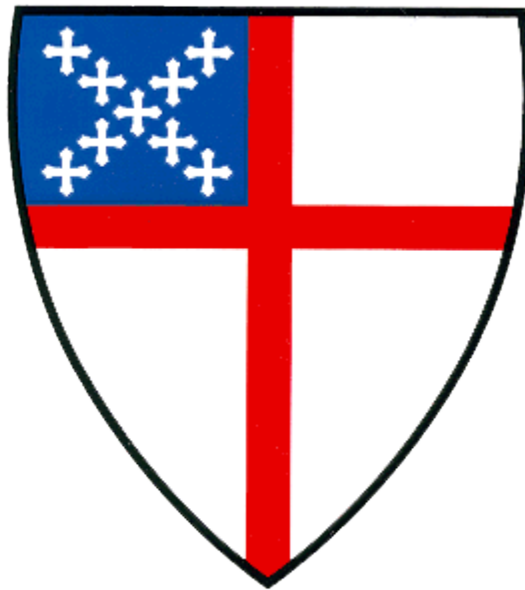


# **ANNUAL REPORT FOR 2021**

**Annual Meeting - January 30, 2022**



**ST. PAUL'S EPISCOPAL CHURCH**

**218 W. Ottawa St.**

**Lansing, Michigan**

## **“Our Welcome”**

In the light of God’s unconditional love, we respect the dignity of every human being by welcoming and supporting all persons whatever their race, color, gender, age, sexual orientation, health status, marital status, or stage of spiritual journeying. We invite you to explore, investigate, and grow in your faith and become a part of our shared journey with God.

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## **2021 Annual Meeting Agenda**

January 30, 2022

### **Opening Prayer**

Receive our gratitude, Holy God, for the years through which you have led us, and open us to the future you promise. In the years that lie ahead, grant us your encouragement in the work of ministry, your consolation in our defeats, and your challenge to our complacency. Give us such trust in your abiding Holy Spirit, that we may find joy and peace in our common life, strength and courage to live in the world for your reign, and hope in the gospel of Jesus Christ our Lord. Amen.

### **Approval of Agenda**

### **Appointment of Secretary**

### **Acceptance of the Minutes from January 31, 2021 Annual Meeting**

### **Recognition of outgoing Vestry Members:**

- Michael Hart
- Sue LeDuc
- Margaret Schulte
- Gloria Sutton

### **Introduction of Candidates for the Vestry and request for additional nominations**

- Leslie Hall, Peter Kressler, Maria Wawro
- Explanation of voting requirements
- Balloting

### **Nomination and Election of Delegates for Diocesan Convention**

### **Recognitions & Awards**

- Canterbury Award
- Special Recognitions

### **Reports**

- Financial Report for Year 2021

### **2022 Budget**

### **Report from Rector**

### **Election results**

### **Small Group Conversations**

### **Closing Prayer**

### **Dismissal**

# **ST. PAUL'S EPISCOPAL CHURCH, LANSING, MICHIGAN**

## **ANNUAL PARISH MEETING MINUTES**

**January 31, 2021**

Attendance at the meeting: 59

The 2021 Annual Meeting of St. Paul's Episcopal Church, Lansing, Michigan was held on January 31, 2021, by ZOOM. The Reverend Karen C. Lewis, Rector presided. The meeting convened with prayer at 11:39 am.

### **Approval of the Agenda**

Jim Milne moved to approve the agenda. Support by David Parks. Motion carried.

### **Appointment of Secretary**

Michael Hart moved to appoint Sally Boron Secretary for the Annual Meeting. Support by Carol Thomas. Motion carried.

### **Acceptance of the Minutes from January 26, 2020**

Larry Clark moved to approve the 2020 Annual Meeting Minutes. Support by Deb McMartin Finkel. Motion carried.

### **Recognition of outgoing Vestry Members**

Jennifer Humphries, Bob Merriman, Elisabeth Richardson, and Maria Wawro were thanked for their dedication and work as Vestry Members. Recognition was given to Senior Warden Maria Wawro. They will be presented with a thank you gift.

### **Introduction of Candidates for the vestry and request for additional nominations**

- Vestry candidates were introduced: Diane Clark, Graham Crabtree, Susan Henderson, and Martha McKee.
- **Nominations from the floor:** There were no nominations from the floor.
- Sue Le Duc Moved to suspend the rules and vote by acclamation for vestry candidates. Support Bob Merriman. Motion carried.
- Jennifer Humphries moved to elect Diane Clark, Graham Crabtree, Susan Henderson, and Martha McKee were unanimously elected to the vestry. Support by Carol Laub. Motion carried.

### **Nominations and Election Delegates for Diocesan Convention**

Three delegates and one alternate are needed to represent St. Paul's at the Diocesan Convention in October scheduled for Novi, MI. Volunteering to be delegates were Carol Thomas, Larry Clark, and Greg Wortley. Jim Milne volunteered to be an alternate delegate. All were elected unanimously.

### **Recognitions & Awards**

- **Canterbury Award:** This award was given in recognition of a growth in Christian Faith to Deb McMartin Finkel
- **"What would I do without you"** awards were given to John David Hawkins, Dave Parks, and Theresa Milne.

- **Peter Sheldon Award:** A new award in honor of years of dedicated service to St. Paul's has been established and given first to recognize Peter Sheldon. The award known as the Peter Sheldon award will give special recognition in the future to persons who give extraordinary service to St. Paul's Episcopal Church.

### **Small Groups – Holy Conversations:**

We have learned much about ourselves about our ability to adapt in 2020. Those attending were divided into small discussion groups to answer two questions.

- Discussion Questions:
  - What did we learn about ourselves?
  - What do we want to carry forward when we gather again as a worshipping community?
- Each group held discussion for 15 minutes. Each group will submit notes of their discussion to the Rev. Lewis.
- Groups gave verbal summary of their discussion.

**Reports:** Reports are included in Annual Report for 2020 for all to read. Questions should be addressed to the author of the report.

