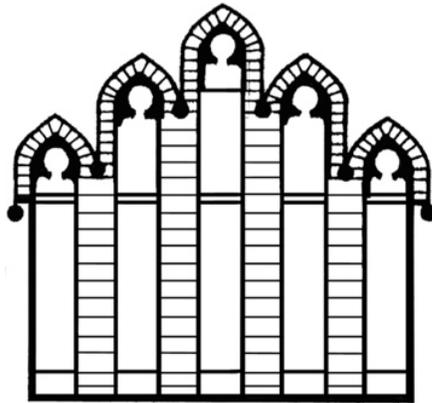


ANNUAL REPORT

MAY 7, 2017



ST. LUKE'S EPISCOPAL CHURCH,
MONTCLAIR, NJ

WWW.SLECHURCH.ORG

"Joyfully seeking and serving Christ"

Dwelling in the Word

Matthew 28:16-20

Now the eleven disciples went to Galilee, to the mountain to which Jesus had directed them. ¹⁷When they saw him, they worshipped him; but some doubted. ¹⁸And Jesus came and said to them, ‘All authority in heaven and on earth has been given to me. ¹⁹Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.’

Dwelling in the Word Instructions:

1. Have copies of the text available for everyone.
2. Have two people (male/female) read the passage out loud twice.
3. Before the second reading ask people to be open to the Spirit through these questions

- **As the text is read a second time, where do you stop?**
- **Are there words, phrases, ideas which grasp you?**
- **How do you think the Spirit of God might be nudging you?**

4. After the text is read again invite people to ponder the questions.
5. Following several minutes of silence ask people to find someone in the room they do not know well or did not come with. Sit in a comfortable place together.
6. Each gives the other 2 minutes and listens to where the other has stopped and how they have responded to one of the questions.
7. After two minutes switch around and listen to the other person.
8. Invite people to share, with the broader group, what they have heard their partner say. This is difficult! Many people will default to reporting what they said instead of reporting what their partner said. However, this is an important way in which we practice listening.

AGENDA FOR ST. LUKE'S PARISH MEETING, MAY 7, 2017

Agenda Items	Time (Minutes)
Guide me O thou Great Jehovah	3
Call to Order and Quorum Confirmation	1
Opening Prayer	2
Appointment of Secretary	1
Dwelling in the Word	10
Introduction of Vestry	3
Appreciation of Retiring Members	5
Regulations for Voting at Parish Meeting	3
2.6 QUALIFICATIONS OF VOTERS: The persons entitled to vote at any Parish meeting shall be:	
a) Baptized;	
b) At least 16 years of age;	
c) Of good moral character;	
d) Adherents of the Protestant Episcopal Church;	
e) Regular attendance at the services of the Parish, for six (6) calendar months before the meeting; and	
f) Regular contributors to the current expenses of the parish for the last six (6) months. The records maintained by the Treasurer shall be sufficient evidence of contribution. [D. N. Can 9.5} Contributions may be made individually or as a family unit.	
2.10 VOTING: Elections shall be by ballot, and the polls shall remain open for one half hour, and for such longer time as may be required to receive the ballot of the persons present. Proxy and Absentee ballots will not be allowed. Elections shall be by plurality of the votes cast.	
Introduction of Nominees	3
Distribution of Ballot	3
Reports (Caring, Capital, Commitment, Treasurer)	15
By-Laws Approval	5
Foundation Borrowing	5
Rector's Wrap Up	5
Recognition and Commissioning of Newly Elected Vestry Members	3
Closing Prayer	2
Hymn 752 There's a Sweet Spirit	3
Adjournment	

ANNUAL MEETING MINUTES FOR 2016

Respectfully Submitted by Tara Fardellone

The meeting began at 11:36 a.m. The Rev. John Mennell began by going through the annual meeting Agenda. John went through the qualifications for a quorum. John established a quorum and began opening prayer. Appointment of secretary: Tara Fardellone

John outlined the requirements to vote. You must be baptized, good moral character, over sixteen, regular attendee, and a regular pledger and contributor for the last six months. The important piece of this is that you need to make a pledge. David Goslin is here if you want to make a pledge.

The polls shall remain open for one half hour or any time longer as needed. Ballots open at 8:42 a.m. after the 8:00 a.m. service. You may vote for four vestry persons, three candidates to convention, and one warden.

John introduced current leaders. Jinni Rock-Bailey was absent due to mother's passing. Walter Booker was here at the 8:00 a.m. service. Thank you to the two vestry persons who are retiring.

Nominees were asked to stand: Jinni Rock-Bailey for Warden, Vestry nominees: Lou Balsamo, Wendy Drake-Schneider, Colette Emerson, Harry Mayo, John Raposa, and Erik Trojian. Diocesan Convention Delegates: Dall Forsythe, Wendy McNeil, Mike Peinovich, Martha Thalheimer, Felisa Van Liew, Robert Weber. In the event that one of the deputies is unable to attend, the remainders are consider alternates. We have elected a new Treasurer, the vestry elected, Vern Endo, there is a bio in the book of candidates. The vestry does the election, and John has full confidence in their capacity.

Vern Endo gave his treasurer's report.

Overviewing the results of 2015: The income from last year was down but we are slated to surpass that year this year, the reimbursement income was up because of the rental of the rectory. Toni's Kitchen was off slightly in 2015 and is head in 2016, due in large measure to a successful mailing around the holidays. The Second Time Around Shop was about the same. The account balances represent the total financial resources of St. Luke's – some restricted and others not. You can see they increased nicely in 2015 because we had an overall net operating surplus of \$17,000, which you will see in the next slide. The next slide summarizes the expenses in 2015, investments we are making, the 5C's. We increased our investment in all five areas. Worship, Outreach, Children and Youth, Caring etc. All the budget for b/g and offices were the same. We will adjust budget for the lower pledge income, lower 2nd Time Around Shop revenues, and reduced usage fees. If you have not pledged yet, please do so.

The next slide showed the average Sunday attendance compared to the complete diocese. 121% increase. In comparison, during the comparable period, the diocese declines 17%. As our total unrestricted giving has grown by 103%, the diocese has remained flat.

John then thanked Vern and introduced Susan Singer. The vision that surrounds all the we are and all that we're doing is the idea of being a cathedral in the community – a place where people come together as a community gathering place, where we recognize that god is all that we are and all that we do. Invite people in and show them what we know of god and what we know of the spirit.

Sue overviewed some of the caring community initiatives.

We offer practical help for folks in our parish for folks who are sick or disabled, rides to church, meals, calls for when a parishioner has been ill. It was a hub of an ecclesiastical authority, a dominating building in the landscape. In the 1st quarter we provided 103 services, averaged out to more than one a day. Altar flowers and handwritten note (encouraging contact and requests for help). We produced a booklet for the transportation booklet available to the town and the community at SLE. We have shared information with several other churches about helping services. We would like to develop more manageable ways for busy people to get involved – a bank of parishioners with specialized knowledge, like nurses, OTs, lawyers, who are able to offer one-time services. Offer a joint transportation service with another parish. Identity. Some of the members of the community say we need to rebrand. It seems as though we are perceived as a church seniors helping seniors community. And yet we are here for people who are here, old and young. We want to combat the dreaded senior stereotype, stay tuned. Have the courage to ask for help if you need it.

John introduced Julia Ginocchio, who leads membership committee and is also on vestry. The membership committee has a goal of ASA of 300 on a Sunday. Currently we are 220 on Sunday. Julia overviewed creation of a welcome team. Team members will help at all church events, coffee hour, service etc. to collect contact info, remember people. At the end of the day it's crucial to ask, did we see Christ in the newcomers who walk through our doors, and did they see Christ in Us?

John announces David Goslin as the stewardship team commitment report.

There is strong financial support for each group – goal is 500k for stewardship. For 2016 we are up 13% from last year, we are up 4% in number of pledges, which will be a big area of focus going forward to get more people active as givers in the congregation so we can continue to drive the things that we want to do.

The average pledge continues to rise and right now at \$2,400. We want to continue to recruit members for the stewardship team. We want to reach out and have 100% renewal rate and new members. In order to get to 500k realm and even better, we want to develop a year round stewardship program.

Charlene Dalton and the youth renewal team will now discuss children.

The Youth Renovation Team was charged to take the report from consultants and run with it. As we studied the report and book, we knew we needed to adapt the suggestions to the culture and budget of St. Luke's. Change the name to YRT, current members are Kathy DeWalt, Wendy Drake-Schneider, Greta Peterman, Roxie Zeek, Tom Fallace, Charlene Dalton, and others.

We have worked on building a solid structure, so that many hands may make light work. Our budget will eventually account for a youth minister. We have prepared a job description for a part time church school coordinator. We will hire staff and support our group, add/delete/modify programs to meet the needs of those we serve and upgrade our space with the capital campaign.

Liz Perez gave her report on the capital campaign. Our plans are to connect the church to the assembly hall, the roof, the elevator, and the sidewalk and parking lot. Our campaign is a five-year campaign. We are committed to the sidewalk, the roof, the architect all of the roof and sidewalk before the end of the year.

John Thanked Sue, David, Charlene, Liz, and Julia. As we think caring community, children, capital, and commitment, each of them are going to help us enhance all of the work that we do, worship outreach spiritual enrichment fellowship, children and youth, and music and arts and do on page four of your packet is a very detailed breakdown of how all the ministries fit together underneath these goals that we have. The section in the middle talks about how each of the five C's enhance the work that we do. On the far right side of that is the listing ministries of all of the ministries that we have, under each section includes "Your New Ministry" your excitement and creativity allows for all kinds of ministries to be born and created, if there is something we're not doing that you think we should, you are commissioned to start that as the holy spirit nudges you into that work. The vestry will support the ministries. One of the ministries that we want to talk about today is the biggest outreach that we have: Toni's Kitchen, which is this incredible growing ministry.

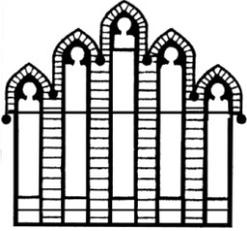
Last year, Toni's Kitchen provided 52,000 meals. And, this year it's on par to go to 64k. In addition to serving lunch on Thursdays/Fridays, Saturdays and dinner on Sundays, we are doing Kids in the Kitchen and the backpack program and the Service Continues. 16,000 meals in January, February and March of 2016 were provided so far.

Sweet Sweet Spirit was sung.

Harry Mayo votes to approve the annual minutes. Gordon Frey seconded. Vote was completed.

Winners for vestry election are: Harry Mayo, Wendy Drake Schneider Colette Emerson and John Raposa. The candidates were commissioned. Dall Forsythe, Martha Thalheimer, and Robert Weber, and alternates, Wendy McNeil, and Mike Peinovich alternates. They were commissioned.

The meeting adjourned at 12:52pm



ST. LUKE'S EPISCOPAL CHURCH

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Vision (the dream, the image or concept)

“A cathedral in the community”

Mission (how we will accomplish our vision)

“Joyfully seeking and serving Christ”

Purpose (why we are on this mission with this vision)

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. Matthew 28:19-20a

Objectives (what goals we want to achieve to fulfill our purpose)

- **Love by become a more CARING community**
"I give you a new commandment, that you love one another. - *John 13:34*
- **300 Average Sunday COMMUNITY Attendance**
"Go therefore and make disciples of all nations" - *Matthew 28:19*
- **\$500,000 in Pledging COMMITMENT**
"For where your treasure is, there your heart will be also" - *Matthew 6:21*
- **100 CHILDREN & Youth Active Weekly**
"Whoever welcomes one such child in my name welcomes me" - *Mark 9:37*
- **\$1MM CAPITOL Campaign & Execution**
"From everyone to whom much has been given, much will be required" - Luke 12:48

Strategies (how we will do it)

The work of individuals, committees and teams in worship, outreach, fellowship, spiritual enrichment, children & youth, music & arts

St. Luke's- Ministries

5/5/17 10:11

The Great Commission:

Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you.

Matthew 28:19-20a

Questions for Ministries & Ministers: Where do you

Where do you see God in this

What does the Bible say about this?

How is this inviting to others outside our doors?

How is this good stewardship of resources?

**Joyfully
seeking
and
serving
Christ**

Goals for our Community Cathedral

- ◆ **Love by become a more CARING congregation**
"I give you a new commandment, that you love one another. - *John 13:34*
- ◆ **300 Average Sunday COMMUNITY Attendance**
"Go therefore and make disciples of all
- ◆ **\$500,000 in Pledging COMMITMENT**
"For where your treasure is, there your heart will be also" - *Matthew 6:21*
- ◆ **100 CHILDREN & Youth Active Weekly**
"Whoever welcomes one such child in my name welcomes me" - *Mark 9:37*
- ◆ **\$1MM CAPITAL Campaign & Execution**
"From everyone to whom much has been given, much will be required" - *Luke 12:48*

Ministry	Basic Objective
Worship	Worship Assistant Coordinate main worship services from within
	Acolyte Process with symbols of the church
	Lay Reader Spread the word in worship
	Eucharistic Minister Share from the table
	Usher Help congregants through the services
	Altar Guild Set the table and prepare for worship
	Flower Guild Celebrate creation in worship
Outreach	Worship Committee Develop new worship experiences
	Vergers Lead Procession in Worship
	Your New Ministry Joyfully seek and serve god with your unique gifts
	Toni's Kitchen Feed and help the needy
	Second Time Around Shop Merchandise and sell donated goods
	Social Justice Ministry Address issues of social justice to educate and act
	Outreach Committee Coordinate outreach efforts and AIM
Fellowship	Christ Child Project Support needy families/individuals at Christmas
	Relay for Life Raise money/awareness to fight cancer
	Memorial Committee Distribute Memorial Funds
	AA Support those suffering from Alcoholism
	Al-Anon Support families with those suffering from Alcoholism
	Job Seekers Provide networking and skills for the unemployed
	Your New Ministry Joyfully seek and serve god with your unique gifts
Spiritual Enrichment	Coffee Hour Teams Coordinate hospitality on Sunday mornings
	Eucharistic Visitor Visit sick and shut in to share communion
	Healing Team Offer healing prayer at worship services
	Caring Community Offer pastoral and practical support
	Women's Group Events for women of the parish (affinity group)
	Men's Group Events for men of the parish (affinity group)
	Post-College/Pre-Children Events for young adults of the parish (affinity group)
Children & Youth	Membership Develop process to integrate people into community
	Your New Ministry Joyfully seek and serve god with your unique gifts
	Spiritual Enrichment Team Develop and coordinate enrichment programs
	Centering Prayer Events for women of the parish (affinity group)
	Spiritual Explorers Books Read and reflect on non-canonical texts
	Education for Ministry In depth Bible study over four years
	Sunday Bible Study Bible Study focused on particular book
Music & Arts	Heritage Celebrations Honor who we are, created in God's image
	Discernment Committee Assist in the discernment of vocation
	Your New Ministry Joyfully seek and serve god with your unique gifts
	Church School Teachers Teach Church School on Sunday Mornings
	CrossRoads Day Camp Offer week long camp in coordination w/Crossroads
	Youth Group Offer community enrichment to jr/sr high students
	Mission Trip Take youth on service trips
Support	Special Events Coordinate one-time or annual events (Easter/Christm
	Pumpkin Patch Evangelize because gourd is good
	Your New Ministry Joyfully seek and serve god with your unique gifts
	Senior Choir Support main and major worship services with song
	Junior Choir Teach youth musical church tradition
	Music Committee Develop programs to celebrate creativity
	Early Music Group Share the sound of ancient instruments
Empower	Art Shows/God Gallery Coordinate showings of art in our spaces
	Your New Ministry Joyfully seek and serve god with your unique gifts
	Vestry Act as fiduciary guide to parish efforts
	Finance Committee Set strategic direction with resources
	Personnel Committee Administer personnel policies, hire for vacancies
	Capitol Campaign Raise money to support capital project list
	Planned Giving Develop long term giving
Support	Stewardship Team Educate congregation on giving
	Buildings & Grounds Coordinate projects to improve appearance
	Audit Committee Contract for and review annual audit
	Counters Count weekly collection
	Foundation Committee Strategically distribute funds from parish foundation

55 Count of Ministries

WORSHIP: ACOLYTES

Martha Thalheimer

The word “acolyte” comes from the Greek word “akolouthos,” which means a servant or attendant who waits on another. Acolytes assist the clergy in the liturgy of the Word and Sacrament, lighting the candles and carrying the torches and cross in procession. Acolytes may also serve by carrying the censor (thurible) when incense is used. The light bearing duties of the Acolyte are symbolic of bringing the light of Christ into our lives. We are in need of additional acolytes and have a customary available to help anyone learn how to serve. While there are no meetings for this ministry, you must be trained in order to serve. If you would like to join the Acolyte team, please contact Will Hobbie at whobbie@gmail.com.

WORSHIP: ALTAR GUILD

Martha Thalheimer

The Altar Guild is responsible for preparing the sanctuary for services and cleaning up after them. In addition, we keep the silver and brass polished, launder linens and occasionally we wash the Rector’s alb (robes) so he looks presentable for services. The group is made up of Myrna Bennett, Gordon Frey, Cynthia Hadley-Bailey, Rebecca Hartzell, Sally Kress, Ann Marguet, Catherine Murray, Maureen Otto, Pauline Petrus, Daune Slater, Susan Singer, Felisa Van Liew and Ellen Woods. Special thanks to Marilyn Hatzenbuhler for washing and pressing the altar linens, and Sally Kress for being my reliable 8:00 a.m. Sunday contact.

