

2023

# Annual Parish Meeting



**St. Luke's Episcopal Church**

427 W. Woodard St.

Denison, TX

**February 5, 2023**

# Agenda for 2023 Parish Meeting

Place: Kofeldt Hall

February 5, 2023

12:00 pm

- I. Opening Prayer & Call to Order
- II. Minutes from 2022 Annual Meeting
- III. Appointment of Clerk for the Meeting
- IV. Approval of Minutes of the 2022 Annual Meeting held on February 27, 2022, at 9:15 am
- V. Reports
  - a. Senior Warden – Stephen Walker
  - b. Junior Warden – Debra Gardner
  - c. Treasurer – Alvin Bailey
  - d. Altar Guild – Mary Hooker
  - e. St. Luke’s Parish Day School – Interim Kiry Davis
  - f. Sunday School – Noelia Conejo
  - g. D.O.K – Cynthia Gudgel
  - h. Interim Rector – Father George Joseph
  - i. Choir – River Mckee
- VI. Election and Commissioning of Delegates to the Diocesan Convention: (3 Delegates)
- VII. Any other Business
- VIII. Prayer and Adjournment

## Annual Parish Meeting Minutes of 2022

### February 27, 2022, at 9:15am

- Opening
  - The Very Rev. Dr. Neal Michell opened in prayer.
- Call to Order
  - Called motion to 2022 minutes.
- Reports
  - Senior Warden Stephen Walker spoke of Fr. Don Perschall's retirement and thanked Rt. Rev. Dr Neal Michell for his temporary leadership. Future rector search initiatives were also brought up.
  - Junior Warden Debra Gardner spoke on the new telephone system, renovation of Kofeldt, parking lot repainting, Sanctuary floors being cleaned and polished, along with the on-going process of cleaning and organizing the many buildings of the church.
  - Treasurer Alvin Bailey discussed the expenses being lower the coming year due to not having a full-time rector.
  - Altar Guild Mary Hooker thanked all those for their help and dedication towards Altar Guild.
  - Guest Priest The Very Rev. Dr. Neal Michell reported on previous years incomplete records.
- Commissioning of Delegates were Mary Hooker, Stephen Walker, and Debra Gardner. (Agreed and approved.)
- Closing Thoughts none added
- Closing Prayer
  - The Very Rev. Dr. Neal Michell closed in prayer.

## Sr. Wardens Report February 5, 2023

Welcome to our Annual Parish Meeting. This past year has seen a whole host of changes that have been implemented to insure a brighter future for all of us here at St. Luke's. As most of you already know I have spent the majority of last year taking a more active role in the spiritual needs of our congregation. I look back in great fondness of those who have served us throughout the past year including Fr. Neal Michelle, Fr. Frazer, Bishop Stanton, Cannon Brown and of course Fr. George Joseph.

Fr. Joseph continues to lead us as the Vestry fulfills its obligation to thoroughly examine and interview all candidates who wish to become Rector of our great church. It has consumed much of your Sr. Wardens time and efforts to stay in contact with our Bishop and Canon and to work with the Office of Transition Ministries to come to a satisfactory conclusion that will ensure stability and growth for our future. Although, as of this meeting, the process continues, it has been a pleasure and I am very grateful to be a part of it.

Much has been done to "upgrade" not only our facility but our infrastructure as well. Our office Administrator Rachel Brown has taken on the task to implement new software that will help with efficiency for various administrative procedures. We have also created a full time Sexton position to maintain our various properties including the parsonage and duplexes. This position is responsible for maintenance, custodial and groundskeeping, which reduces the costs associated with outside contractors. We continue to operate our Food Pantry with the invaluable help of our volunteers and although we have discontinued the Clothes Closet, we can use those savings and resources to better maintain our food ministry.

I have been very pleased with the effort our interim priest Fr. George Joseph has put forth in each of our feast days and throughout the busy Advent and Christmas season. With his urging we have created a choir once again to showcase the talents of our congregation including Lessons and Carols and the Christmas Concert with the Parish Day school involvement, which I hope will continue well into the future.

We have also said goodbye to Mrs. Whitney Farris as the Head of the Parish Day School as she begins to pursue other interests. Mrs. Farris has been an invaluable asset to our school and has accomplished great things to enhance the learning experience and the environment in which our students grow. She will be sorely missed and may we all wish her Godspeed in her new endeavors.

