



# The 209th Annual Meeting of The Episcopal Church of Saints James and Andrew

January 24, 2021

## Parish Clergy

The Right Reverend Dr. Douglas J. Fisher, Bishop

The Reverend Heather J. Blais, Rector

The Reverend Dr. Molly C. Scherm, Associate Rector

The Reverend Ann Wood, Deacon

The Reverend Jane R. Dunning, Priest Associates

## Agenda

- |                                                      |                            |
|------------------------------------------------------|----------------------------|
| 1. Virtual Meeting Reminders                         | Rev. Heather Blais, Rector |
| 2. Invocation                                        | Rector                     |
| 3. Call to order & adoption of the agenda            | Rector                     |
| 4. Reading of the warrant                            | William Hattendorf, Clerk  |
| 5. Reading of the minutes of the 2020 annual meeting | Clerk                      |
| 6. Transitions                                       | Rector                     |
| 7. Nominations Committee report & election           | Audley Robinson, Chair     |
| 8. Acceptance of Annual Reports                      | Rector                     |
| 9. New Business:                                     |                            |
| a) 2021 Budget Overview                              | Treasurers, Rectors        |
| b) Bishop's Message                                  |                            |
| c) Other                                             |                            |
| 10. Saints James and Andrew Cross                    | Rector                     |
| 11. Adjournment                                      | Rector                     |

## Thank You

Thank you to everyone for your patience, technological agility, and faithfulness as we seek to continue being the Church in adaptive ways due to the COVID-19 global pandemic. The people of Saints James and Andrew are truly amazing!

## Mission

We believe God is calling us to cultivate a community of love, joy, hope, and healing. Jesus is our model for a life of faith, compassion, hospitality, and service. We strive to be affirming and accessible, welcoming and inclusive; we seek to promote reconciliation, exercise responsible stewardship, and embrace ancient traditions for modern lives.

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## **Election Slate - Nominees for 2021**

*It is proposed that we elect the folks in bold.*

### **Officers**

Virginia “Ginny” Crowl	Co-Warden
Ella Ingraham	Co-Warden
Alan Kurkulonis	Treasurer
Karen Greene	Assistant Treasurer
Bill Hattendorf	Clerk

### **Vestry**

2021 Charlie Houghton	Term ending - Thank You
2021 Karen “Rudy” Renaud	Term ending - Thank You

2022 Erica Burns

2022 Kathryn Aubry-McAvoy

2023 Andy Levchuck

**2023 Reynolds Whalen**

Who will be completing the balance of Elle Morgan’s term.  
(Reynolds will be eligible to stand for a three-year term in 2024).

**2024 Rudy Renaud**

**2024 Allyson Michal**

### **Convention Delegates**

**Andy Levchuck Vestry**

**Charlie Houghton**

**Jack McKinnon**

### **Alternate Delegates**

**Ella Ingraham Vestry**

**Julie Carew**

**Maggie Sweeney**

Thank you.

On behalf of Sts James and Andrew Nominating Committee

Audley Robinson (Chair) Elle Morgan (Vestry), Jack McKinnon, and Elizabeth Keitel

**The Episcopal Church of Saints James and Andrew**  
**Parish Hall, 8 Church Street, Greenfield, Massachusetts**  
**Minutes of the 208<sup>th</sup> Annual Meeting**  
**Sunday 27 January 2020 – 11:30 A.M**

1. **The Opening Prayer** was offered by The Rev. Heather Blais, Heather also expressed thanks to everyone for contributions to the church community ranging from volunteering in worship services and serving in outreach to just showing up on Sundays.
2. **Call to Order and Adoption of Agenda** – Heather called the meeting to order at 11:30 A.M. and Fred Momaney moved for the Adoption of the Agenda. A chorus of Seconds was heard, and the Adoption of the Agenda was Passed.
3. **Reading of the Warrant** – Bill Hattendorf, The Clerk, was called on for the Reading of the Warrant. Before he could read a single word, however, Jeanne Canteen moved that the Reading of the Warrant be Waived. A chorus again Seconded the Motion and it was Passed with a single objection.
4. **Reading of the Minutes** – The Clerk was again called on for a reading of the Minutes from the 2019 Annual Meeting. This time the swelling chorus Moved that the Reading of the 2019 Annual Meeting Minutes be Waived. It seemed all those who had not taken part in the making of the motion itself then Seconded the Motion, and it was Passed without objection.
5. **Transitions** – Heather noted that we were in a period of many transitions. She recognized Carol Johnson, who had chaired the Welcome Committee for 25 years, who retired this fall. Bill Strader takes over on chairing, while Carol will remain on the committee.  
The ECW (Episcopal Church Women) decided that after many years of faithful service, its mission had drawn to a close. We are thankful for all they have done.  
There is also a major transition happening on the Vestry; about half of the board is turning over. We are more than 2 -1/2 years of being a new parish after the merger. This is a tender moment, but we are moving from a position of strength to strength. The officers retiring, Elizabeth, Di, and Fred (with Bill and the priests), were the original team, who in four months of discerning leadership moved us from possibility to reality in a remarkably quick and strong transition of two old congregations across a river becoming one new strong and growing parish. (A round of applause for the five officers.)  
At the first Vestry meeting following the Annual Meeting we will have old and new Vestry members gather together to share a meal and to share the sacred story (part of which can be found in the Co-Wardens Annual Report).
6. **Nominations Committee Report and Elections** – Audley Robinson, chair, was called on to present the report of the nominating committee. He recognized and thanked the other members (Estelle Cade, Elizabeth Keitel, and Jack McKinnon). They met several times in late fall and contacted candidates. The slate for 2020 is as follows (\* continuing in position):

Vestry Officers (one-year terms)  
Ginny Crowl – Co Warden  
Ella Ingraham – Co Warden  
Alan Kurkulonis – Treasure  
Karen Green – Assistant Treasure \*  
Bill Hattendorf – Clerk \*

Vestry (three-year terms)

2021 – Charlie Haughton \*

2021 – Rudy Renaud (replacing unexpired term of Laurie Neely)

2022 – Erica Burns \*

2022 – Kathryn Aubry-McAvoy \*

2023 – Elle Morgan

2023 – Andy Levchuck

Convention Delegates for 2020

Charlie Haughton Vestry

Cassie Walker

Karis Post

Alternate Delegates

Elle Morgan, Vestry

Jack McKinnon

Jason Blais

Jeanne Canteen moved that a single ballot be cast to approve all of today's slate of nominees with one vote as presented. Maggie Seconded the Motion and it was Passed Unanimously.

**7. Acceptance of Annual Reports:** There was one more opportunity for lengthy report reading aloud of reports in the printed Annual Report, but a collection of voices Moved at once to Waive the Reading of the Annual Reports. Other voices Seconded, and the Reading of the Annual Reports was Waived.

**8. New Business:**

**a) 2020 Budget Overview** Fred Momaney was called on to highlight the 2019 Budget Year-End as well as the 2020 Budget. He noted that while a deficit budget had been passed last year, the final figures produced a gain instead, which was directed to savings accounts. The 2020 budget is also projecting a deficit, but the hope is that income will again exceed expense in the end. He noted that some reports had a different look this year because we had gone back to using QuickBooks. Fred offered to direct any questions people had to Karen. Karen offered that 2019 Giving Statements would be available next Sunday.

**b) Green Team Song** – The Green Team wrote a song this year (to the tune of “This Land Is Your Land”) and they led the Annual Meeting attendees in singing it to the enjoyment of all.

**9. Saints James and Andrew Cross** – This was the third presentation of the Saints James and Andrew Cross (which replaced the Cross of St. James and of St. Andrew). The award was presented to Kathryn Aubry-McAvoy with a lengthy citation of so many of her good works, and a standing ovation was provided by all.

**10. Adjournment** – Following a closing prayer, Bill Strader Moved that the meeting be adjourned. After another chorus of Seconds, the vote appeared unanimous. (Parish Hall was reset, and Kevin Hollister led the Doxology before the Barnabas Guild's great luncheon.)

Respectfully Submitted,



Bill Hattendorf, The Clerk

# Reports

## Clergy Report

This past year began with a sense of energy and enthusiasm for new possibilities.

In January, we held a Church Chat for Generation X & Millennial parishioners that was well attended.

In February, leaders from the outgoing and newly elected Vestry gathered for a special evening where we told the sacred story of how former St. James and St. Andrew became a new parish. We reflected on our mission, ministry, and hopes for the future. It was a beautiful evening and it was also the only time the 2020 Vestry ever had the opportunity to gather in-person.

In March, things started off strong as we held an event for our Tweens & Teens at Greenfield Games. Many of us travelled to All Saints in South Hadley to participate in the joyful day when lifelong parishioner the Rev. Deacon Jason Burns was ordained to the sacred order of deacons. Around the same time our own deacon, the Rev. Deacon Ann Wood, shared she would be reducing her hours from roughly 10-12 hours a week to 4 hours a week.

Meanwhile, COVID-19 was unraveling our way of being at a remarkable pace:

- March 5: In the newsletter, we encourage folks to fist bump instead of hug and we eliminate intinction (dipping bread into the wine).
- March 10: Bishop Fisher issues a Pastoral Directive with many modifications for how we are to engage in worship and ministry.
- March 11: The coronavirus was pronounced a global pandemic. In a letter, we announce all meetings will move online, property use will pause, and essential outreach ministries will continue on a to-go model.
- March 13: We write to you announcing the local decision to suspend in-person worship for two weeks, hoping this small sacrifice would allow us to resume in-person worship within a couple of weeks, and certainly by Easter. Later that day government orders and a further pastoral directive confirm we must all stay at home for the foreseeable future.

We are all pretty familiar with how things flowed from there--a virtual Holy Week, then Easter, Pentecost, an entire ordinary season, followed by Advent and Christmas. Looking back it is still a bit shocking how the avalanche of the pandemic changed everything around the globe so quickly.

At the beginning of the pandemic, we committed to keep being the Church in virtual and real ways for as long as it would take. We did not know then all that we would face together, but this community met the challenges of 2020 with grace, dignity, agility, generosity, and an abiding faithfulness.