If you would like to join us, the time commitment is about ½ hour every 4 weeks on either Saturday morning to dress the altar, on Sunday morning at 8:00a.m. to put out the sacraments, after the 8:-00 a.m. service to set up the 9:00 a.m. and 10:00 a.m. services and after the 10:00 a.m. service to clean the vessels used in preparation for the next service. We would love to have you become part of the group.

WORSHIP: COUNTERS

Stephanie Borsi and Harry Mayo

Thanks to all of you who have helped count the contributions this past year: Martha Thalheimer and Don Moore, Art Borsi and Tom Cochran, and Lisa Williams and Stephanie Borsi, Tim Mannion and Harry Mayo. Every Sunday, a team of two counters meets after church and counts the collection, preparing it to be deposited. We log all of the pledged cash, checks, and donations for AIM, flowers, music, Toni’s Kitchen, and other miscellaneous contributions that may be donated. We count the cash, log the checks, and then put the deposit in the outside drop box at the Chase Bank on Bloomfield Avenue. This job is not very difficult and can be completed often within half an hour. We would love to double the number of teams that we have! If counting money appeals to you, please seek out a counter and let us know!

WORSHIP: HEALING PRAYER

Karen Thompson

Healing prayer is best summarized in the phrase: “Christian healing is Jesus Christ meeting a person at his/her point of greatest need.” Jesus does the healing, not us. This group rotates two by two at the 10:00 a.m. Sunday service to offer the Laying on of the Hands during the Eucharist. We believe that, the power of God, the love of God, and the Spirit of God pass through the person praying into the one receiving prayer. All of our prayers are confidential. The group meets periodically. We offer loving thanks to current members including: Stephanie Borsi, Kathy DeWalt, Godfrey Gregg, Kathleen Kellaigh, Martha Jackman-Bivas, Bert Jones, Martha Thalheimer, Karen Thompson, and Molly Williams. We always welcome new members and will provide training. Please see or contact Karen Thompson if you would like to explore this deeply spiritual ministry by emailing KarenEThompson@verizon.net.

WORSHIP: LAY EUCHARISTIC VISITORS

Susan Singer

Another important group at St. Luke's is our licensed Eucharistic Visitor team, whose members visit sick and homebound parishioners and bring them prayer, a listening ear, and the Eucharist. We would like to warmly thank Ana Marie Forsythe, Susan Singer, Molly Williams, and John Raposa for this service. A short, interesting, training is offered by the Diocese for this ministry annually. Useful skills include interest in healing in Christ's name, compassion, trust for each other, and attentiveness to confidentiality. We would very much like to add new members. Please contact Sue Singer for additional information.

WORSHIP: LECTORS AND INTERCESSORS

Lectors are those who have been trained and certified to read the Holy Scriptures during the Liturgy of the Word. The Liturgy of the Word is the first part of the service where the readings from the Hebrew and Christian sacred texts are read. Lectors read from the Hebrew Testament, lead in the recitation of the Psalm, and read from the Epistles and other Christian Testament books (except the Gospels, which are read by a Deacon or Priest during a Eucharist).

While generally an Intercessor within the church is one who serves as a mediator between a person in need and God, within the Liturgy of the Word, Intercessors lead the congregation in offering the Prayers of the People. Intercessions to God are offered by all of us as a body - not only for ourselves, but also for the church and for the world.

If you would like to serve as a Lector or Intercessor, training is required, so please contact The Rev. John Mennell at Mennell@slchurch.org for more information.

Lectors/Intercessors 8:00 a.m.

Ana Marie Forsythe
Dall Forsythe
Sally Kress
Keith Kaweck
Suzanne Poor
Walter Booker
Felisa Van Liew
Susan Singer
Rochelle Wilson

Lectors/Intercessors 10:00

a.m.
Pauline Petrus
Tim Mannion
Mike Peinovich
Charlene Dalton
Liz Perez
Kathleen Kellaigh
Gordon Frey
Penny Vance
Karen Thompson
Karl Hartzell
Bert Jones
Wendy Drake-Schneider
Ken Dalton

Nesta Stephens
Martha Thalheimer
Lisa Williams
Mike Alberga
Felisa Van Liew
Molly Williams
Marnie Weir
Matt Weir
Mia Balsamo
Monique Balsamo
Ana Marie Forsythe
Dall Forsythe
Wendy Drake-Schneider
Sue Villarosa
Christopher McKenzie
Rebecca Hartzell
Colette Emerson

WORSHIP: FLOWER GUILD

Tim Mannion and Gordon Frey

The Flower Guild of St. Luke's Episcopal Church serves the parish by providing fresh flowers and general decorating support for all efforts to beautify our worship and social spaces. As the Bible says: "*The wilderness and the dry land shall be glad, the desert shall rejoice and blossom like the rose.*" (Isaiah 35:1).

Church flowers remind us of the joy we can find in common things, and of our shared life with this planet. We work nearly every Saturday morning throughout the year, arranging for the next day's worship. We rest during Advent and Lent, but we are busy planning great things for Christmas and Easter during those days we are not actually arranging flowers, just as the Church 'rests' in preparation for the festivals to follow.

Gordon Frey and Tim Mannion are the leaders of the ministry, but all the members of the parish are participants thanks to their monetary support by providing donations for specific memorials and thanksgivings, especially at Christmas and Easter.

In the last few years, the Flower Guild has been working to decrease our spending in order to better live within our means. We rely upon the generosity of parishioners to support this ministry, however if we *don't* have a request for a floral memorial or thanksgiving for the coming week, we will *not* have flowers in the church. In the past few years, this policy did not result in any flowerless Sundays; however, this is no longer true. We are in need of regular support for the flower guild. A simple tri-fold order form is available on the back tables of the church, and online to help memorialize the events of your lives.

Memorials and thanksgivings can be requested for Sundays (except during Advent or Lent) by writing to flowers@slechurch.org, or contacting **Gordon Frey** or **Timothy J. Mannion** directly, and we will be happy to work with you. The basic amount for Sunday flowers is \$80, but if that amount is too high for you, you should consider partnering with friends for a combined memorial or thanksgiving as a welcome method of supporting this joy filled enterprise.

The special flower installations we do for church festivals such as Christmas, Palm Sunday, Easter, Pentecost, and weddings and funerals are lovely and would not happen if they did not involve a host of helpers. During the past year, the following people have helped: **Lovie Abner, Ellen Alexander, Monique Balsamo, Meg Banitch, Erica Bamforth, Mark Dillon, Nancy Dillon, Will Hobbie, Sarah Stransky, Bruce Stransky, Martha Thalheimer, Sue Villarosa, and all our donors.**

If we've missed your name, please accept our apologies, but know that we certainly didn't miss your help! Thank you!

WORSHIP: USHER MINISTRY

Catherine Murray

For everyone who asks receives; he who seeks finds; and to him who knocks, the door will be opened. -
Luke 11:10

Contribute to the needs of the saints and seek to show hospitality.
- Romans 12:13

Ushering at any church is important. Ushers are the first people churchgoers encounter when they enter a church. At St. Luke's, we welcome both our members as well as visitors, and make everyone feel comfortable here. The mission of the Ushering Committee is four parts, as follows:

- 1) To welcome and greet each person entering our church.
- 2) To be a positive representative of our church for our members and visitors.
- 3) To be courteous, kind, helpful, friendly and helpful to all who attend our church services.
- 4) To answer questions about how the service is conducted, and to direct people to our Sunday School rooms and bathrooms, as needed.

At present, the Ushering Committee has about 30 ushers. Catherine Murray is the Chairperson of the Ushering Committee. The useful skills needed for this Committee are punctuality, people skills, a positive attitude, an understanding of the duties of an Usher, and a willingness to help our members and guests. We are currently writing an Ushering Manual and would love to have you join the team. Catherine Murray can be reached at CatherineMurray5@aol.com. Thank you to all the current Ushers!

OUTREACH: CARING COMMUNITY

Susan Singer

Why We Commit

The Caring Community serves parishioners who need a helping hand with meals, transportation, shopping, errands, or simply social contact in the form of a phone call or visit. The need may arise because of temporary physical disability, illness, recent surgery, bereavement, exhaustion from family caregiving, or stress associated with the birth of a child. Those helped by the Caring Community are not a separate category of humanity, but, rather, are all of us: people subject to the exigencies of the human condition.

As members of the Caring Community, we are awake to the reality that, during those difficult times, routine tasks can present daunting or even insurmountable challenges: how to get to medical treatments; how to attend a service on Christmas Eve; how to access groceries or an occasional home cooked meal; how to mail a birthday present for a distant relative; how to fix a simple computer problem. We are sensitive to the loneliness encountered by some who are homebound. We want to help, and are immensely grateful for the relationships we have formed in doing so.

The imperatives for the Caring Community are:

- **Our Faith's Teaching:**

"Now that I, your Lord and Teacher, have washed your feet, you also should wash one another's feet. I have set you as an example that you should do as I have done for you." John 13:14-15.

- **Our Church's Core Values**

- **Community:** We foster connection to the St. Luke's community. For example, a Caring Community ride to a medical appointment is not just a ride, but also an opportunity for fellowship. A phone call, which may represent a homebound parishioner's only conversation during the length of a day, can maintain a homebound parishioner's sense of belonging to the congregation.
- **Inclusion over exclusion:** We seek to integrate the disabled, the sick, and the troubled into the life of the church. For example, a Caring Community ride to church permits a disabled parishioner to participate fully in worship, coffee hour, committee meetings, spiritual enrichment, and more. A visit to a homebound parishioner brings the church to him/her via news about members of the congregation, discussion about a sermon, or a shared prayer.
- **Accessibility:** The Caring Community complements the work of those who labor and pledge to make the church physically accessible. Our help with transportation makes it possible for a disabled parishioner to arrive at church in the first instance so as to be able to take advantage of physically accessible sidewalks and interior spaces of the church.

What We Do

The Caring Community was hard at work during the past year. Our records reflect **363** occasions of service, i.e., the averaged equivalent of a service every single day from January 1, 2016 to December 31, 2016. More than 35 volunteers pitched in to make it happen.

Transportation

During 2016, the most frequently requested type of help for which the Caring Community was called on to provide was transportation. Rides to medical appointments, church services, church activities, church special events, and the like numbered 137, or approximately 38% of the Caring Community's service activities. It bears note that on a number of occasions the Caring Community volunteer who drove the parishioner to the doctor also served, at the parishioner's request, as a "second set of ears" during medical consultation.

The Caring Community's exposure to transportation needs in the congregation awoke us to a new understanding of the enormous barriers faced by those in Montclair and its environs who, for whatever reason, cannot drive. As a result, during 2015, several members of the Caring Community researched special transportation resources available in our locale for persons with disabilities, seniors who can no longer drive, and others who are "carless". We then produced a pamphlet describing such resources as are available, and distributed it in print form at St. Luke's. Recognizing that specialized public and private transportation resources do not adequately meet existing needs, during 2016 our chair joined the Senior

Citizens Advisory Council/Aging in Montclair (“SCAC/AIM”) joint transportation Roundtable, whose work contributed to major changes in service delivery by the Montclair Senior Bus. The Caring Community chair, with creative input from Vestry member Andy McBride, continues to work with the Roundtable and AIM to advocate for continuation and improvement of other transportation resources “outside the walls” of St. Luke’s, such as Montclair’s Seniors in Taxis (“SIT”) discount program. We also aim, during 2017, to produce an updated and expanded special transportation guide for the St. Luke’s community.

Food Preparation/Delivery

- **Weekly food provision**

Thanks in huge part to Anne Mernin, Veronique Ramsey, and the spectacular volunteers of Toni’s Kitchen, during 2016 the Caring Community was able to develop and coordinate a systematic way of providing weekly meals to parishioners who have an ongoing need for food supplementation. The Caring Community assesses the need weekly and then requests from Toni’s Kitchen a specific number of meals for that week. These are cooked by Toni’s Kitchen and set aside on freezer shelves dedicated by “TK” for the Caring Community. Caring Community volunteers deliver these TK meals to the regular recipients, and also supplement the meals with “CC” home cooked foods. Currently, Toni’s Kitchen furnishes the Caring Community with a minimum of six meals per week for our parishioners.

- **Situational Home Cooked Meals and Treats Prepared By CC Volunteers**

In particular circumstances, a parishioner will welcome some home cooked food delivered one or more times per week for several weeks or months. The occasion for such needs may be recuperation from surgery, loss of a loved one, recovery from an injury, birth of a new baby in the family, or any other acute episode of joy or sorrow. On such occasions, the Caring Community organizes informal groups of volunteers to prepare and deliver tasty meals and treats.

Other Services

During 2016 the Caring Community performed a number of other types of services from time to time. These included:

- home visits
- visits at hospitals and rehab facilities
- phone calls to check in with a parishioner recovering from surgery or illness
- assistance organizing financial records,
- assistance organizing prescribed medications
- errands
- pet care
- advocacy for parishioners feeling underserved in a healthcare facility
- updates to out-of-state families for a parishioner unable to communicate for his/herself
- altar flower deliveries on special occasions

Such activities may occur only a few times a year, or even just once in a year in response to a unique need.

How We Do It

The Caring Community has a “lead team”, consisting of Sue Singer, Liz Perez, Jill Eden, Wendy McNeil, and our very active and engaged Vestry Liaison, Christopher McKenzie, who not only serves as our link with the Vestry, but also functions as an indefatigable “worker bee”, driving, cooking, delivering, running errands, and basically doing whatever he is asked by the CC to do. The lead team gets together monthly for a dinner meeting at one of our homes, to review current activity, agree on goals, discuss strategies for improving services, and plan special events. The Rev. John Mennell meets weekly with the “CC” chair, which functions as the coordinator of services. The Rev. Tom Laws counsels on confidentiality and other pastoral guidelines, faithfully attends and adds his calming presence to our meetings, and responds to calls for help when we discern that a sick or troubled parishioner could best find solace with clergy.

In terms of “process,” the Caring Community liaises between clergy and parishioners to identify specific needs, and then organizes a response through volunteers. Those interested in occasionally volunteering are asked to fill out a questionnaire, designating the types of services they are able and willing to perform, and days of the week/hours when they are available. There is no requirement that any volunteer take on a

particular task, or perform any particular number of tasks. When a need arises, the coordinator contacts volunteers whose questionnaire responses indicate potential availability. When contacted, a volunteer may accept or decline the task.

The Caring Community has been able to thrive because of the work of such volunteers, as well as the contributions of those who donated their skills in marketing, event planning, graphic design, and producing the 2016 Caring Community Wisdom Tree Luncheon including. Thanks to:

Lovie Abner
Mike Alberga
Nancy Alberga
Steph Borsi
Terri Clegg
Mary Conroy
Marcy Crimmins
Wendy Drake-Schneider
Jill Eden
Colette Emerson
Mark Emerson
Ana Marie Forsythe
Dall Forsythe

Gordon Frey
Kelly Wenz
Andy McBride
Christopher McKenzie
Wendy McNeil
Oneida Mendez-Laws
Tara Murphy
Enuma Okuzu
Maureen Otto
Liz Perez
Stu Perry
Pauline Petrus
Hannah Rolfes

Sue Singer
Daune Slater
Patt Sullivan-Perry
Karen Thompson
Katherine Underwood
Sue Villarosa
Diane Walmsley
Robert Weber
Hannah Williams
Molly Williams
Dave Woods
John Wyatt

How All Can Help

The Caring Community enthusiastically welcomes help from volunteers interested in service to fellow parishioners. Those unable to drive, cook, visit, and the like can still provide important help by volunteering their skills on an *ad hoc* basis in the areas of communications, organization, graphic design, and tech support. For more information, please contact Sue Singer at 973-809-2436 or email caring@slechurch.org.

OUTREACH: OUTREACH COMMITTEE

Catherine Murray

The Outreach Committee is funded through the A.I.M. (Action in Ministry) Red Baskets that are passed around on the first and third Sundays of the month, as well as other direct donations from parishioners.

A generous man will himself be blessed, for he shares his food with the poor. - *Proverbs 22:9*

Give, and it will be given to you. Good measure, pressed down, shaken together, running over, will be put into your lap. For with the measure you use it will be measured back to you." - *Luke: 6:38*

The Outreach Committee helps St. Luke's parishioners joyfully seek and serve Christ by collecting funds and goods, and then distributing them to various charities. We live into the vision of the Church and by directing support to people and organizations that need our help. If you'd like to join us to provide creative ways for us to serve others, the Outreach Committee meets on the third Sunday of the month at 11:30 a.m. At present, we have 13 members: Catherine Murray, Anne Mernin, Lovie Abner, Maureen Otto, Jill Eden, Jana Cardoza, Charlene Salvito, Lysette Hamilton, Susan Singer, Steph Borsi, Lysbeth Karlok, Tara Murphy, and Mike Alberga. Jinni Rock-Bailey is our liaison with the Vestry. Mike Alberga serves as our Treasurer.

