



Grace Episcopal Church 2022 Annual Meeting January 16, 2022

Immediately following our In-Person & Zoom Service

2021 Annual Report

AGENDA

1. Call to Order

- a) Opening Prayer

Say together: “Almighty and ever-living God, source of all wisdom and understanding, be present with those who take counsel in Grace Church, for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. Amen.

2. Minutes

3. Wardens’ Report

4. Finance Report

5. Other Reports – Please find the written reports included in this packet or as available handouts.

6. Open question/answer time

7. Adjournment

Closing Prayer and Blessing:

Say Together: Almighty and ever-living God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life, and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. Amen.

Priest: and the Blessing of God Almighty: Father, Son and Holy Spirit be with you and remain with you always.

Deacon: Let us go forth in the name of Christ!

People: Thanks be to God!

PARISH STATISTICS 2021

Baptisms – 7

Remi P. Berube
Lillian Joy Fink
Sadie James Fink
Natalie Marie LaClair
Crew L. Langille
Noah C. Maczynski
Faith J. Marchegiani

Confirmations – 0

Received - 0

New Members - 0

Transferred

Marriages - 0

Funerals - 5

Paul J. Cassarino
Bruce R. Chamberlain, Sr.
Harold R. “Red” Johnson
Lorraine Minch
Florence Ramsey

GRACE EPISCOPAL CHURCH

2021 ANNUAL MEETING

Minutes – January 17, 2021

1. Call to Order

The 2021 Annual Meeting of Grace Episcopal Church in Windsor, Connecticut, was called to Order at 11:50 a.m. by the Reverend Harry (Chip) Elliot, III. Because of the Pandemic, the meeting was held via Zoom.

2. Minutes

A motion was made by Bob Keating to accept the Minutes of the 2020 Annual Meeting as written. The motion was seconded, and it passed unanimously.

3. Wardens' Reports

Senior Warden Ian Rickard

Senior Warden Ian Rickard noted that this has been an unusual and difficult year for the Church due to the pandemic forcing the closure of the Church on March 8th. He stated that despite the closing, the parish has continued to be strong and will remain strong whenever we reopen. Ian thanked Father Chip for all that he has done over the past year to keep the congregation together. He also thanked Father Chip for his ministry of Chip's Chocolates and the volunteers who distributed the candies. Ian noted all of the ministries that have continued due to the hard work of Father Chip and many faithful volunteers. Ian also thanked Junior Warden Deb Hutchinson for her work keeping various ministries running during the pandemic. Ian also heartily thanked the parish families who have kept their pledges current despite the Church not being open. This has made it possible for the Church to pay bills and remain healthy financially.

Ian noted that he still mourned the closing of the Red Door at Grace Food Pantry. He thanked all of the faithful volunteers who kept the Pantry going and noted that the success of the Pantry highlighted the need for a food source in our area. He stated that when the Church opens, we should work hard to set up a new outreach program that supports the food needs of Windsor.

Ian stated that large decisions are in the near future regarding supporting the Church buildings. Decisions about the slate roofs on the Tuttle House and Church and the accessibility of the Church need to be made. He is looking forward to vigorous discussions on these topics next year.

Ian stated that he hopes we will be able to worship together in the Church during the fourth quarter of next year. He concluded his remarks by wishing the Church the best in the coming year.

Junior Warden Deb Hutchinson

Junior Warden Deb Hutchinson stated that she has been mourning the loss of the Food Pantry as well. She is happy that we belong to a Church still committed to staying open and active.

4. Finance Report

Treasurer Larry Young

Treasurer Larry Young stated that, like for all of us, the year 2020 has been an unusual one for our Church. The good news is that, overall, the Operating Fund performance of the Church was better than budgeted. Larry went on to note some operating highlights/changes from the past year:

- The Veteran's Housing Fund was terminated, and the residual fund was merged into the General Fund. For budgeting purposes, a budget is no longer set for the Rector's Discretionary Fund or the Red Door Food Pantry Fund. Both were deemed to be self-supporting and not conducive to budgeting.
- Due to the pandemic, we fell short of budget on many revenue items, including Altar Flowers, Loose Plate and Rental Income. However, these shortfalls were exceeded by a strong performance in Parishioner Support line items. Parishioner Contributions exceeded budget by \$6,409 and Prior Year Pledges received in 2020 was \$3,795 over expectations. Total operating revenues fell short of budget by slightly under \$1,000.
- The Church saw several significant variances against budget on the expense side. The majority of them were the direct result of the Church being closed.

In 2020, all of the Church staff continued to be paid their full rates. Some of this expense will be recovered through a 'forgivable' SBA Payroll Protection Program (PPP) loan. In May, we received a PPP loan in the amount of \$16,430. The application to have this loan forgiven has been filed with the SBA and Larry fully expects the loan to be forgiven in 2021. He stated we will be applying for a second 'loan' in 2021. Personnel Expense was \$2,310 under budget.