### **Financial Report for 2020 – Jeff Irwin, Parish Treasurer**

- The Rev. Lewis thanked Jeff Irwin for all his diligent work as treasurer which included new tasks because of the 2020 pandemic.
- Jeff Irwin thanked Theresa Milne for her work, Libby Richardson for her assistance, and the Rev. Lewis for her understanding of the financial process. Jen Humphries and Kirk Lindquist were thanked for doing the 2019 audit report.
- 2020 Financial Report Highlights:
  - Pledge income was \$49,876 more than budgeted.
  - CARES Act and PPP program benefited St. Paul's \$41,700 as a loan. We have applied and met the criteria to have the loan converted to a grant with no repayment.
  - A gift from the Estate of Dr. Harold E.B. Humphrey for \$43,308 was received in December.
  - Operating expenses were lower than budgeted – fewer repairs, less utility expense, less compensation expense even though there was less catering rental
  - Received was \$71,860 in restricted contributions. There was an investment increase of \$104,663. Expenditures from restricted funds was \$36,742.
  - In total there was an increase of \$159,029 with \$139,781 in restricted funds and \$19,248 unrestricted.
  - SP21 Loan of \$141,000 was paid off in January 2021. Some funds are left in SP21 for future SP21 projects (i.e., replacement of Ottawa Street Church doors).
- **2021 Budget**
  - Increased 3% in compensation for rector and Administrative Assistant.
  - Expected deficit is budgeted at \$234,020. \$122,075 will be paid using restricted funds. We have a \$73,897 net surplus coming in 2021 leaving a potential deficit of \$38,048.

- It is predicted that we do not need to be concerned. Safety nets exist with the Sanders Fund and the Perpetual Fund.
- The 2021 budget which was approved by the Vestry January 18, 2021.

**Report from Rector:**

**In addition to her written report in 2021 Annual meeting document, the Rev. Lewis reported:**

- The Blessing box has been a success with others from the community contributing. The impact created will never be known.
- Thanks to the Vestry and the Altar Guild for their ability to adapt to changes in plans.
- Thanks to Stephanie Gewirtz for sharing her musical gifts.
- Thanks to Tim Flynn who continues his field work. He was a gift to us at the time we needed him.
- Thanks to Jackie Womble. The Rev. Lewis is doing the work with youth for now. When we are back to in-person worship we will seek a new youth coordinator.
- Recognition to Carol Laub and Maria Wawro for stepping in with Sunday School.
- Thanks to Sally Boron as vestry secretary and providing prayer quilts & Allan for recycling.
- It is important to stay connected to each other – wonderful gifts to each other.
- There is no definite word on when in-person services will resume.
- March 15<sup>th</sup> will mark one year we have been apart. We need to do something to celebrate and grieve. Please share ideas with the Rev. Lewis.
- A variety of topics were mentioned: Ellie Doersam appreciated cards and messages, Barb Heany thanked all of prayers and support for her heart surgery, the Rev. Lewis will ask the bishop about scheduling confirmation.

**Closing prayer** by Rev. Lewis

**Motion** to adjourn was made by Larry Clark and seconded by Carol Laub. Motion carried.  
Meeting adjourned at 1:26 pm.

Respectively submitted  
Sarah J. Boron, Secretary

## **St. Paul's Episcopal Church Staff**

**The Rev. Karen C. Lewis, Rector**  
**The Rev. Linda Farmer-Lewis, Associate Clergy**  
**Ms. Stephanie Gewirtz, Minister of Music**  
**Ms. Theresa Milne, Parish Administrator**  
**Ms. Barbara Bellinger-Heany, Sunday School Director**  
**Mr. Chad Albers, Sexton & Custodian**  
**Mr. Conrad Moyer, A/V Technician**  
**Ms. Ciera Hart, Nursery Attendant**

## **The Vestry**

**David Parks, Jr. - Senior Warden**  
**Sue Le Duc - Junior Warden**  
**Jeff Irwin - Parish Treasurer**  
**Sally Boron - Secretary to the Vestry**  
**Jack Baker**  
**Jane Bryce**  
**Diane Clark**  
**Graham Crabtree**  
**Michael Hart**  
**Susan Henderson**  
**Martha Seaman McKee**  
**Margaret Schulte**  
**Gloria Sutton**



## **Annual Transition Report 2021**

### **Baptisms**

Violet Marilyn Walilko  
Ada Violet Grace Hart  
Joshua Roy Green

### **Confirmations/Reaffirmations/Received**

William Christopher Wortley  
Amy Lynn Wortley  
Gregory Lynn Wortley  
Joshua Roy Green  
Ronald William Lewis II  
Linda Farmer-Lewis

### **Marriages**

David Jonathan Vandekerckhove & Britten Clark

### **In Memoriam 2021**

Karlene M. Bach  
Terry Robert Bryce  
William O. Luginsland  
Richard Speed Bacon  
Walter S. Hulse, Jr.  
John Allen Irwin  
John R. Hawkins  
David Toomey  
Vicki Lynn Watkins  
Judith O. Tisdale  
Martha Catherine Hotchkiss  
Ray Hotchkiss  
Lois Elaine VanAmber  
James Michael Huber  
Joan Frances VanAuken  
Lawrence Jeremy Gut

## **The Rector's Annual Report 2021**

Once again, the year 2021 was full of surprises. As we entered year two of the COVID pandemic the good folks of St. Paul's hung in there. People remained faithful in paying their pledges; many joined in the on-line classes and study opportunities; while others kept the Blessing Box full for those in need. We were able to briefly gather in the sanctuary for Easter before we once again had to leave our pews in fear of the novel virus.

At the same time, we were dealing with much upheaval in our community and world as we dealt with the insurrection at our national Capitol; the attempted kidnapping of our governor and the incessant protests across the street on our Capitol lawn. The distance between groups became greater and greater as our political parties grew to dislike each other more and more on a daily basis. It was an odd year – one that brought out the good and the not-so-good in people.

In July we returned to in-person worship in the Merrifield Room and we re-learned together how to hold a service. We all needed a bit of practice before the familiar rhythm set into place. We started up Sunday School with a new director but a familiar face, Barbara Heany. Choir began rehearsals and led us once again in musical prayer as we were lifted to the heavens by their voices and the skillful playing of Stephanie Gewirtz. During the summer, the organ had been removed and a major overhaul of its electronic “guts” was accomplished. There have been a number of squeaks and squawks since its return, all part of re-building an organ until it settles into its place.

The stained glass windows in the Narthex were restored and replaced – note in the corner of the window over the double entrance doors, “In Memory of Maureen Sander”. We received a sizeable gift from her estate in 2020 and the organ work and stained glass restoration was possible due to her financial gift.

This year we experienced the death of too many of our parishioners of which several were unexpected, resulting in seventeen (17) funeral/memorial services in the last seven months of 2021. Fortunately, we were able to gather to grieve these losses, but we are less now because of those who have left us and now reside with the communion of saints.