Here are some of the ways we kept being the Church:

- We installed Scraps of Hope on the front of our campus, inviting community members to offer their prayers and hopes (March).
- St. Andrew's Guild and individual parishioners produced hundreds of masks for healthcare professionals and community members (April).
- The Green Team created a beautiful depiction of the earth using recycled goods that was on display on the Greenfield Town Common for Earth Day (April).

- We launched Sunday Sandwiches to fill a gap in our community meals program (April) and was adopted as one of our ongoing ministries (December). The meal started serving 20 meals a week, and now is over 100 meals each week.
- When the Episcopal Church in Massachusetts issued guidelines for the process of reopening, our Vestry outlined a [Process for Moving Forward](#). We formed three working groups of the Vestry to divide the work--a Worship Working Group; a Property Use, Outreach, & Events Working Group; and a Church Chat Working Group. We were supported in that work by Mission Chair, Maggie Sweeney, and Property Chair, John Greene (May). As a result of the Working Groups, the Vestry produced a [FAQ about our reopening process](#) (August). The plan is ready for when it becomes safe to resume in-person worship (hopefully in the spring of 2021).
- We experimented with new things--Virtual Potluck & Compline; a Zoom Middle Something Check-in; a diocesan Pentecost Service (May); Fellowship Circles (September); a socially distant walk in Historic Deerfield (November). We expanded our spiritual formation opportunities at Grow in Faith, Bible Study for Nerds, Emmaus Companions Weekly Offerings (all year).
- We navigated the technological learning curve so we could continually improve our worship, coffee hour, and other gatherings (all year). Of particular challenge to church leadership has been the sequence of struggles and changes with the way we've provided the virtual worship experience. It is finally in a place that seems to be satisfying to most. Our Parish Musician Joe's flexibility and contributions have been so critical in making virtual worship as successful as it is. It is also worth noting, that the Vestry is still doing the work of figuring out what work needs to be done to our sound system so that when we resume in-person worship and are also live streaming that worship, the sound experience can be a good one for those in person and worshipping virtually.
- When the pandemic sought to overwhelm us, this parish stepped up to the plate doubling down in prayer, mission, and generosity. This parish has stayed relatively healthy financially because of the ways in which numerous folks were able to step up financially--particularly towards our mission efforts.
- With the death of George Floyd in May, we began to more deeply engage in the work of dismantling racism and white supremacy, and to reorient ourselves to engage in the work of [Becoming Beloved Community](#). This started through a series of sermons, into conversations with the Vestry (one of which led to a new banner that says No Room for Racism), and most recently into a Parish Wide Read of *Stamped from the Beginning* in November (June-present).
- We celebrated in PRIDE by decorating the front of our campus and celebrating all of God's beloved (June).
- We sought parishioner feedback in a survey (June), a Church Chat (August), and another survey (November). In general, the feedback was we were doing the best we could given the circumstances, and helped discern which improvements we need to focus our attention on (namely, for example, sound in worship--which we were able to improve).
- The Pastoral Care Team attempted to contact every individual and family in the parish and circled back with those in need of more regular contact (all year).
- We offered a virtual Rogation Day (May) and Blessing of Animals (October); we mailed postcards with "A Prayer for Students, Teachers, Families, & Essential School Employees" (September). We mailed Christmas liturgies and distributed family worship kits (December).

- A new Stewardship Team rose to the new challenge of an annual giving campaign in a pandemic. Di Kurkulonis organized a team that produced a very successful Mini-Mistletoe To Go so we might fundraise for our mission efforts (November).

This year, which was a roller coaster of highs and lows, ended with two simple and beautiful rays of hope. First, was the Warden's Prayer Tree, which invited the community to come and offer their prayers on a Christmas tree on our front lawn. Second, was the confirmation, reception, and reaffirmation of nine members of SsJA during our Bishop Visitation on December 13. These folks had to postpone their commitment earlier in the pandemic, and the Bishop found a way to make it possible. It was a beautiful, hope-filled day showing us a glimpse of the promise that still lies ahead.

It has been painful to be apart, to not share in communion (both the eucharist and being the body together). Yet we have kept our commitment to keep being the Church, in virtual and real ways. May we look forward to deepening our faith and continuing to be the Way of Love here in Franklin County in the coming year.

Rev Heather and Rev. Molly,

## **Deacon Report**

My fourth year at Sts. James & Andrew has been very different from the last three – for obvious reasons! Two main changes are worth noting. Following consultations with Rev. Heather and with Bishop Fisher, my official hours serving the parish were reduced from 10-15 down to 4-6. This was due largely for health reasons, but also due to my reduced energy level – aging catches up with us all! My main focus has continued to be pastoral care, but because of COVID-19, this has taken place largely by telephone and from my arm chair! Sadly, no in-person home or nursing home visits have been possible – neither have I been able to be present in the “prayer corner” at Second Helpings. Like the rest of us, I miss in-person contact. However, the voice contact does make up for this lack somewhat. The pastoral care team, which I continue to facilitate, has stepped up to the plate, making extra phone calls and sending lots of notes and cards to our parishioners. We have tried, in this way, to help folk continue to feel part of the parish family. In September, we were sorry to say “good-bye” to Cherry Goodwin, who had facilitated the team for several years and had faithfully produced and kept updated status sheets of our home and hospital visits. Thank you Cherry – and may you enjoy your new home in Maine. Another loss this year, though for a different reason, was Woody Bliss who had been a faithful member of our “infant” healing prayer ministry. We missed him being a member of our team during the early months of this year and we all miss the opportunity to offer healing prayer following our healing services.

A grief support group which Di Kurkulonis and I were to have offered in March and April was cancelled. A new rota of interested lectors for leading Prayers of the People also needed to be put on hold, awaiting our return to in-person worship. Speaking of in-person worship, I was a member of a group of clergy and vestry members who met weekly in June and July to plan on how we might comply with diocesan and State guidelines for the safe re-opening of church – a topic to be re-visited, I'm sure!

The deacons of the diocese have continued to meet by means of Zoom, sometimes with the Bishop and sometimes with National Association members, for fellowship, support and education. We now number 12 diocesan deacons and are always interested in adding more to our ranks. I would be happy to chat with anyone who may be interested in this ministry and would like more information.

I look forward with interest, to another year serving Sts. James & Andrew. I wonder how the Lord will continue to enable us to be “church” in this time and place and what God might have in store for us, both individually and as a “community of seekers”.

Respectfully submitted,  
Ann Wood, Deacon

## **Co-Wardens Report**

We were new co-Wardens at the beginning of 2020. We’ve worked with Rev. Heather, Rev. Molly and Rev. Deacon Ann, the Vestry and staff and parish through the changes brought by the pandemic and we are looking forward to 2021. The most beautiful part of this experience has been everyone’s outstanding response to change. The church moved to virtual services and has maintained and improved the technical quality of the services and the music as we’ve progressed through the year. Thank you, Rev. Heather, Rev. Molly and Joe and the musicians and singers who participate.

Saints James and Andrew is a service-oriented church and church leaders and parishioners responded to increased community need by organizing a new ministry, Sunday Sandwiches, at the same time continuing existing ministries Whitney’s Pantry, Second Helpings and Emaus Companions. Although the church buildings are closed, the church grounds remain accessible to the community. The labyrinth is a place for contemplation, the benches are used for meetings and Scraps of Hope and the Prayer Tree provided safe ways to be together in prayer.

The examples of committed leadership include:

- Parish ministries have continued their missions throughout the pandemic using ZOOM to meet and finding ways to involve other parishioners.
- Lay Leaders took over services during the period that Heather took medical leave.
- A Pastoral Care group has maintained contact with parishioners who do not use computers and are not able to participate in online services.
- A Stewardship Committee was formed to help us become grateful, responsible stewards of the gifts we receive from God.
- A successful online MiniMistletoe Mart to Go was organized to raise funds for missions.
- Our Treasurer, Assistant Treasurer and Finance Committee adapted our budgets for 2020 and 2021 for this challenging period.

This has been a year of uncertainty as the impact of the pandemic became real. The diocese provided direct financial support to our church through a grant supporting staff salaries. The diocese also established guidelines for parishes to follow as they considered returning to in-person worship. Our Vestry subgroups met for several months to develop a process that meets our specific needs. Parishioners were involved to identify personal views and after the Vestry approved our process it was shared with the congregation and sent to the diocese for approval. We have a process in place and we look forward to getting together in person again.

There have been occasions for celebration. Jason Burns was ordained as a Deacon. We recommended Elle Morgan for the process of applying for priesthood and she is following the requirements. During Advent Bishop Fisher officiated at an outdoor ceremony for confirmation of six new members and reaffirmation of commitment to Christian service for three members.

We are grateful for the opportunity to be a part of this special community and we pray for God’s help going forward.

Respectfully submitted,  
Ginny Crowl & Ella Ingraham, Co-Wardens

## **Stewardship Report**

Our mission: To help God's people grow in their relationship with Jesus through the use of the time, talents, and finances God has entrusted to them.

This year, for the first time, we gathered a team to address Stewardship with Di Kurkulonis as Chairperson, Con Trowbridge, Bryant Morgan, Erica Burns and Elizabeth Keitel. With clergy oversight, and after some rather extensive initial research on how to proceed with Stewardship during a Pandemic, and what our theology would be, we began to meet via zoom to discuss and develop a working plan for Saints James and Andrew. Several teaching articles and books were offered to the team by Di Kurkulonis, to help emerge our philosophy. We agreed that the concept of year round stewardship was a great way to help people grow in their relationship to Jesus. We brainstormed SsJA's "winning ways" and "What is your why", (ie; why do you attend this church community) and "Why do you support SsJA financially" and came up with several "whys" including

- The Feeding Ministry
- Joyful, loving, supportive community of faith
- Beautiful surroundings, buildings and people
- Community Park Space, a place for community
- Opportunities for growth and enrichment
- Strong outreach

This led us to interviewing a few parishioners for their reasons as well. With their reasons similar to ours, we realized a strong support for SsJA.

A Slideshow video of parish life throughout the year was created to help connect our members and newcomers with all the caring things SsJA does for the community and the world.

The Team approved an Annual appeal time frame of October 4 through November 1, 2020, using the The Episcopal Network for Stewardship (TENS) Faith-filled Generosity virtual program.

TENS Bulletin inserts were used in the Service Leaflet and the Newsletter to further foster an environment of generosity.