Some strengths that benefit members in their work are organizational skills, detail orientation, and a willingness to volunteer to organize and participate in our various events and drives. There is no training necessary to be a member of this Committee and we welcome anyone and everyone to consider joining! For questions, please email Catherine Murray at CatherineMurray5@aol.com. The Outreach Committee contributions are designated specifically for outreach for our towns, our country and the world. As a result of parishioners' contributions to the dark red A.I.M. baskets, the donations were made to the following charities during 2016:

- January/February—Montclair State University's Chaplaincy Program
- March/April—Relay for Life/American Cancer Society
- May/June-- Montclair YMCA--Summer Camp Program
- July/August—Seamen's Church Institute at Port Newark
- September/October—Episcopal Relief Fund for Syrian Refugees
- November/December--Rosanne Morey Christ Child Project, which includes the YCS in East Orange, Apostle's House (an Episcopal Men's Home in Newark) and The Prison Project (for children of inmates in the Newark Prison).

For 2017, we voted unanimously to donate to the same charities we did in 2016. In addition to collecting and distributing funds, the Outreach Committee also offers volunteer opportunities to parishioners and oversees drives to collect goods for people in need, including guests at Toni's Kitchen.

The Outreach Committee's Mission:

To distribute 100% of contributions to worthy organizations who operate in the local, national and international arenas to help people in distress in their efforts to enhance educational opportunities, and by alleviating poverty and hunger. These donations are primarily made possible by generous donations from our parishioners, so please remember to put your offerings in the red baskets on the 1st & 3rd Sundays.

OUTREACH: PEACE & JUSTICE COMMITTEE

Dan Salvito, Charlene Salvito, Jinni Rock-Bailey

Starting in 2016, in response to our call to be a Cathedral in the Community, we held a series of planning meetings to create St. Luke's Peace & Justice Ministry. Many of us have been reflecting on what we can be doing, as a caring community, to help the poor and disenfranchised seek justice in these tumultuous times. It is our goal that this ministry provides our church family both the spiritual reflection that will define how we respond to the call for social justice and the opportunities for action within our community. We are focusing on immigration and civil rights issues. While we are new and still in the planning stages for our 2017 activities, we have been busy building a network with other community organizations including Faith in NJ, Justice Coalition, and First Friends of NJ. To just name a few activities from recent months: we have provided support to Faith in NJ's rally to have our presence felt regarding the deportation case of Catalino Guerrero; Jinni Rock-Bailey has been leading a study of the plays of August Wilson; and we are planning a June 19 community presentation with First Friends of NJ on how to support immigrant detainees. If you're interested in this active and growing ministry, please contact Dan Salvito at dsalvito@gmail.com.

OUTREACH: SECOND TIME AROUND SHOP

Margaret Lockwood

The Second Time Around Shop really is the place to volunteer and to shop. We have everything from trend setting fashion to comfy pajamas, exciting works of art and collectibles, basic household goods including pots and pans, linens for bed and bath, dishes, and appliances, to a sparkling array of jewelry, and enough books, compact discs, and DVDs, to keep you up all evening. Everything placed in the Shop for sale has been examined, evaluated, and priced by our skilled volunteers, and is worthy of purchase for inclusion in your personal collection.

Everyone is invited to donate. We find it usually works best if donors leave their gifts in the Donations Hallway when the Shop is open, as it allows us to secure fragile items, and of course, meet the donors. It also provides an opportunity for the donor to immediately alert us to the presence of something best handled on eBay. Such gifts can be safely locked away until our eBay expert, Sonja Cole, has an opportunity to work with them. Our eBay sales have become an exciting and relatively new revenue stream for the Shop. Tax letters are always available at the front desk.

The Shop is housed in a series of rooms off the parking lot and under the church. Our story goes back decades, and although some aspects of our work have changed, and faithful and energetic volunteers have come and gone, our mission has remained the same. We accept and process donations of clean, sale-able goods from members of the congregation and the community at large, for display and sale in the Shop or on eBay. The proceeds from these efforts are used to support St. Luke's through a pledge of fifty percent of our net income, with the remaining amount divided into a series of grants to local, national, and international charitable organizations that reflect the concerns of the volunteers. Significant in-kind donations are made to Toni's Kitchen and to The Vietnam Veterans of America throughout the year. In kind support has also been given to a local group that offers disadvantaged young people a chance to fully experience the wonders of the ski slopes.

We have also recently decided to expand our participation in the Prison Ministry Christmas project that supplies gifts to the children of incarcerated parents. This inspiring ministry, coordinated by Sue Singer, has touched the hearts of our volunteers. This has led us to make it a practice to set aside new toys and craft materials all year long to add to the annual collection.

Our Grants Team, led by Ellen Woods, has developed formal guidelines and a simple application form. Ellen Woods and Sonja Cole are in the process of preparing a list of 2016 recipients. All grants are reviewed and approved by the Vestry and Wardens. Once we have received approval and the checks are written and released, a new list of grant recipients will be placed on the wall to the right of the Shop entrance.

In August we undertook a major refurbishment of the Shop. The firm of R. Francisco Contracting of West Caldwell was approved by the Wardens and Vestry to repaint the Shop and Men's Room (Women's Room was renovated in 2015) and to improve the lighting in the Shop and work areas. Gordon Frey volunteered his expertise and developed a fresh and fabulous color palette for us. Sarah Stransky used her talent and

experience in the retail world to guide us as we developed a new floor plan to more effectively present our merchandise. Ellen and Dave Woods located enough yardage of a coordinating fabric to "skirt" the bins, and transported the bulky bolts to the Shop. We all looked, suggested, hesitated, and tried to be bold, but it was Gordon and Sarah who gave the Shop its great new look. You'll be as proud and happy as we are when you stop in to visit; perchance to shop.

We have also put a bright new look into our new publicity material. Tara Fardellone has produced two new pieces that feature Shop volunteers in action along with basic information about our ministry. The first piece includes a cozy scene of ladies in the pricing area, while the other shows our Vestry Liaison in our newly expanded jewelry department. Sonja Cole keeps up our important on line presence.

Although many of our volunteers are members of the parish, others worship elsewhere. All are always welcome. We also fill out our ranks with spouses, other relatives, and friends, who can be prevailed upon when the special knowledge or talents they possess are desperately needed. We appreciate every pair of hands, eyes, and ears that are offered and welcome every willing heart. We would be unable to function as smoothly or effectively as we do without the generous support and encouragement of the church staff, especially Tara Fardellone, Anne Mernin, Veronique Ramsey, Tara Chowanec, Arline Amaducci, and of course, our Rector, John Mennell. We also appreciate the responsiveness and support of our Wardens, Vestry, and longtime Shop volunteer and Vestry Liaison, Colette Emerson. We have an excellent relationship with the Caring Community and continually seek ways to cooperate with and support other ministries.

Our fellowship of volunteers includes almost forty talented and enthusiastic missionaries. Some have been working with us for several decades, some for only half that, others are practically brand new, and the remainder fall somewhere in between. We even have two tireless mannequins, Molly and Marilyn, who sell merchandise 24/7 in the niche beside the Shop door. We are an ever-changing mix of joyful people who believe that through our talents, wisdom, and hard work, we can make a difference in God's world.

If you would like to join us in our work, or simply find out more about our mission, please stop by for a chat and a tour. We always have the coffee pot on, and are eager to make new friends.

Our wonderful volunteers include:

Colette Emerson
Monique Balsamo
Pauline Petrus
Sue Villarosa
Adriana Dumitrescu
Joanne Desarno
Sandy Restino
Betty Malone
Patricia Achong
Ana Marie Forsythe
Stephanie Borsi
Carole Chapman
Marcy Crimmins
Joan Aiello
Rikkie Francois
Wendy Drake-Schneider
Cathie Mazza (finances)

Nancy Dillon
Ann Marguet
Leslie Koons
Sonja Cole
Martha Thalheimer
Lynne Graham
Deb Van Exel
Twyla Banitch
Carolyn Blondel
Elsie Lockett
Love Abner
Nancy Alberga
Ellen Woods
Marcelle Gaia
Le Ann Durner
Leah DeRivan-Keppel
Marilyn Hatzenbuhler (finances)

Gwen Smith
Sarah Stransky
Matt Peinovich
Ellen Meriney (always and forever)
Lois Lawrence
Margaret Lockwood

Special Friends of the Shop:
Gordon Frey
Mark Emerson
Bob Chapman
Rowan Ramsey
Maureen Otto
Tim Mannion
Mia Balsamo
John Morey

OUTREACH: TONI'S KITCHEN

Anne Mernin - Director of Outreach

"This service that you perform is not only supplying the needs of God's people but is also overflowing in many expressions of thanks to God." - 2 Corinthians 9:12

The Ministry of Toni's Kitchen at St. Luke's

Toni's Kitchen is where we extend ourselves as a Cathedral in the Community, by responding to God's call to feed the hungry, clothe those in need, and welcome the stranger. In doing so, we express our faith to the larger community. At St. Luke's we embrace this call as our joyful work.

At St. Luke's, we envision a community where everyone has reliable access to healthy food. Toni's Kitchen provides food to our neighbors in need in ways that improve health and independence. Our door is open and all are welcome.

Reflecting on Our Year

This has been a joyful year of service for Toni's Kitchen. Our onsite meal program has shown steady attendance and we have worked with community partners to address the underlying issues that give rise to hunger. We offer medical screenings, dental exams, preventive case management, mental health services, and exercise classes to all who come to Toni's Kitchen. Our Outreach Program recognizes that food insecurity is growing fastest among suburban families, an often-unseen area of hunger. We have grown in our effectiveness in reaching these families, partnering with tutoring programs, schools, mentoring programs and others to ensure that whenever a low-income family reaches out to helpful programs, there is healthy food present. We prepare food in the Kitchen 7 days a week and are currently working with over 30 community partners and provided almost 70,000 meals in 2016.

Thanks to the work of our talented and caring volunteers both past and present, Toni's Kitchen is improving and enriching the lives of guests, volunteers and our donors in countless ways. This important work bears witness to St. Luke's as a community that is joyfully seeking and serving Christ and truly walking the walk.

How Does A Food Ministry Address Underlying Issues?

As a Christ-centered faith community, we recognize those who come through our doors as worthy of our full respect and embrace. *"I say to you, whatever you did for one of these least brothers of mine, you did for me."* Matt 25:40 In this spirit, we approach our food ministry with open hearts and attentive spirits. We know that hunger is a symptom of other underlying issues. We also recognize that there are different individual goals for our guests in terms of independent living. As such, we have partnered with services in our community that can help our guests attain their own best level of independence. For someone with impaired cognitive function or unattended mental health issues, that might mean living in a rooming house and eating with us. For a bus driver or crossing guard, that might mean eating with us to reduce their monthly cost of living. And for a family at risk of losing their housing because of illness or a major car repair bill, coming to Toni's should be a moment to regroup and recover. Our approach is to use the strong sense of community established around food to create strong relationships and connect guests with other needed resources that boost stability and independence.

Our On-Site Program

Toni's Kitchen serves meals on-site 4 days a week. Meals are thoughtfully planned using fresh produce and high quality protein and are served in an atmosphere of warm respect. We use the opportunity of a shared meal to know our guests and to connect them with services to address the issues that give rise to their use of Toni's Kitchen.

Who Do We Serve - Toni's Kitchen serves several populations through its on-site meal program. Some are truly **homeless**, living in their cars or sleeping on benches. Many have significant **mental health issues** and do not have the facility to navigate the complexities of daily life. There is also growing need among the **working poor** and among our **senior citizen** population. The working poor are sometimes working a patchwork of jobs. We are seeing a surprising number that have college educations but had a significant event that caused them to lose their grip. They are climbing their way back but the process is slow and littered with hurdles. Our senior citizens are finding they can't keep up with the cost of housing, in particular, but also transportation, utilities and food.

Our core **lunch program** continued to show strong food need, with average daily attendance running in about 65 meals/day. We see familiar faces at every meal but also many new ones almost every day. We are prayerful for those who are leaving us for more independent lives. We are filled with joy as we see the thought and generosity of our St. Luke's community as we step forward in service. We make sure that everyone who attends a meal has a food to take home for later in the day or for the week ahead.

On **Sunday evenings**, we serve a meal where families in St Luke's and the larger community are invited to cook and serve together. Children in 4th grade and above help prep and serve. Sundays have grown from a small gathering of 20-30 guests to a regular full meal of 65-75 over the last few years. It is also one of our most popular meals for serving. We have also added a new service shift on **Sunday afternoons** where we pack backpacks of healthy food and cook meals for our community partners

Kids In The Kitchen – a warm thank you to Vicki Fantozzi and Alison Curtain for their steadfast support by introducing St. Luke's youngest volunteers to the importance of serving others. After service, once a month, parents of young children gather in the kitchen with their young helpers to prepare a delicious dessert for our guests. This lovely gathering of young chefs teaches us that serving our neighbors is a calling to which we can all respond.

Nutrition has been fully integrated into the planning and food preparation for Toni's Kitchen thanks to the steadfast efforts of Pat Moulton. Our leadership is fully trained and our meals are recognized throughout the community for their high quality - fresh produce, high quality protein, and whole grains. This year we also focused on improving the variety of food available for take-away to ensure that our guests have healthy food for later in the day/week.

Caring Community – We are grateful for this warm partnership, led by Sue Singer who brought a vision of caring for those in our congregation who were having a setback due to illness, injury or other temporary disruptive event. The Caring Community, among its many services, delivers a home-cooked meal from Toni's Kitchen to parishioners with temporary setbacks. The Caring Community extends the connection established with food to lift and support our St. Luke's community.

Partnership with 2nd Time Around Shop – Toni's Kitchen is grateful for the generous support our guests receive from the 2nd Time Around Shop. Many times each week, Toni's Kitchen and The Shop partner to provide specific clothing needs to particular guests. Needs range from an interview suit, to a clean change of clothes to replacing worn out shoes. Clothing our guests in need in the spirit of joy and respect builds basic dignity and honors God's call.

Connecting With Underlying Needs

Food insecurity is a symptom of other underlying issues. There is a strong sense of community with the guests and volunteers of Toni's Kitchen. This respect flows from our calling to serve Christ. It is foundational to building relationships.

This year, Toni's Kitchen continued use these strong relationships to connect those who come to us with on-site medical care, preventive case management for senior citizens, dental services, one-on-one counseling, arts programming and a gentle exercise program. In this way, we recognize that hunger is a symptom of other needs. These services are provided largely through partnerships with experts in our community. In this way, Toni's Kitchen stays true to its feeding ministry focus, but also recognizes that addressing other needs lifts our guest to their own most independent level of living.

Some additional opportunities for our guests:

- Our regular blood pressure program is a critical resources for guests. The program is integrated with our blood sugar monitoring program for those with diabetes. We are grateful to Betty Malone for her steadfast work in this program Guests can monitor their blood pressure and have a discussion with Betty about ways to manage their blood pressure going forward.

- We have had two visits from the Zufall medical van. As our medical partner, Zufall provides thoughtful support to special populations and our guests can connect with their offices 3 miles away in West Orange for follow-up care between visits. We are also grateful for their dental care. This has been an area of care

where our guests are especially challenged. This access to dental care will improve their ability to eat healthy foods, especially fresh produce, and can also have an impact on their longer term health outcomes related to some critical medical issues.

- We are also quite encouraged by our new one-on-one counseling service for guests. We have two volunteer counselors through the Mental Health Association, who provide individual counseling for those guests needing to work through stress and anxiety associated with their daily challenges. Group therapy will be launching in May 2017.

Green Kitchen - Thanks to leadership efforts of Jim Snodgrass, we moved to reusable plates over a year ago. We have continued this work by being more intentional about recycling and by implementing on-site compost bins. The kitchen produces a lot more food waste material than we can compost and we are encouraging community members to come take a small bucket home once a week. Our earth thanks you! More composters are welcome!!

Music Program - The TNT Ramblers from Temple Ner Tamid; Kirk Woodard, a long-time supporter of Toni's Kitchen; and Tyler, our Sunday evening guitarist, have all dedicated much time to the music program. Several musicians from Montclair High School have also shared their music with us. If you would like to come in and play for our guests, please let us know. We would love to have you!

Exercise - Thank you to Martha Jackman for her gentle exercise program available every Friday morning before lunch. Guests arrive early and she has developed a loyal following. Martha's work has made structured exercise available to a population that might otherwise not have the access or guidance needed.

Nutrition Education - Pat Moulton continues to expand our guests' understanding of the impact of nutrition on their health by partnering with various outside organizations on health education. She has been adept at gathering assessment data and using feedback to adjust our offerings and practices to meet the needs of our guests more effectively.

Special Needs Outreach – Toni's Kitchen understands that all God's children are called to service and that in service we are able to reflect on God's gifts. We partner with several schools serving children with autism and other special needs to create service opportunities. In addition, we work with several individual families to engage their children's talents in the service of others. Over 30 special needs children and young adults each week give generously of their time and talents to the guests of Toni's Kitchen!