In November, we called the Rev. Linda Farmer Lewis to be our associate clergy person. Linda is a familiar face having been the pastor at Central United Methodist for many years and also assisting in our pastoral care ministry prior to the pandemic. Linda will assist in preaching and pastoral care; do some adult formation classes and develop some new ministries for us to enter into in 2022.

One of the more popular terms for 2021 was ‘pivot’ – something we all learned to do whether we liked it or not. Living in a time of great uncertainty, the good folks of St. Paul's learned to switch gears on a moment's notice. The challenge was, and remains, in making decisions about our future ministry together.

Amidst all of this chaos, the staff of St. Paul's have been a steady presence, engaging in their work with smiles on their faces. A huge thanks to Theresa Milne, our parish administrator, and

Stephanie Gewirtz, our music minister, for showing up, doing the work, and seeking the joy through all of it. Another huge thanks to our newest staff members, Barb Heany and Linda Farmer Lewis, who have joined in the fray and care deeply for St. Paul's and its future. We thank Chad Albers, our custodian, for shoveling snow and cutting grass and cleaning floors.

The Vestry also deserves a huge thanks – for being present and helpful; for listening and pivoting; for their supportive words and energy throughout the year. In particular, for the leadership and counsel of Dave Parks and Sue LeDuc, our wardens.

As we enter 2022, we have much to look forward to – most of it is unknown to us at this moment – but believe it or not, in March it will be the fifth anniversary of the “wall” event. Look how far we have come!

Thank you to all and blessings to you and yours,  
Karen+

## **Warden's Annual Report 2021**

Your vestry kept busy as we entered a new year still in a pandemic, but with an understanding how to live in a digital world. All our meetings, including our “Annual Meeting,” were virtual.

While the building was still closed as we entered 2021, vestry kept busy staying in touch with parishioners making regular phone calls to check in and see if there was anything they needed from their church family.

On Easter Sunday we were able to have our first in-person service at the church in over a year, and it was wonderful! We knew we would need to take precautions, so we setup safety protocols and made a video on how to keep everyone safe while in the building. Unfortunately, it was only one service as we decided to take another pause with in-person services due to an increase of Covid cases from Spring Break. A few weeks later, we were able to have an outdoor service on Mother's Day at Francis Park. It was a little cold, but everything went smoothly.

In May, vestry had a retreat on how we would reopen the church as safely as possible and learn how to be a “hybrid church.” We talked about how our ministries have changed, which ones have not changed and what things we stopped doing during the pandemic. We talked about what we learned about ourselves and where are we going post-pandemic. During this retreat, we developed a Transitional Mission Statement to help guide us in our new direction.

### **Nurture St. Paul's Community of Christ as we embrace the changes in our transitioning world.**

We will know we are doing this during the next twelve months as we:

- Foster our welcoming, inclusive, open, and safe community values
- Discover how to be the best hybrid Community of Christ possible
- Open our arms to embrace all who connect with us virtually or in-person
- Create and/or expand ministries to care for our community and surrounding area while leading us into the future
- Forgive ourselves when we mess up during this challenging time

While this year has had its challenges for us, we discussed adding new ministries to our church including Community Arts Ministry, Prayer Ministry, and Social Justice & Anti-racism Ministry. We look forward to talking about these ministries more in the coming year.

To begin our transition back to in-person services, we had our first service back in the church on June 6<sup>th</sup> in the sanctuary, then moved to the Merrifield Room for the remaining weeks of summer. We only had a 9:00am service during this time.

Vestry knew that not everyone would be ready to come back to in-person services, and that was alright, as we were fortunate to be able to purchase streaming equipment and bring the services directly to our parishioners in their homes. We have had success with our streaming numbers and were even able to hire Conrad Moyer to help run the equipment.

While we were reopening the church and resuming our ministries, we were fortunate to be able to hire Anya Baldus to teach our youth until she went back to college. In September, Barbara Heany was hired to be our Sunday School Director and she went to work right away organizing teachers and curriculum.

We continued with new faces as Chad Albert was hired to be our new Sexton and most recently, we have been blessed to have the Rev. Linda Farmer-Lewis join us as our new Associate Clergy person.

This fall, vestry held a Stewardship workshop with the Rev. Dr. Dick Hamlin. Soon after, we started our pledge campaign, "Every Perfect Gift." We sent out letters, had people speak about what St. Paul's means to them and then had a celebration and made stone cairns. We had a very successful campaign and couldn't be happier!

Part of the responsibilities of the vestry is making sure that the building is being taken care of and is in good shape for the future. Even if we are not in the building, there is work that needs to be done to keep up with maintenance. This spring we re-sodded the front yard, accepted a proposal for new exterior doors, fixed a water leak in the basement, replaced toilets in the bathrooms on the parish office wing, refinished Narthex stained glass windows, completed concrete work on the outdoor steps and repaired and restored the organ.

At the beginning of the year, we were able to pay off the remainder of our SP21 Loan of about \$141,000.

As we wrapped up the year, we went into Advent, had a great conversation with Bishop Perry when she visited us, rebooted Vestry Person of the day and celebrated Christmas!

We look forward to what 2022 brings to us!

Respectfully submitted,  
David Parks, Sr. Warden

## Associate Clergy Annual Report 2021

It is a profound joy for me to have joined in ministry with the Rev. Karen Lewis and the congregation of St. Paul's Episcopal Church, and for my husband, Bill Lewis, and I to have joined the fellowship of this church as members. We feel very at home in this place and excited about the engagement and growth we can experience with all of you.

I joined this staff of St. Paul's on November 15 and am working alongside of the Rev. Karen Lewis expanding out pastoral care outreach and assisting in developing new programming cohorts around Ministry and the Arts, Spiritual Formation and Education, including resuming regular Evening Prayer and Prayer Team Ministry.

We are working on a Social Justice Initiative that will meaningfully impact the concerns of our Episcopal Diocese to our State Legislature, spearheaded by St. Paul's, of which much is in the works, in addition to continuing to provide opportunities for our congregation and neighboring churches to participate in learnings and advocacy around the pressing issues of our time, including racial justice, systemic poverty and the divisions in our society that bankrupt our national soul.

We are also seeking to engage our community in a series of Town Hall Meetings where significant leaders are invited to speak and reflect with us and our community around issues impacting "Faith and Public Life". Understanding that our faith is not our possession, but fuel for our living our life in the world. There are some exciting personalities that we may have opportunity to invite in the next year! More to come. Stay tuned.