The following schedule of events for our Annual Appeal was approved by the Stewardship Team.

### **Stewardship Appeal Schedule**

Oct. 4 - Nov. 1, 2020

September 17 Clergy Letter goes out in the Newsletter

October 4 Diane Kurkulonis - Stewardship talk at worship.

Stewardship Chair letter goes out in a Social post with the online pledge form included.

October 5 Hard Copy Stewardship Chair letter with hard copy pledge card enclosed sent via USPS.

October 11 Constance Trowbridge – Stewardship Moment at worship

Run the Slideshow video for a week on Facebook and YouTube.

October 18 Erica Burns-Stewardship Moment at worship

October 25 Stewardship Sermon (Heather)

Bryant Morgan – Stewardship Moment at worship.

November 1 Elizabeth Keitel – Stewardship Moment and Thank you.

In addition to the above, at the beginning of December, the team took to the phones to talk with people who had not yet submitted a pledge, with good results. We are happy to report that our successful campaign brought in \$180,516.76 and 91 pledging units, which compares nicely to 2019.

Thank you to all who support our beloved community of faith. Because of your generosity we continue to be Church, even in a Pandemic.

With gratitude,  
Diane Kurkulonis, Stewardship Chair

## **Finance Report**

### Treasurer's Summary of 2020 Budget

On behalf of the Finance Committee, the Stewardship Committee and the Vestry, I would like to take this opportunity to thank each member of Saints James and Andrew for your generous support of our church, during these most difficult times of the Pandemic.

Last year, the Vestry and Annual Meeting Members approved an operating budget with a \$7,618.00 deficit. Due to your generosity and a Federal grant of \$27,500 we received from the Payroll Protection Program, we were able to end the 2020 fiscal year with a surplus of \$10568.36, which has been transferred into a "Savings Account". This past year, we increased our outreach to the wider community through several ministries, including Sunday Sandwiches, Second Helpings and Whitney's Pantry. We also supported the MA. Council of Churches, the Interfaith Council, as well as other ministries.

Although we were unable to have our Annual Mistletoe Mart Fundraiser, we were able to have a Virtual Mistletoe Mart To Go, which was successful in fundraising efforts. Our income from Property Use was down by 40% (\$17,344.82), due to restrictions in place by the State of Massachusetts and the Episcopal Diocese. Plate Offerings were down by \$7000, as a consequence of no in person services, as well.

Our 2021 budget at present shows a deficit of \$39,718.00. We have received authorization and approval of the Vestry to take advantage of utilizing funds from our Endowments, in order to cover any shortfalls, we may encounter through the year. Pledges for 2021 are in line with previous years which helps us tremendously in the development of our 2021 Budget. There are several variables, due to the Pandemic, that we cannot definitively forecast. We budget aggressively for things such as heat, snow removal, etc. but the final cost of those things is unknown until the heat/snow removal seasons are over. We will also know more once the issues of this Pandemic have somewhat been resolved and we return to In-House Worship. We will be monitoring our Budget very carefully throughout the upcoming year and adjust our spending as necessary. We will also be performing a mid-year review of the Budget to make sure we are on track and also take advantage of any Grants, that may be available.

We are including several maintenance costs into this years' budget, to allow us to keep our property safe and accessible, in order to support our Ministries.

In an effort to keep our faith community moving forward into the 21st century, our expenses are higher to reflect our intent to help the church grow and expand our Ministries. It is my belief that we at Saints James and Andrew are on a path of renewal and growth and will make it through these difficult times, as we have previously prevailed.

Respectfully submitted,  
Alan Kurkulonis, Treasurer

# Budget

THE EPISCOPAL CHURCH OF SAINTS JAMES AND ANDREW 2021 BUDGET			
	SsJA Budget 2020	SsJA Actual 2020	SsJA Budget 2021
<b>INCOME</b>			
<b>PLATE OFFERINGS</b>			
4001 Plate Offerings - Loose	\$8,500.00	\$3,065.91	\$3,000.00
4002 Plate Offerings - Initial	\$100.00	\$93.00	\$75.00
4003 Plate Offerings - Easter/HW	\$1,250.00	\$750.15	\$650.00
4004 Plate Offering/Christmas	\$1,500.00	\$506.00	\$750.00
4006 Plate Offerings/Thanksgivi	\$300.00	\$111.00	\$100.00
4007 Building Fund Envelope	\$250.00	\$236.00	\$200.00
<b>Total PLATE OFFERINGS</b>	<b>\$11,900.00</b>	<b>\$4,762.06</b>	<b>\$4,775.00</b>
<b>PLEDGE PAYMENTS</b>			
4014 Pledge Payments- Current Yr	192,000.00	\$189,910.62	\$191,728.00
4015 Pledge Payments- Last Year	2,000.00	\$2,167.00	\$2,000.00
<b>Total PLEDGE PAYMENTS</b>	<b>194,000.00</b>	<b>\$192,077.62</b>	<b>\$193,728.00</b>
<b>GENERAL PURP INCOME</b>			
4040 Genl Inv-Checking Account	\$50.00	\$38.27	\$35.00
4041 Gen'L Inv- Undesignated	\$22,000.00	\$22,060.15	\$22,000.00
4023 Property Use Income	\$45,000.00	\$27,655.18	\$27,500.00
4025 Parish Fundraising	\$12,000.00	\$5,311.46	\$10,000.00
4026 Other Gen Purp/Whiteman	\$28,500.00	\$29,549.67	\$29,000.00
4027 Heat (from Endowments)	\$2,050.00	\$2,047.64	\$2,050.00
4028 Repairs (from Endowments)	\$2,050.00	\$2,047.62	\$2,050.00
4029 Altar Guild (from Endowments)	\$1,000.00	\$949.39	\$1,000.00
4031 Rec. Disc. Fund (from Endowments)	\$1,400.00	\$1,467.19	\$1,400.00
4032 Thrivent	\$1,200.00	\$620.00	\$800.00
4033 John Ross Trust	\$3,000.00	\$3,646.00	\$3,500.00
4034 All Other Income		\$4,044.42	
<b>Total GENERAL PURP INCOME</b>	<b>118,250.00</b>	<b>99,436.99</b>	<b>99,335.00</b>
4036 Diocesan Assistance PPP		27,524.47	
<b>TOTAL INCOME</b>	<b>324,150.00</b>	<b>323,801.14</b>	<b>297,838.00</b>
<b>EXPENSE</b>			
<b>WORK OUTSIDE CHURCH</b>			
5001 Diocesan Assessment	\$31,434.00	\$31,434.00	\$36,057.00
5003 Parish Nurse	\$500.00	\$500.00	\$500.00
5003 Cathedral in the Light	\$1,920.00	\$1,920.00	\$0.00
5004 Bread of Life	\$1,875.00	\$1,875.00	\$0.00
5005 Outreach	\$300.00	\$300.00	\$300.00
5006 Whitney's Pantry	\$1,600.00	\$1,600.00	\$1,600.00
5007 Welcoming	\$400.00	\$95.94	\$100.00
5008 Scholarships	\$1,500.00	\$1,000.00	\$1,500.00
5009 Mass. Council of Churches	\$150.00	\$0.00	\$150.00
5010 Interfaith Council	\$100.00	\$100.00	\$100.00
5011 F.C. Resource Network	\$25.00		\$25.00
5012 Forward Mov.	\$200.00	\$217.50	\$200.00
5013 Green Team	\$750.00	\$16.00	\$200.00

		<b>SsJA Budget 2020</b>	<b>SsJA Actual 2020</b>	<b>SsJA Budget 2021</b>
	<b>5015 Sunday Sandwiches</b>			\$12,500.00
	<b>5014 Church World Services</b>	\$200.00	\$106.20	\$50.00
	<b>Total WORK OUTSIDE CHURCH</b>	<b>\$40,954.00</b>	<b>\$39,164.64</b>	<b>\$53,282.00</b>
	<b>PAYROLL</b>			
	<b>5101 Clergy Staff</b>	\$51,700.00	\$51,906.33	\$52,476.00
	<b>5102 Clergy Supply</b>	\$800.00	\$0.00	\$0.00
	<b>5103 Assoc. Clergy Staff</b>	\$16,480.00	\$16,480.30	\$16,727.00
	<b>5104 Organist</b>	\$27,400.00	\$27,400.16	\$27,811.00
	<b>5105 Parish Administrator</b>	\$18,173.00	\$17,038.32	\$18,446.00
	<b>5106 Bookkeeper</b>	\$5,190.00	\$5,190.00	\$5,268.00
	<b>5107 Lay Pension</b>	\$909.00	\$851.90	\$923.00
	<b>5108 Lay Life Insurance</b>	\$144.00	\$288.00	\$288.00
	<b>5109 Social Security- Clergy</b>	\$6,685.00	\$6,684.72	\$6,744.00
	<b>5110 Social Security- Laity</b>	\$3,884.00	\$3,689.52	\$3,942.00
	<b>5111 Clergy Pension Premiums</b>	\$15,079.00	\$15,607.08	\$15,774.00
	<b>5112 Emp Ben- Worker's Comp</b>	\$568.00	\$780.00	\$681.00
	<b>5113 Emp Ben-Clergy Med/Den/Lif</b>	\$32,004.00	\$38,108.57	\$33,270.00
	<b>Total PAYROLL</b>	<b>179,016.00</b>	<b>184,024.90</b>	<b>182,350.00</b>
	<b>OFFICE EXPENSE</b>			
	<b>5201 General Supplies</b>	\$3,000.00	\$2,391.63	\$2,500.00
	<b>5202 Postage</b>	\$500.00	\$1,263.55	\$1,000.00
	<b>5203 Advertising</b>	\$1,500.00	\$812.14	\$1,500.00
	<b>5204 Offering Envelope</b>	\$400.00	\$303.14	\$400.00
	<b>5205 Equip Repair/Cont</b>	\$4,500.00	\$3,484.59	\$3,500.00
	<b>5206 Office Exp- All Oth &amp; Arch</b>	\$250.00	\$209.06	\$250.00
	<b>5207 Tithe.ly Fee</b>	250.00	105.02	\$150.00
	<b>Total OFFICE EXPENSE</b>	<b>10,400.00</b>	<b>8,569.13</b>	<b>9,300.00</b>
	<b>UTILITIES</b>			
	<b>5221 Church Gas</b>	\$11,000.00	\$9,798.05	\$11,000.00
	<b>5222 Church Electric</b>	\$8,000.00	\$7,443.32	\$8,000.00
	<b>5223 Church Water/Sewer</b>	\$1,200.00	\$1,002.81	\$1,200.00
	<b>5224 Church Telephone</b>	\$3,200.00	\$3,422.14	\$3,200.00
	<b>5225 Rectory Fuel</b>	\$3,500.00	\$3,149.29	\$3,500.00
	<b>5226 Rectory Electric</b>	\$2,700.00	\$3,012.02	\$3,000.00
	<b>5227 Rectory Water/ Sewer</b>	\$1,000.00	\$1,650.07	\$1,700.00
	<b>5228 Rectory Telephone</b>	\$2,500.00	\$2,414.95	\$2,500.00
	<b>5229 Strong House Electric</b>	\$400.00	\$0.00	\$400.00
	<b>5230 Strong House Water/Sewer</b>	\$300.00	\$381.66	\$400.00
	<b>Total UTILITIES</b>	<b>33,800.00</b>	<b>32,274.31</b>	<b>34,900.00</b>
	<b>CLERGY EXPENSES</b>			
	<b>5241 Rector's Exp Reimbursement</b>	4,000.00	\$1,746.20	\$3,000.00
	<b>5242 Assoc. Rec. Exp Reimbursement</b>	850.00	\$115.00	\$750.00
	<b>5243 Deacon Expense Reimbursement</b>	1,500.00	\$0.00	\$375.00
	<b>5244 Clergy Continuing Ed</b>	750.00	\$292.75	\$750.00
	<b>5245 Assoc. Rec. Continuing Ed</b>	750.00	\$0.00	\$750.00
	<b>5246 Clergy Sabbatical</b>	500.00	\$500.00	\$500.00
	<b>5247 Sabbatical Supply Priest</b>	500.00	\$500.00	\$500.00