Nearly all of the Occupancy Expense line items were under budget in 2020 as a direct result of the closure. Utilities expenses ended the year \$5,690 under budget and Maintenance was under budget by \$7,151.

Overall, Other Operating Expense was over budget by \$570 for the year. Administration and Office Expense was over budget by \$4,251 as a result of having to replace Fr. Chip's home computer that was needed to provide the Zoom services during the closure. Ministry expenses were under budget by \$2,900.

Larry stated that looking ahead to 2021, he expects the financial performance to be unpredictable. On the positive side, he noted that a potential operating deficit that was approaching \$17,000 will likely be offset by the forgiveness of the PPP loan.

Father Chip thanked Larry for his continued faithful and diligent work on behalf of Grace Church.

5. Other Reports

Father Chip reminded everyone to read all of the reports in the Annual Report that was sent out via email.

6. Open Questions/Answers

- A question was asked regarding the nature of the Fund-It program. Father Chip explained its purpose.
- Carol Devine stated that her cousin John Wyse, who had been on the Prayer List, had passed away. Father Chip said a prayer for Mr. Wyse.
- Deacon Denise stated that she had neglected to thank Carol Flanagan in her report. Carol was instrumental in taking donations and bringing shopping cards to the Windsor Food Bank and for making masks. Deacon Denise also thanked Tom Woodruff for his continued volunteering in support of the outreach programs at Grace. She also thanked Margaret Shields for her work at the South Park Inn. Connie Hegarty, Miriam Rogers, and Marcia Hinckley were also thanked for delivering pledge envelopes.
- Carol Flanagan stated that while she has stopped announcing Fund-It gift cards, she is informally continuing to give them out to people at her home. She has a bag on her front door for checks and cards. She also noted that the Food Bank was incredibly grateful for the donations from Grace Church.
- Father Chip stated that updated copies of reports will be sent out via email.
-

7. Adjournment

A motion was made at 12:45 p.m. to adjourn the 2021 Annual Meeting. The motion was seconded and carried.

Closing Prayer and Blessing

Father Chip led the congregation in reciting the Closing Prayer and he gave his blessing to all.

JoAnne McLeod, Clerk

Rector's 2021 Annual Letter

Greetings and Salutations!

May the peace of our Lord Jesus Christ fill you with all hope and love this coming year.

What can I say about 2021? It was a truly strange year. We were closed for most of the year but had nightly Zoom Compline services and then a Zoom Morning Prayer service every Sunday. These services developed a strong community of members from not only Grace, but from across the country, and in many instances, international! It was a “glue” that held us together during the ongoing horrid Covid-19 pandemic.

We opened back up in September but sadly I was not able to be with my beloved Family of Grace. Since I had taken no time off in 2020 and no time off until September 2021, I asked the Vestry if I could have 4 days off around Labor Day. This was granted and I went on a motorcycle trip with my Masonic Riding Association called “The Widows Sons.” On the very first day, September 1st, after driving through the hurricane and making it to Sandusky, Ohio, upon pulling into the parking lot, we didn’t notice an oil patch in the parking lot. Because of that oil slick I and another brother as well, dropped our motorcycles. Mine landed on my left foot and broke it. I couldn’t get to a doctor until the day after Labor Day and they told me it was in fact broken and broken badly. I was put in a walking boot and as of this writing my foot is about 80% healed. Yet I give thanks to God in all things, even suffering through a broken foot.

Sadly, 2020 brought the closing of the Red Door of Grace Food Pantry. So many people worked so hard to make this a reality. We were distributing over 10,000 pounds of food every month, and don’t forget, we were only open for 2 ½ hours every Wednesday. The pantry fell victim to severe political pressure to close combined with the Covid-19 Pandemic. We did everything we could to please the “powers that be” but whatever we did was not enough. It is so sad that such a needed, essential ministry was defeated by a few upset people and the pandemic. I give thanks to everyone who ran the pantry and who volunteered.

This past year (2021) was difficult for all of us. We lost beloved members of our Grace Church Family. Some moved and others went to join the great throng of Saints Triumphant. Yet the Family of Grace kept up with their pledges, came back to church when it opened, pitched in to help clean and spruce up the church and warmly greeted the other family members they hadn’t seen in so long. Operation Santa was a huge success once again. Our choir slowly returned. So much to give thanks to God for!

