

*St Bede  
Episcopal Church  
Annual Meeting  
January 28th, 2018*

*Time: 11:15 am*

*Place: The Church*

*Children are welcome*

St. Bede Episcopal Church  
P.O. Box 845  
Port Orchard, WA 98366

**MINUTES FROM ST. BEDE'S ANNUAL MEETING**  
**SUNDAY, JANUARY 29, 2017**

1. The Reverend Canon Arienne Davison opened the 2017 annual meeting at 11:26am with a prayer.
2. Quorum: Don Lorimor, Clerk, certified there was a quorum of qualified electors (35 needed). Thirty-six qualified electors were present at the time of the meeting being called to order.
3. Minutes from the 2016 annual meeting were reviewed. Motion was made to accept the minutes as presented, seconded, and approved.
4. Elections: The floor was opened for nominees for the Bishop Committee members and Convention Delegates. Mac Washburn identified that he would not be able to continue on the BC. This opens an additional seat on the BC – total of four BC positions to fill. (Note: two additional qualified electors arrived bring the total qualified elector count to 38.) Four people accepted nomination to the BC and four people accepted nomination to the respective delegate positions. Motion was made to accept nominees by acclamation, seconded, and approved. Final results by acclamation are:  
**New Bishop Committee members:**  
Katie Thomassen, Susie Fallstrom, Judy Wilkin, and Richard Dykstra  
**Male Delegate** – Don Little, Alternate male delegate – Joe McGuire  
**Female Delegate** – Judy Wilkin, Alternate female delegate – Sarah Yergin
5. Treasurer's Report and 2017 Budget: Joe McGuire reviewed the treasurer's report for 2016 and presented the budget for 2017. As in 2016, the 2017 budget was balanced by using monies from St Bede's expense reserve. This will result in the Expense Reserve account being drawn down to \$108,000 by the end of 2017. Other significant financial impacts on the budget were a reduction in the grant from the Diocese and a reduction in the expenses for clergy medical benefits.

As the Bishop Committee has already approved the 2017 budget, Arienne asked for a motion to accept the 2017 budget. Motion was made, seconded, and approved.

6. Vicar Remarks: Arienne commented on having a mutual ministry review that she would like all to be involved in the review. She gave the out-going BC members a thank you for their service and commissioned the new BC members and delegates.

7. Closing prayer was given, and meeting adjourned at 12:17pm.  
Respectfully submitted, Don Lorimor, Clerk

### **VICAR'S 2017 Report for the 2018 Annual Meeting.**

While this year was a challenging one in many ways for St. Bede, I could not be more proud to be your Vicar. Early in the year we realized we had significant work to do in terms of our goals as a congregation. After some hard work on the part of your Bishop's Committee and consultant Karen Gusse, we hosted a meeting to hear from the congregation about what makes us who we are as a congregation. When we heard conflicting ideas about how to move forward, the Bishop's Committee requested an advisory vote of the congregation.

The Bishop's Committee discerned from this vote that the congregation was ready to "Grow Together," to pursue a vision designed to promote vitality (the ongoing spiritual formation and renewal of Christians for ministry) and growth in membership (the measurable growth in people connected to St. Bede's through attendance in church, shared ministry in the wider Port Orchard community, financial support of St. Bede's mission and participation in learning, fellowship and worship events).

As we begin to pursue this vision we have begun our Gathering Group Ministry, meant to provide a structure for fellowship. We have convened a Children's Ministry Task Force to assess curriculum options and explore how we can engage more adults in being a part of our kid's spiritual growth and formation. We have also dedicated funds to our Little Food Pantry ministry, a direct outreach from our community to our hungry neighbors.

On January 26, 2008 I was ordained as a priest in God's church. As of today, I will have just passed the 10-year mark as a servant in God's church in the role of presbyter. It is truer today than 10 years ago that I feel called to serve in a community of Christians who understand righteousness is about more than being right and that the glue that binds Christian community together is fellowship-love.

Thank you, each of you, for allowing me the honor and privilege to be your priest.