So, as I have done in the past couple of years, I look back in fond reflection of what we have accomplished and look to the future with great enthusiasm as to where we are headed. I thank you for your continued support of the ministries of our church and look forward to a new year of growth in our congregation.

Stephen Walker, Sr. Warden

A handwritten signature in black ink, appearing to read 'Sh Walker', written in a cursive style.

## Jr. Wardens Report February 5, 2023

It has been my pleasure to serve another year as your Junior Warden. As always, with a church as old as ours, there is constant on-going maintenance required. And, with the help of many volunteers and generous donations we were able to complete several new upgrades and improvements.

Here is a list of some of the projects completed in 2022:

- Memorial Garden clean up.
- Front entrance clean up and refresh.
- New crosses placed on the roof.
- Choir room remodeled with new wood floors, curtains, and paint.
- Outside streetlights along Fannin and Woodard repaired and upgraded to LED.
- Began the on-going process of clearing out and organizing the kitchen. The work should be completed this summer.
- Cleaned out two rented storage buildings.
- New doors installed on the south side of the building.
- Turf installed on the south lawn.
- The clothing pantry was closed and cleared out and will house the Scouts program going forward.

In addition to the improvements, I wanted to provide an update on the food ministries.

The Food Pantry is managed by Darla Carpenter and provided meals for 1,186 individuals with the help of food donations from the Boy Scouts, the City of Denison and St. Patrick's Catholic Church. Darla did a good job representing our church and food ministry twice on a local news broadcast.

Manna Meals and St. Luke's kitchen is run by Deborah Webb. She, along with many volunteers, provided weekly hot meals for a total of 1,493 clients.

These are huge numbers for a church our size and show the commitment of our members.

I truly enjoyed getting to know so many of our faithful members and look forward to 2023.

Respectfully Submitted,

Debra Gardner, Jr. Warden

## Treasurer Report February 5, 2023

2022 – Totals may be off due to rounding

<b>Revenue</b>	<b>\$306,484.94</b>
Current giving	\$105,207.77
Investments & Trusts	\$120,552.18
Designated Funds (Food Pantry, Flowers)	\$80,724.99
<b>Expenses</b>	<b>\$261,118.76</b>
Personnel	\$97,130.99
Physical Plant	\$101,980.17
Office	\$11,551.46
Ministries (Food Pantry, Outreach)	\$13,848.64
Overhead (Diocese, Taxes)	\$23,364
Worship	\$13,243.50

We are in good shape financially though we still depend heavily on investments and trusts rather than current giving.

Spending reduced to not having a full-time rector.

### Bank Balances 12/31/22

First United Parish Operating	\$41,264.28
First United Ministry Fund	\$1,404.54

We did receive a substantial contribution in late 2022 (\$50,000). The Vestry is discussing which projects to complete with those funds.

### Investments & Trusts

	Value 12/31/22	Income Received
Wells Fargo (I)	\$168,999.65	(15,000)
Panola County Oil & Gas (I)	\$26,050	\$39,252
Hughes Estate (T)	\$915,048	\$85,198
WJ Smith (T)	\$287,831	\$14,849
Sue Dophied (T) – Shared w/ St. Patrick's	\$236,245	\$5,973
David and Laura Petrash (T-school)	\$16,113.71	\$790.71
David Munson Fund	\$50,141.40	

# Treasurer Report February 5, 2023

## Budget 2023

The 2023 budget assumes we have a rector by April 1<sup>st</sup>.

Investments and trusts are down due to market fluctuations.

<b>Current Giving</b>		
	Offerings and Tithes(+Tithly)	\$ 100,000.00
	Feast Day/Celebrations	\$ 3,000.00
	Open plate	\$ 2,500.00
	Other	
	<b>Total</b>	<b>\$ 105,500.00</b>
<b>Investments &amp; Trusts</b>		
	JP Morgan	\$ 10,000.00
	Oil & Gas Royalties	\$ 40,000.00
	Wells Fargo Advisors	\$ 10,000.00
	Hughes Estate	\$ 72,410.00
	<b>Total:</b>	<b>\$ 132,410.00</b>
<b>Designated Funds</b>		
	Building Fund	\$ 5,000.00
	Flower Fund	
	Food Pantry	
	Music	
	Altar Guild	
	Rectors Fund	
	Memorial	
	Other restricted	
		<b>\$ 247,910.00</b>