All of this is done in the service of bringing faith to life and life to faith, through the Arts, through faith formation, through service to the most vulnerable, through advocacy that will bring change to systemic oppression, to deepening our capacity to listen to God and one another to become the people God is calling us as God's people to be: a vibrant holy people, alive to the Spirit, engaged with the world, ready for action, both redemptive and heroic. Let's do this!

Respectfully Submitted,  
The Rev. Linda Farmer-Lewis, Associate Clergy

## **Music Ministry Annual Report 2021**

The Adult Choir was *finally* able to meet in June and lead the hymns for worship. For safety, members are fully vaccinated and sing fully masked. During the summer months in the Merrifield room, soloists and instrumentalists provided music. Larry Clark served as musician and song leader for outdoor Services.

The Adult Choir resumed Thursday evening rehearsals and singing Sunday mornings in September. They are very committed in their attendance. The choir has been helpful and patient as I navigate my first year with them. The choir, soloists, and instrumentalists provided beautiful music for the Christmas Services.

The Children's Choir met for rehearsal following the 10:00am Service during December. Although not able to sing for Epiphany Lessons and Carols, the Children's Choir will have opportunities to sing this coming year.

Music usage is being reported to One License. Membership in One License allows us to legally stream the music used during the Service.

Respectfully submitted,  
Stephanie Gewirtz, Music Minister

## **Adult Christian Formation Annual Report 2021**

In 2020 during the pandemic we began a Wednesday evening Bible Study and Wednesday noon Book Group – both continued on throughout 2021 and remain an important component of our adult formational program into 2022. For Lent we held weekly Zoom classes on the History & Practices of Lent in hopes of making the season a bit more meaningful for those who attended. Karen+ also led on-line Confirmation/Reaffirmation preparation classes in the Spring.

In the Fall of 2021 we started with a class entitled “Yes! The Episcopalians did do that!” which covered a number of decisions made by leaders of the Episcopal Church in areas of social justice. Our Advent series was the perennial favorite ASK class – Anglican Sense and Knowledge – sort of an Episcopal 101 basics class. The good news was our Fall classes were held in person and we hope we can continue that pattern into 2022.

Respectfully submitted,  
Karen C. Lewis, Rector

## Sunday School Annual Report 2021

It was a blessing to return to our Sunday School classroom this year! We have adapted in numerous ways to make the classroom safe and in accordance with CDC Covid Guidelines.

- Children and Mentors wear masks always
- Children have individual craft supply boxes
- Proper ventilation is provided in classrooms
- Snacks are individually wrapped and distributed after class to be eaten during coffee hour

We have ten children registered, ranging in ages PreK/K to ninth grade. Due to the small number of children, we are operating under a one-room school room format. Our liturgically themed curriculum, **Illustrated Ministries**, adapts to all grade levels.

We are using a monthly rotation method for our Sunday School mentors to allow them the ability to attend full worship on all but one 45-minute class a month. My thanks to the twelve who have volunteered to be a mentor.

**Blessing of the Beasts** – We had a special guest at the Blessing of the Beasts this year. Winston the Argentine Tegu, a 4' lizard whose owners Sarah and Cameron adopted him after he was abandoned at a zoo. Sarah gave a wonderful presentation about Winston and the importance of being a responsible exotic pet owner.

**Flat St. Nicholas Project** – Adapted from the well-known Flat Stanley Project, this fun activity allowed us to stay connected over the holidays. Families submitted pictures of their Flat St. Nicholas from trips to France to nature walks, to family gatherings and even a visit with MSU's Tom Izzo.

**Christmas Cards to Parish Homebound** – As an outreach project, the children decorated Christmas Cards to 33 Parish homebound.

**Noisy Offering** - The noisy offering is a special collection that the children offer to a recipient of their choice. The noisy offering for December 2021 – March 2022 goes to **Canines for Change**, a non-profit organization that trains and places facility and service dogs to people in need. In December, eight trainers and their dogs visited St. Paul's to share their stories and to demonstrate how the dogs are used to help others.

In closing, I want to urge you to consider being a Sunday School Mentor for our youth. You do not need to have teaching credentials or even be a Bible scholar. You just need to share your love for Christ and share in His teachings. It is a wonderful ministry and a wonderful way to get to know our youth and allow them the opportunity to get to know you!

Respectfully submitted,  
Barbara Bellinger-Heany, Sunday School Director

## **Stewardship & Pledge Drive Ministry Team Annual Report 2021**

How do you run a successful pledge campaign during a pandemic? This is the question the Vestry tackled once again in the Fall of 2021. It felt a bit like the movie *Groundhog Day*. With the help and leadership of The Rev. Dick Hamlin, Vestry engaged in a Stewardship workshop that helped us understand 'giving' and the potential for raising funds.

Utilizing the theme *Every Perfect Gift*, a series of letters from Karen+, the wardens, and the Vestry requesting pledges for 2022. In addition, a number of folks offered their thoughts on why they are members of St. Paul's and why they give to support its ministry. The Rev. Hamlin also offered some thoughts in sermons on giving. On the closing day of our pledge drive, we gathered in the Merrifield Room to create our own cairns – stone formations that direct the way.

We give thanks for all those who have continued to financially support St. Paul's and have made pledges for 2022. We also thank those who did the planning and work to implement a successful pledge drive.

Respectfully submitted,  
Karen C. Lewis, Rector

## **SP21 Annual Report 2021**

On March 8, 2017 a windstorm severely damaged the south wall in the sanctuary. In addition, structural engineers discovered weakness and damage throughout the building, some from the windstorm and some for structural irregularities. In all, a total of \$2.2 million would be expended on repairs and restoration which our insurance company would cover 1.3 million. A group of volunteers got to work and without outside assistance. Initiated a capital campaign with the goal of raising \$750,000. To the amazement of many, we raised an amazing \$1,136,776 through pledges, grants, loans, and gifts.

Although the year of 2020 was the third and final year of our campaign we continued to collect pledges from those who had not yet paid off their balance. As of the close of 2021, twelve folks had remaining balances on their pledges. At the close of this year, we collected \$668,737 of the \$678,950 pledged. In early 2021, we paid off our second loan with a balance of \$141,149. We have one remaining SP21 project – the manufacture and installation of new doors to the sanctuary from Ottawa Street. Due to supplier delays, the doors will not be installed until Spring 2022.