Toni's Kitchen Outreach

Community Meals - Now a Significant Part of Our Mission

In recent years, Toni's Kitchen has reached out to the broader community to identify areas of unmet food needs. We started with a small program held in a local school as a pilot. There, we found a tremendous reception. Community members affected by food need were able to come together and discuss their needs in an open way. From these helpful discussions, we expanded our food outreach.

Our Vision for Outreach

Low-income families face many competing stresses and needs. Our approach to outreach is to integrate healthy food in structures that provide other supportive services to families. As families or children gather for financial counseling, tutoring, mentoring or other helpful programs, Toni's Kitchen tries to make sure that healthy food is available at these gatherings. Rather than pizza and chips, children find yummy sandwiches, fresh fruit and other healthy foods. If we think across the network of services that engage low-income families – schools, childcare, tutoring, mentoring, and sports programs– we realize that there are many opportunities in the daily lives of children to ensure that core nutrition is available. By intervening in these quiet ways, children and their families have regular access to healthy food at many points throughout their week.

In addition to these hot and cold outreach meals, Toni's Kitchen has a fast-growing Healthy Backpack Program. Backpacks are filled with healthy staples –oatmeal, tuna, peanut butter, etc. – and delivered to partner organizations that provide supportive services to low-income children. These services might be tutoring, mentoring, or after-school activities. When the children leave, they take a backpack of healthy food home. Each week they return the empty backpack and pick up a full one. For some programs, we are also able to include a bag of fresh produce as well!

Garden - Our garden program continues with great energy. Our main garden, on property made available by HomeCorp, was recently renovated and we look forward to an abundant harvest for our kitchen this season. The plot size is larger, it has new fencing, and our watering issues are being addressed. We also have a small raised bed garden that was installed by our friends at Seton Hall Prep. This small area is in front of the rectory building. We use the abundance from our garden directly in our cooking throughout the summer. You may have noticed our new vertical garden structure in the parking lot. We hope it will soon be overflowing with fresh veggies. It is a way to bear witness to the abundance that can come from a very small piece of land! We are always looking for help in our garden so for all those with a green thumb or a passion for dirty hands, jump in!

Volunteer Engagement – Toni's Kitchen has over 1000 active volunteers (really!!) Students, retirees, business people and a wide variety of community members join volunteers from St. Luke's to keep Toni's Kitchen growing and strong. Volunteers do everything from meal planning and prep, social media, gardening, fundraising, and food pickups. We are always in need of volunteers, with special need for drivers and volunteers that can help with fundraising and backpacks.

Finances - Toni's Kitchen is a growing ministry with growing financial needs and resources. We have continued to grow our financial base and that means more moving parts to manage from a financial management perspective. We are grateful to Jim Snodgrass for his adept and thoughtful management of our finances for many years. Jim handed off these responsibilities this year to Tad Roselund and we look forward to continued work in this area.

Community Connections - Toni's Kitchen partners with many local groups to expose young people to this food ministry. Girl Scouts, Boy Scouts, youth groups from other churches and synagogues all come to Toni's Kitchen to help and to learn about food insecurity. We are especially grateful to Susan Bermeo for her visit with her students at Hillside School. Thank you for working with them to prepare healthy foods, to discuss why healthy food is important to food insecure populations and for coming by to serve with us. It has been a warm and engaging experience for our guests.

Additional Programs

Sharing our Gifts - Toni's Kitchen is occasionally blessed to receive more in donated goods than it can use. We continue our longstanding partnership with the Human Needs Food Pantry to share canned goods. We also share regularly with the Montclair Inn, which provides unique and valuable independent living options for its residents. We have several new partnerships, including the Z Gallery on Pine Street which coordinates a group of local residents who cook for, and distribute food to, their local community.

Toiletries Program - This program was originally started at the suggestion of St. Luke's member, Anne Mockridge. It provides guests with toiletries – toothbrushes and toothpaste, deodorant, shampoo, soap and washcloths, razors, etc. – on a regular basis. We have received donations from a wide variety of local schools, churches, temples and individuals in support of this initiative.

Warm Accessories - In the chill of winter, a warm hat or jacket can make the difference between health and pneumonia. Toni's Kitchen is blessed to be able to provide these items regularly throughout the winter season. Warm accessories are donated by volunteers, school groups, solicited on our website and, of course, provided by our treasured Second Time Around Shop when there is an urgent need we cannot otherwise cover.

In-Kind Donations

In-kind donations continue from Whole Foods, Nicolo's Bakery, and Trader Joe's. We are blessed to receive regular donations from Little Daisy Bake Shop, several local CSAs, community gardens, and a variety of churches and synagogues that support our mission to feed the hungry. In addition, school groups, community groups and committed individuals think of us often. We receive gifts resulting from food drives, lemonade stands, toiletry drives, and community service projects. We are looking to receive more in food donations but are constrained by the number of volunteers we have available to help with this. Anyone interested in helping?

Volunteers

Volunteers are the heart of our program and bring joy to all we do! Toni's Kitchen currently engages over 1000 active volunteers in the programs described above. We are deeply appreciative to the many St. Luke's members who have volunteered their time and resources. We are especially grateful to those St. Luke's

members who dedicate the many hours needed to serve on our Advisory and/or Operations Committees: Pat Moulton, Jim Short, Jim Snodgrass and Vicki Fantozzi. We are also deeply grateful to the support we regularly receive from Tara Fardellone - priceless!

Strengthening Our Organization

Toni’s Kitchen spent a good deal of time in 2016 working to strengthen our structure as an organization. We do this to be good stewards of our resources and to maximize the benefit of the resources we are blessed with.

The Toni’s Kitchen Advisory Committee provides a monthly review of our finances, our progress against goals and thinks through opportunities and obstacles as they arise. This committee has been invaluable in keeping our focus and helping address opportunities to improve our outreach.

In addition, we have created new inventory, purchasing and planning processes to ensure careful stewardship of our financial resources as well as food donations. Our small staff meets weekly to review kitchen performance, volunteer staffing, events and program initiatives. We have found this structure improves our ability to serve effectively and efficiently – drawing in our community to the work we are called to do.

Capital Projects and Purchases/Renovations

- Contributed \$10,000 toward rebuilding the sidewalks around the church
- Built a concrete ‘pad’ to better support the new dumpster
- New chairs for dining room (identified, purchase in progress)
- Purchased new 3-door refrigerator
- Renovated Miller Street garden; built kitchen garden and vertical garden
- Renovated 3 small storage rooms to become single Backpack Room
- Created entrance from Backpack Room to back of dining room

Financial Snapshot	2015	2016
Op Revenue	258,000	328,000
Op Expense	232,000	291,000
Fund Balance	183,000	220,000

Some interesting numbers...

In 2016, Toni’s Kitchen served or distributed food for almost 70,000 meals. Highlights include:

- Meals Served in Dining Room, including take-away: 19,826
- Outreach Meals (served through community partners and The Caring Community): 13,524
- Backpacks and Pantry Bag 5,906

Other On-Site Services included

- Blood Pressure and Glucose Screenings 374
- Dental Van Visits 2
- Senior Citizen Preventive Counseling Meetings 55
- One-on-One Counseling 320
- Exercise sessions 47
- SNAP Signups 3
- Coat Distributions 5 (plus as needed)

*** Does not include the many generous coat and clothing donated to individual guests by the Second Time Around Shop.*

SPIRITUAL ENRICHMENT: COFFEE HOUR

Sue Villarosa

Sunday Coffee Hour is one of the most important and visible aspects of our St. Luke's community. It's that wonderful time after the 10:00 a.m. service when we can relax with a little food and drink, visit with old friends, make new ones, and enjoy the special fellowship that is the essence of our St. Luke's family.

At present there are 10 different teams of volunteers with each team being responsible for Coffee Hour once every 10 weeks – that's only 5 or 6 times in a year. While each individual commitment is relatively small, the rewards are great and enjoyed by all. The dedicated Coffee Hour volunteers prepare tea and coffee, provide cold drinks, bring various homemade and store-bought goodies, set it all out, and clean up afterwards. We're always looking for new faces to join a Coffee Hour team – the more volunteers, the easier and more fun it is for everyone. So if you haven't yet volunteered to be on a team, please contact Sue Villarosa who will be happy to answer any questions and sign you up!

Many thanks to the special group of dedicated parishioners who have participated in Coffee Hour over the past year and to all of our current volunteers (team leaders in bold):

Joan Mayo

Will Hobbie

Julia Ginocchio

Jenny Brown

Dianne Walmsley

Martha Bonta

Monique Balsamo

Lou Balsamo

Amado Daruich

Enuma Okuzu

Elaine Matthews

Rachel Cochran

Ellen Woods

Jinni Rock-Bailey

Scott Harvin

Sue Singer

Tara Murphy

Daune Slater

Betsy Ginsburg

Charlene Dalton

Elaine St.Clair

Meg Banitch

Ellen Alexander

Linda Hyndman-Lewis

Jeanette Quintero

JoAnn Short

Twyla Banitch

Oneida Mendez-Laws

Ann Marguet

Wendy McNeil

Christopher McKenzie

Wendy Drake-Schneider

Melissa Goslin

Ronnie Egan

Carol McCarthy

Cathie Mazza

Kathy Shanahan

Giselle Thomas

Leah Wooding

Charlene Salvito

Dan Salvito

Christie Crawford

Roxie Zeek

Jen Pountain

Anne Mockridge

Betsy Burgess

Lily Delmar

Laura Fitzgerald

Jenira Joseph

Candi Carter

Kelly Wenz

Jill Eden

Myrna Bennett

Karen Malone

Eulalee Hamilton

Millicent Brathwaite

Stefania Cohen

Brenda Stone

Larysa Cohen

Alison Curtin

Ana Marie Forsythe

Dall Forsythe

Nancy Dillon

Mark Dillon

Susan Ludwigson

Don Moore

Audrey Anderson

Colette Emerson

Ericka Mohr

Sarah Stransky

Patt Sullivan-Perry

Nancy Alberga

Vicki Fantozzi

Catherine Murray

Susan Anderson

Katherine Underwood

Maureen Otto

Stephanie Borsi

Martha Thalheimer

Gordon Frey

Lisa Williams

Shahri Griffin

Leigh Mosquera

Jiyeon Park

Rebecca Hartzell

Maggie Gilchrist

Lovey Abner

Pauline Petrus

Karen Thompson

Joy Winnik

Billie Gleissner

Liz Perez

Sue Villarosa

SPIRITUAL ENRICHMENT: CENTERING PRAYER GROUP

Martha Thalheimer

Every Saturday at 9:30 a.m., we gather in the Rectory (the house next door to the church that is part of our property) and share in the Centering Prayer Group. We started out of a daylong workshop led by Sun Spriggs, and so enjoyed the class, we agreed to hold it weekly. We start with a 20-minute centering prayer session and then we participate in Lectio Divina or read and discuss various books. We always welcome new participants! For information, contact martha.thalheimer@gmail.com.

SPIRITUAL ENRICHMENT: EDUCATION FOR MINISTRY

Gordon Frey

Education for Ministry (EfM) is an intensive four year course of study, reflection and discussion developed by the School of Theology of the University of the South in Sewanee, TN. Participants in the EfM program study the entire sweep of the Christian tradition, beginning with the Bible and moving on to church history and theology. Participants are members of a seminar group in which the events of each person's life may be examined in the light of the materials being studied. While the course materials provide substantial academic content, the focus of the program is on life as ministry and understanding and deepening that ministry. EfM also provides Christians with that basic skill which is the foundation of all Christian ministry -- theological reflection. In doing this, participants sharpen their skills of personal and cultural assessment and enhance abilities to be effective in a variety of ministries. Gathering for 35 meetings a year, the group has thus far met for two hours every Friday evening in the months from September to June. For more information please visit <http://efm.sewanee.edu/> or contact Gordon Frey at frey@slechurch.org. Participants in the group pay a fee annually. The required texts are provided, although students will need a Bible. To assist students in need, a fee reduction provision is available depending on the total enrollment of the group.

SPIRITUAL ENRICHMENT: INTERWEAVE

Peter Savastano

Interweave continues to be very grateful to count St. Luke's as one of its campuses. We remain committed to providing programs that have to do with the spiritual life, sacred activism around social justice related issues, and to promote an appreciation for the world's entire religious and sacred heritage beyond the borders of our cherished Christian tradition. Toward that end, and based on the Rev. John Mennell's suggestions and guidance, we provided the following programs in the Fall of 2016 and in the Spring of 2017:

The Ground of Prayer - This three-part series on prayer explores various paths of prayer.

Holding On - Prayer can connect us to our ground of being. Why are we drawn to certain types of prayers at certain times of our lives? In the first session, spiritual guide Peter Savastano will help us explore and understand prayer from both an apophatic and cataphatic approach. Together we will explore how contemplative silence and the tactile practice of using prayer beads can lead us into a deepening of our prayer life and an opening of our hearts.

Pray it Forward - The Psalms are sometimes referred to as God's Prayer Book. As is always the case in a loving relationship, to be heard one must listen well. Educator Carl Maulbeck will share his own spiritual practice of praying the psalms. Carl will lead us in listening with our hearts, as we enter into the poetry of the Psalms. We will reflect and then pray as well tell our own soul stories and rewrite the Psalms.

On the Road - Prayer is the thing that takes us down the road of life. It is about our very ground being. It is the prayer of covenant that holds us and allows our life to become a prayer. Relational prayer is not just for mystics and saints. Spiritual guide Janet Aulet Maulbeck will lead us in meditation and sharing as we reflect on our own sojourner's prayer.

In an effort to be more in sync with St Luke's, we focused on Women's Spirituality in March 2017 and provided a program entitled:

God calling...In a Woman's Voice, Reflections on Women's Spirituality - Start being brave about everything... These iconic words of Catherine of Siena speak to the heart of feminine theology. Join us for an afternoon of spiritual reflection as we reflect on the writings of women mystics, and theologians. Can we

re-envision our God and hear the call of Sophia into a vibrant and creative spiritual life? Contemplating the insights of female sages who lead the way, we will open ourselves to being renewed by the spark of the feminine divine.

Our latest addition to Interweave programs at St Luke's and which is ongoing is:

Daughters of Abraham: A Women's Spiritual Sharing Group - The mission of the Daughters of Abraham is to overcome stereotypes and to foster mutual respect and understanding among Muslim, Jewish and Christian women. Through discussion, insights and relationships that grow out of regular group meetings, we hope to: learn about the commonalities and differences found in Islam, Judaism and Christianity. Each month we gather and share from one of the three Abrahamic traditions. There is a deep sense joy and community in discovering the beauty in our differences as well as the common roots that we share as women of faith.

Programs still in the planning stages for the remainder of the year are:

Hildegard: Herald and Healer (TBA)

As we celebrate the return of spring and honor earth our home, we turn to Hildegard of Bingen. A prophet ahead of her day, she reminds us that our God is, life-giving-life, all movement, a spirit that... awakens everything that is. Using Matthew Fox's book *Hildegard of Bingen: a Saint for Our Times*, we will reflect on some of her prophetic themes, from green theology to social justice and feminism, using Hildegard's art and music to contemplate where the spirit is calling us in our own day.

Interweave remains open to finding new and creative ways to serve the community of St. Luke's, Montclair in the coming year and, hopefully, well beyond. We continue to explore possibilities for adult spiritual enrichment courses and to draw the wider community that surrounds St. Luke's into meaningful dialogue and just spiritual and social practices that promote a worldview that is based on love, compassion, mercy and an open and embracing understanding of the complex world in which we live at this moment in the twenty-first century.

Interweave: Some Background

Interweave is an interfaith, inter-spiritual learning center centered on integrated spirituality for daily living. Interweave's mission is to deepen spirituality, strengthen wellness and promote the common good.

Interweave is 501c3 nonprofit since 1980. While we are an interfaith organization, we have our roots in the Episcopal Church, most especially in the Episcopal Diocese of Newark. Interweave has campuses in Summit, Short Hills, Mendham and Montclair, New Jersey. We are happy to be partnering with our newest campus, St. Luke's, Montclair, as we work to extend our reach in northern NJ. This is our 2nd year offering programming at St Luke's.

All programs at St Luke's are suggested donation only. Thus far the programs we have presented have been comprised of small spiritual study and support groups of anywhere between 4-15 participants in number. We continue to try and find the right and best time to schedule there programs at St. Luke's and remain very grateful and appreciative of the Rev. John Mennell's and Tara Fardellone's collaboration in this regard.

Should you have any questions please to reach out at savastano@slechurch.org.

SPIRITUAL ENRICHMENT: OPPORTUNITIES

Walter Booker

This year, the Spiritual Enrichment Team is sponsoring another diverse slate of offerings to support the unique faith journeys of the members of our parish. This includes continuing a number of 'established favorites' - from the popular Weekly Bible Study led by the Rev. Tom Laws, to the Spiritual Explorers Book Club and the Black History Month "Meditations" Series led by Walter Booker (and John Wyatt) - as well as the introduction of some new programming. For example, we're sponsoring *The Creative Purpose Series*, a part of a larger three-part series on *The Art of Divine Inspiration*, led by the incomparable life coach, minister and educator the Rev. Karma Cloud and would like this initial effort to be the beginning of a longer exploration of this realm.

We also will be announcing an enhanced roster of summer programming, as well as additional course offerings in the fall and winter. Right now, we're considering another Bible-themed course as well as an update and enhancement of the popular Christianity and Islam course.