## Treasurer Report February 5, 2023

### Budget 2023

<b>Expenditures</b>			
<b>Personnel</b>			
	Rector stipend	\$ 67,500.00	Assumes start date April 1 or later
	Rector car		
	Rector health insurance		
	Rector pension		
	Rector phone		
	Rector professional		
	Rector social security		
	Rector Housing & Utilities		
	Supply priest	\$ 15,000.00	
	Staff wages (2)	\$ 61,698.00	
	Staff social security	\$ 4,719.90	
	Staff pensions	\$ 3,084.90	
	Organist	\$ 10,440.00	
	Nursery/Sunday School	\$ 1,500.00	
	Payroll processing ADP	\$ 1,000.00	
	Service awards	\$ 2,000.00	
	Workers' Comp		
	Travel Reimbursements		
<b>Subtotal</b>			<b>\$ 166,942.80</b>



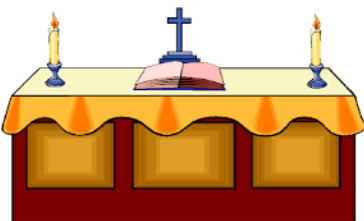
## Treasurer Report February 5, 2023

### **Budget 2023**

<b>Physical Plant</b>		
	Building main/repair	\$ 16,000.00
	Equipment main/repair	\$ 6,000.00
	Building security	\$ 700.00
	Building insurance	\$ 12,210.00
	Janitorial supplies	\$ 10,000.00
	Lawn maintenance	\$ 3,600.00
	Pest control	\$ 1,000.00
	Utilities	\$ 36,675.00
<b>Subtotal</b>		<b>\$ 86,185.00</b>
<b>Office</b>		
	Equipment leasing (copier)	\$ 6,900.00
	Office supplies	\$ 2,400.00
	Advertising	\$ 900.00
	Annual meeting	\$ 250.00
	Kitchen supplies	\$ 500.00
	Postage	\$ 900.00
	P.O Box	
	Communication	
<b>Subtotal</b>		<b>\$ 11,850.00</b>

Treasurer Report February 5, 2023  
**Budget 2023**

<b>Ministries</b>			
	Christian education (SS)		
	Celebrations		
	Adult classes (WBS)		
	Evangelism		
	ECW		
	Stewardship		
	St. Luke Parish Day		
	Food Pantry		
	Stewardship		
<b>Subtotal</b>			
<b>Overhead</b>			
	Assessment	\$ 22,410.00	
	Convention fees	\$ 500.00	
	Dues & Memberships	\$ 500.00	
	Oil/Gas taxes	\$ 4,000.00	
	Bank Charges	\$ 300.00	
	Financial Review (Ramsey)	\$ 1,500.00	
	Software	\$ 500.00	
<b>Subtotal</b>			<b>\$ 29,710.00</b>
<b>Worship</b>			
	Altar supplies	\$ 1,500.00	
	Music Choir	\$ 7,820.00	
	Flowers		
<b>Subtotal</b>			<b>\$ 9,320.00</b>
<b>Expenditures Total:</b>		<b>\$304,007.80</b>	



## St. Luke's Altar Guild Report February 5, 2023 (St. Monica's Guild)

St. Luke's Altar Guild exists to assist the clergy. During 2022, we had three different Interim Ministers, so we had to adapt to each one. We also started the year with only two Altar Guild teams, but thankfully had three teams by the end of the year.

Our main duties are setting the Altar\* for each service. We normally have two services on Sunday. \*(We bring out the clean Altar linens, as well as the clean and polished silver items). We make sure the candle sticks are filled with oil, set out the Missal on the Missal Stand, as well as the Gospel book. We also place the flowers on the Retable, change the number on the Hymn boards, as well as making sure the Hangings are the correct color. We make sure the Prayer table has new candles in the little cups. We are also responsible for the Priest's Stole and Girdle, and make sure the vestments are clean. There are other duties that we handle, but it's such a privilege to do our Lord's work.]

We make Palm crosses, and we decorate the Church with Easter Lilies (before Easter), and Poinsettias (before Christmas).