		<b>SsJA Budget 2020</b>	<b>SsJA Actual 2020</b>	<b>SsJA Budget 2021</b>
	<b>5248 Rector's Discretionary Fund</b>	1,400.00	\$888.52	\$1,400.00
	<b>Total CLERGY EXPENSES</b>	10,250.00	4,042.47	8,025.00
	<b>CHRISTIAN ED</b>			
	5251 Church School Material	\$500.00	\$448.11	\$500.00
	5252 Spiritual Formation	\$2,000.00		
	<b>Total CHRISTIAN ED</b>	2,500.00	448.11	500.00
	<b>ALTAR SUPPLIES</b>			
	5261 Wafers	\$175.00	\$19.98	\$50.00
	5262 Wine	\$200.00	\$55.47	\$50.00
	5263 Oil	\$500.00	\$154.50	\$50.00
	5264 Altar Supplies/All Other	\$300.00	\$42.39	\$50.00
	<b>Total ALTAR SUPPLIES</b>	1,175.00	272.34	200.00
	<b>GENERAL EXP</b>			
	5271 Music	\$300.00	\$0.00	\$300.00
	5272 Misc. Worship Expense	\$150.00	\$414.96	\$250.00
	5274 Self-Insurance	\$1,000.00		\$1,000.00
	5275 Parish Audit	\$500.00	\$400.00	\$500.00
	5276 Miscellaneous Fees	750.00	\$247.44	\$500.00
	5277 Technology Expense			\$500.00
	<b>Total GENERAL EXP</b>	2,700.00	\$1,062.40	\$3,050.00
	<b>PROPERTY</b>			
	5301 Church Repairs/Minor Imp.	\$10,000.00	\$9,894.54	\$10,000.00
	5302 Church- Lift/elevator Maint.	\$500.00	\$0.00	\$500.00
	5303 Church- Cleaning/Paper Supply	\$1,300.00	\$1,200.50	\$1,300.00
	5304 Church- Heating System	\$2,000.00	\$2,000.00	\$2,000.00
	5305 Inspection Fees	\$1,400.00	\$880.00	\$1,400.00
	5306 Security System	\$300.00	\$288.00	\$300.00
	5307 Snow Plowing	\$6,000.00	\$5,521.00	\$6,000.00
	5308 Rectory Repairs/Minor Im	\$2,000.00	\$836.64	\$2,000.00
	5309 Capital Improvements	\$500.00	\$500.00	\$500.00
	5310 Diocesan Loan (Parking Lot)	\$6,000.00	\$3,000.00	
	5311 Strong House Repairs/Improv	\$1,000.00	\$91.60	\$1,000.00
	5312 Kitchen Supplies	\$450.00	\$241.20	\$450.00
	5313 Instrument Maintenance	\$1,100.00	\$125.00	\$1,100.00
	5314 Dump, Lawn, Misc	\$3,500.00	\$3,873.00	\$3,500.00
	5315 Blanket Insurance	\$11,423.00	\$11,423.00	\$11,749.00
	5316 Heating & A/C Maint Cont	\$2,500.00	\$2,500.00	\$2,500.00
	5317 Roof Maintenance Contract	\$1,000.00	\$1,000.00	\$1,000.00
	5318 Kitchen Maintenance			\$650.00
	<b>Total PROPERTY</b>	50,973.00	43,374.48	45,949.00
	<b>UNCATEGORIZED EXPENSES</b>			
	5501 Transfer to Savings		10,568.36	
	<b>TOTAL EXPENSE</b>	\$331,768.00	\$323,801.14	\$337,556.00
		<b>-S7,618.00</b>	<b>S0.00</b>	<b>-S39,718.00</b>

# Class Report

## The Episcopal Church of Saints James and Andrew Profit & Loss by Class January through December 2020

	3001 Operating Fund	3005 Strong House Repair Fund	3006 U.T.O. Fund	3007 Outreach Fund	3008 Church School Fund	3009 Christian Child Fund	3010 Rector Disc. Savings Fund
<b>Income</b>							
4000 Plate Offerings	4,762.06	0.00	0.00	0.00	0.00	0.00	0.00
4010 Pledge Payments	192,077.62	0.00	0.00	0.00	0.00	0.00	0.00
4020 General Purpose Income	99,436.99	0.00	0.00	0.00	0.00	0.00	0.00
4036 Diocesan Assistance PPP	27,524.47	0.00	0.00	0.00	0.00	0.00	0.00
4100 ClassIncome /Non-Operating	55,635.63	875.02	39.86	4,990.88	33.00	360.10	3,187.44
4500 Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>379,436.77</b>	<b>875.02</b>	<b>39.86</b>	<b>4,990.88</b>	<b>33.00</b>	<b>360.10</b>	<b>3,187.44</b>
<b>Gross Profit</b>	<b>379,436.77</b>	<b>875.02</b>	<b>39.86</b>	<b>4,990.88</b>	<b>33.00</b>	<b>360.10</b>	<b>3,187.44</b>
<b>Expense</b>							
5000 Work Outside Church	39,164.64	0.00	0.00	0.00	0.00	0.00	0.00
5100 Payroll	184,024.90	0.00	0.00	0.00	0.00	0.00	0.00
5200 Office Expense	8,569.13	0.00	0.00	0.00	0.00	2.15	0.00
5220 Utilities	32,274.31	0.00	0.00	0.00	0.00	0.00	0.00
5240 Clergy Expenses	4,042.47	0.00	0.00	0.00	0.00	0.00	0.00
5250 Christian Ed	448.11	0.00	0.00	0.00	0.00	0.00	0.00
5260 Altar Supplies	272.34	0.00	0.00	0.00	0.00	0.00	0.00
5270 General Expense	1,062.40	0.00	0.00	0.00	0.00	0.00	0.00
5300 Property	43,374.48	0.00	0.00	0.00	0.00	0.00	0.00
5400 Class Expense/NonOperating	0.00	0.00	0.00	1,025.68	0.00	321.50	46.75
5500 Uncategorized Expenses	10,568.36	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>323,801.14</b>	<b>0.00</b>	<b>0.00</b>	<b>1,025.68</b>	<b>0.00</b>	<b>323.65</b>	<b>46.75</b>
<b>Net Income</b>	<b>55,635.63</b>	<b>875.02</b>	<b>39.86</b>	<b>3,965.20</b>	<b>33.00</b>	<b>36.45</b>	<b>3,140.69</b>

**The Episcopal Church of Saints James and Andrew**  
**Profit & Loss by Class**  
 January through December 2020

	3011 Sanctuary Lamp Fund	3012 Special Gifts Fund	3013 Hymn/Pray Book Fund	3014 Music Fund	3015 Memorial Fund	3017 Clergy Sabbatical Fund	3018 Bread of Life Fund
<b>Income</b>							
4000 Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4010 Pledge Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4020 General Purpose Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4036 Diocesan Assistance PPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100 ClassIncome /Non-Operating	3,821.74	16,464.84	394.77	1,200.51	9,372.25	4,429.67	5,632.56
4500 Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>3,821.74</b>	<b>16,464.84</b>	<b>394.77</b>	<b>1,200.51</b>	<b>9,372.25</b>	<b>4,429.67</b>	<b>5,632.56</b>
<b>Gross Profit</b>	<b>3,821.74</b>	<b>16,464.84</b>	<b>394.77</b>	<b>1,200.51</b>	<b>9,372.25</b>	<b>4,429.67</b>	<b>5,632.56</b>
<b>Expense</b>							
5000 Work Outside Church	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100 Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200 Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220 Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5240 Clergy Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5250 Christian Ed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5260 Altar Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5270 General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5300 Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400 Class Expense/NonOperating	2,000.00	5,728.86	0.00	240.00	0.00	0.00	2,301.77
5500 Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>2,000.00</b>	<b>5,728.86</b>	<b>0.00</b>	<b>240.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,301.77</b>
<b>Net Income</b>	<b>1,821.74</b>	<b>10,735.98</b>	<b>394.77</b>	<b>960.51</b>	<b>9,372.25</b>	<b>4,429.67</b>	<b>3,330.79</b>