Of course, we welcome both the ideas and suggestions of members of the parish as well as their collaboration with SET. Simply put, if you're passionate about exploring your faith and spirituality, join us and encourage others to accompany you on the journey. In addition to the strong liturgical/worship effort led by our esteemed Rector, we want to contribute meaningfully to the Spiritual Enrichment of our fellow parishioners by providing opportunities to see and experience God in new and novel ways. The only constraint is the creativity and capacity of those who want to help with this effort, so make the choice to collaborate with SET in a synergistically beneficial way for you and for us all!

SPIRITUAL ENRICHMENT: SUNDAY MORNING 9:00 A.M. BIBLE STUDY

The Rev. Tom Laws

Our class reads the early documents of the Church that we now know as the New Testament. When we read those books, we look at how they likely developed in early Christian communities, how they fit into the present Bible, and what they may mean for our lives and experiences. Class members raise any questions or concerns they may have regarding the texts or what contemporary impacts the biblical stories may have. We began our work in September of 2016 with an in-depth look at the Sermon on the Mount. We have continued with further reading of the Gospel of Matthew. At this time, we are considering what we will study in September 2017. We are open to suggestions. Our meetings are casual. Subjects likely will appeal to adults or older teenagers. Persons with any interest or point of view are welcome. Attendance runs from two or three to eight or ten on any Sunday. We meet in the Conference Room of the Parish Hall. Come and join us!

MUSIC: SENIOR CHOIR

Jim Millar – Director of Music

After a year as interim, Jim Millar was hired as permanent Director of Music. He and the Senior Choir are excited and happy to provide all kinds of music to express the joy of the living Christ in our beautiful church. We love to sing, and we welcome anyone who would like to share in this ministry. We sing every Sunday from September through June, and we add a service of Lessons & Carols in December. We rehearse on Thursday evenings from 8:00 p.m. – 9:30 p.m., and also just before each Sunday's 10:00 a.m. service.

In 2016-2017, we have been blessed with a strong and committed group of singers. We strive to keep the highest musical standards while still maintaining a fun and relaxed atmosphere. There are very few limitations to what kind of music that we offer: we follow Duke Ellington's maxim, "If it sounds good, it is good." As an example, this past Holy Week we performed a dramatic, romantic-era anthem for Palm Sunday (Go to Dark, Gethsemane), an a cappella Renaissance anthem for Maundy Thursday (In Manus Tuas), a rousing gospel tune (with drums!) for Easter Vigil (He Never Failed Me Yet), and two anthems on Easter Sunday, the traditional This Joyful Eastertide during the offertory and the beautiful spiritual My Lord, What a Mornin' during communion.

We deeply appreciate the enthusiastic response we have received from our friends and family in the congregation. We look forward to continuing St. Luke's tradition of offering great music to the glory of God every Sunday. Come and sing with us!

MUSIC: JUNIOR CHOIR

Peter Tamburro – Director of Junior Choir and Wendy Drake-Schneider – Lead Parent for Junior Choir

The Junior Choir, a group of young musicians ranging from 2nd grade to 8th grade, remains a cherished part of the St. Luke's music program and worship. The group rehearses weekly beginning in September to help lead the 10:00 a.m. Sunday worship services roughly once every month through the beginning of June. We sing a variety of repertoire, which includes music of a classical style, traditional hymns and spirituals, and some more contemporary music. This year the children sang songs in English, Spanish, and Latin, ranging in difficulty from unison hymn tunes to three-part, polyphonic settings of traditional texts. In some cases, such as our yearly performance at the afternoon Christmas Eve service, the singers also played instruments, including handbells, tambourine, and piano. Through our rehearsals and performances, our singers learn proper singing technique, practice and performance etiquette, and what it means to be a part of the worship team.

Our rehearsals take place weekly on Wednesday nights. They are preceded by a family style dinner in the Assembly Hall at 6:00 p.m., provided by parents of the members and coordinated by our phenomenal lead parent and rehearsal assistant, Wendy Drake-Schneider. Thank you, Wendy! From 6:30 p.m. until 7:30 p.m., we rehearse in the Choir Room. A typical rehearsal will bring between twelve and fifteen singers. While we are growing toward our goal of 20 regular members, we are already recruiting for next year. Please contact our director, Pete Tamburro (tamburro@slechurch.org) with any questions or potential new members. There is no experience required, and we look forward to your children singing with us soon!

CHILDREN: SPIRITUAL ENRICHMENT – GODLY PLAY

Lead Teachers: Janet Immerman, Tara Murphy Torres
Aides: Margaret Nowrojee, Rachel Schneider, Sally Short

In the Godly Play Sunday School class, children from pre-K (four years old) through first grade get a chance to hear, reflect on, and react to Bible stories. Seated in a circle on the floor with the children, the teachers use wooden figures and other props to illustrate the stories as they tell them. Afterwards, the children make a related craft in the art room across the hall. Teaching our children about Jesus' message of love is one of the most important missions the church can have; it is the hope of the future; not only of the church, but also of the larger world. Even at this early age (perhaps best at this age), children understand Jesus' message and have their own insights into the stories in the Bible. We hope that what they learn now will stay with them and inform their decisions as they grow. We can always use more teachers for this group – and will actively be seeking more, since many of our current teachers are high school seniors who will be gone next year.

CHILDREN: SPIRITUAL ENRICHMENT – EXPLORING THE GOOD NEWS

Lead Teachers: Christie Crawford, Candi Carter, Jenira Joseph
Aides: Grady Short, Ben Wyatt

Our second to fifth graders examine one story or theme in depth for four to five weeks at a time. This method accepts that children may miss an occasional week of Church without missing the whole story. Each week they explore from a different viewpoint. They use computers, drama, music, games and cooking to explore the Good News. This class is still very hands-on and allows children to understand in an age appropriate lesson, but is more in depth than the Godly Play class.

CHILDREN: OUTREACH – CELEBRATE! KIDS IN THE KITCHEN

Vicki Fantozzi

The goals of Kids in the Kitchen are

- To give kids & families an age appropriate way to serve members of our community in need
- To connect families to Toni's Kitchen, an important service of St. Luke's
- To give the families that attend the Celebrate! Service a time to socialize while keeping the children occupied

Kids in the Kitchen takes place the first Sunday of the month (except when a holiday or major church event falls on this day) after the 9:00 a.m. Celebrate! Service. All families are invited down to Toni's Kitchen (the Sawtelle room) to bake dessert for the Sunday dinner offered to Toni's Kitchen guests. Children take an active role in the preparation and mixing of the recipe. Families who attend repeatedly are invited to be added to an email list. This group meets via email to make sure that we have supplies for baking and snacks for the kids. All are welcome, if you have questions about this ministry contact Vicki Fantozzi (vbfantozzi@gmail.com) or Alison Curtin (curtinaa@me.com). A special thank you to all of our volunteers:

Tom Fallace and Vicki
Fantozzi
Alison Curtin
Susan Anderson
Theresa & Mike McDonnell
Helen & Dave Crossen
Pat Moulton & Jim
Snodgrass

Sue Singer
Martha Thalheimer
Stu Perry
Greta Peterman
Charlene Salvito
Betty Malone
Monique Balsamo
Mia Balsamo

Leslie Slezak
Alex Slezak
Susan Bermeo
Will Hobbie

CHILDREN & YOUTH: OUTREACH – THE SERVICE CONTINUES

Vicki Fantozzi

The goals of Continuing the Service are:

- To support others in the community
- To offer an opportunity to serve others
- To strengthen the connection between St. Luke's parishioners and Toni's Kitchen

Continuing the Service takes place the last Sunday of every month (except when a holiday or major church event falls on this day) after the 10:00 a.m. service. All parishioners are invited down to Toni's Kitchen (the Sawtelle room) to help pack backpacks with nutritious non-perishable food. These backpacks are sent home through various afterschool programs to food insecure families in our community. All are welcome, if you have questions about this ministry contact Vicki Fantozzi (vbfantozzi@gmail.com) or Alison Curtin (curtinaa@me.com).

YOUTH: SPIRITUAL ENRICHMENT – RITE 13

Lead Teachers: John Cardoza, Nigel John-Baptiste, Susan Ludwigson, Molly Williams

This class is made up of 6--8th graders that meet every week. The young adults never cease to amaze the teachers with the questions and input that they have in class. Learning interesting new things about the bible, traditions, holidays, etc., are a few of the things we do in class. We also have shared movie clips to relate to bible lessons; it puts a modern spin on it in a way that the young adults can relate to. Our Rite 13 party this year consisted of our celebrants, family members and guests of the celebrants, lots of food, music, and dancing. The young adults enjoyed themselves and their friends were impressed by the "pomp and circumstance" the celebrants were given.

YOUTH: SPIRITUAL ENRICHMENT – HIGH SCHOOL

Lead Teachers: Stuart Christie, Art Borsi, Roxie Zeek, Mike Webber

Our High School Students meet from 11:00 a.m. – 12:00 p.m., after the worship service, in a discussion based curriculum designed to assist them in their journey, to encourage their questioning, and lead them to adult participation in the church. Many of our high school students assist in teaching Sunday School or in the Nursery. This group delves into tougher topics about faith, questions, and understanding.

YOUTH: FELLOWSHIP – YOUTH GROUP

John Bartz

This past year has been my first as Youth Director at St. Luke's and let me tell you.... WE HAVE SOME AWESOME KIDS!! It has been a true honor to be welcomed into this already formed group and help lead them to better know each other and know better what it means to be a Christian in the real world. Every two weeks we have a meeting 5:00 p.m. – 7:00 p.m., typically we will meet in the Rectory, however on occasion we have met in the Assembly Hall depending on what is planned and what space is needed.

We have done everything from goof around and tell stories of our week, to creating cards of encouragement for immigrants being held in the Elizabeth Detention Center. Earlier in February at one of our meetings we had a guest speaker (Seminarian Chris McNabb) come and educate us on the different classifications of refugees and how they may have found themselves in this unfortunate situation. We also played a simulation game that helped us better understand just how difficult it may be to one day wake up and have your entire world flipped upside down and all the "rules" you once knew were gone and replaced with a whole new set of "rules".

After each meeting, we will play a "Food Challenge" game, this is typically some sort of Minute to Win It type of game and the winner gets to decide what we have for dinner the next meeting. This has become quite competitive because everyone wants to have their favorite food at Youth Group!

YOUTH: OUTREACH – ANNUAL YOUTH MISSION TRIP

John Bartz

This Summer the Youth of St. Luke's will be doing God's magnificent work in the city of Portland, Maine. Portland is the largest city in the state of Maine and one of the country's most important port cities. It boasts above-average income and employment levels, but for the past several years an unlikely section of the population has grown rapidly: thousands of refugees from war-torn African countries like Somalia and Sudan have been placed there to start a new life in the U.S. Because of this, Portland has become an incredibly diverse city with a culture all its own and a wide range of unique needs.

We will be teaming up with St. Paul's Episcopal in Chatham, both churches will be working with Experience Mission, a non-profit organization in Portland, which invites mission trip teams to serve alongside three incredible local organizations doing great things for their local community: The Root Cellar, Preble Street, and the Portland Housing Authority. The presence of mission trip volunteers not only encourages these organizations in their ongoing mission, but also gives year-round volunteers a chance to focus on the growing reach and programs of their organizations. Mission trip team members build relationships with local people on a person-to-person level while providing assistance in any number of ways, including serving meals, putting on Kids Clubs, and cleaning up neighborhoods.

While in Portland we will be working with residents and refugees, with those partner organizations mentioned above. Each Day our group will be split into team job assignments and at the end of each day we will come together to hear about each other's experiences, so to make sure as many different perspectives and experiences get shared with the entire group. On our way back to New Jersey we will be stopping in Boston to do some well-earned R&R while exploring the city and enjoying telling stories of the transformative week we had just experienced.

FELLOWSHIP: PARISH LIFE COMMITTEE

Sue Villarosa and Stephanie Borsi

Whenever there's a party or reception at St. Luke's, there's a good chance that the Parish Life Committee is behind it. We host all types of events, including Soup & Breads following Lessons & Carols, the Shrove Tuesday Pancake Supper, and "Bread & Bubbly" after the Easter Vigil.

Sue and I periodically talk about whether or not we should form an actual committee that meets on a regular basis. But we never seem to get around to it. Whatever we're doing seems to work just fine, because whenever we ask for help - help arrives in abundance. Our annual events are wonderful and fun - but they would be impossible to pull off without all of your donations and, more importantly, your help. And for that we are extremely grateful!

OPERATIONS: MEMBERSHIP COMMITTEE

Julia Ginocchio

Continuing with our guiding theme of “Invite, Welcome, Connect,” the Membership Committee remains committed to our goals of growing the congregation and helping our current members find new ways to connect with others at St. Luke’s as part of their faith journey.

Our efforts have focused on further elevating St. Luke’s visibility in the community through a social media campaign designed to welcome targeted audiences to our church include young families, the LGBTQ community, seniors and community newcomers. Also, to increase visibility, beautiful, upgraded signs for St. Luke’s were installed on both Orange Roads and Elm Street with the help of Will Hobbie.

Last September the Committee hosted a Ministry Fair in the Assembly Hall during coffee hour. Several ministries hosted tables and were able to give out information and answer questions about their respective ministries and committees. Following positive feedback from ministry leaders and attendees alike, the Committee hopes to make the Fair an annual event.

The committee has also worked more closely with Rev. John Mennell and the ushers to insure all who pass through our doors are warmly welcomed and invited to coffee hour. St. Luke’s-branded “Welcome bags,” which include a coffee mug and information about our various ministries, were developed for distribution to our visitors.

A Newcomer’s Reception was hosted on April 29 in the Rectory to welcome those new to our congregation and offer them the opportunity to get to know other newcomers and ministry leaders alike. It was a casual but fun affair and something the Committee hopes to do on a more frequent basis.

In the coming months, the Committee is looking to develop “high visibility” events (music/movies on the lawn, children’s events, etc.) that will allow us to even further engage with those in our community. Additionally, we are looking to promote St. Luke’s in a more intentional way in the community through tables at various fairs and community events. Over the past year we have welcomed approximately 150 visitors and received 60 Welcome Cards. Over 66 people have returned following their initial visit to St. Luke’s.

Have an interest in joining our committee? We meet on the first Tuesday of each month at 7:00 p.m. Our next meeting will take place on June 6 in the Conference Room. We’d love to have you join us!

OPERATIONS: CAPITAL CAMPAIGN COMMITTEE

Tom Cochran and Sue Villarosa - Co-Chairs, John Raposa - Treasurer

The Capital Campaign Steering Committee has turned much of its attention from securing pledges to planning projects as approved by the Vestry and soliciting bids for work to be performed to complete each project. To guide that process, the Committee drafted and the Vestry adopted a detailed set of procurement protocols to ensure that the money raised in the Capital Campaign would be spent as prudently as possible. These protocols are posted on the St. Luke's website at <http://slechurch.org/wp-content/uploads/2016/05/Protocol-for-Procurement-11-18-16-adopted.pdf> and are attracting the attention of other parishes around the country as best-practice models for responsible, accountable capital procurement.

At the Vestry's direction, the Committee issued three (3) requests for proposals (RFPs) in 2016: (1) Sidewalks Replacement; (2) Phase 1 of Roof Repairs (the North Transept/Chapel areas); and (3) Architectural Services for the Bridge/Connector and Elevator projects.

Sidewalks Replacement

On June 1, 2016, the Committee issued an RFP for the Sidewalks Replacement project. Three valid bids were received in response to the RFP and the Committee met on August 10 to evaluate the bids. Based upon this evaluation, the Committee recommended that the Vestry authorized the retention of Trapallo Construction Inc. for the Sidewalks Replacement Project, with an anticipated contract price of \$33,771. On August 13, the Vestry approved this recommendation. The work was completed in September with a final cost of \$35,307. (The additional cost incurred was for traffic management required by the Township.)

Roof Repairs phase 1 (North Transept/Chapel area)

On October 3, 2016, the Committee issued an RFP for the first of four anticipated phases of Roof Repairs (the North Transept/Chapel area roof). Three valid bids were received and on October 23, the Committee evaluated the bids and forwarded its recommendation to the Vestry. On October 30, the Vestry approved the recommendation to retain Alpine Roofing. The base amount of the bid was \$32,300. The Committee also recommended, and the Vestry approved, an extended warranty option for an additional approximately \$545. Because we did not know the condition of the wood roof beneath the slate tiles, there was a contingency to effect any necessary replacement. Therefore, the Vestry approved an expenditure of up to \$36,000 for Phase 1 of the Roof Repairs Project. The work was completed in at the beginning of April 2017 at a cost of \$32,300 (the contingency for wood replacement proving unnecessary), with the additional warranty cost still to be billed.

Architectural Services

In October of last year, the Committee released an extensive RFP for the preparation of architectural plans for the bridge/connector and the elevator projects. Four firms responded and the Committee met on February 12 to review and score these proposals, recommending the retention of Sionas Architecture P.C. On February 21, the Vestry approved this recommendation, and authorized an expenditure of up to \$102,450 from Capital Campaign funds for these purposes. We anticipate that this work will take the better part of 2017.