What a year! Now we turn our focus to the year 2022. I do have some concerns:

- Our volunteerism is down. We need ushers, and acolytes.
- Our pledging is way down. I don't know the cause, but it is worrisome if it is the beginning of a trend.
- Our building is old, and we desperately need a new roof and handicap access and a better handicap accessible bathroom.
- We need a better system to stream our services

Those are my main concerns. Yet the Grace Church Family and I continue to give thanks to God our Creator through Jesus Christ! In the good times and in the bad, we praise our Lord and keep Him ever before us. With the cross of Jesus leading the way, we will never fail.

God's blessings for a happy and healthy New Year.

Faithfully in Christ,

Fr. Chipt

January 16, 2022

Senior Warden's Report for 2021

2021 was a challenging year for our country and likewise for Grace Church. After being closed for over a year, we finally re-opened the Church in September. Despite social distancing, masks and the pre-packaged hosts the re-start has been a success. We are grateful for the dedication of Dave Stender and Marcie Hinckley (our “engineers”) who have ensured that those members of the congregation who are not yet ready to meet in person can participate in the service via Zoom.

Thanks to Connie Hegarty, we completed a very successful Stewardship campaign. (See the Stewardship report).

Many of our programs have been inactive because of the pandemic. As usual, many volunteers have been relied upon to keep programs active and to provide the services needed by the Church and the parish. In particular, I would like to thank the acolytes, the altar guild who prepare church for our weekly services as well as preparing the church in the event of weddings and funerals. Our thanks go to Carol Flanigan for her Fund-it program that helps us fund the daily activities of the Church. I would like to thank the Episcopal Churchwomen whose fundraising activities provide funding for the Rector’s Discretionary Fund and many outreach activities that would otherwise go unfunded. As our programs return, we will need new volunteers to rally to the call, whether it is to rake leaves, man the coffee hour, cook food, or any one of outreach activities.

I urge every one of you to get involved and volunteer in 2022 for one or more of the programs supported by Grace Church.

I would also like to thank the Junior Warden, Debbie Hutchinson for her hard work and support during 2021 and during the entire time she has been Junior Warden.

My thanks also go to all parishioners who provided me with support during the past year. I believe we continue to be strong as a parish going forward into 2022.

Finally, my many thanks to Fr. Chip for all the many gifts you have brought to Grace Church. Thank you, Chip!!

God Bless you all,

Ian Rickard, Senior Warden

ACOLYTE GUILD - 2021 Annual Report

Due to the COVID-19 Pandemic and the shut down of in-person services at Grace Church until October 3, 2021, the services of our acolytes weren't needed until Sunday, October 3, 2021 when in-person services resumed. Since then, only acolytes that have received the COVID vaccine can be on the altar.

Presently we have six acolytes who are eligible to serve:

Porter Hutchinson

Ty Hutchinson

Gabby Hutchinson

Shannon Kelly

Karen LaClair

Chuck Drake

As more of our youth meet the eligibility requirements, we will arrange for a training session for all who are interested in serving.

Thank you to all our acolytes for their service to Grace Church.

Karen LaClair

Acolyte Director

January 2021

Waler@comcast.net

Grace Episcopal Church Altar Guild Annual Report

Annual Meeting, 2022

Becoming the directress of the Altar Guild is an honor and weighty responsibility. For years, the Altar Guild has run like a well-oiled machine thanks to wonderful volunteers who have been led by the dedicated, meticulous, knowledgeable and extremely patient Jan Lawlor. The fact that our altar always looks absolutely lovely every Sunday and for every Church event and season is due, in no small part, to Jan. This year, Jan decided to step down as our directress and she handed the reins over to me....a scary thought indeed! Thank goodness she is staying on as a member of our happy little group and I am counting on her knowledge and guidance to help maintain the high bar she has set. Thank you, Jan!!

Jean Keating decided to retire from the Altar Guild this year. Many thanks to Jean for her devotion to Grace and to her work on the altar.

With no services to prepare for until this past September, we all got a little rusty setting up for services. However, we're an experienced group and got back up to speed in no time. Changes have been made to our Communion service, but we are all adapting well. We are just happy to have in-person services again.

The Altar Guild is not a select group of people and we gladly welcome new members. The time commitment is not great, and we are happy to do "on the job training." It is a wonderful way to serve the Church and the feeling of satisfaction in being an integral part of our Church is immeasurable. If you have considered volunteering at Grace, please consider joining the Altar Guild....we would love to have you!

Finally, I would like to take this moment to heartily thank my fellow members of the Altar Guild. What a faithful and fun-loving group they are:

Andrea Anderson

Jane Cimbak

Sandy Hastings

Allison Kelly

Jan Lawlor

Pat Loucks

Linda Rickard

Jane Senk

Amy Weirs Smith

Karen Tiemann

Carol Yeomans

Respectfully submitted,

JoAnne McLeod, Directress

Grace Archives Committee

This new committee was formed in the Fall of 2021.