**The Episcopal Church of Saints James and Andrew**  
**Profit & Loss by Class**  
 January through December 2020

	3019 Capital Imp. Fund	3021 Barnabas Guild Fund	3022 LaPan Camp Fund	3023 Revolving Fund	3024 Welcome Cte Fund	3025 Garden Cte Fund	3026 Whitney's Pantry Fund
<b>Income</b>							
4000 Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4010 Pledge Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4020 General Purpose Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4036 Diocesan Assistance PPP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100 ClassIncome /Non-Operating	4,000.00	6,258.52	1,126.07	34,674.82	450.58	0.00	1,724.98
4500 Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>4,000.00</b>	<b>6,258.52</b>	<b>1,126.07</b>	<b>34,674.82</b>	<b>450.58</b>	<b>0.00</b>	<b>1,724.98</b>
<b>Gross Profit</b>	<b>4,000.00</b>	<b>6,258.52</b>	<b>1,126.07</b>	<b>34,674.82</b>	<b>450.58</b>	<b>0.00</b>	<b>1,724.98</b>
<b>Expense</b>							
5000 Work Outside Church	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5100 Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200 Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5220 Utilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5240 Clergy Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5250 Christian Ed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5260 Altar Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5270 General Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5300 Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5400 Class Expense/NonOperating	0.00	585.59	0.00	14,481.69	0.00	0.00	652.22
5500 Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>585.59</b>	<b>0.00</b>	<b>14,481.69</b>	<b>0.00</b>	<b>0.00</b>	<b>652.22</b>
<b>Net Income</b>	<b>4,000.00</b>	<b>5,672.93</b>	<b>1,126.07</b>	<b>20,193.13</b>	<b>450.58</b>	<b>0.00</b>	<b>1,072.76</b>

**The Episcopal Church of Saints James and Andrew**  
**Profit & Loss by Class**  
 January through December 2020

	3027 Church Directory Fund	3028 Memorial Flowers Fund	3029 Property Cte Fund	3030 St. Andrew's Guild Fund	3031 Church Projects Fund	3032 Labyrinth (Diocesan) Fund
<b>Income</b>						
4000 Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00
4010 Pledge Payments	0.00	0.00	0.00	0.00	0.00	0.00
4020 General Purpose Income	0.00	0.00	0.00	0.00	0.00	0.00
4036 Diocesan Assistance PPP	0.00	0.00	0.00	0.00	0.00	0.00
4100 Classincome /Non-Operating	212.00	4,005.51	9,467.48	2,509.53	3,019.01	103.07
4500 Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>212.00</b>	<b>4,005.51</b>	<b>9,467.48</b>	<b>2,509.53</b>	<b>3,019.01</b>	<b>103.07</b>
<b>Gross Profit</b>	<b>212.00</b>	<b>4,005.51</b>	<b>9,467.48</b>	<b>2,509.53</b>	<b>3,019.01</b>	<b>103.07</b>
<b>Expense</b>						
5000 Work Outside Church	0.00	0.00	0.00	0.00	0.00	0.00
5100 Payroll	0.00	0.00	0.00	0.00	0.00	0.00
5200 Office Expense	0.00	0.00	0.00	0.00	0.00	0.00
5220 Utilities	0.00	0.00	0.00	0.00	0.00	0.00
5240 Clergy Expenses	0.00	0.00	0.00	0.00	0.00	0.00
5250 Christian Ed	0.00	0.00	0.00	0.00	0.00	0.00
5260 Altar Supplies	0.00	0.00	0.00	0.00	0.00	0.00
5270 General Expense	0.00	0.00	0.00	0.00	0.00	0.00
5300 Property	0.00	0.00	0.00	0.00	0.00	0.00
5400 Class Expense/NonOperating	0.00	1,097.53	600.00	270.95	0.00	0.00
5500 Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>0.00</b>	<b>1,097.53</b>	<b>600.00</b>	<b>270.95</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>212.00</b>	<b>2,907.98</b>	<b>8,867.48</b>	<b>2,238.58</b>	<b>3,019.01</b>	<b>103.07</b>

**The Episcopal Church of Saints James and Andrew**  
**Profit & Loss by Class**  
 January through December 2020

	3034 Health Ministry Grant Fund	3035 Diocesan MDI Grant	3036 Scholarship Fund	3037 Heat Fund	3039 Dioc Grant- Outdoor Worship	Unclassified	TOTAL
<b>Income</b>							
4000 Plate Offerings	0.00	0.00	0.00	0.00	0.00	0.00	4,762.06
4010 Pledge Payments	0.00	0.00	0.00	0.00	0.00	0.00	192,077.62
4020 General Purpose Income	0.00	0.00	0.00	0.00	0.00	0.00	99,436.99
4036 Diocesan Assistance PPP	0.00	0.00	0.00	0.00	0.00	0.00	27,524.47
4100 ClassIncome /Non-Operating	151.97	1,509.38	1,000.00	1,681.08	1,000.00	0.00	179,332.27
4500 Uncategorized Income	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
<b>Total Income</b>	151.97	1,509.38	1,000.00	1,681.08	1,000.00	50,000.00	553,133.41
<b>Gross Profit</b>	151.97	1,509.38	1,000.00	1,681.08	1,000.00	50,000.00	553,133.41
<b>Expense</b>							
5000 Work Outside Church	0.00	0.00	0.00	0.00	0.00	0.00	39,164.64
5100 Payroll	0.00	0.00	0.00	0.00	0.00	0.00	184,024.90
5200 Office Expense	0.00	0.00	0.00	0.00	0.00	0.00	8,571.28
5220 Utilities	0.00	0.00	0.00	0.00	0.00	0.00	32,274.31
5240 Clergy Expenses	0.00	0.00	0.00	0.00	0.00	0.00	4,042.47
5250 Christian Ed	0.00	0.00	0.00	0.00	0.00	0.00	448.11
5260 Altar Supplies	0.00	0.00	0.00	0.00	0.00	0.00	272.34
5270 General Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,062.40
5300 Property	0.00	0.00	0.00	0.00	0.00	0.00	43,374.48
5400 Class Expense/NonOperating	0.00	245.28	0.00	1,681.08	0.00	0.00	31,278.90
5500 Uncategorized Expenses	0.00	0.00	0.00	0.00	0.00	179,014.15	189,582.51
<b>Total Expense</b>	0.00	245.28	0.00	1,681.08	0.00	179,014.15	534,096.34
<b>Net Income</b>	151.97	1,264.10	1,000.00	0.00	1,000.00	-129,014.15	19,037.07

## Balance Sheet

# The Episcopal Church of Saints James and Andrew Balance Sheet

As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 SsJA Co-Op Checking	128,525.62
1001 Greenfield Co-Op Checking	21,175.60
1002 Gfld Co-Op Rector Disc	1,010.76
1003 GCB Brokerage Acct	12,203.06
1004 Trustees - Combined Funds	624,761.94
1005 Trustees - Gould Fund	11,435.49
<b>Total Checking/Savings</b>	<u>799,112.47</u>
<b>Total Current Assets</b>	<u>799,112.47</u>
<b>TOTAL ASSETS</b>	<b><u>799,112.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
2001 Next Year's Pledge Payment	6,900.00
<b>Total Other Current Liabilities</b>	<u>6,900.00</u>
<b>Total Current Liabilities</b>	<u>6,900.00</u>
<b>Total Liabilities</b>	6,900.00
<b>Equity</b>	
Balance Equity	649,411.25
Unrestricted Net Assets	123,764.15
Net Income	19,037.07
<b>Total Equity</b>	<u>792,212.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>799,112.47</u></b>

## **Saints James and Andrew Cross**

Fred Momaney and Marie Paquette, 2018

Virginia "Ginny" Crawl, 2019

Kathryn Aubry-McAvoy, 2020

### **St. James Cross Recipients**

Jim Hardigg 1988	Dorothy Affhauser 1998	Gerda Bennett 2008
Pearl Stang 1989	Damy & Rita Beaudoin 1999	David Wayne 2009
Bill Morrow 1990	Ced Bannister 2000	Dot Hmieleski 2010
Sam & Jean Hamshaw 1991	John Greene 2001	Doug Stotz 2011
Ed & Velma Holmes 1992	Leon Momaney 2002	Rose & Bernie Murley 2012
Shirley Brulotte 1993	Anne Dorman 2003	Tom & Carol DeRose 2013
Bob Lovett 1994	Alice Kells 2004	Maggie Sweeney 2014
Amy Hollister 1995	Lee & Vern Brown 2005	Jeanne Canteen 2015
Ricker Smiley 1996	Lois Jardine 2006	Margaret Asseng 2016
Gladys Stasinopoulos 1997	Joan Arms 2007	Dennis and Kathy O'Rourke 2017

### **St. Andrew Cross Recipients**

Richard Guy
Bertha Campbell
Ruth Sadowsky
Jack McKinnon
Bill Hattendorf

# Ministry Team Reports

## Serving in Our Parish

### Advent and Lenten Book Group

**Briefly describe what your ministry team does in ordinary times.**

In ordinary times we read and discuss a book and how it speaks to our lives

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

We did not hold an Advent reading group and will wait to see what life is like before making a decision about our Lenten reading group.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

At the moment we are not looking for new volunteers to help lead or participate.

**What are the benefits of being a part of this ministry team?**

The benefits of this group in ordinary times is an opportunity to build community and deepen our spiritual lives.

**Contact Person(s):**

Josie Queneau

413-774 4688

[jdqueneau@aol.com](mailto:jdqueneau@aol.com)

Elise Schlaikjer

413-834 1998

[elise@schlaikjer.net](mailto:elise@schlaikjer.net)

### Archives

**Briefly describe what your ministry team does in ordinary times.**

Preserve, restore, organize, and exhibit important information of our parish history. Specifically, we: 1. review established files; 2. enter material in the archives: newspaper clippings (never newspaper, always copied), obituaries of our parish's members, events; 4. enter information in the "Finding Aid"; and 5. present information in our parish newsletter.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

Due to the pandemic, we have not had a meeting. Elyse Moore, a member, has been given some at home responsibilities. And I cleaned and organized the attic. I have sorted, organized all of St. Andrews history and entered it in our finding aid; it is a wonderful collection. Also, in my cleaning, I found a file cabinet full of St. James history and sorted and organized. And, lastly, I took all bishop photographs: copied and reframed, hopefully to be displayed with information on their life in the diocese.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Any members with a sense and enjoyment of parish history are welcomed. There is always fine tuning of the archival material. And we always seek individuals with new insight in representing the historical information to the parish (this can include current happenings). Often I receive requests for information from family members who no

longer reside in the area, but had relatives who resided here and attended our parish. It is a challenge to locate this information and an achievement when located and I can report the finds.