I wish to thank our newest members and everyone else (older members especially) who help us. If anyone else is interested in joining our Altar Guild, please contact the Church.

Mary Hooker, Directress



**427 West Woodard  
Denison, Texas 75020  
(903) 465 2653**

**St. Luke's Parish Day School: Where Faith and Education Meet.**

January 13, 2023

Dear St. Luke's Church Family,

St. Luke's School would like to thank each of you for your support and prayers, without such our school would not continue to thrive as it has for so many decades. We would like to update you on current events and happenings at our school.

As of the beginning of the Spring Semester, we have 52 students enrolled and 3 students pending for the semester. We have 3 Toddler classes, one of which opened this semester, and 2 Pre-K classes open, and we have plans for a K-2nd grade class during the Summer. We have 5 full time teachers, 3 full time aides, and 4 support staff members. Each teacher has worked toward or received their Child Development Associate certification or have obtained or working toward a degree in education.

Projects we have completed this school year include the duct work to improve the quality of our heating and air and our playground renovation. Our students have thoroughly enjoyed the new turf and equipment provided for them. These projects have been made possible through grants funded by the Episcopal Foundation of Dallas, Workforce Solutions - Texoma, and the Texas Workforce Commission. We are still looking to renovate our bathrooms to update them and accommodate our smaller students better.

We are thankful for your continued support and outreach. We are grateful to be part of such a wonderful ministry.

Sincerely,

Kiry Davis



## Sunday School Report February 5, 2023

Sunday school began in August of last year and we have had a great and fun time with the kids. On average, the most we have consistently has been five. Usually, the turnout is between 1 and 4. We've been able to do different lessons thanks to the help of the school who has provided us with their chapel curriculum as well as various crafts. Our crafts range from coloring sheets that go with our lessons for that week, pumpkin painting around Halloween time, Thanksgiving turkeys in November and paper snowflakes in December. Recently we have also made prayer jars. In February we will begin the decorating of the Sunday school bulletin board, as well as making Valentine's Day cards.

Noelia Conejo



## D.O.K Report February 5, 2023

Our chapter is not meeting regularly currently. However, we provide refreshments after the 10:30AM service when there are 5 Sundays in a month.

In addition, every few months, I ask members to mail me a list of persons who need our prayers. When I receive these, I combine them and email the list to our members. There is a blue box on the credenza at the back of the nave which has card for listing requests. These can be put in the offering plate or left in the box, and we will pick them up.

The form we use has several categories for prayers: for health and healing, help in aging, direction in God's will, for repose of the soul/s of and comfort for the family(ies) of the deceased (person's name), travel, peace and military safety, relationships, job and career situations, faith in Christ/spiritual growth, special concerns (which can cover many situations), and thanksgiving for prayers answered. If people need prayers in these categories, we will welcome your submissions.

DOK was organized in 1895 in New York City as an Order with a Rule of Life for prayer, service, and evangelism. Prior to membership, there is a required study course. Upon completion and initiation, members receive the unique cross of the order which is to be always worn.

Respectfully submitted,

Cynthia Gudgel, Secretary

## Interim Rector Report February 5, 2023

Dear Brothers and Sisters in Christ,

I am blessed to serve you as your interim-priest from June 2022. I thank Bishop George Sumner and the Vestry for giving me this opportunity to serve you. As I look back to my time here, I see numerous places where Jesus in all His faithfulness is at work in this parish through His Holy Spirit giving life; bringing healing, comfort, and peace to weary consciences; bearing fruit; and working faith in all of you. From the conversations that I have with you to the attendance I regularly see at our services and Bible studies to the way that I see us praying for one another and loving one another, all of it is a sign of Jesus's faithfulness to us to be present among us and bear fruit through us. For that we owe Him much thanks and praise! And I have no doubt that He will continue to keep and uphold us as a church family in this year as well.

Beyond this, we have also seen the blessing of new members. I did Catechism classes for those who were preparing for their confirmation. It is such a blessing to have all your new folks join us in worshipping our Lord! Welcome to the family of St. Luke's.

We have a great group of individuals committed to loving and serving the Parish School and food pantry and Mana Meal. Many have been blessed by these ministries. I thank God for the dedicated work of the Choir, Sunday School, Altar Guild, DOK, LEMs, Acolytes, Ushers, WBS and all those who have chipped in to fill in the gaps and those who help behind the curtain.