The Committee anticipates releasing two additional RFPs in 2017 for Roof Repairs phases 2 (above choir room north & south to repair flashings and flat roof) and 3 (the rear of the Parish House 3rd floor with dormers). Additionally, depending upon the readiness of the architectural plans, the Committee may recommend to the Vestry that RFPs for the bridge/connector and/or elevator projects be released late in the year.

The Committee continues to closely monitor the payment of pledges to the Capital Campaign, providing the Finance Committee and Vestry with monthly reports on the current balance of Capital Campaign Account, and projections of future cash flow in and out of the Account, etc. There has been some shortfall in pledge fulfillment, with some write-offs already made. It is axiomatic that all shortfalls in pledge fulfillment will ultimately impact the work that can be accomplished. The Committee welcomes new pledges to the Capital Campaign as it seeks timely fulfillment of pledges already made.

The following is a summary of the 2016 Year End Capital Campaign Financial Report:

OVERALL CASH FLOW PROJECTION

Estimated Remaining Funds To Be Available to

Finance Capital Campaign Work:	\$ 990,197*
Current Account Balance (12/31/16)	315,186
December '16 receipts deposited in Jan. '17	36,331
Pledges made thru 12/31/16	1,232,654
less Monies received thru 12/31/16	(559,109)
less Unfulfilled pledges thru 12/31/16	(34,865) (10.9% YTD)

(*Includes funds already committed to projects as approved by the Vestry.)

2017 MONTHLY CASH FLOW PROJECTION

January	\$15,354	July	\$8,297
February	\$3,151	August	\$2,594
March	\$19,144	September	\$2,669
April	\$27,397	October	\$3,247
May	\$6,394	November	\$7,644
June	\$37,144	December	\$32,969

2016 EXPENSES PAID

First Quarter	\$32,078.10
Second Quarter	\$6,072.44
Third Quarter	\$35,307.50
Fourth Quarter	\$11,200.00
2016 TOTAL	\$84,658.04

OPERATIONS: FINANCE COMMITTEE

Vernon Endo, Treasurer

The Finance Committee is responsible for overseeing the finances of St. Luke's and reports to the Vestry. Its main activities include oversight of the budget and making decisions related to, and monitoring the investment portfolio. The Committee is chaired by the Treasurer and in 2016 its members included John Raposa, Walter Booker, Jinni Rock Bailey, Cathie Mazza, Christopher McKenzie, who also serves as Assistant Treasurer, Harry Mayo, Tom Cochran, David Goslin and Nesta Stephens.

In 2016, in addition to its usual activities, the Committee worked hard over several months to revise the Investment Policy (including amendments to the Bylaws) and to evaluate and (ultimately this year) to reinvest the investment portfolio in low cost Vanguard funds. Many thanks to all who participated in this (at times) arduous process! We welcome new members interested in participating on the Committee and meet the second Tuesday at 7:30 PM every month.

TREASURER'S REPORT

Vern Endo

The Treasurer's Report for the 2017 focuses on three areas:

- The financial results for 2016 and our results through the first quarter of 2017;
- The fund balances, which represent the excess accumulated funds of the various entities of the Church and related proposed amendments to Article 6 of our By-Laws for approval by the Congregation; (The excess amounts not required for use in the near future comprise the investment portfolio.
- The changes to the investment portfolio that were approved by the Finance Committee and the Vestry and recently completed in April 2017.

Financial Results for 2016:

Operating Surplus remains the focus of the 2016 annual financial review because it includes the day-to-day activities of the Church and excludes discretionary, nonrecurring, or restricted items such as Capital Campaign income and expenditures. The results of Toni's Kitchen, which is part of our day-to-day operations and an important ministry is excluded from Operating Surplus because its income is raised directly in support of its ministry and is not used in other operations of the Church. Operating Surplus does include Toni's Kitchen's annual \$48K contribution to reimburse the Church's operations for the facilities and services it receives.

For 2016 Operating Surplus was a deficit of about \$31K versus a planned breakeven in the budget. The main reasons for the deficit included pledge income of \$328K, which was \$47K below budget (although above 2015 amounts) and a reduction of usage income of \$29K versus the budget. Expenses were basically on budget with some savings for the year because the Youth Leader was not hired.

Turning to the non-operating portion of our finances Toni's Kitchen had a very successful year financially as they raised \$328K in funds and had expenses of \$291K, including the internal \$48K payment mentioned earlier to reimburse the Church for facility usage and services.

Besides Toni's Kitchen, the main non-operating item remains the Capital Campaign, which collected \$345K and invested \$85K in capital projects.

Finally we recorded investment income of \$40K.

2017 Budget and Q1 results:

Operating Income budgeted for 2017 is \$667K about \$36K higher than in 2016. This includes pledges of \$375K and usage income of \$123K vs. the \$93K we received in 2016. Of note, we entered into a lease with COPE Center, a not for profit counseling service, in February with an annual rent of \$40K.

Operating Expenses budgeted for 2017 total \$677K, about \$14K higher than was spent in 2016. The increase is primarily related to the hiring of the Youth Leader and outsourcing Sexton services.

The plan has an Operating Surplus deficit of about \$10K.

During the first quarter our finances were generally on budget. The one area we continue to focus on is pledge income. We have budgeted \$375K for the year and David Goslin and his team have estimated that we may be \$21K below that amount for 2017.

Fund Balances as of March 31, 2017:

As mentioned earlier the fund balances represent the excess of income over expenses for the various entities of St. Luke's. The largest amounts are in the Capital Campaign, Toni's Kitchen, the Foundation and Church General. The funds total \$1.2 million as of March 31, 2017.

Saint Luke's Episcopal Church
Profit & Loss
January through March 2017

	Jan - Mar 17	GENERAL	FOUNDATION	T/K	CAP CAMPAIGN	MEMORIAL	ALTAR	KOLBE	AIM	SHOP	TOTAL		
Total Income	504,553.00	0.00	177,282.42	2,000.00	232,279.54	79,030.99	0.00	3,000.00	0.00	903.25	10,056.80	0.00	504,553.00
Total Expense	338,272.38	0.00	184,977.33	0.00	139,309.69	10,550.00	0.00	2,441.19	0.00	693.25	300.92	0.00	338,272.38
Net Income	166,280.62	0.00	-7,694.91	2,000.00	92,969.85	68,480.99	0.00	558.81	0.00	210.00	9,755.88	0.00	166,280.62
12/31/2016 UNAUDITED fund balances		\$ 182,993	\$ 133,678	\$ 212,207	\$ 332,006	\$ 114,463	\$ 10,714	\$ 5,712	\$ 6,849	\$ 49,622	-\$ 0	\$ 0	\$ 1,048,244
1st QTR 2017 Net Income		-\$ 7,695	\$ 2,000	\$ 92,970	\$ 68,481		\$ 559		\$ 210	\$ 9,756			\$ 166,281
1st QTR 2017 Space Allocation		\$ 16,878		-\$ 12,000						-\$ 4,878			\$ -
sub		\$ 192,176	\$ 135,678	\$ 305,177	\$ 388,487	\$ 114,463	\$ 11,273	\$ 5,712	\$ 7,059	\$ 54,500	-\$ 0	\$ 0	\$ 1,214,524
		-\$ 23,462											-\$ 23,462
1st QTR Investment Activity	\$ 23,462	\$ 4,096	\$ 2,992	\$ 4,750	\$ 7,431	\$ 2,562	\$ 240	\$ 128	\$ 153	\$ 1,111			\$ 23,462
March 2017 UNAUDITED Fund Balances		\$ 172,810	\$ 138,670	\$ 309,927	\$ 395,918	\$ 117,025	\$ 11,513	\$ 5,840	\$ 7,212	\$ 55,610	-\$ 0	\$ 0	\$ 1,214,524

The prior practice of several of the entities was to maintain separate bank or investment accounts for their respective funds. Several years ago the Vestry authorized the commingling of the funds while maintaining a separate accounting of each fund in the financial records of the Church, which are audited annually. The Vestry believed that this practice would be more efficient especially in the investment of excess funds, those monies not required for use in the near future. To formalize this practice amendments to the By-Laws are required to be approved by the Congregation. The proposed amendments relate to Article 6. The St. Luke's Foundation and Memorial Trust and are presented in the Annual Report.

Investment Portfolio:

As mentioned earlier the excess funds, which total \$691K, are commingled in an investment portfolio. The Vestry delegated the management of this portfolio to the Finance Committee under a revised Investment Policy, which the Vestry approved late last year. As of March 31, \$553K of the investment portfolio was invested in mutual funds sponsored by Oppenheimer Funds and performed well-generating \$40K of investment returns. The remaining \$108K is invested primarily in cash at an account held at Morgan Stanley.

Late last year and earlier this year the Finance Committee approved the establishing of an account at Vanguard, the liquidating of the Oppenheimer Funds and investing of the proceeds in four low cost Vanguard mutual funds. Each fund consists of low risk stocks and bonds or of index funds. Each fund is also rebalanced automatically by its portfolio manager to maintain its percentage mix of stocks and bonds or index funds. The transactions related to this restructuring of the investment portfolio were completed in April 2017.

2017 Income Projection

Month 3

	Actual	Budget	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	2017		
	2016	2017							YTD	Estimate	Difference
1001 Plate	\$11,577	\$10,000	\$1,066	\$651	\$1,023				\$2,740	\$2,500	\$240
1003 Unpledged Givers of Record	\$0								\$0	\$0	\$0
1002 Current Pledges	\$327,596	\$375,000	\$57,720	\$25,621	\$24,999				\$108,340	\$93,750	\$14,590
1005 Special Event	\$11,807	\$15,000							\$0	\$3,750	(\$3,750)
Other Unrestricted income	\$10,640	\$10,000	\$4,725	\$4,693	\$5				\$9,423	\$2,500	\$6,923
1000 Total Unrestricted Income	\$401,969	\$410,000	\$63,511	\$30,965	\$26,027	\$0	\$0	\$0	\$120,503	\$102,500	\$18,003
1102 Lay Benefits/Other Restricted	\$0								\$0	\$0	\$0
1106 Parish Committee Income	\$1,735	\$6,735			\$335				\$335	\$1,684	(\$1,349)
Youth Fees	\$12,419	\$4,420	\$15		\$200				\$215	\$1,105	(\$890)
Flower Guild	\$5,977	\$6,313	\$695	\$300					\$995	\$1,578	(\$583)
Altar Guild	\$3,500	\$3,500	\$3,000						\$3,000	\$875	\$2,125
Moore Trust	\$14,000	\$14,000			\$3,500				\$3,500	\$3,500	\$0
Misc Restricted Operating Income	\$2,810	\$1,000							\$0	\$250	(\$250)
Restricted Income	\$40,440	\$35,968	\$3,710	\$300	\$4,035	\$0	\$0	\$0	\$8,045	\$8,992	(\$947)
11101 Al-Anon	\$4,200	\$4,500	\$350	\$350	\$350				\$1,050	\$1,125	(\$75)
11103 Imani	\$21,834	\$22,000	\$1,833	\$1,833	\$1,833				\$5,500	\$5,500	\$0
11104 Alanon Monday	\$475	\$480	\$80		\$100				\$180	\$120	\$60
11105 AA - Tues	\$1,080	\$1,200	\$0	\$100	\$100				\$100	\$300	(\$200)
11106 AA-Wed	\$1,080	\$960	\$90	\$90	\$90				\$270	\$240	\$30
11107 AA Friday	\$1,440	\$1,440	\$120	\$120	\$120				\$360	\$360	\$0
11113 Emanuel's Hope Baptist Church	\$11,575	\$11,700	\$1,575	\$900	\$900				\$3,375	\$2,925	\$450
11112 MLC Summer Camp	\$15,540	\$5,600							\$0	\$1,400	(\$1,400)
11114 Rectory Occupancy	\$19,675	\$20,196	\$1,650	\$1,650	\$1,650				\$4,950	\$5,049	(\$99)
11111 Writer's Group	\$3,600	\$3,600	\$600						\$600	\$0	\$600
Writers Circle	\$0	\$10,000	\$3,291						\$3,291	\$2,500	\$791
RISE	\$0	\$0							\$0	\$0	\$0
Pure Foundations	\$0	\$0			\$222				\$444	\$0	\$444
COPE	\$0	\$40,000	\$200	\$6,600	\$222				\$6,800	\$10,000	(\$3,200)
11115 AA Thursday	\$540	\$960	\$100	\$80	\$80				\$260	\$0	\$260
11116 AA Monday	\$500	\$1,200	\$100	\$50	\$175				\$325	\$0	\$325
11109 Misc Usage (One Time)	\$11,658	\$7,000	\$582	\$110	\$75				\$767	\$1,750	(\$983)
1111 Usage Reimbursement Income	\$93,197	\$127,236	\$10,572	\$12,105	\$5,595	\$0	\$0	\$0	\$28,272	\$31,269	(\$2,997)
Restricted Operating	\$133,637	\$163,204	\$14,282	\$12,405	\$9,630	\$0	\$0	\$0	\$36,317	\$40,261	(\$3,944)
Operating Income less Outreach	\$535,606	\$573,204	\$77,793	\$43,370	\$35,657	\$0	\$0	\$0	\$156,820	\$142,761	\$14,059
*110604 Parish Gifts (Pass Through)	\$2,275								\$0	\$0	\$0
1107 Rector's Discretionary Fund	\$625								\$0	\$0	\$0
Toni's Kitchen Partial Reimbursement	\$48,000	\$48,000	\$4,000	\$4,000	\$4,000	\$0	\$0	\$0	\$12,000	\$12,000	\$0
1204 Christ Child	\$370	\$2,000							\$0	\$500	(\$500)
*1205 AIM Offering	\$3,266	\$4,000	\$495	\$337	\$71				\$903	\$1,000	(\$97)
Caring Community	\$800								\$0	\$0	\$0
1212 2nd Time Around Shop	\$40,508	\$40,000	\$3,645	\$2,944	\$3,469				\$10,057	\$10,000	\$57
OPERATING INCOME	\$631,451	\$667,204	\$85,932	\$50,651	\$43,197	\$0	\$0	\$0	\$179,780	\$166,261	\$13,519
OPERATING EXPENSE	\$662,791	\$677,204	\$64,535	\$53,698	\$46,167	\$0	\$0	\$0	\$164,400	\$169,301	\$4,901
OPERATING SURPLUS/(DEFICIT)	(\$31,340)	(\$10,000)	\$21,397	(\$3,047)	(\$2,970)	\$0	\$0	\$0	\$15,380	(\$3,040)	\$12,340
*1207 St Luke's Foundation Memorial Fund	\$3,000		\$1,000		\$1,000				\$2,000	\$3,000	(\$1,000)
1004 Investment Income	\$40,349		\$0	\$0	\$23,461				\$23,462	\$0	\$23,462
*1214 Bequests	\$18,982								\$0	\$0	\$0
*1210 Capital Campaign	\$345,089	\$187,122	\$58,851	\$4,931	\$15,248				\$79,031	\$0	\$79,031
1004 Investment Income	\$0								\$0	\$0	\$0
Other Restricted Income	\$367,071	\$187,122	\$59,852	\$4,932	\$39,710	\$0	\$0	\$0	\$104,493	\$3,000	\$101,493
Capital Expense	\$100,888	\$0	\$0	(\$9,363)	(\$25,199)	\$0	\$0	\$0	\$12,218	\$46,781	\$12,218
Restricted Surplus/(Deficit)	\$266,183	\$187,122	\$59,852	(\$4,432)	\$14,511	\$0	\$0	\$0	\$116,712	\$49,781	\$113,712
Toni's	\$328,089	\$749,000	\$151,447	\$37,676	\$43,157	\$0	\$0	\$0	\$232,280	\$187,250	\$45,030
Toni's Kitchen/Outside Expense	\$291,197	\$693,790	\$50,981	\$38,451	\$49,877	\$0	\$0	\$0	\$139,310	\$173,448	\$34,138
Net after Reimbursement	\$36,892	\$7,210	\$96,466	(\$4,776)	(\$10,721)	\$0	\$0	\$0	\$80,970	\$1,803	\$79,167
TOTAL	\$1,278,610	\$1,555,326	\$293,231	\$89,259	\$122,063	\$0	\$0	\$0	\$504,553	\$344,511	\$160,042
Total St. Luke's Expense (Quickbooks)	\$1,006,876	\$1,558,116	\$115,516	\$101,513	\$121,243	\$0	\$0	\$0	\$338,271	\$389,529	\$51,258
Net Total Surplus/(Deficit)	\$271,734	(\$2,790)	\$177,715	(\$12,254)	\$820	\$0	\$0	\$0	\$166,281	(\$45,018)	\$211,299

Account Balances	12/31/16	3/31/17	6/30/16
Oppenheimer	\$560,398	\$582,683	
Smith Barney	\$106,367	\$107,543	
Chase - St. Luke's	\$36,830	\$40,174	
Chase - Toni's Kitchen	\$50,937	\$113,918	
Chase - Episcopal Women	\$0	\$500	
CapitalAcct	\$315,187	\$404,171	
Total	\$1,069,720	\$1,248,989	\$0