Purpose: To preserve and protect Grace Church's historical archive material such as photos, record books, documents, and Altar Guild items. The treasures in our care will need to be evaluated, inventoried, organized, digitized, and stored correctly.

Steps the committee has taken up to this point

- We did a broad assessment of the archival material stored in the LPH closet and Dungeon.
- Identified Grace Broad Brook material and boxes. Susan Burgdorf will begin going through these items.
- Invited Michelle Tom from the Windsor Historical Society to view some of the material and discuss what the WHS may be interested in through donation or sharing digital copies.
- Invited Greg Farr, the Archivist/Record Manager for the Episcopal Diocese, to view some of the material and discuss where to begin, priorities, and best practices going forward.
- Reached out to the Strategic Planning and Buildings and Grounds committees to begin a discussion on if it is realistic to create permanent archival space at Grace Church.

Summary

Greg Farr and Michelle Tom have been a tremendous help in helping us get focused on what we are trying to accomplish with this project. The number one decision we need to make is whether we donate our historical materials or keep them here at Grace. After showing Greg Farr where our materials are currently being stored, he suggested that our first priority should be **Preservation**. Conditions in the LPH closet are not safe for historical material, especially with overhead water pipes throughout the space. Michelle Tom agreed.

Michelle Tom expressed that the WHS would be interested in several things in our collection, or even digital copies of them. She said if we donated an extensive collection, we could set terms on what researchers could access. Donating to the WHS would ensure proper preservation and storage of our material.

Greg Farr supported the idea of us donating items to WHS if we wished to do that, but he also encouraged us to consider creating a permanent and safe archival space at Grace Church. Parish books for baptisms, confirmations, and marriages, especially, should be kept at Grace for easy access and should be a priority to **Digitize and Backed-up in the Cloud**. The Diocese has no room to accept these kinds of items from parishes.

Respectively submitted,
Jenny Hawran
Chair

Christian Education 2021 Annual Report

January 2022

Greetings to all with wishes for continued good health and productive days.

Our dreams for spring/summer 2021 are real. If allowed, perhaps a picnic, socially distanced games, cleanup around the Tuttle House, starting a garden...ANYTHING to bring our children together. We are, first and foremost, the family of Grace. Coming together, becoming reacquainted, sharing stories, worries and triumphs will be the best way for us to celebrate our Lord.

The above italicized passage is how I ended the 2020 annual report to the congregation. Little did we know, a full calendar year later, Sunday School would still be in hiatus. With the elevated number of covid cases in the general population, vaccinated, boosted or not and a renewed need for space to socially distance, classes will remain on hold. SO...I repeat...

Our dreams for spring/summer **2022** are real. If allowed, perhaps a picnic, socially distanced games, cleanup around the Tuttle House, starting a garden...ANYTHING to bring our children together. We are, first and foremost, the family of Grace. Coming together, becoming reacquainted, sharing stories, worries and triumphs will be the best way for us to celebrate our Lord.

Respectfully submitted,

Lynn Rhodes

EPISCOPAL CHURCHWOMEN ANNUAL REPORT

2021

This year, due to Covid 19, the ECW Spring and Fall rummage sales and Holiday bake sale were not held. We did sponsor Quiet Day with Fr. Chip as our spiritual leader in February. All other activities were cancelled for the rest of the year.

We were able to contribute monies toward the Rectors Discretionary Fund, Windsor Food and Fuel Bank, Seamen's Institute, Bishops Fund, Food Share, and Food for the Poor, as well as our annual Easter and Christmas gifts.

We also gave monies towards the Tuttle House clean up, bought 5 prayer shawls from the Little Black Dress, and a LG Smart TV for the Sunday School. Finally, we gave \$200 Fundit gift cards to be used where needed, and 4 Christmas wreaths for the church front doors.

My hope is that 2021 will see all women (and men) of Grace Church come together for a full and busy year.