**What are the benefits of being a part of this ministry team?**

When we use the term parish, this is inclusive of the histories of Saints James and Andrew. The archives of this parish are impressive and those individuals who review our information are amazed. The archives/history serve the congregation and its members and creates a more rewarding experience of being a member of this parish's long history of involvement in the community. And, with that said, this ministry serves the local community and individuals outside of Franklin County as a resource to individuals and to other organizations.

**Contact Person(s):**

Robert Kent Brown (Bob)  
robertkentbrown@gmail.com  
413-773-9211

**List of Team Members (if you would like to add these)**

Bob Brown, Elyse Moore, Diane Kurkulonis, and Nancy Maleno

**Barnabas Guild**

**Briefly describe what your ministry team does in ordinary times.**

In normal times Barnabas Guild is available to any group in preparing food for church ministries and gatherings.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

Prior to covid this included the meal at Annual Meeting, Shrove Tuesday Pancake Supper, Cathedral in the Light, Bread of Life, prepare food for Second Helpings when Deerfield does not, buy supplies for Coffee Hour, run the kitchen at the Mistletoe Mart, prepare meals/food for fundraising projects. Currently the 2 meals that are being produced at Jim and Andy's are Second Helpings- which receives their food from Deerfield Academy and our newest Ministry Sunday Soup and Sandwiches (SSS)

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

I consider all members of Jimmy and Andy part of the Barnabas Guild. Whenever help is called for volunteers start showing up. Volunteering could include, washing dishes after an event, preparing food, serving the food, doing the deep cleaning in the kitchen, cleaning the refrigerators. The possibilities are endless.

**What are the benefits of being a part of this ministry team?**

Preparing meals is a lot of fun and the puns and singing are all part of the ambience. It is great to catch up with people while volunteering. Bring your bad jokes along with you and join in the frivolity.

**Contact Person(s):**

Marie Paquette  
413-772-2213  
[paqman3@comcast.net](mailto:paqman3@comcast.net)

## **Counters**

### **Briefly describe what your ministry team does in ordinary times.**

In normal times we meet each week, usually on Monday, to count, record and deposit all funds that come into the church

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

There are usually 3 people on each team. Due to Covid we have decreased the number of people to 1-2 unrelated people each week to decrease the exposure risk.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes, after the pandemic has been brought under control. During this past year several people have retired from this ministry and we are in need of several volunteers to cover the normal schedule and to act as substitutes as needed. The scheduling usually has each team working 3 weeks in a row every 3 months. This is an easy ministry that does not require a huge commitment.

### **What are the benefits of being a part of this ministry team?**

Knowing that our efforts are essential in allowing us to track and anticipate how to best maintain our fiscal health.

### **Contact Person(s)**

Fred Momaney	Marie Paquette
413-772-2213	413-772-2213
fmomaney@gmail.com	paqman3@comcast.net

## **Finance Committee**

### **Briefly describe what your ministry team does in ordinary times.**

The majority of the work is reviewing our Monthly spending and making sure we adhere to our Budget in all categories. We also review any new requests for spending which are not included in the Budget and make recommendations to the Vestry for their Approval of these expenditures.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

We meet the third Tuesday of the month from 5:30-6:30 in the Meeting Room or Virtual, utilizing Zoom Meeting.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes. Anyone interested in maintaining transparency of our financial systems

1. Completing and referring to the vestry a comprehensive Financial Budget.
2. Review any new requests for funding, which are not included in the budget.
3. Ensuring adherence to the financial policies of SsJA.

### **Contact Person(s)**

Alan Kurkulonis  
413-522-1022  
kurkuae@gmail.com

## **Gardening Team**

### **Briefly describe what your ministry team does in ordinary times.**

We work on keeping the grounds looking their best, providing parishioners and guests alike a beautiful campus to enjoy.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

The most significant change was that we had to cancel our in-person Wednesday Potluck dinners. However, our dedicated and mask-wearing volunteers continued to do their work on campus on their own time. We are fortunate our team does it's work outside and social distancing is rather easy to observe.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes, we are always happy to see new faces. Many hands make light work! Many team members come together on Wednesday evening (pre-COVID) for gardening and a potluck dinner, however some folks prefer to do their gardening in the early weekday mornings, as their schedules allow. All are welcome!

### **What are the benefits of being a part of this ministry team?**

You get to take part in keeping our campus in beautiful condition, maintaining one of the best green spaces in downtown Greenfield. Our team members help provide a welcoming feeling to our campus for everyone to enjoy.

### **Contact Person(s)**

Jason Blais  
413-475-3476  
jason.j.blais@gmail.com

## **Pastoral Care**

### **Briefly describe what your ministry team does in ordinary times.**

In "ordinary times", the team visits members of the parish who are either homebound, in the nursing home or in the hospital. Communion is offered where appropriate. Cards are sent to these people at regular intervals, as well as to other members of the congregation for birthdays (when known) and to the sick. Phone calls are made occasionally to the homebound and sick also.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

Since we have been unable to visit parishioners, wherever they may be, we have increased the number of phone calls and cards sent. The team meets periodically via zoom and communicates in between via email.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Since we are unable to make visits at this time, we are not looking for new volunteers. When visits resume, we will be happy to talk with anyone who feels called to this ministry.

### **What are the benefits of being a part of this ministry team?**

"Bringing joy and comfort, as well as Communion (Jesus) into someone's life, particularly when that person is unable to attend church. Being part of a larger parish ministry. Fellowship and advice from other members of the team."

**Contact Person(s)**

Deacon Ann  
 413-665-8478  
[annjohnsw@gmail.com](mailto:annjohnsw@gmail.com)

Kathryn Aubrey-McAvoy  
 413-775-3887  
[kaubrymcavoy@aol.com](mailto:kaubrymcavoy@aol.com)

**List of Team Members**

Rev. Jane Dunning, Rev. Dr. Molly Scherm, Rev. Heather Blais, Anne Bauer, Ginny Crowl, Estelle Cade, Carol Johnson, Josie Queneau, Kathryn Aubrey-McAvoy, Rev. Deacon Ann Wood

**Prayer Circle****Briefly describe what your ministry team does in ordinary times.**

In ordinary and extraordinary times we pray for people.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

No change due to COVID-19.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We welcome people who are called to individual prayer.

**What are the benefits of being a part of this ministry team?**

Sense of connectedness to people in parish and caring for people in need.

**Contact Person(s)**

Ella Ingraham  
 860-684-4420  
[ejmai127@gmail.com](mailto:ejmai127@gmail.com)

Ann Wood  
 413-665-8478  
[AnnJohnsw@gmail.com](mailto:AnnJohnsw@gmail.com)

**Property Committee****Briefly describe what your ministry team does in ordinary times.**

We monitor and take care of our physical plant needs.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

The Property Committee has been busy this year, meeting monthly by Zoom throughout the Pandemic. We have replaced three of the property boilers that failed. We have also begun cleaning out the attic space over the chapel in preparation to make better archival storage. In addition, we have hired a slate repair company to repair our many roofs.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We welcome new members with an interest in our campus. Please email me if you are interested, [jgene@smith.edu](mailto:jgene@smith.edu).

**What are the benefits of being a part of this ministry team?**

Comradery, and the joy of seeing our campus thrive

**Contact Person(s)**

John Greene  
413-695-0323  
jgreene@smith.edu

**List of Team Members**

Rev. Heather Blais, John Greene, Alan Kurkulonis, Ginny Crowl, Bob Brown, Steve Hussey, Marie Paquette, Chuck Seamans, and Tom Bruno

**Spiritual Life Team****Briefly describe what your ministry team does in ordinary times.**

Provide opportunities for spiritual exploration, discussion, and/or formation.

**Briefly describe how your ministry shifted or adapted due to COVID-19. \***

We used the ZOOM format for gathering.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We welcome any and all individuals who would be interested in contributing to the development of spiritual formation events or simply attend any or all Grow in Faith Gatherings.

**Are you looking for new volunteers?**

We welcome any and all individuals who would be interested in contributing to the development of spiritual formation events or simply attend any or all Grow in Faith Gatherings.

**What are the benefits of being a part of this ministry team? \***

Contributing to the breadth and depth of spiritual formation activities available to members of the Saints James and Andrew community.

**Contact Person(s):**

Ben Cluff	Dan Carew
413-325-3189	
<a href="mailto:bhcluff@yahoo.com">bhcluff@yahoo.com</a>	<a href="mailto:u2carew@gmail.com">u2carew@gmail.com</a>

**List of Team Members**

Heather Blais, Molly Scherm, Dan Carew, Ben Cluff

**The Newsletter****Briefly describe what your ministry team does in ordinary times.**

We “meet” electronically twice a month on or about the first and third Monday of the month.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

The Newsletter has not had to shift or adapt due to Covid-19.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Seeking photos of parish life and articles of interest.

**What are the benefits of being a part of this ministry team?**

A sense of accomplishment in keeping our parish informed and up-to-date.

**Contact Person(s)**

Diane Kurkulonis  
413 522-6484  
dkurkulonis@gmail.com

**List of Team Members**

Diane Kurkulonis, Heather Blais, Molly Scherm

**Vestry**

**Briefly describe what your ministry team does in ordinary times.**

We are the governing board, comprised of clergy and elected lay-members of SsJA, who are responsible for defining and articulating the mission of the congregation; to support the church's mission by word and deed, to select the rector, to ensure effective organization and planning, and to manage resources and finances.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

The pandemic led us to reimagine how we go about our work and it led to a dramatic increase in our workload. The result was the creation of three working groups, primarily sub-groups of the Vestry with the help of the Property and Mission Chairs, to examine how we live into new pandemic protocols and guidelines as it relates to our property use, outreach, and events; our worship; and ensuring there were regular opportunity for parishioner feedback through a church chat and surveys. We also supported the efforts of the new Stewardship Team and the Mini-Mistletoe to Go. We have spent a fair amount of time exploring how to improve the sound experience in virtual worship and exploring how to engage in the work of becoming beloved community. Our plate was very full this year, but we rose to the challenge and were strengthened as a team as a result.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Each fall a Nominating Committee to put together a slate for elections at our Annual Meeting the following January (1/24/2021). All Officers serve one year terms, and those serving as Vestry members typically serve three year terms. Each year the Nominating Committee figures out who is interested in running again, and what new people are interested in running for a position at the Annual Meeting. If you are interested in learning more about this, please speak to Rev. Heather.