Respectfully submitted,  
Karen C. Lewis, Rector



## **Pastoral Care Annual Report 2021**

Due to Covid-19 restrictions in the first half of 2021, no in-home visiting occurred. Pastoral Care was done either by phone or notes. In person visitation was limited during this 6 month period to those who were in life-threatening situations.

In the Fall we were able once again to institute our in person pastoral care visitations. Linda Farmer Lewis came on board as our Associate Clergy person and began to take communion and visit those whom we had not been able to see for over a year.

In 2022 we look forward to re-developing our pastoral care ministry with prayer becoming a primary component of this group.

Respectfully submitted,  
Karen C. Lewis+

## **Facility Ministry Annual Report 2021**

The Facility Ministry continue to be sidelined for 2020 as it was during the prior year on account of the COVID-19 pandemic. During this time Ministry updates were not provided Vestry due to the lack of activity. However, to provide continuity of awareness of ongoing maintenance projects, the Preventative Maintenance Plan was updated and assistance provided to the St. Paul's staff when needed.

The following are notable accomplishments during 2021:

- The Narthex Windows (5) restoration was completed.
- Plans for the main door (3) replacements were approved. Installation is anticipated in 2022.
- A permanent storm water drainage solution was installed along the Music Building lower-level west side.
- The Parish House second floor hallway was painted.
- The Memorial Garden was trimmed, cleaned, and maintained. This effort was enhanced by our Sexton and volunteers.
- Planning for a refreshed structural analysis of the Sanctuary was initiated. This was recommended by our engineering firm that provided the comprehensive analysis in 2017 following the windstorm damage to the south wall.
- Repairs for identified gutter and downspout repairs have been scheduled.
- Inspections of the undercroft, attic, and flat roof areas still occurred but at reduced frequency.

Fortunately, there were no major events involving the church facility to that necessitated any more than routine maintenance.

Our plan for 2022 is to continue inspections and remain at the ready to assist as need be. We will continue to provide support to the draft "SP Policies and ByLaws" document as need be. The Facility Ministry will re-engage monthly meeting as soon as COVID restrictions permit. Cost proposals and written plans for routine and preventative maintenance activities will continue.

Recruitment of new Facility Ministry members is underway. Interested individuals are encouraged to contact Karen+ or Bob Merriman. The Ministry invites anyone with interest in the preservation of our old church to participate. Your energy and ideas are always welcome!

Respectfully submitted,  
Bob Merriman, Chair

## **Mission and Outreach Annual Report 2021**

M&O committee members include Carol Thomas, chair; Sue Le Duc, Susan Henderson, Nancy Merriman, Margaret Schulte, Melissa Blood, Jack Baker, Marilyn Earley, Deb McMartin-Finkel

Monthly meetings are held on the second Tuesday.

This past year was challenging in many ways, but M&O continued to actively support local community outreach efforts and the Episcopal Relief Development Fund. At times it was difficult to engage parishioners in our endeavors because of time constraints and COVID restrictions. We pledge to continue to be good stewards of our resources and energetic in our commission and to represent and engage our kind, compassionate and generous St. Paul's members in our ventures as we continue to contribute to the needs of God's people.

Here is our 2021 list of recipients of financial support and goods contributions:

First Presbyterian Food Pantry  
Greater Lansing Food Bank  
Blessing Box  
Thanksgiving Baskets  
Crop Walk  
Canterbury MSU  
Riddle Elementary School  
Samaritas  
Welcome Back, Legislators  
Michigan Community Service Commission Afghan Evacuees Project  
Lansing Area AIDS Network  
Punks with Lunch  
Episcopal Relief Development Fund

Thank you for your support.

Respectfully submitted  
Carol Thomas, Chair

## Digital Space Ministry Annual Report 2021

As we entered into 2021, we continued to find our way with technology and putting services online. While we were truly fortunate to be able to get equipment to help us get video out as soon as possible our streaming capabilities needed upgrades.

We did an extensive search and had permanent cameras and livestreaming devices purchased and installed.

We started to search in early May for gear and installers, we were able to get everything up and running by the end of October.

Here is the list of equipment acquired in 2021:

Equipment	Price	#	Total
Camera X20 Zoom	1,199.00	2	<b>2,398.00</b>
Camera X30 Zoom	1,399.00	1	<b>1,399.00</b>
Camera Controller	629.00	1	<b>629.00</b>
Production Video Switcher	999.00	1	<b>999.00</b>
Camera Mounts (Free)	59.00	3	<b>0.00</b>
POE Network Switch	259.00	1	<b>259.00</b>
Audio Convert (Donated)	71.43	1	<b>0.00</b>
Network Switch (Donated)	19.99	1	<b>0.00</b>
TV Monitor (Donated)	399.00	1	<b>0.00</b>
Network Line to Video Room	354.00	1	<b>354.00</b>
Installation	5,520.87	1	<b>5,520.87</b>
Total	<b>\$11,967.29</b>		<b>\$11,299.87</b>

Here are our online numbers for 2021:

Month	Facebook	Youtube	Total Views (Facebook and Youtube)
January	444	145	589
February	328	149	477
March	241	125	366
April	389	149	538
May	205	118	323
June	3460	201	3661 **
July	45	129	174
August	24	101	125
September	58	92	150
October	29	155	184
November	244	96	340
December	431	64	495

*\*\* Tim Flynn ordination*

Respectfully submitted,  
David Parks, Sr. Warden

## Altar Guild Annual Report 2021

Upon return to in-person worship, it was a joy to once again be a part of preparing for worship services within the sacred and beautiful space of St. Paul's. St. Paul's Altar Guild has 14 active members and one member on leave.

Respectfully submitted,  
Bobbi Tisdale, Chair

## **Ushers Annual Report 2021**

St. Paul's ushers can choose to serve at either one of the 8:00am or 10:00am services. The ushering roster consists of four crews with 4-6 members each, led by a head usher assigned to a specific Sunday.

Ushering is open to all parishioners; you can join at any time. If you are willing to serve, please inform the church office or contact John David Hawkins (517-303-1217).

Our annual breakfast was cancelled again this year due to Covid concerns.

I would like to thank all the ushers for their dedicated service this past year.

Respectfully submitted,  
John David Hawkins, Chair

## **Worship Ministry Annual Report 2021**

Once again we spent the first six months of the year on-line. A big thanks to those who were able to pre-record with me the service. An even bigger thanks to Stephanie Gewirtz and Dave Parks who pre-recorded all of the music which offered us some beautiful renditions of classics and soloists who enhanced our worship experience.