Respectfully submitted,

Joanne Roach

ECW President

EPISCOPAL CHURCH (E.C.W.) FINANCIAL REPORT

FOR 2021

EPISCOPAL CHURCH (E.C.W.) FINANCIAL REPORT FOR YEAR 2021

CHECKING ACCOUNT

OPENING BALANCE 1335.33

BANK DEPOSITS FOR YR.2021

FEB.16TH	2,000.00	
OCT.9TH	3,992.25	
TOTAL DEPOSIT	<u>5,992.25</u>	

EXPENDITURE FOR YR. 2021

CH.#162 XMAS GIFT	300.00	
CH.#163 CAMP WASHINGTON	50.00	
CH.#164 XMAS WREATHS	119.80	
MONTHLY SERVICE CHARGE	23.90	
CH.#165 DISCRETIONARY FUND	200.00	
CH.#166 EASTER GIFT	300.00	
CH.#168 FOOD FOR THE POOR	20.00	
CH.#169 DISCRETIONARY FUND	200.00	
CH.#170 CHURCH REFRESHMENTS	25.00	
CH.#171 CASH FOR RUMMAGE SALE	117.00	
CH.#172 WINDSOR FOOD & FUEL BANK	100.00	
CH.#173 FOOD FOR THE POOR	25.00	
CH.#174 CONNECTICUT FOOD SHARE	25.00	
CH.#175 CONNECTICUT FOOD SHARE	25.00	
CH.#176 CAMP WASHINGTON	50.00	
CH.#178 XMAS GIFT	300.00	
TOTAL EXPENDITURE	<u>1880.70</u>	4111.55
CHECKING ACCOUNT BALANCE FOR FINANCIAL YR.2021		<u>5448.88</u>

SAVINGS ACCOUNT FOR FINANCIAL YR,2021

OPENING BALANCE	8330.69	
ANNUAL INTEREST	0.98	
WITHDRAWAL	<u>2000.00</u>	
CLOSING BALANCE		<u>6331.37</u>

Treasurer for the Episcopal Church Women
Rose A Phillips



Our FUNDiT Gift Card Program in 2021

The FUNDiT gift card fundraising program started off as always, with our weekly offerings at coffee hour for parishioners' grocery, gas and gift shopping needs. The pandemic really changed our business model in a hurry! In an instant, the cards were no longer easy to provide to parishioners, and the whole program looked to be on hold for a while.

As the pandemic began to cause major upheaval in the lives of so many, it became clear that the Windsor Food and Fuel Bank was becoming overwhelmed with requests, many from people who had never been uncertain about obtaining food for their family before. The Food Bank's ability to collect food donations was also complicated by the pandemic. What they needed most were grocery gift cards. Well, that was something we could help with! So we decided to do a gift card donation drive to benefit the food bank and the parishioners at Grace Church responded so generously! **We were able to provide Windsor Food and Fuel with \$2175 in grocery gift cards in April and followed that with \$650 in grocery cards in May, \$450 more cards in June, and by the end of the year another \$400 in gift cards!** The directors at the Food Bank want to express their profound gratitude for our efforts to help so many in the community.

Even though Christmas looked a little different this year, our gift card order form was made available via email and no-contact pickup made at Carol's door (and by Bonnie graciously delivering to Broad Brook for me!) so FUNDiT generated \$2500 for the Grace Church General Fund as expected. Back in March, it didn't look like that outcome would be possible, so thank you to all who made the extra effort to buy gift cards and made donations this year!

Respectfully submitted,

Carol Flanagan

FUNDiT Gift Card Program

Grace Episcopal Pastoral Care Committee Annual Report

Annual Meeting, January 2022

For many years, Muff Fowler has been the face of our pastoral care committee. She has organized birthday and sympathy card deliveries for parishioners, planned blood drives, made countless pastoral care visits and calls, organized meals for folks who need them, greeted visitors to the parish and accomplished countless other tasks too numerous to mention effortlessly and behind the scenes. Muff has decided to step down from her position as head of the committee but, thank goodness, she still has her finger on the pulse of Grace Church. We thank her heartily for her dedicated service to Grace Church and to all of us. Her shoes will be big ones to fill!

The pandemic has caused the Pastoral Care Committee to curtail most of its activities. However, meals are still being made for parishioners who need them and for that we are grateful. Birthday cards continue to be faithfully sent by a group of volunteers. This is a fitting place to thank them for their service. They are:

Mary Kelling

Miriam Rogers

Jane Senk

Jean Keating

Ruth Kuziak

Pat Loucks

Deborah Jones

Katrina Woodhouse

Ruth Jefferis

Ellen Eldridge

Respectfully submitted,

Joanne McLeod

PLANNED GIVING REPORT FOR YEAR 2021

The Planned Giving Committee has not been active during the Pandemic as energies and functions have been focused elsewhere during this difficult time. We plan to start back up with a forward plan to educate and encourage parishioners about the benefits of providing for future generations of our church, as those who have gone before us have done for us.

We would like to take this opportunity to remind each of you to remember Grace Episcopal Church in your financial planning by providing legacy gifts for the future through your Will or Estate Planning.

We also accept current gifts, which some members have contributed when they receive a lump sum amount such as a tax refund, a bonus, an inheritance, a gain from sale of property or investments, etc. Any and all donations of this type are an opportunity to provide for the future needs of the church while you are still living.

If you have any questions regarding options for giving and how to direct the donation, you may contact Katrina Woodhouse or other members of the committee.