**What are the benefits of being a part of this ministry team?**

To serve as an Officer or Vestry member, is to accept a call to be a servant and leader of our faith community. To be a strong leader, it requires a deep prayer life, teamwork, and a willingness to keep learning, growing, and listening to who God is calling our community to be. Given the prayerful nature of a strong leadership team, serving on the Vestry can have a profound impact on your faith as well as helping our congregation to keep our eyes on the Gospel.

**Contact Person(s)**

Heather Blais  
413-773-3925 (Office)  
413-475-3476 (Home)  
heather.blais@gmail.com

**List of Team Members**

Rev. Dr. Molly Scherm, Rev. Deacon Ann Wood, Virginia Crowl, Ella Ingraham, Alan Kurkulonis, Karen Greene, Bill Hattendorf, Karen ""Rudy"" Renaud, Kathryn Aubry-McAvoy, Erica Burns, Elle Morgan, Andrew Levchuk

**Welcome Team****Briefly describe what your ministry team does in ordinary times.**

The Welcome Team greets and makes guests and new people feel welcomed to our church. We assist new people to integrate into our parish life. We participate in Festival Sundays with a special welcoming for new members and a special coffee hour. We provide and replenish welcome cards in the pews. We provide an Episcopal name tag for all new people who would like one. We give a welcome bag with information to all newcomers which includes a Newcomer's Guide with a map of our campus. We also help out where needed during special church events.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

The Welcome Team has attempted to keep up with the concerns and issues related to COVID-19, and has followed the prescribed statement provided by the church regarding movement to the On-Line Church Services and safety protocols during these past several months. We have communicated via emails and phone calls over the past several months when possible.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Our team is made up of nine active members of St's James and Andrews and several members have supported the outreach efforts to prospective new members and visitors. Members of the Team conduct follow up calls, have initiated outreach through the church Coffee Hours (prior to the COVID outbreak).

**What are the benefits of being a part of this ministry team?**

The benefits of being on the Welcome Team include the opportunity to meet new people and help them to feel comfortable as they integrate into our church life.

**Contact Person(s)**

William H. Strader  
413-625-6374 (home)  
401-486-1363 (cell)  
dr.bstrader@gmail.com

**List of Team Members**

Erica Burns, Virginia Crowl , Ginny Crowl, Sarah Hollister, Carol Johnson, Josie Queneau, Susan Ribeiro, William Strader

# Serving in Our Community

## Caregivers Support Group

### **Briefly describe what your ministry team does in ordinary times.**

The group exists to provide a place for mutual support for persons with responsibility for loved ones who are chronically ill. It provides a safe place for members to share difficulties and concerns, and serves as a problem-solving group as members help one another brainstorm solutions to the challenges that arise in the work of caregiving. Faith Community Nurse Kathryn Aubry-McAvoy is a co-facilitator of the group and is an invaluable resource in terms of medical questions.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

It has not been difficult for the group to shift from in-person meeting to virtual meetings on ZOOM.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

The Caregivers Group is always open to welcoming new members who have caregiving responsibilities and would welcome being part of a community of persons who share that experience.

### **What are the benefits of being a part of this ministry team?**

Mutual support, information-sharing and friendship.

### **Contact Person(s):**

Molly Scherm	Kathryn Aubrey-McAvoy
508-561-0197	413-775-3887
<a href="mailto:mollyscherm@gmail.com">mollyscherm@gmail.com</a>	

## Emmaus Companions

### **Briefly describe what your ministry team does in ordinary times.**

Sharing life's ups and downs with folks, offering prayer with folks, assisting, where possible, in finding professional help and support for folks who request it, and showing love and concern for all of God's children.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

We continue to companion with those on the margins maintaining safe distancing and mask use followed by hand washing.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes, individuals who would like to visit and pray with those on the margins.

### **What are the benefits of being a part of this ministry team?**

The peace that comes from knowing that you are loving God's least in the world.

### **Contact Person(s)**

Steve Houghton	Charlie Houghton
413-522-7912	413-522-7914
<a href="mailto:steve@firefact.com">steve@firefact.com</a>	<a href="mailto:charlie.houghton@gmail.com">charlie.houghton@gmail.com</a>

## **List of Team Members**

Steve and Charlie Houghton, Josie Queneau

## **Green Team**

### **Briefly describe what your ministry team does in ordinary times.**

Promotes Creation Care in our community.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

We have continued to meet virtually. In April we made an Earth Day sign for the Common because we couldn't offer an in-person program. In September we offered a movie showing and discussion through Zoom of The Story of Plastic. We also participated in the MiniMistletoe Mart to Go by making 22 apple pies.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We would love volunteers. Our group tries to develop activities that are meaningful to members and the parish involving environmental issues.

### **What are the benefits of being a part of this ministry team?**

The feeling of connection with other people who are trying to live more sustainable life styles and are contributing to the larger movement for Creation Care.

### **Contact Person(s)**

Ella Ingraham or any other team member  
860-684-4420  
ejmai127@gmail.com

## **List of Team Members**

Kathy O'Rourke, Sandy and Tupper Brown, Fred Momaney, Carol Campbell and Ruth Sadowsky.

## **Health Ministry**

### **Briefly describe what your ministry team does in ordinary times.**

Support of the communities health in body, mind and spirit.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

No in-person events, some socially distanced and masked personal consultations but most by email and phone. Info and education distributed through the newsletter and other mailings, including inserts in free meal distribution bags.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Always happy to have health minded folk join in, whatever your interest might be: nutrition, exercise, medicine , stress reduction etc.

### **What are the benefits of being a part of this ministry team?**

Helping people towards whole body/mind health is hugely rewarding.

**Contact Person(s):**

Kathryn Aubry-McAvoy NP, Faith Community Nurse  
 413-775-3887  
[kaubrymcavoy@aol.com](mailto:kaubrymcavoy@aol.com)

**Labyrinth Coalition****Briefly describe what your ministry team does in ordinary times.**

We held monthly walks indoors on a canvas labyrinth in the winter month and outdoors on our new permanent one. These walks often had a theme and were introduced each time with a few reflective readings and after our walk we often shared our experience.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

We no longer hold walks either indoor or outside. We posted signs next to the outdoor labyrinth about wearing masks and social distancing. Having good outdoor signage and the banner has drawn people, both to walk the labyrinth or just to meditate while absorbing the pattern. Our experience with these methods is that they bring a sense of peace. That was our desire before the Corona virus and now it seems to be even more important.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We do not need any during the winter, but in the spring and in the growing season we could use some help keeping the bricks free of grass. But more importantly we would like to expand our team to help vision future ways we can use the labyrinth. Healing is an important aspect for walkers, but so is posing questions and we seek to help. We know that usually the answers come in the days ahead when our minds are more balanced by walking. We also know that dancing is a wonderful way to express joy. The labyrinth is a life giving pattern that can be used in many ways.

**What are the benefits of being a part of this ministry team?**

The first benefit is a warm and accepting community where we can share our gifts. We learn from one another as we share and although we are not facilitating walks, we meet monthly as best we can.

**Contact Person(s)**

Elise Schlaikjer	Maggie Sweeney
413-834-1998	413-774 5027
<a href="mailto:elise@schlaikjer.net">elise@schlaikjer.net</a>	<a href="mailto:magsween10@yahoo.com">magsween10@yahoo.com</a>

**List of Team Members**

Elise Schlaikjer, Sandy Brown, Maggie Sweeney, Con Trowbridge, Sue Bowman, Becca King, Susan Mareneck

**Mission Team****Briefly describe what your ministry team does in ordinary times.**

We are an umbrella organization that incorporates and oversees all of the groups within the parish that focus on outreach to the community. At our meetings we hear reports from the various groups that interact with and minister to our neighbors in Franklin County and beyond. We also try to look at the totality of our outreach, considering whether there are needs we may not be addressing or areas where an outreach ministry has run its course. We act as a working group to help anyone with mission-related ideas to develop those ideas into ministries.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

This year we have met more often than usual – once a month rather than every other month – as all of our outreach ministries have worked hard to adapt to the restrictions imposed by the pandemic lockdown. We have ministered to each other in these challenging times, offering both practical suggestions and moral support to each other as we all learn to be creative in these ever-changing times. All of our meetings have been via Zoom.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Anyone who leads or is active in an outreach team or who would like to propose a new outreach ministry is welcome to join us.

**What are the benefits of being a part of this ministry team?**

The team meetings give us the opportunity to share and reflect on the challenges and joys that come with doing the vital work of being the Church in the world.

**Contact Person(s):**

Maggie Sweeney	Heather Blais
413-834-7661	413-773-3925
<a href="mailto:magsween10@yahoo.com">magsween10@yahoo.com</a>	<a href="mailto:heather.blais@gmail.com">heather.blais@gmail.com</a>

**List of Team Members**

Kathryn Aubry McAvoy, Marie Paquette, Fred Momaney, Nancy Maleno, Steve Houghton, Sandy Brown, Ella Ingraham. Julie Orvis, Doris McLeod, Maggie Sweeney, Rev. Molly Scherm, Rev. Heather Blais

**Mistletoe Mart and Craft Faire**

**Briefly describe what your ministry team does in ordinary times.**

We hold an annual craft faire - proceeds to go to Mission Fund.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

We had to figure out a way to have an online only sale. This called for new thinking, but was untimely quite successful: we sold 70% of our inventory with sales totaling \$3500.00.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes. We need people to help with making and distribution on our sale items.

**What are the benefits of being a part of this ministry team?**

We get to create handmades to sell to support the Mission.