We returned to in person worship during the summer in the Merrifield Room which gave us a chance to remember how to be together. In September, we once again returned to our sanctuary for worship and experienced an unusually high number of funeral and memorial services in the Fall months. Although we were still under some pandemic restrictions (mandatory masks, no communion wine, etc.), it was good to be together with the choir leading us in sung prayer.

We were able to purchase the equipment necessary to live stream the services upon our return to the sanctuary in September. Again a big thanks to Dave Parks for spearheading this project and hooking us up with the right equipment. We also hired an A/V tech, Conrad Moyer who operates the cameras from room hidden far below the sanctuary.

A big thanks to Lyn Zynda who continued to schedule lectors who learned how to Zoom and record our worship every Saturday afternoon the Sunday service. A big thanks to all of our lectors who were flexible and patient as we figured out how to do all of this. A big thanks to Amy and Greg Wortley who have the task of scheduling crucifers and sub-deacons.

My thanks to the Altar Guild, Ushers, Choir, Lectors, Acolytes, Chalice Bearers, and anyone else involved in making worship happen whether it is on-line or in-person.

Respectfully submitted,  
Karen C. Lewis, Rector

## **Vestry Motions for 2021**

### **January 18, 2021:**

- Approved changing the name of the St. Paul's Fund to the Peter Sheldon St. Paul's Fund.
- Approved that a gift from the estate of Dr. Harold Humphrey be distributed 50% each to the general fund and the Perpetual Fund.
- Approved paying off the SP21 loan to the Diocese of Michigan.
- Approved acceptance the 2019 Audit Report.
- Approved the 2021 Budget.

### **February 15, 2021:**

- Approved adding the electronic motion of December 28, 2020, to transfer \$1,015 from Mission & Outreach restricted fund to the 2020 Operating Budget line item to the minutes.
- Approved and support the plan for Mission and Outreach and others to hold a Pantry Parade for a Saturday in March to benefit the Food Bank at First Presbyterian Church.

### **March 15, 2021:**

- Approved the 2020 parochial report.

### **April 19, 2021:**

- Approved purchase of a Visa card for \$750 gift for Tim Flynn from a combination of donations from parishioners and the budget.
- Approved the Congregational Endorsement of Application for ordination to the sacred Order of Priesthood for Tim Flynn.
- Approved the acceptance of the proposal of Lawn Sprinklers of Lansing for \$2,665 to be paid for the Bancroft Fund.
- Approved the acceptance of the proposal from Laux Construction for replacement of four entry doors for \$43,800.

### **May 17, 2021:**

- Approved the acceptance of the Transitional Mission Statement.
- Approved in-person worship beginning on June 6 and continue weekly.
- Approved two electronic motions: 1. Bid from Ayers for \$5114 to fix water leaking into basement of the music wing with the funds to come from the "Building and Maintenance" line from our operating budget. 2. Bid to replace toilets in the men and women Restrooms in the Parish Office wing as well as the second-floor toilet across from the apartment, and that these funds come the building and maintenance line item in the operating budget.

### **June 21, 2021:**

- Approved the purchase of livestreaming equipment up to \$10,000 using the Sander Fund.

**August 16, 2021:**

- Approved the payment in full the Diocesan apportionment pledge of \$38,665.
- Approved the acceptance of the \$2,708 bid from Pro Floor Source to replace flooring and carpet in the apartment.
- Approved paying the AV Tech \$15 per hour from the Sander Fund.
- Approved the payment to the Sunday School Leader \$25 per hour from the Shawver Fund.

**September 20, 2021:**

- Approved the acceptance of the bid from Xtreme Mason Contractors for mason work on the west entry door at \$6,300 and the south entry \$10,500 to be paid from the Sanders Fund.
- Approved the recommendation to hire Linda Farmer Lewis as an associate clergy for a salary of \$48,000 a year plus travel expenses; salary to come from the Shawver Fund as appropriate with the remainder coming from the Gatton Associate Clergy fund.
- Approved the electronic motion to employ B. Heany as St. Paul's Sunday School Director for the 2021 – 2022 school year for 10 hours a week at a salary of \$10,000.
- Approved the electronic motion to expend an additional \$1,500 for the installation of life streaming equipment in the sanctuary.

**October 11, 2021:** None

**November 15, 2021:**

- Approved the housing resolution for Linda Farmer-Lewis for 2021 as printed on Handout #2.
- Approved the housing resolution for Linda Farmer Lewis for 2022 as printed on Handout #2.
- Approved the housing resolution for Karen Lewis for 2022 as printed on Handout #2.
- Approved the increase of salary compensation for the Rector and Music Minister by 3% and to increase the salary compensation for the Parish Administrator to 10.75% and all other salaries will remain currently the same.

**December 20, 2021:**

- Approved the use of St. Paul's space for Punks with Lunch during the cold months two Saturdays a month.

Respectfully submitted,  
Sarah J. Boron, Vestry Clerk

# **BY-LAWS OF ST. PAUL'S EPISCOPAL CHURCH OF LANSING, MICHIGAN**

February 28 1966, as amended January 31, 1988, January, 1994, January 1998 and January 2013

## **ARTICLE I**

### **NAME AND PURPOSE**

St. Paul's Episcopal Church of Lansing, Michigan is a body corporate in accordance with the Doctrine, Discipline and Worship of the Protestant Episcopal Church in the United States of America, having been organized and admitted to union with the Diocese of Michigan in 1856 and reorganized under the statutes of the State of Michigan as an ecclesiastical corporation November 17, 1911. [MCL 458.251 et. seq: MSA21.1851 at seq.]