Your Planned Giving Committee

Katrina Woodhouse, Chair

Larry Young, Treasurer

Fr Chip Elliott

Sam Hinckley

Linda Rickard

Paul Senk

Paul Woodhouse

STEWARDSHIP Annual Report

2021 Annual Campaign

We are here to give back freely what was first given to us.

For the 2021 campaign we received 88 pledges, for a total of \$216,190.00. We were grateful for the additional income after Grace Church Broad Brook joined us. Of that total pledged, \$187,448.52 was received. Several members died last year and others moved out of state. Another factor is that some members paid their whole pledge in advance, so that \$10,650.00 had to be reported as 2020 income.

With the challenges brought on by the pandemic, and the fact that we had not met in person for about 21 months, we expected to see fewer and smaller pledges for 2022. But as of January 9, 2022, we received 79 pledges, for a total of \$200,065.40. Also, 9 members have not yet declared a pledge for 2022.

Breakdown for 2022 pledges: New pledges: 3; Increased: 23; Same: 42; Decreased: 10. Median pledge: \$2,000 (half were higher, half were lower)

It was a tribute to our Grace Family that you contributed to your church again with a generous spirit, despite economic challenges. With your gift, Grace can maintain its properties, pay salaries, utilities, etc. and still continue its outreach. We also did not collect rent from several groups who had used our facilities and who did not meet in person for so many months. Thank you for all your sacrifices to keep alive who we are and want to continue to grow spiritually, even if not in person.

I want to thank Miriam Rogers for sharing the load as Co-Chair for several years. We want to thank Tony Serino for his valuable design assistance for our new pledge card. Miriam has decided to end this ministry as of January, 2022; I will miss her cheerful, practical discernment and her eagerness to help. Thankfully, John Carpenter has just agreed to take on the role of Co-Chair, for which I am very grateful.

Faithfully,

Connie Hegarty
Stewardship Chair

Strategic Planning Committee Report 2021

for the

Annual Meeting January 16, 2022

The Strategic Planning Committee as created by the Vestry consists of the following members:

Larry Young: Lawrence.young@comcast.net

Max Kuziak: maxkuziak@comcast.net

Bill “Harvey” Harvey: harvey311ngr@gmail.com

Marcia Hinckley: md3hinckley@gmail.com

John Devine: jhdevine@cox.net

Steve Bethke: sqbethke@sbcglobal.net

Deb Hutchinson: dhutchinson04@gmail.com

Robert Dynak: rdynak@cox.net

Ken Roach, Chair: kiingsman18@aol.com

The Genesis of the Strategic Planning Committee (SPC) was in response to the Parish Retreat in which six Goals were developed by the participants for Grace Church Windsor to consider. The Retreat was held September 29, 2018, and facilitated by Lorraine LaVigne, RSM, LMFT.

As the Vestry considered how to proceed with the action items, the concept of a committee to address these goals was suggested. The Vestry then chose to establish a Strategic Planning Committee to look into the future with an eye toward both Mission & Ministry and Building & Grounds.

As the Vestry considered the makeup of this new committee, the merger of Grace Church Broad Brook and Grace Church Windsor matured. So, when the committee was established and authorized by Vestry vote as an independent committee to operate as such. It incorporated members from both Parishes.

Deb Hutchinson is serving as the Chair of the Mission and Ministry Subcommittee and Marcy Hinckley is serving as the Chair of the Building and Grounds Subcommittee.

The ongoing Pandemic has slowed the work of the Committee and its constituent subcommittees. The Building and Grounds Committee has been able to meet virtually and with some members meeting in person to continue its important work. The Building and Grounds Subcommittee Report *is attached* and incorporated in this report.

The SPC has not met during the past year but will meet in the new year as the Building and Grounds Subcommittee advances its' recommendations, and the Mission and Ministry Subcommittee is able to begin its' important work once again.

Respectfully Submitted,

/s/

Kenneth D. Roach
Chair, Strategic Planning Committee

BUILDING AND GROUNDS SUBCOMMITTEE

OF

STRATEGIC PLANNING COMMITTEE REPORT

FOR ANNUAL REPORT

The Building and Grounds Subcommittee of the Strategic Planning Committee (B&G-SPC) is made up of the following people:

Wendy Beebe, Chuck Drake, Carol and John Devine, Paul Girard, Bill “Harvey” Harvey, Dave Stender, John Witham, Katrina Woodhouse, Marcia Hinckley, chairperson. Ex officio: Ken Roach, chairperson of Strategic Planning Committee; Ian Rickard, Sr. Warden, Debbie Hutchinson, Jr. Warden; Fr. Chip Elliott, Rector. Paul Senk has been kind to serve as a consultant, especially regarding accessibility, and to attend some of our meetings.