**Contact Person(s)**

Diane Kurkulonis	Molly Scherm	Kathryn Aubry-McAvoy
413-522-6484	508-561-0197	413-775-3887
<a href="mailto:dkurkulonis@gmail.com">dkurkulonis@gmail.com</a>	<a href="mailto:mollyscherm@gmail.com">mollyscherm@gmail.com</a>	<a href="mailto:kaubrymcavoy@aol.com">kaubrymcavoy@aol.com</a>

**List of Team Members**

Di Kurkulonis, Molly Scherm, Kathryn Aubry-McAvoy

## **Second Helpings**

### **Briefly describe what your ministry team does in ordinary times.**

We offer an in-person community meal every Monday night in collaboration with Deerfield Academy who provides the food and the majority of the volunteers. The church provides the facility, the site leaders, and a regular group of volunteers who assist each week. We also provide all volunteers during the summer and during school breaks.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

We shifted our meal to an entirely "to-go" meal and to serving it earlier in the evening. Deerfield Academy still generously provides the food and supplies. We also shifted to providing the majority of the volunteers since students could not come to volunteer this year.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Currently we can take new volunteers to help set up for the serving of the meal and then preparing the to-go meals and serving them out the window. I anticipate needing to continue to provide all volunteers until at least Fall of 2021

### **What are the benefits of being a part of this ministry team?**

Connection with fellow parish members in service, connecting each week with members of the community who are often on the margins, living mission and service in action.

### **Contact Person(s):**

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## **Sunday Soup and Sandwiches**

### **Briefly describe what your ministry team does in ordinary times.**

New mission formed due to unordinary times. Previously Cathedral in the Light which in all likelihood will not start up again.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

When CITL ended there was no availability for people to receive food from Saturday afternoon to Monday morning. Soup and Sandwiches was started and is going strong. We are currently preparing and distributing 90 meals each Sunday.

### **Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Everyone is welcome to help out and we can always use new people. We meet on Sunday mornings at 10:45 and prepare sandwiches, fill bags with chips, granola bars, peanut butter crackers, Hershey kisses and a napkin. In addition to the sandwiches hearty soup is ladled into containers which are placed into bags with a spoon. Coffee, water or hot chocolate are prepared and served. Of course there is also clean up afterwards. We are usually packed up and cleaned up by 12:45-1pm.

### **What are the benefits of being a part of this ministry team?**

People are so grateful when they get their food and drink. Many people have said that they never thought they would have to get outside help to feed themselves and their families. Another benefit is to see other parishioners that we have not seen since the ordinary times stopped. It warms the heart to know we are helping people who live in our community.

**Contact Person(s)**

Marie Paquette

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**St. Andrews Guild**

**Briefly describe what your ministry team does in ordinary times.**

We meet weekly to share the joy of stitching, to teach and share sewing skills, to provide free materials and to join in community service sewing projects.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

We do not meet. We have kept in touch via email. Several members organized and provided hand made items for the successful online Mistletoe Mart. Newborn gifts have been distributed to Welcome Baby at Montague Catholic Social Ministries. Quilts have been gifted to the newly baptized. Sewing machines and project kits have been distributed (or loaned).

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

We always welcome new stitchers...no experience necessary.

**What are the benefits of being a part of this ministry team?**

The joy of creating, learning or improving a skill, teaching, and sharing gifts with others.

**Contact Person(s)**

Kathryn Aubry-McAvoy

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**Whitney's Pantry**

**Briefly describe what your ministry team does in ordinary times.**

Our usual set-up was to put out bins of personal care items (toothpaste, soap, shampoo, etc.) so that our guests could choose which items they wanted -- cafeteria style. Some Bonus items were available, as were feminine-hygiene products. Thus, each bag was personal to the individual. Several members of the Pantry Team were involved in the distribution each month, which took place in the Pantry Room on the last Monday of each month before the Second Helpings meal.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

Our procedure changed during COVID-19. The bags are now packed in advance by some team members and are all the same. The bags are then handed out the window of the Whiteman Room, with no one entering the building (no matter the weather). Feminine-hygiene items can be added by request at the window. The meal is being handed

out the other window at the same time, a change in time for both. Our guests are still grateful, but miss the connections that were made while waiting around the tables for the meal, etc.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Our present numbers are adequate for what we do now.

**What are the benefits of being a part of this ministry team?**

Our team members are involved in providing very tangible aid to those on the margins, with the opportunity to interact, learn names, etc. of folks they might have not otherwise have occasion to see and meet as individual persons.

**Contact Person(s)**

Doris McLeod

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dorismcl219@gmail.com

**List of Team Members (if you would like to add these)**

Sue Bowman, Sandy Brown, Estelle Cade, Jeanne Canteen, Carol Johnson, Elizabeth Keitel, Peter Massa, Sue McCarthy, Kathy O'Rourke, Josie Queneau, Whit Robbins.

# Serving in Our Worship

## Acolytes, LEMs, Lectors, and Ushers

### **Briefly describe what your ministry team does in ordinary times.**

We rotate service on Sundays, with occasional coaching sessions as requested or needed.

- Acolytes light and extinguish the altar candles, serve as crucifer (cross bearer in procession) and other worship service duties as assigned by the priest.
- LEMs (Lay Eucharistic Ministers) are the welcoming hosts of the Lord's Supper and assist the Clergy by bearing the chalice and serving the wine in front of the altar rail during the service. LEMs also help prepare and clean up after communion.
- Lectors read the assigned lectionary verses during the service.
- Ushers greet worshippers, distribute worship leaflets, collect the offering, and assist with communion, seating and security.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

During the current virtual services, usually one Lector serves each week to assist with the readings and congregational response.

### **Are you looking for new volunteers?**

Always delighted with new volunteers. During normal times, there have been enough volunteers that an usher or reader only serves two or three times per six-month schedule.

### **What are the benefits of being a part of this ministry team?**

As one who is called to "equip the saints for the work of ministry" [Ephesians 4:12], one has the satisfaction of playing a key role in the preparation and execution of the worship service.

### **Contact Person(s):**

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Kathy O'Rourke (8 am)  
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## Altar Guild

### **Briefly describe what your ministry team does in ordinary times.**

We meet each week as teams of two people to set up the Sunday services.

### **Briefly describe how your ministry shifted or adapted due to COVID-19.**

We have shifted to only having one person on Altar Guild each week. This way we are limiting everyone's exposure. We have also added additional disinfecting of the area we are in along with the surfaces we are coming in contact with.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

Yes we are looking for new volunteers to be added to our Altar Guild team. The duties would be setting up for Sunday services depending on the service that is being offered each week. Some weeks it may be as simple as being sure the altar candles are filled with oil and that the sanctuary candle is changed each week. Other weeks it may include setting up for a Eucharist service along with changing the sanctuary candle.

**Are you looking for new volunteers?**

Yes, We are looking anyone who is interested in Altar Guild.

**What are the benefits of being a part of this ministry team? \***

The benefit of serving God. The feeling of walking with God while making preparations for Sunday Services The inner peacefulness of preparing the Altar for services.

**Contact Person(s):**

Mary Johnson  
413-949-0166  
[johnson19461@comcast.net](mailto:johnson19461@comcast.net)

**List of Team Members (if you would like to add these)**

Anne Dorman (retired but still cleans the linens), Sue McCarthy, Susan Ribeiro, Kathy O'Rourke, Cindy Gwosch, Ella Ingrham, Nancy Maleno.

## **Choir**

**Briefly describe what your ministry team does in ordinary times.**

The choir leads the congregation in the singing of hymns, psalms, and any other music sung by the congregation. It also sings at least one anthem per service. In order to prepare for singing at Sunday and holy day services, the choir rehearses every Thursday from 7 - 8:30 PM in the meeting room and every Sunday in the church prior to the service (from late September to early June). Choir members have also begun to support the singing of hymns at funeral services.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

All rehearsals have been suspended since the outbreak of COVID-19, and all choir activities were halted until September. At that time, when Sunday morning services were taking place in the church a few choir members would be present to help lead the singing of hymns. Some time later, when services were no longer held in church on Sunday, a few choir members would meet to record hymns for upcoming services. The recordings would then be played as part of live-streamed services. Since late December, when the number of COVID-19 cases locally began to spike, the choir has become "virtual" with each singer recording his or her part individually; these single voice recordings are then merged to produce a virtual choir recording.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

New choir members are always welcome and encouraged to join. In addition to singers, instrumentalists have made significant contributions to our music program. It is hoped that their role will increase when conditions allow.

**What are the benefits of being a part of this ministry team?**

There are two main benefits from being part of the music ministry. First, by helping to improve the quality of music at the church service, you have a positive impact on how every person present (including yourself) experiences that

service. Second, music ministry is a team activity; you are part of a supportive and welcoming group of parishioners dedicated to the quality of worship at SsJA.

**Contact Person(s)**

Joe DiMarino  
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**Flower Guild**

**Briefly describe what your ministry team does in ordinary times.**

Our ministry is to provide flowers each week for the altars in the chapel and church. Most often these flowers are given by parishioners to commemorate/memorialize/honor loved ones. There are circumstances where we are asked to provide wedding or funeral flowers. Also, we decorate the church at Christmas and Easter with appropriate potted flowering plants. Lastly, we provide palms on Palm Sunday.

**Briefly describe how your ministry shifted or adapted due to COVID-19.**

The flower guild suspended doing flowers each week when church services went virtual. Easter, I provided some lily plants for the Chapel where services were being held. We moved into the main sanctuary, then I made two silk flower arrangements for use through spring and summer. In the fall, I made two fall silk flower arrangements which were used until Advent, when I provided two live pothos plants. Christmas, I provided two poinsettias for the altar and two wreaths for the front glass doors. Since Epiphany we are back to using the live pothos plants once again. Many thanks to Jeanne Canteen for watering the live plants. Scaling back as we have done has not necessitated our members to be active during this time.

**Are you looking for new volunteers? Please clarify what kind of help you might be looking for.**

During COVID we are not looking for new volunteers.

**Are you looking for new volunteers?**

We welcome anyone who would be interested in this ministry. We will train all new recruits.

**What are the benefits of being a part of this ministry team?**

The Flower Guild offers a wonderful opportunity for fun, fellowship and artistry.

**Contact Person(s):**

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**List of Team Members (if you would like to add these)**

Karen Greene, Jeanne Canteen, Sandy Brown, Kathryn Aubrey-McAvoy, Sarah Hollister, Audrey Armes, Nancy Selover, and Kathy O'Rourke.