## **ARTICLE II**

### **MEMBERS-COMMUNICANTS**

1. All persons who have received the sacrament of Holy Baptism with water in the name of the Father, and of the Son, and of the Holy Spirit, and whose baptism has been recorded in the Protestant Episcopal Church of the United States of America are eligible for membership in St. Paul's by declaration of such intention. [National Title I, Canon 17, Sec. 1]

2. All such baptized persons who shall for one year preceding have celebrated the Lord's Day, commonly called Sunday, by regular participation in the public worship of St. Paul's Episcopal Church of Lansing, Michigan, by hearing the Word of God read and taught, and by other acts of devotion and works of charity, and contributed regularly to its support, unless for good cause prevented, are members of St. Paul's in good standing. [National Title I, Canon 17. Sec.3]

3. All such members in good standing who have been confirmed by a Bishop of this Church or a Bishop of a Church in communion with this Church or who have been received into this Church by a Bishop of this Church, and who shall, unless for good cause prevented, have received Holy Communion at least three times during the preceding year, are communicants in good standing.[National Title I, Canon 17, Sec. 2]

## **ARTICLE III**

### **THE RECTOR AND HIS/HER DUTIES**

1. The control of and the responsibility for the conduct of worship and the spiritual jurisdiction of St. Paul's are vested in the rector; subject to the rubrics of the Book of Common Prayer, the Canons of the Church, and the pastoral direction of the bishop. [National Title III, Canon 14, Sec. 1]

2. All assistant clergy, by whatever title they may be designated shall be selected by the rector, subject to the approval of the vestry, and shall serve under the authority and the direction of the rector. Any assistant selected shall serve at the direction of the rector but may not serve beyond the period of service of the rector, except that, pending the call of a new rector, the assistant may continue in the service of St Paul's if requested to do so by the vestry and under such conditions as the bishop and the vestry shall determine. [National Title III, Canon 14, Sec. 1]



3. For purposes of the rector's office and for the full and free discharge of all functions and duties of that office, the rector shall, at all times, be entitled to the use and control of the church and parish buildings and their furnishings. [National Title III, Canon 14, Sec. 1; Michigan Canon 25, Sec. 3; MCL 458.251; MSA 21.1851]

4. The administrative staff and salaried personnel of the parish shall be selected by the rector, subject to the approval of the vestry and serve under the control and supervision of the rector. The authority to discharge administrative staff or salaried personnel is vested in the rector, subject to the approval of the vestry.

5. The alms and contributions not otherwise specifically designated at the administration of Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited in the rector's discretionary fund to be applied to such pious and charitable uses as shall be thought fit by the rector. When the parish is without a rector, the vestry shall appoint a responsible person to serve as caretaker of the fund. [National Title III< Canon 14, Sec. 1]

## **ARTICLE IV**

### **THE VESTRY AND ITS DUTIES**

1. The vestry shall have the care and management of all temporal affairs of St. Paul's, and shall have the authority, in the corporate name to lease, purchase, and hold any real estate as shall be reasonably necessary for parish purposes and to be the legal representatives of the parish in all matters concerning the corporate property and the relations of the parish to the clergy. [National Title III, Canon 14, Sec. 2; Michigan Canon 25, Sec. 3; MCL, 458.257; MSA 21.185]

2. All instruments requiring the corporate signature shall be signed, in the name of the corporation, by one of the wardens and by the secretary or treasurer, or by any other member of the vestry as shall be authorized to do so by resolution of the vestry. [Michigan Canon 25, Sec. 5]

3. The vestry shall be responsible for the maintenance of all property of the parish, shall elect and call a rector and provide for the maintenance of the rector, keep order at services of divine worship, administer faithfully the financial affairs of the parish and in general act as helpers to the rector in whatever is appropriate for the furtherance of the Gospel. [Michigan Canon 25, Sec. 6]

4. The vestry shall have the authority to enact by resolution of the vestry any policies, rules, or guidelines as may be necessary for the furtherance of the mission of the parish and the duties of the vestry. Any policies, rules or guidelines so enacted shall be kept with a copy of the parish by-laws in the church office so as to be available to any member of the parish.

## **ARTICLE V**

### **PARISH MEETINGS**

1. There shall be an annual parish meeting during the month of January of each year and public notice of such meeting shall be given of the time and place on the two Sunday's immediately preceding the meeting by the rector. Special meetings of the parish may be called by the vestry, the wardens, or the rector, and a notice shall be given of the special meetings as is required for an annual meeting, and the object of the meeting shall be stated in the notice.

[Michigan Canon 31, Sec. 3]

2. At the annual meeting the parish shall be informed of the spiritual status and the temporal affairs of the parish with the opportunity for any member in good standing of the parish to be heard; the vestry shall be elected as provided in Article VI; and, there shall be the transaction of any other business of the parish as requires attention. The annual treasurer's report of the parish, together with the annual treasurer's report of every parish organization, shall be presented in written form to the annual meeting. [Michigan Canon 24, Sec. 1;; Michigan Canon 32, Sec. 3]

3. The right to vote shall be given to all persons who are at least sixteen years of age and are members of the parish in good standing under Article II, Paragraph 2 of the parish by-laws.

## **ARTICLE VI**

### **VESTRY MEMBERSHIP**

1. The vestry shall consist of twelve adult communicants in good standing (Article II, Paragraph 3) in this parish and their term of office shall be three years, or until a successor is elected or qualified. Their term shall be such that there shall be three classes of four members each; and at each annual meeting an election shall be conducted to fill the places made vacant by the class whose terms of office expires. The term of office shall begin with the January organizational meeting of the vestry and shall run for thirty-six months, expiring at the annual meeting. This section will be implemented over a three year period; namely the annual meetings of 1994, 1995 and 1996. [National Canon 13, Sec. 1; Michigan Canon 24; MCL 458.255; MSA 21.18555]

2. A vestry member so elected shall not be eligible for re-election until the next annual meeting following the expiration of his/her term. [Michigan Canon 242; MCL, 458.255; MSA 21.18555]

3. Vacancies in the vestry may be filled by a vote of the remaining vestry members at any meeting; the person elected shall hold office for the unexplored term of the predecessor. [Michigan Canon 25]

4. If any vestry member shall be under ecclesiastical discipline or have been convicted of a crime involving moral turpitude, the vestry shall have authority, on being satisfied of guilt, to expel the person by a two-thirds vote of the remaining members, and the person expelled shall have the right to appeal to the Bishop. [Michigan Canon 25, Sec. 9]

5. In the event that any member of the vestry shall be absent from the regular meetings for a period of three consecutive months, the remaining members of the vestry may, with the advice and consent of the rector, elect a qualified persons to fill the unexplored term. [Michigan Canon 25, Sec. 1]

6. The vestry may enact other rules of guidelines concerning attendance at vestry meetings and other vestry duties as necessary for the orderly function of the vestry.