The committee began meeting November 24, 2019, had several in-person meetings in the beginning of 2020 before the pandemic. Before we had to shut down, Katrina Woodhouse and Dave Stender did a masterful job of interviewing relevant parishioners about their use of space in the buildings and what needs and desires they had for the future. Their report has helped guide us in our discussions.

Because of the pandemic, the committee did not re-meet until they did so by Zoom in September 2021 and have been meeting monthly since. During the hiatus, we were able, with vestry approval, to retain James Vance and Associates, Architect, to conduct a condition assessment of the church and Tuttle House (to update the ones done in 2010) as well as an accessibility study of both buildings. We also obtained a cost estimate for the ideas in Mr. Vance’s accessibility study and for replacement of the buildings’ roofs (Half the Tuttle House roof was replaced several years ago.)

Because the condition assessment made clear the poor condition of our roofs and some of the windows, and because there was active leaking into the church and exfoliating of interior plaster, we recommended repair work to the church roof. The vestry approved the recommendations: Eagle Rivet Roof Services did repairs to the church roof, some of the dormer windows, and significant repair and repainting of the altar windows.

The committee has acknowledged that replacing the roofs is a high order of priority, since the repairs only buy us limited time. The committee has also been wrestling with the accessibility challenges and allocation of space within the buildings. Recently, it was brought to our attention by Jenny Hawran, who has formed a new committee, that we need to plan for our archives and create a functional space for storing and using them.

We are getting closer to being able to make recommendations to the full Strategic Planning Committee, who will review them and decide what to recommend to the vestry.

I want to thank everyone on the committee. They have not been willing to leave any stone unturned in their thorough assessing and consideration of all options. Even during the pandemic, their brains have been pondering what is best for Grace Episcopal Church's buildings and our life in those buildings. It has been an excellent and engaged committee, dedicated to assessing the condition of our buildings, how the space in them is used, and determining recommendations for action.

/s/

Marcia Hinckley
Chair, Building and Grounds Subcommittee

Grace Episcopal Church
2021 Treasurer's Report
Annual Meeting – January 16, 2022

Dear Fellow Parishioners,

To say the least, the past year, like 2020, was a challenging year financially, due almost entirely to the ongoing Covid pandemic and the resulting disruption to normal church activities. A number of important revenue items were down due to the full, and later partial shutdown. On the expense side, we did experience some cost savings, however several of our larger annual expenses, namely Personnel (52% of budget), Utilities (12% of budget) and Diocesan Obligations (10% of budget), remained at or near their pre-Covid levels. Additionally, the forgiveness of our \$16,000 Payroll Protection Plan loan has not yet been formally communicated to us, therefore this anticipated revenue item was not recognized in 2021. Together, these events resulted in an operating loss of slightly more than \$9,000. Going into the year, we did have an accumulated operating excess of \$38,000, so we were able to absorb the loss without having to take any extraordinary measures.

Operating Highlights:

Revenues: Virtually all revenue line items were down from 2020 and many were well below their pre-Covid levels. Notably, we had decreases in the following:

	<u>2021 vs. 2020</u>	<u>2021 vs. 2019</u>
Parishioner Contributions (pledged and non-pledged)	\$ (11, 143)	\$ 18,322 (1)
Loose Plate	(619)	(2,571)
Special Services (Holy Days)	(132)	(1,660)
Rental Income	(395)	(8,430) (2)
Support from ECW and Fundit	(1,975)	(2,075)

(1) Increase from 2019 to 2021 reflects Grace Broad Brook merger

(2) 2019 Rental Income includes Tuttle House Veteran Housing

Expenses: On the expense side we see a mixture of cost reductions on line items directly impacted by reduced church operations, along with expenses that were not directly impacted by the Covid shut down. However, most of these savings were offset by increases in Personnel and Diocesan Obligations.

	<u>2021 vs. 2020</u>	<u>2021 vs. 2019</u>
Personnel Expense	\$ 9, 265	\$ 27,764
Utilities	(2,221)	(7,643)
Maintenance	(866)	(6,360)
Admin and Office	(4,170)	(7,772)
Ministry	(10,556)	(6,091)
Diocesan Obligation	10,980	2,244

Outlook: Looking forward to 2022, while our budget process is not yet complete, it certainly does appear that the upcoming year will again be challenging. Revenues are likely to be near or even below 2021, while expenses will likely increase due to higher utility and commodity prices.

As always, feel free to contact me if you have and questions.