2017 Expense Projection

	Actual	Budget	2017						2017		
	2016	2017	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	YTD	Estimate	Difference
Worship											
Staff (Music Dir, 30% Rector, 20% PA)	\$84,596	\$89,167	\$6,906	\$6,496	\$6,169	\$0	\$0	\$0	\$19,571	\$22,292	\$2,721
2302 Substitute Organist	\$3,350	\$3,000							\$0	\$750	\$750
2303 Choir Section Leaders	\$20,472	\$15,000	\$1,995	\$1,870	\$1,785				\$5,650	\$3,750	(\$1,900)
2304 Liturgical Lay Benefits	\$2,312		\$213	\$213	\$202				\$629	\$0	(\$629)
2305 Organ Maintenance	\$0	\$1,000							\$0	\$250	\$250
2309 Music Program Misc	\$1,476	\$1,500							\$0	\$375	\$375
2310 Music Program - Other	\$0								\$0	\$0	\$0
2320 Worship Committee	\$219	\$500		\$43					\$43	\$125	\$82
2330 Altar Guild	\$4,378	\$3,500	\$1,443	\$71	\$927				\$2,441	\$875	(\$1,566)
2340 Flower Guild	\$11,193	\$6,303	\$903	\$175					\$1,078	\$1,576	\$498
Sub-Total Worship	\$127,997	\$119,970	\$11,460	\$8,869	\$9,084	\$0	\$0	\$0	\$29,412	\$29,993	\$580
Outreach											
Staff (35% Sexton, 10% Rector, 10% PA)	\$32,724	\$23,738	\$1,966	\$1,824	\$1,707	\$0	\$0	\$0	\$5,497	\$5,935	\$437
2501 Diocesan Pledge	\$49,550	\$45,756	\$3,813	\$3,813	\$3,813				\$11,439	\$11,439	\$0
2512 St Luke's Scholarships	\$0								\$0	\$0	\$0
2509 Discretionary Funds	\$1,468	\$1,200	\$553	\$100					\$653	\$300	(\$353)
2510 Director of Outreach	\$10,008	\$10,000	\$870	\$844	\$817				\$2,531	\$2,500	(\$31)
* 2502/2 Grants	\$6,033			\$214					\$214	\$0	(\$214)
* 2504 AIM Grants	\$2,944	\$4,000							\$0	\$1,000	\$1,000
* 2505 Christ Child Grants	\$345	\$2,000	\$693						\$693	\$500	(\$193)
* 2670 Parish Gifts	\$2,275								\$0	\$0	\$0
2511 2nd Time Around Shop	\$9,325	\$20,000	\$174		\$127				\$301	\$5,000	\$4,699
Sub-Total Outreach	\$114,672	\$106,694	\$8,070	\$6,794	\$6,464	\$0	\$0	\$0	\$21,328	\$26,674	\$4,909
Fellowship/Enrichment/Caring											
Staff (30% Rector, 10% PA)	\$51,687	\$55,448	\$4,579	\$4,187	\$3,884	\$0	\$0	\$0	\$12,650	\$13,862	\$1,212
2610 Community - Life (Borsi/Villarosa)	\$2,612	\$2,000	\$150		\$356				\$506	\$500	(\$6)
2620 Community Growth(Zeek/Ginocchio)	\$960	\$2,000	\$330						\$330	\$500	\$170
2621 Community Events	\$1,776	\$0							\$0	\$0	\$0
2630 Men's Group (Williams/Balsamo)	\$0	\$500							\$0	\$125	\$125
Womens Group (Borsi/Thompson)	\$3,325	\$500							\$0	\$125	\$125
Caring Community (Singer)	\$631	\$1,000							\$0	\$250	\$250
2640 Commitment/Stewardship (Goslin)	\$895	\$2,000	\$441		\$283				\$724	\$500	(\$224)
2650 Spiritual Enrichment (Rock-Bailey)	\$6,264	\$2,000	\$200		\$339				\$539	\$500	(\$39)
Sub-Total Fellow/Enrich/Care	\$68,150	\$65,448	\$5,701	\$4,187	\$4,862	\$0	\$0	\$0	\$14,759	\$16,362	\$1,612
Children & Youth											
Staff (Youth Dir, School, 10% Rector, 10% PA)	\$60,647	\$71,541	\$5,886	\$5,628	\$5,396	\$0	\$0	\$0	\$16,911	\$17,885	\$975
2404 Child Care	\$3,108	\$3,500							\$0	\$875	\$875
2406 Youth Education	\$3,730	\$4,500	\$61						\$61	\$1,125	\$1,064
2407-11 Youth General	\$3,325	\$3,050							\$0	\$763	\$763
2413 Mission Trip	\$6,645	\$8,000			\$1,000				\$1,000	\$2,000	\$1,000
2414 Youth Outreach	\$2,071	\$1,600							\$0	\$400	\$400
2415 Youth Worship	\$1,100	\$1,150		\$41	\$52				\$93	\$288	\$194
Sub-Total Children & Youth	\$80,627	\$93,341	\$5,947	\$5,670	\$6,448	\$0	\$0	\$0	\$18,065	\$23,335	\$5,270
Support											
Office											
Staff (Bookkeeper, 25% PA, 10% Rector)	\$49,112	\$50,634	\$4,215	\$4,531	\$4,001	\$0	\$0	\$0	\$12,747	\$12,659	(\$88)
2106 Miscellaneous Office Expense	\$4,370	\$1,000	\$234	\$215	\$189				\$637	\$250	(\$387)
2104 Worker's Comp Insurance	\$3,485	\$4,000	\$2,943						\$2,943	\$1,000	(\$1,943)
2107 CMS Software Fees	\$3,809	\$4,000	\$642	\$144	\$380				\$1,166	\$1,000	(\$166)
2108 Office Supplies	\$3,163	\$4,000	\$702	\$659	\$596				\$1,957	\$1,000	(\$957)
2109 Postage	\$868	\$1,000							\$0	\$250	\$250
2110 Printing	\$6,816	\$5,000	\$1,842						\$1,842	\$1,250	(\$592)
2111 Telephone	\$5,760	\$6,696	\$851	\$167	\$856				\$1,874	\$1,674	(\$200)
2112 Machine Rental	\$6,587	\$7,224	\$602	\$602	\$602				\$1,806	\$1,806	\$0
2114 Diocesan Convention	\$950	\$1,200							\$0	\$300	\$300
2115 Audit Fees	\$0	\$5,000							\$0	\$1,250	\$1,250
Sub-Total Office	\$84,920	\$89,754	\$12,031	\$6,318	\$6,624	\$0	\$0	\$0	\$24,973	\$22,439	(\$2,535)
Buildings & Grounds											
Staff (65% Sexton, 25% PA, 10% Rector)	\$59,706	\$40,946	\$3,359	\$3,272	\$3,152	\$0	\$0	\$0	\$9,783	\$10,237	\$453
2204 Misc Serviv Fees	\$833	\$600		\$166					\$166	\$150	(\$16)
Sexton Contracted Fees		\$31,000	\$1,853	\$2,253	\$2,253				\$6,359	\$7,750	\$1,392
2205 Contracted Maintenance	\$29,282	\$27,000	\$5,409	\$1,990	\$1,201				\$8,600	\$6,750	(\$1,850)
2206 Furniture Fixtures Equipment	\$3,334	\$2,000	\$584	\$60	\$513				\$1,156	\$500	(\$656)
2207 Supplies/Hardware	\$6,778	\$8,000	\$1,388		\$365				\$1,753	\$2,000	\$247
2208 Property Insurance	\$31,220	\$33,000		\$8,634					\$8,634	\$8,250	(\$384)
2209 Security System	\$0	\$2,250	\$545		\$300				\$845	\$563	(\$283)
22102 Electricity	\$36,668	\$39,000	\$2,667	\$2,354	\$2,546				\$7,566	\$9,750	\$2,184
22101 Natural gas	\$11,136	\$11,000	\$2,778	\$1,838	\$2,355				\$6,971	\$2,750	(\$4,221)
22103 Heating Oil	\$2,835	\$4,000	\$1,375	\$1,295					\$2,670	\$1,000	(\$1,670)
22104 Sewer	\$1,617	\$1,000							\$0	\$250	\$250
22105 Water	\$3,016	\$2,200	\$1,369						\$1,369	\$550	(\$819)
Sub-Total Buildings & Grounds	\$186,425	\$201,996	\$21,326	\$21,861	\$12,685	\$0	\$0	\$0	\$55,871	\$50,499	(\$5,372)
NON OPR											
2900 Capitol Expenditures	\$100,888	\$187,122		\$9,363	\$25,199				\$34,562	\$46,781	\$12,218
2507 Toni's Kitchen Operations Ext. Exp	\$243,197	\$693,790	\$50,981	\$38,451	\$49,877				\$139,310	\$173,448	\$34,138
Total Expense (Check Sum)	\$1,006,876	\$1,558,116	\$115,516	\$101,513	\$121,243	\$0	\$0	\$0	\$338,271	\$389,529	\$51,258
Total Operating Expense	\$662,791	\$677,204	\$64,535	\$53,698	\$46,167	\$0	\$0	\$0	\$164,400	\$169,301	\$4,901
Footnotes											
Shop Church Donation (1/2 Income less Expenses)	\$20,254	\$20,000	\$1,735	\$1,472	\$1,671	\$0	\$0	\$0	\$4,878	\$5,000	\$616
Shop Grants & External Expenses	\$9,325	\$20,000	\$174	\$0	\$127	\$0	\$0	\$0	\$301	\$5,000	\$4,699
Total Shop Expenses		\$40,000	\$1,909	\$1,472	\$1,798	\$0	\$0	\$0	\$5,179	\$10,000	\$5,316
Toni's Kitchen Utility Expenses (in addition to above)	\$48,000	\$48,000	\$4,000	\$4,000	\$4,000	\$0	\$0	\$0	\$12,000	\$12,000	\$0

BY-LAWS OF ST. LUKE'S EPISCOPAL CHURCH, MONTCLAIR, NJ

(As revised by the Vestry April 2017 and 2017 Annual Meeting)

ARTICLE I. ST. LUKE'S CHURCH

1.1 THE EPISCOPAL CHURCH. St. Luke's Church belongs to the Protestant Episcopal Church in the United States of America and the Diocese of Newark and is subject to their canons. Any act to the contrary shall be void ab initio.

1.2 MISSION. St. Luke's is a joyful, Christ-centered community. We accept, encourage, and celebrate a unique mix of people and embrace each other's faith journey. We offer a rich variety of worship experiences, under girded by strong preaching, liturgy and music. We are committed to growing through caring, education, and service. Our mission is to live the Gospel, looking beyond ourselves, by praying, learning and giving.

1.3 THE CORPORATION. The parish has been incorporated in accordance with N.J.S. 16:12-1 et seq., as "The Rector, Wardens and Vestrymen of St. Luke's Church of Montclair, New Jersey."

ARTICLE 2. ANNUAL AND SPECIAL PARISH MEETINGS

2.1 DATE OF THE ANNUAL PARISH MEETING. The Annual Parish Meeting for the election of officers shall be held on the third Sunday in May unless the Vestry chooses another Sunday in May and notifies all members of the changes by April 1 of the year in which the change is to take place. {N.J.S.16:12-10}

2.2 NOTICE. Notice of the time and place of such Annual or Special Parish Meeting shall be given by advertisement set up in open view at the door of the church at least 10 days prior to the meeting and shall also be read by the Rector or other officiating minister on the two Sundays preceding the meeting.

2.3 PRESIDING OFFICER. The Rector shall preside at the Annual or Special Parish Meeting with the right to vote, or if the Rector is absent or if no Rector is settled in the parish, the meeting shall choose one of the wardens, or if neither of the wardens is present, then one of the members of the Vestry, or if no member of the Vestry is present, then some duly qualified voter, to act as presiding officer. {N.J. S. 16:12-10} The presiding officer shall be the judge of the qualification of the voters, shall receive the votes cast, and shall declare the result.

2.4 SECRETARY. The clerk of the Vestry, or in the absence of the clerk, a person appointed by the presiding officer, shall enter the proceedings in the minute book of the Vestry, and shall sign the same together with the presiding officer.

2.5 RULES OF PROCEDURE. In all matters of parliamentary procedure not governed by canon or these by-laws, Robert's Rules of Order Newly Revised shall govern.

2.6 QUALIFICATION OF VOTERS. The persons entitled to vote at any Parish meeting shall be:

[a] Baptized;

[b] At least 16 years of age;

[c] Of good moral character;

[d] Adherents of the Protestant Episcopal Church;

[e] Regular attendance at the services of the Parish, for six [6] calendar months before the meeting; and

[f] Regular contributors to the current expenses of the Parish for the last six months and have made a pledge for the current year. The records maintained by the Treasurer shall be sufficient evidence of contribution. {D. N. Can 9.5}. Contributions may be made individually or as a family unit.

2.7 QUORUM. A quorum shall be three qualified voting members. {N.J.S. 16:12-10}

2.8 NOMINATIONS. Not less than forty-five days prior to the Annual Parish Meeting, five appointments shall be made to the Nominating Committee as follows:

[a] by the Vestry of a non-retiring warden and a non-retiring Vestry member and

[b] by the Rector, or if there should be no Rector, by the warden whose term does not expire, of a Chairperson and two other persons from the congregation.

Notice of the names of the members of the Nominating Committee shall be posted in a prominent place and mailed or emailed to every household in the parish at least forty days prior to the Annual Meeting. As soon as practicable, the chair shall call a meeting of the Nominating Committee and instruct it as to the offices for which nominations are to be made and as to the requirements for eligibility for the office. No later than twenty one days prior to the Annual Meeting, the Nominating Committee shall present to the Rector or the wardens if there is no Rector, a report of the names of the nominees. The chair shall post a notice of nominees in a prominent place and mail or email it to every household in the parish.

2.9 NOMINATIONS BY PETITION. Any six qualified voting members may nominate another qualified voting member for any office to be elected by providing a signed petition to the Clerk of the Vestry seven days prior to the Annual Meeting. If the Clerk receives such nomination, [s]he shall immediately post the name of the person[s] on the bulletin board of the Parish House.

2.10 VOTING. Elections shall be by ballot, and the polls shall remain open for one half hour, and for such longer time as may be required to receive the ballots of the persons present and ready to vote. Proxy and Absentee ballots shall not be allowed. Elections shall be by a plurality of the votes cast.

2.11 SPECIAL PARISH MEETINGS. Special meetings of the parish for any of the purposes provided in this article, may be called by the Rector at any time, or if there be no Rector, by the wardens, upon the same notice as prescribed for the Annual Meeting. The notice shall specify the object for which the meeting is called, and no vote shall be taken upon any question not specified in the notice. Special meetings shall be conducted in the same manner as the meetings for the annual election, but the voting may be conducted on any question except the election of wardens and Vestry. {N.J. S. 16:12-13}.

ARTICLE 3. THE VESTRY

3.1 NUMBER AND QUALIFICATIONS. There shall be two wardens and 12 Vestry members ["the Vestry"] who will be elected by ballot from qualified voters at the Annual Meeting. Candidates for the Vestry must be qualified voters. In addition to being qualified voters, candidates for Warden, Deputies and Alternate Deputies to the Diocesan Convention, and Delegates and Alternate Delegates to District 5 must also be confirmed communicants in good standing. {ECUSA Can. 17.3}

3.2 TERMS OF OFFICE. At each Annual Parish Meeting one warden shall be elected for a term of two years, four Vestry members shall be elected each to serve for terms of three years, and three lay Deputies and three lay Alternate Deputy to the Diocesan Convention with terms of one year and one lay delegate to District 5 with a term of one year. The deputies' and delegate's terms commence with the first regular Diocesan Convention following the election and the first meeting of the District Convocation following the election, respectively.

3.3 LIMITATIONS OF TERMS. The term of office of a Vestry member shall be three years, running from the date of the parish meeting. No person who has served two full consecutive terms is eligible for re-election as a Vestry member for a period of one year after the conclusion of the second term. The term of office of warden shall be two years. No warden who has served two full consecutive terms as warden is eligible for re-election as warden or Vestry member for a period of one year after the conclusion of the second consecutive term.

3.4 MEETINGS AND NOTICES. Regular meetings of the Vestry shall be held for the transaction of the usual matters of parish business, and special meetings may be held as necessary. Meetings of the Vestry shall be called on at least twenty-four hours notice by

[a] The Rector at any time;

[b] The wardens, if there is no Rector or if the Rector is absent from the diocese for three calendar months, or is incapable of acting, or if the Rector has refused to call a meeting within one week of a request signed by a majority of the members of the Vestry; or

[c] A majority of the members of the Vestry, in case of the failure of the wardens to call such meeting within one week after the receipt of such request. {N.J. S. 16:12-8}

Notice of any special Vestry meeting shall specify the object for which the meeting is called, and no vote shall be taken upon any question not specified in the notice. Special meetings shall be conducted in the same manner as a regular Vestry meeting.

3.5 PRESIDING OFFICER AND VOTES. The Rector is the presiding officer at all meetings of the Vestry. If there is no Rector, one of the wardens selected by the Vestry shall so act. At each meeting of the Vestry each warden and Vestry member shall have one vote. {N.J.S.16: 12-6} If a warden is chairing a meeting [s]he may only vote in case of a tie.