We have a very dedicated Vestry who has worked hard this past year to keep us financially solvent, to be good stewards of the resources God has entrusted to us, and to work to bring better overall organization to our common life as a church.

Now, this is not to say that we don't have our challenges to face in the coming year. Much like every other church, we do. The two big ones, of course, are finances and younger members. Being a totally self-sufficient church- we receive no financial support from the Diocese or the Episcopal Church; all our finances come from your giving – we are always reliant on your generosity and faithfulness to keep this church operational, so that we can continue to share the Good News and to love and serve our neighbors.

That said, I would encourage all of you to keep up your financial commitments to the church in the coming year. If you have not pledged for this year, you can still do so. Your continued giving should ensure that we are able to keep moving ahead with our calling as a parish.

As for younger members, it is important to recognize that we live in a post-Christian culture today. What this means is that fewer young people are interested in church. Many have never grown up in church and have no sense of what church is about, except that they have some vague ideas that tell them it's just a place of rules and regulations. Of course, that is not the case. The Church is about proclaiming the love and forgiveness of God in Jesus Christ and His Kingdom of grace and mercy.

That being said, what can we do to get it across to those people. Find ways to get outside our walls and engage with people. As we engage with people and get to know and love other people, then we'll have genuine opportunities to share the hope that is in us and to invite them to join us at church. Then, when we do invite these new friends to church, it won't be for "Christianized" versions of what passes for entertainment in the world around us, but for a Gospel message filled with joy and hope, and for a worship service that has deep roots, substance, and history in the liturgical and Christ-centered worship of the one holy, catholic, and apostolic Church.

So, all of this is to say that for 2023, I'd like us, as a church, to think of creative ways to get outside our walls and engage with our neighbors and friends. What are some different ways that we can love and serve them in Jesus's name? What are some ways that we can connect with those who are sick, struggling, and hurting? What are some ways that we can share the love of Jesus with neighbors? I would ask you to please pray about this and make it a mission this coming year.

Let me conclude by thanking you for your love and support for me and for my family, and for your patience and understanding as I serve as your Interim Rector.

It is always my great joy and privilege to proclaim the Gospel to you and to see God at work in and through you. For that, I give Him all thanks and praise! Amen.

Rev. Dr. George Joseph  
Interim Rector



# Choir Report February 5, 2023

## OVERVIEW

In this report, we will cover: the goals of the music program and how we can get there, completed projects, and a set of bylaws for the resurrection of our choir.

## GOALS

1. Increased usage of music in each service to accommodate worship a. We've added quite a bit of music to the service this year, but there's always room for more. Whether it be in the form of chant, service music, or bell usage - the music program is slowly but surely adding to the congregation's repertoire.
2. Filling the choir for the glory of God a. Starting the choir was a great milestone, but there is more work to do. By encouraging the congregation to sing, we are already increasing membership. We make joining easy: just show up for rehearsal at 9:30, some etiquette is explained, and we get them in some robes. All voices are welcome.
3. Higher quality of choral performance to enhance worship a. Awareness of the muscles used to sing is at the center of vocal performance and the choir is constantly educated on proper singing technique and safe practice. We rehearse using many different pedagogical approaches, from call and response to immediate repetition.
4. Join the Episcopal church in music-centered liturgical services a. We hope to add more anthems beginning in the Easter season and begin celebrating the Easter Vigil fully next year. We're also beginning to explore the beginnings of Change Ringing and Anglican Chant.

## **MILESTONES**

### **Restarting the Choir Program**

The choir restarted in July of 2022 to great success. With the help of musically inclined congregants, the former choir director, and the vestry we began the rebirth of singing in this parish. The choir room was beautifully redone, cleaned, and made ready for use.

### **More Ordinary Music**

This year we have added to the congregation's repertoire. With support from the choir, we were able to support the addition of the Kyrie, Agnus Dei, some Chanting of Preces and Responses, Canticles, and several new hymns from our hymnal.

### **Addition of New Liturgy**

For the Glory of God, we began our celebration of Christmas with the celebration of 9 Lessons and Carols. This was a huge step for our choral program.

### **New Fundraising Opportunity**

To secure more funding for the Church and to begin a new musical tradition, we started the Annual Christmas Fundraiser. The lineup consisted of three professional musicians from the DFW.