Faithfully,

Larry Young, Treasurer

Fund Balance Analysis and Cash Reconciliation - December 2021

	Year-To-Date				
	Tuttle Unrestricted Fund	Building Fund	Discretionary Fund	Food Pantry Fund	Operating Fund
Prior Year Ending Fund Balances	483,382.05	12,399.85	2,973.72	4,288.26	38,131.13
Prior Period Adjustments					541,175.01
Adjusted Fund Balances	483,382.05	12,399.85	2,973.72	4,288.26	38,131.13
Year-To-Date Activity (Accrual)					
Revenues	820.69	10,045.32	8,720.00	375.18	212,483.98
Expenditures	(23,873.59)		(6,750.00)	(1,175.00)	(221,543.14)
Net Income	(23,052.90)	10,045.32	1,970.00	(799.82)	(9,059.16)
Fund Balances at End of Month	460,329.15	22,445.17	4,943.72	3,488.44	29,071.97
Cash Balance Reconciliation					520,278.45
General Fund Checking					51,702.40
Savings Acct (Building Fund)		22,445.17			22,445.17
Discretionary Fund Checking			4,943.72		4,943.72
Money Market Acct (Tuttle Fund)	460,329.15				460,329.15
Food Pantry Checking				4,488.44	4,488.44
Total Cash	460,329.15	22,445.17	4,943.72	4,488.44	51,702.40
Intra Account Transfers Pending	0.00	0.00	0.00	0.00	0.00
Less: Current Liabilities	0.00			(1,000.00)	(23,708.62)
Plus: Other Current Assets (Receivables)					78.19
Adjusted Cash Balances at End of Month	460,329.15	22,445.17	4,943.72	3,488.44	29,071.97
					520,278.45

Grace Episcopal Church
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4000 • Operating Revenues			
4010 • Parishioners' Support	208,436.92	210,845.00	-2,408.08
4030 • Other Operating Revenue	2,822.06	18,993.50	-16,171.44
4040 • Rec'd From Church Organizations	1,225.00	1,700.00	-475.00
Total 4000 • Operating Revenues	<u>212,483.98</u>	<u>231,538.50</u>	<u>-19,054.52</u>
Total Income	<u>212,483.98</u>	<u>231,538.50</u>	<u>-19,054.52</u>
Expense			
6000 • Operating Expenses			
6100 • Personnel Expense			
6110 • Wages and Allowances	132,448.98	127,058.06	5,390.92
6120 • Payroll Taxes & Pension Expem	5,930.44	5,936.38	-5.94
6160 • All Other Personnel Expense	2,451.97	1,279.24	1,172.73
Total 6100 • Personnel Expense	<u>140,831.39</u>	<u>134,273.68</u>	<u>6,557.71</u>
6200 • Occupancy Expenses			
6210 • Utilities	19,053.04	20,534.00	-1,480.96
6220 • Maintenance	11,981.65	19,300.00	-7,318.35
6230 • Insurance	13,709.04	13,709.04	0.00
Total 6200 • Occupancy Expenses	<u>44,743.73</u>	<u>53,543.04</u>	<u>-8,799.31</u>
6400 • All Other Operating Expense			
6420 • Admin/Office Expense	7,882.02	10,165.00	-2,282.98
6430 • Ministry	4,566.00	8,260.00	-3,694.00
6470 • Other Expenses	0.00	100.00	-100.00
Total 6400 • All Other Operating Expense	<u>12,448.02</u>	<u>18,525.00</u>	<u>-6,076.98</u>
6500 • Diocesan Obligations	23,520.00	23,520.00	0.00
6600 • Outreach & Mission - Oper Accts	0.00	2,000.00	-2,000.00
Total 6000 • Operating Expenses	<u>221,543.14</u>	<u>231,861.72</u>	<u>-10,318.58</u>
Total Expense	<u>221,543.14</u>	<u>231,861.72</u>	<u>-10,318.58</u>
Net Ordinary Income	-9,059.16	-323.22	-8,735.94

Accrual Basis

Grace Episcopal Church
Profit & Loss Budget vs. Actual
January through December 2021

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
5000 • Non-Operating Revenue			
5100 • Gifts & Bequests	10,090.00		
5300 • Other Funding Sources	0.00		
5400 • Mission and Outreach Revenues	9,093.00		
5500 • Non-Operating Interest Earned	778.19		
Total 5000 • Non-Operating Revenue	<u>19,961.19</u>		
Total Other Income	19,961.19		
Other Expense			
7000 • Non-Operating Expenses			
7010 • Mission and Outreach Exp	7,925.00		
7020 • Non-Budgeted Projects			
2020.2 • Stategic Plan - Cond Assess	7,990.74		
2021.1 • Roof and Window Repairs	15,882.85		
Total 7020 • Non-Budgeted Projects	<u>23,873.59</u>		
Total 7000 • Non-Operating Expenses	<u>31,798.59</u>		
Total Other Expense	<u>31,798.59</u>		
Net Other Income	<u>-11,837.40</u>		
Net Income	<u>-20,896.56</u>	<u>-323.22</u>	<u>-20,573.34</u>