the women of St. Paul's Episcopal Church and their friends. We serve the children and youth of the parish as well as support for the needs of the altar guild and chancel area of our church. All women of St. Paul's are welcomed and encouraged to fellowship and work with us to serve their own needs and the needs of our parish and community.

Our current board members are Sandra Kilian, President, Valerie Rowley, Vice-President, Cheryl Gumper, Treasurer, Janet Hughes, Secretary, Romelle Frey, At-Large Member, Christie Swanson, At-Large Member Peggy Wilds, ECW Diocesan Liaison, and Janet Wesch. Ex-Officio member.

This past year we had many inspiring and enriching opportunities together through our speakers and our outreach projects.

- January - two women from the Unitarian Church gave us insights into the beliefs and theology of their denomination.
- February - Michelle Gibson shared her knowledge and expertise with the "Bells of St. Paul's" and the bell choir and many of us even got to ring the bells.
- March - Natalie Magnusson shared the Prayer of Examen with us as a Lenten meditation.
- April - We were blessed with the touching and heart-breaking story from a mother from Andy's Angels whose son slipped into opioid addiction and died of an overdose at 24. It gave us some true insights to the opioid crisis in Jackson.
- May - We partnered with Mission and Outreach in "Purses of Love" a luncheon and auction to benefit Soar Cafe, a support program for sexually abused and trafficked women. We raised over \$12,000.
- June - A business meeting to discuss where we had been and where we wanted to go as an organization, both outreach and in-reach.
- July- Dr. Namite Sharma shared her experiences in Ethiopia with Doctors Without Borders. An amazing story.
- August - No meeting
- September - Dee Hurlbert took us through "Mindfulness for the Overwhelmed"- including a reflective meditation

- October – We toured the Ella Sharp house and the archived collections in the basement thanks to Romelle Frey. So interesting to hear how Ella Sharp and her parents, the Merrimans, influenced Jackson.
- November – We were delighted and inspired by a Taize service with music, prayers, and flute presented by Christy Randall as a preparation for Advent.
- December- We had our annual social time with a Christmas luncheon at the Country Club of Jackson.

In addition to meetings to support our members, we support our church and community with our financial gifts as well as collections for special projects through our members. In 2019, we shared our profits from the nut sale of 2018 by donating close to \$400 each to The Jackson Friendly Home, The Aware Shelter, and Priceless Gifts. We also collected hats, mittens and socks for Priceless Gifts. We donate to the Sunday School Movie Night, Vacation Bible School, the St. Nicholas Party, and Baptismal Gifts. We also recognize the secretary and sexton with a monetary Christmas gift for all their hard work for our parish. We sponsor the Aumbry candle in memory of women who have passed away and the altar flowers in June in memory of women who have gone before us and the first Sunday in August in recognition of Rev. Sarah on the anniversary of her calling. We also contribute to the Poinsettia purchase at Christmas time.

We invite all women of St Paul's to join us and share their own love and experiences with us.

Sandra Kilian,
President, ECW

In Memoriam



Charles A. Perlos

Barbara A. Gould

Roma Jo Schultz

John Whiting

Lawrence Smith

Barbara Adams

Susan Hardin Freer

Marion Collette Anderson Wilbur

Clarence L. Geiersbach

Richard L. McKinnon

Michael Heath

Loretta Stella Schultz

Valerie Frances Lemper Bullen

Natalie Warrick

Richard William Tallis