3.6 QUORUM. The following constitutes a quorum:[a] The Rector and two-thirds of the Vestry members; or [b] The Rector, one of the wardens and a majority of the Vestry members; or [c] The Rector, both wardens and one less than a majority of the Vestry members; or

[d] If the Rector is absent from the diocese, or is incapable of acting, for more than three calendar months, or if the meeting is called by the Rector and he or she is absent, or if the meeting is called by the wardens or Vestry members and the Rector is absent, both wardens and one less than a majority of the Vestry members or one warden and a majority of the Vestry members.

3.7 ACTION BY CONFERENCE TELEPHONE. Any member of the Vestry or any committee of the Vestry may participate in a meeting of the Vestry or committee by means of a conference telephone or similar equipment that allows all persons participating in the meeting to hear each other at the same time if such equipment is available. Participation by such means shall constitute presence in person at such a meeting.

3.8 ACTION BY WRITTEN CONSENT. Any action of the Vestry or committee of the Vestry may be taken without a meeting if the Rector and all members of the Vestry or the committee consent in writing to the adoption of a resolution authorizing the action. These resolution and written consents shall be filed with the minutes of the Vestry or committee. {N.J. S. 16:12-9}

3.9 VACANCIES. Should a vacancy occur in the office of warden or a Vestry member caused by the death, resignation, removal, incapacity, or refusal or neglect for six months of duty of any duly elected warden or Vestry member, the Vestry may, by majority vote, fill the vacancy by the election of a suitable person to serve until a successor is elected by the next Annual Meeting. {N.J.S. 16:12-12}

3.10 RECTOR'S ABSENCE. If there is a Rector called to or settled in the parish, no action shall be taken in the Rector's absence relating to or affecting the personal or exclusive rights of the Rector, or the alienation of the capital or principal of any investments held by the corporation, or the sale of its real estate, or the encumbrance thereof, except as may be necessary for ordinary repairs.

3.11 YOUTH REPRESENTATIVE. The Vestry may elect a youth representative to the Vestry who will attend Vestry meetings. The youth representative may participate in discussions but shall not have a vote on any Vestry matter. The term of service will be one year. The representative will serve at the will of the Vestry. Nothing in this by-law will prohibit a teen-aged qualified voter from running for and being elected as a Vestry member with full voting rights.

3.12 FINANCIAL OBLIGATIONS. (A) Generally. No obligation shall be contracted for the corporation, nor commitments of any kind made on its behalf, nor disbursements made involving any expenditure, unless authorized by the Vestry in an approved budget or otherwise. (B) Expenses of \$5,000 or less. Authorization for the payment of, or execution of a contract for, purchases of goods or services available at retail with a value of \$5,000.00 or less shall be by the Rector or a Warden, and the Treasurer or Assistant Treasurer is authorized to

cause the disbursement of funds in accordance with such authorization. Authorization for the payment of, or execution of a contract for, purchases of goods or services not available at retail with a value of \$5,000.00 or less shall be by the Rector and a Warden acting jointly, or in the absence of the Rector by both Wardens acting jointly, and the Treasurer or Assistant Treasurer is authorized to cause the disbursement of funds in accordance with such authorization. (C) Vestry approval for expenses exceeding \$5,000 or contracts of 1 year or more. No obligation shall be contracted for the corporation, nor commitments of any kind made on its behalf, nor disbursements made involving an expenditure exceeding \$5,000 and or a commitment term of 1 (one) year or more, until the proposal is reviewed by the appropriate Vestry/church committee-which will also include a determination as to whether an attorney review is necessary-and then, upon affirmative committee review, be brought to the Vestry for approval. (D) Multiple Bids Required. No proposal for the procurement of goods or services with a value exceeding \$5,000.00 will be approved unless at least three valid bids have been received and evaluated to determine which bid best meets the needs of the parish. (E) Expenses exceeding \$5,000. If approved by the Vestry, authorization for the payment of, or execution of a contract for, purchases of goods or services with a value exceeding \$5,000.00 shall be by the Rector and a Warden acting jointly, or in the absence of the Rector by both Wardens acting jointly, and the Treasurer or Assistant Treasurer is authorized to cause the disbursement of funds in accordance with such authorization. (F) Capital Campaigns. The Vestry may from time to time adopt alternative and superseding procedures applicable to any capital campaign.

3:13 REAL PROPERTY. No parish-owned real property shall be sold or encumbered without the prior written consent of the Bishop and Standing Committee of the Diocese of Newark. The parish shall not enter into a lease of parish-owned real property without the prior written consent of the Bishop and Standing Committee if the term of such lease exceeds one [1] year in duration, or if the lease obligates the parish to extend or renew the tenancy beyond one year. No parish-owned real property shall be leased for residential purposes without the prior written consent of the Bishop and Standing Committee, regardless of the extent of such use and the duration of such lease, except that no such consent shall be required for the occupancy of parish-owned property by clergy or lay employee[s] of the parish.

INVESTMENTS. Subject to the limitations and conditions contained in any gift, devise or bequest, the Vestry may invest the funds of the corporation in such securities, investments, or other property, real or personal, as it shall seem advisable, without being restricted to those classes of securities that are lawful for the investment of trust funds under the laws of the State of New Jersey. The Vestry may delegate this investment authority to the Finance Committee as described in the Investment Policy.

PLEDGE TO THE DIOCESE OF NEWARK. The parish shall make an annual financial pledge to the unified budget of the Diocese of Newark. The parish's written pledge, made in accordance with the approved system of diocesan giving, shall be submitted to the Finance Officer of the Diocese of Newark by December 1 of each year.

REMOVAL. A member of the Vestry, other than the Rector, may be removed at any time for due cause by the votes of a two-thirds majority of the entire Vestry, provided notice of the proposed removal and the reasons for the same shall have been given to the said Vestry member at least 21 days in advance of the meeting.

Grounds for removal shall include, without limitation, conduct in violation of the Canons of the Episcopal Church or the Constitution and Canons of the Diocese of Newark or otherwise detrimental to the mission and best interests of the congregation; failure to disclose and, if appropriate, abstain from Vestry deliberations and determinations by reason of conflict of interest; neglect of duties by reason of excessive absence; breach of confidentiality with respect to matters discussed or acted upon by the Vestry in a duly convened executive session; ineligibility for office; failure to support the congregation by regular pledging or failure to honor the pledge once made, in either case without excuse or good cause shown; disability; failure to attend with reasonable diligence to his or her duties as a Vestry member; failure to attend divine services with reasonable frequency and otherwise participate in the corporate life of the congregation, in either case without excuse or good cause shown.

ARTICLE 4. CLERK AND TREASURER

4.1 ELECTION OF THE CLERK. At the first Vestry meeting after each Annual Meeting, a Clerk, who shall be a member of the Vestry, shall be elected.

4.2 DUTIES OF THE CLERK. The Clerk shall keep a record of the proceedings of the Vestry, shall attest to the minutes and all corporate acts, and shall sign, in the name of the corporation such contracts, certificates, letters, communications and other documents and instruments as [s]he is directed by the Vestry to do.

4.3 ELECTION OF THE TREASURER. A Treasurer, and if required, an Assistant Treasurer, shall be elected at the first Vestry meeting after the Annual Meeting. The Treasurer need not be member of the Vestry, but if not a member shall have a voice but no vote at Vestry meetings. No Treasurer may serve for more than seven consecutive terms.

4.4 DUTIES OF THE TREASURER. [a] GENERAL. The Treasurer shall be the custodian of all funds of the parish. The Treasurer shall deposit these funds in the name of the parish in a bank, trust company. Or other depository, which the Vestry shall from time to time designate. Except as otherwise provided in these by-laws, the Treasurer and the two wardens are authorized to sign checks and drafts in connection with both the receipt and payment of money, and on the order of the Vestry shall sign or countersign promissory notes, legal instruments or other papers. For payments in excess of \$5,000 two signatures are required. [The Treasurer shall be responsible for ensuring that funds are held in trust, including officer liability insurance and other insurance as from time to time may be reasonably required, all pursuant to the direction of and in the amounts fixed by the Vestry. [b] REPORTS. At each meeting of the Vestry, and at other times if requested, the Treasurer shall present a written statement of all funds received and spent and such other data as may be deemed pertinent the then current financial condition of the corporation. At the end of each calendar year, the Treasurer shall prepare an annual report and present the same at the next Annual Parish Meeting.

4.5 SURETY BOND. The treasurer, assistant treasurer, wardens and bookkeeper shall be adequately bonded.

4.6 AUDIT. An independent Certified Public Accountant, independent Licensed Public Accountant, or an audit committee authorized by the Finance Committee, Department of Finance, or other appropriate diocesan authority shall audit all accounts of the Parish annually. All audit reports are to be filed with the Bishop of Newark. {ECUSA Can. 7.1.1 ff}

ARTICLE 5. COMMITTEES

5.1 STANDING COMMITTEES. The Vestry shall be responsible for establishing the following standing committees: Christian Education, Outreach, Stewardship, Worship, Toni's Kitchen, and those not further defined in Article 5.6.

5.2 EXECUTIVE COMMITTEE. The Executive Committee, consisting of the Rector, wardens, clerk and treasurer shall meet and act in the place of the Vestry as the Vestry may duly appoint it to do so, subject to the authority of the Rector and Vestry.

5.3 FINANCE COMMITTEE. The Finance Committee, shall meet regularly to review parish finances and budgets and prepare an annual budget for presentation to and approval of the Vestry by the regularly scheduled October Vestry Meeting. The Committee shall be composed of a minimum of three qualified voting members plus the Treasurer.

5.4 AUDIT COMMITTEE. The Audit Committee shall consist of three members of the parish appointed by the Rector. The wardens and Vestry and shall be responsible for overseeing [if done by an independent Certified Public Account] or conducting the annual audit.

5.5 AD HOC COMMITTEES. The Vestry may from time to time create and charge committees to undertake specific tasks in the governance of the parish. The Rector, wardens and Vestry shall appoint committee members. Each committee shall be dissolved upon completion of its work.

ARTICLE 6. THE ST. LUKE'S FOUNDATION AND MEMORIAL TRUST

6.1 THE ST. LUKE'S FOUNDATION. The Treasurer shall maintain a separate accounting in the financial statements of the Corporation titled, "St. Luke's Foundation" to record, all gifts and bequests designated for the repair, upkeep or reconstruction of any Parish real estate, including fixtures, appurtenances, except for those funds designated special funds or dedicated campaign funds. This accounting shall include all investment returns and distributions related to these gifts and bequests ("Foundation Fund Balance")

6.2 FOUNDATION COMMITTEE. The Foundation shall be administered by a Committee of five members, of whom two shall be elected by a Parish meeting to serve for three-year terms, a chair who shall serve at the Vestry's pleasure, the Treasurer and the Senior Warden. The Committee shall keep a record of its actions.

6.3 FOUNDATION DISTRIBUTIONS. The Foundation Committee may choose to release up to one-half of the income earned in each year, but none of the principal, to the Vestry for a non-recurring items of repair, upkeep or reconstruction of Parish buildings that has an aggregate cost of at least \$2,000.

6.4 SPECIAL FOUNDATION DISTRIBUTION. At any time the Foundation has accumulated over \$150,000 of principal and income earned, a duly constituted Parish Meeting, may by a vote of the greater of two thirds of the votes cast or thirty votes, distribute not more than 50% of the existing principal balance of the Foundation for the purposes listed in the previous paragraph, provided that timely written notice was first mailed to all Communicant Members stating any action to be taken, the reason for the action, and incorporating this paragraph or any subsequent amendments.

6.5 THE MEMORIAL TRUST. The Treasurer shall maintain a separate accounting in the financial statements of the Corporation titled "Memorial Trust" to record all gifts and bequests designated for the support of community, social ministry or outreach programs. This accounting shall include all investment returns and distributions related to these gifts and bequests ("Memorial Trust Fund Balance".)

6.6 MEMORIAL COMMITTEE. The Memorial Trust shall be administered by a Committee of three members, one elected by a Parish Meeting to serve for a three-year term, the Treasurer and a chair that shall serve at the Rector's pleasure. The Committee shall keep a record of its actions.

6.7 MEMORIAL DISTRIBUTIONS. The Memorial Committee may choose to release up to one-half of the gifts received and income earned in each year for community, social ministry or outreach programs. The Vestry or any Committee appointed by the Vestry for that purpose shall grant these funds for these intentions.

6.8 INVESTMENTS. The funds of the St. Luke's Foundation and of the Memorial Trust shall be invested by the Finance Committee along with other funds of the corporation not required for day-to-day operations in a commingled fund (the "Investment Portfolio")_ according to guidelines adopted from time to time by the Vestry ("Investment Policy".) The Fund Balances shall be subject to audit annually, and summary accounts shall be presented quarterly to the Vestry and sent to the respective Committees.

6.9 IF THE PARISH CEASES TO EXIST. If the parish shall cease to exist the last sitting Vestry shall disburse the funds of the St. Luke's Foundation and Memorial Trust, including accumulated income, for any pious and charitable purposes that they may determine.

6.10 AMENDMENTS RESTRICTED. This by-law, Article 6, shall not be amended except by a two-thirds majority, or thirty votes, if greater, at a duly constituted and announced special Parish meeting.

ARTICLE 7. BY-LAWS AND AMENDMENTS

7.1 BY-LAWS. All laws made by the Corporation shall be consistent with the laws of the United States, the State of New Jersey, and with both the Constitution and Canons of the Protestant Episcopal Church in the United States of America, and those of the Diocese of Newark.

7.2 AMENDMENTS TO BY-LAWS. These By-Laws, except those precluded by Canon, N.J. Statute or Article 6, may be adopted or amended by a majority vote of the whole Vestry at a regularly scheduled monthly Vestry and notice of the change shall be given to the congregation

COMMISSIONING OF WARDEN, VESTRY MEMBERS AND DEPUTIES

- Nominating Chair* I present to you these persons to be admitted to the ministry of Warden or Member of the Vestry in this congregation.
- Rector* Are these persons you are to present prepared by a commitment to Christ as Lord, by regular attendance at worship, and by the knowledge of their duties, to exercise their ministry to the honor of God, and the well being of God's Church?
- Nominating Chair* I believe they are.
- Rector* You have been called to a ministry in this congregation. Will you, as long as you are engaged in this work, perform it with diligence?
- Electee* I will.
- Rector* Will you faithfully and reverently execute the duties of your ministry to the honor of God, and the benefit of the members of this congregation?
- Electee* I will.

WARDEN AND MEMBERS OF THE VESTRY

- Rector* Let us pray. *Silence*
- All* **O Eternal God, the foundation of all wisdom and the source of all courage: Enlighten with your grace the Wardens and Vestry of this congregation, and so rule their minds, and guide their counsels, that in all things they may seek your glory and promote the mission of your Church; through Jesus Christ our Lord. Amen.**
- Rector* In the Name of God and of this congregation. I commission you as Wardens and Members of the Vestry in this Parish.

DEPUTIES TO DIOCESAN CONVENTION

- Nominating Chair* I present to you these persons, duly elected as Deputies and Alternate Deputies to the 2018 Diocesan Convention, to be commissioned for their ministry.
- Rector* Let us pray. *Silence*
- All* **Eternal Lord God, who by the Holy Spirit presided at the council of the Apostles to guide them in all knowledge and truth: Be present with our Deputies to Diocesan Convention. In the passions of debate give them a quiet spirit, in the complexities of the issues give them clear minds, and in the moments of decision give them courageous hearts. Guide them in all things to seek only your glory and the good of your Church, through Jesus Christ our Lord. Amen.**
- Rector* In the Name of God and of this congregation, I commission you as Deputies and Alternate Deputies to the 2018 Diocesan Convention.

HYMN 690 *(Hymnal 1982 Tune: Cwm Rhondda)*

Guide Me, O thou great Jehovah

Refrain

Guide me, O thou great Jehovah,
pilgrim through this barren land;
I am weak, but thou art mighty;
hold me with thy powerful hand;
bread of heaven,
feed me now and evermore.

Refrain

Open now the crystal fountain,
whence the healing stream doth flow;
let the fire and cloudy pillar
lead me all my journey through;
strong deliverer,
be thou still my strength and shield.

Refrain

When I tread the verge of Jordan,
bid my anxious fears subside;
death of death, and hell's destruction,
land me safe on Canaan's side;
songs of praises,
I will ever give to thee.

HYMN 752

Sweet Sweet Spirit

There's a sweet, sweet Spirit in this place,
and I know that it's the Spirit of the Lord.
There are sweet expressions on each face,
and I know they feel the presence of the Lord.

Refrain

Sweet Holy spirit, Sweet Heavenly Dove,
Stay right here with us, filling us with your love.
And for these blessings we lift our hearts in praise;
without a doubt we'll know that we
have been revived when we shall leave this place.

There are blessings you cannot receive
till you know him in his fullness, and believe.
You're the one to profit when you say,
"I am going to walk with Jesus all the way."

Refrain

If you say he saved you from your sin,
now you're weak, you're bound, and cannot enter in,
you can make it right if you will yield;
you'll enjoy the Holy Spirit that we feel.

Refrain