## **ARTICLE VII**

### **ELECTION OF VESTRY MEMBERS**

1. The vestry or a committee thereof, shall nominate not less than four qualified,

able and willing communicants in good standing (Article II, Paragraph 3) at the annual meeting for the benefit and welfare of the parish, but there shall be opportunity and encouragement of additional nominations from the floor. Public notice of the nominees shall be given at least two Sundays preceding the annual meeting. All nominees must have expressed a willingness to serve.

2. The wardens, when present, shall be the judge of the elections and shall permit no person to be nominated or vote unless qualified; further, they shall canvass and declare the results. Elections shall be by secret ballot and nominees receiving the greatest number of votes cast shall be elected. In the event of the absence of one or both of the wardens, members of the vestry shall be appointed by the person presiding to act as judges. [Michigan Canon 24; MCL 458.255; MSA 21.1855]

3. The judges shall declare in the presence of the meeting the results of the election and submit the names of the persons so elected to the secretary for recording in the minutes.

## **ARTICLE VIII**

### **VESTRY MEETINGS**

1. Regular meetings of the vestry shall be held monthly at such time and place as designated by the vestry. On Sundays preceding the regular monthly meetings the time and place of the meeting shall be announced at all worship services or publicized in the church bulletin.

2. The first order of business at any regular vestry or committee meeting shall be to afford any member in good standing of the parish an adequate opportunity to present to the vestry or committee any matter pertinent to the best interest and welfare of the parish.

3. Special meetings of the vestry may be called by the rector by giving notice at any regular service on Sunday, or may be called by wardens or by one-third of the vestry members, by giving notice personally or by mail to the rector and to all members of the vestry. [Michigan Canon 25]

4. A majority of the vestry members shall constitute a quorum. The rector shall preside at all meetings but have no vote except in case of a tie; in the rector's absence one of the wardens, if present, or in the absence of the wardens, a vestry member shall be elected to preside. [National Canon 13; Michigan Canon 25; MCL 458.256; MSA 21.1856]

5. Vestry meetings shall be open to members of the parish.

6. Any members of the vestry must be physically present in order to cast a vote on any matter coming before a meeting of the vestry. [Michigan Canon 25, Sec. 1]

7. The vestry shall keep a record of the proceedings, which together with the record of parish meetings shall be open to inspection of the rector and all persons qualified to vote in the parish. These records are prima facie evidence of the facts stated therein. [Michigan Canon 25, Sec. 7; NCL 458.258; MDA 21.1858]

## **ARTICLE IX**

### **OFFICERS AND COMMITTEES OF THE VESTRY**

1. The vestry shall annually choose by ballot from their own body two members to be wardens. They shall be termed senior and junior warden and shall assist the rector in the discharge of the rector's duties and, in the absence of the rector, perform the lay duties and exercise the lay powers of the rector. The rector with the advice and consent of the wardens shall appoint the standing committees of the vestry; and the wardens shall expedite the orderly discharge of the business of the vestry. [Michigan Canon 25]

2. The vestry shall also elect a secretary and treasurer, and they may appoint such other agents as may be required, but the agents have no vote. [Michigan Canon 25]

3. The secretary shall note and record in a book provided for that purpose, the minutes of the proceedings of the vestry as well as parish meetings, preserve all records and papers belonging to the parish that are not required to be kept by any other person, maintain a current copy of the parish by-laws and all current policies, rules and guidelines enacted by the vestry for the orderly administration of the parish in a book provided for that purpose in the church office, and deliver into the hands of the successor all books and documents belonging to the parish. [Michigan Canon 25; Sec. 2a]

4. The treasurer shall receive all monies collected by the vestry, prepare monthly financial statements for the vestry and the annual financial statement for the annual parish meeting, disburse all monies under the direction of the vestry, and upon termination of office, turn over to the vestry all records, documents, books and funds belonging to the parish. [Michigan Canon 25; Sec. 2b]

5. Committees may be established for the purpose of serving and fulfilling the mission and ministry of St. Paul's.

6. The vestry shall nurture and affirm the variety of lay ministries expressed in the congregation. At regular intervals, the vestry shall plan, implement and evaluate the congregation's ministry with the local community, wider Church and world.

## **ARTICLE X**

### **PARISH ORGANIZATIONS**

1. Members of the parish are to be encouraged and assisted to unite and group together for specific Christian action and purposes, being subject to the guidance and counsel of the rector and the wardens. All such organizations shall submit an annual report of the summary of their activities and the annual financial report by canon law. [Michigan Canon 27]

## **ARTICLE XI**

### **MEMORIAL GIFTS**

1. Gifts for general or specific purposes, whether outright or in trust, cash, or in kind, may be accepted by the vestry. Where gifts are offered in kind or for one or more specific purposes, it shall be left to the sole discretion of the vestry as to whether or not to accept them. If a gift is by its terms limited to one or more specific purposes, the vestry, may, as a condition of acceptance, require that a residual clause be made a part of the trust or other instrument that

establishes the gift so as to provide that when the specific purpose for the gift is no longer capable of fulfillment, the balance in the fund established to hold such gift may be transferred, at the election of the vestry, to any one or more funds or accounts which are maintained by the church. Records shall be maintained with respect to all funds that hold such gifts. The records shall indicate the source and date of each gift, the terms governing the use of income and principal of each gift, to whom and how often reports of financial conditions of any such funds are to be made, and the manner in which any such fund is to be invested. [National Canon 6, Sec. 1]

## **ARTICLE XII**

### **MISCELLANEOUS**

1. The fiscal year of the parish shall begin January 1. [National Canon 6, Sec1}
2. All proposed changes or amendments to these by-laws shall be submitted to the vestry at least sixty days before a parish meeting at which they are to be considered. The recommendations of the vestry shall be filed with the secretary and shall be published together with the proposed change or amendment at all regular services two Sundays preceding the parish meeting at which they are to be considered. These by-laws and any subsequent additions or amendments shall require a two-thirds vote of the parish members present at a parish meeting for adoption.

## St. Paul's Hymn

1. We are a people u - nit - ed, a fel - low ship of friends; a

2. May our doors be al - ways o - pen to com - fort all who come; a

3. Our eyes, our ears are o - pen; our hearts that we may grow. In

4. Our mis - sion is un - end - ing, be - gun so long a - go: Pro -

5 con - gre - ga - tion joined in the love of God, our source, our end. May the

source of strength, a place of peace, a home to ev' - ry - one.

spired by the Mas - ter, we seek His pur - pose now.

claim the love of Je - sus for all the world to know.

9 light of this church keep shin - ing. May its song keep ring - ing

12 clear! A - men.