**The Rev Arienne Davison**

## **MINISTRY REPORTS**

### **ALTAR GUILD**

The purpose of the Altar Guild is to make ready the Altar of God and its surroundings for worship. The altar team is always ready to prepare the altar for worship weekly, on holy days and for special services such as weddings, baptisms, memorials, funerals and whenever asked to do so by the Vicar. We also take care of the flowers and tend to the sanctuary candle.

The Altar Guild at St Bede consists of 4 teams, one team for each week of the month. If a stand in or trade of schedule is needed, we contact our fellow team members. Members of the altar guild are grateful servants: servants of God, servants of Gods people, servants of the liturgy, and servants of the worship space.

We were so blessed to welcome three new members to our team: Judy Drummond, Sarah Prasser, and Clara Reduto.

We also would like to thank three of our Altar Guild member who have retired from service: Shirley McTee, Barbara Thaete, and Carolyn Zurn.

On behalf the Altar Guild we thank you for your service to St Bede, you all have been a blessing to us and we will always keep you in our thoughts and prayers.

Thanks to all members for your time and talent and service to this ministry. It is a wonderful example of good stewardship and devotion to our church. We are always welcoming anyone in our church to step forward to serve on the Altar Guild Team.

If you would like to join us in this ministry, please contact any of the Altar Guild team members or call Arthur Ferguson at: 360 874-9482 or arthurf3132@yahoo.com.

Altar Guild Members: Mary Francis Jones, Pam Rowland, Barbara O'Hearn, Jami Bledsoe, Cyndy Dillon, Anne Liepman, Karen Bathgate, Patti Pollard, Sarah Prasser, Judy Drummond, Clara Reduto. Also, Edna Erfe who has stepped up to cover when members are unable to serve. **Arthur Ferguson, Altar Guild Director**

### **BENEDICT HOUSE**

Benedict House is a type of half-way house providing many and diverse services to men who are involved in achieving control over their substance abuse problems. Evening meals for the residents are provided by volunteers from many worshipping communities in Kitsap County, including St. Bede.

Each calendar quarter, St Bede's provides the evening meal on three consecutive days, and at each meal we feed about 30 persons. Our contribution to this ministry includes menu planning, shopping for the needed items, preparation of the food in the Benedict House kitchen, serving the food for the evening sit-down dinner, and preparing set-aside meals for those residents who are unable to join us due to their work and/or class schedules. The food and supplies for each meal may be donated, or reimbursement for all or part of the costs may be requested.

For more information on this outreach program and/or to volunteer, contact Linda Varda or Richard Dykstra at 360-602-0171 or talk to us at church. **Richard Dykstra**

### **COMMUNITY OF THE HOLY SPIRIT**

The Associates of CHS, in the Diocese of Olympia, are continuing to adapt to realities on the National level. Again, this year our beloved Sister for the Associates, Sister Leslie, was physically unable to come to us for Retreat. However, due to miscommunications, there was not a sufficient number to hold the Retreat at Dumas Bay.

Father Jay Rozendaal was to be with us for Foundation Day in August, but due to extenuating circumstances was unable to motor down from Seattle. Christ Church, Tacoma hosted our gathering.

Although a small group, those who came had a wonderful time of faith and fellowship.

We now look forward to 2018 retreat, May 11-13 at Dumas Bay, cost \$230. This includes 2 nights lodging, Friday Dinner, 3 meals on Saturday, Sunday breakfast and lunch.

If interested, please contact Mary-Francis Jones, at 360-876-2103.

**Mary-Francis Jones, Co-Convener**

## **DAUGHTERS OF THE KING (DOK) HOPE CHAPTER**

The focus of the lessons centered on Outstanding Women on the 19<sup>th</sup> and 20<sup>th</sup> centuries, who championed new avenues for women and girls to explore.

We continued holding our Longest Night program as well as our Prayers, Service and Evangelism. Our movie matinee with popcorn will be presented again in January.

The Officers for Daughters of the King were re-elected for a final 2-year term, ending in August 2019. They are: Janice Williamson, Secretary/Treasurer; Judy Houle, Vice President; Barbara O’Hearn, President, and Edna Erfe, Chaplain. FHS.

**Barbara O’Hearn**

## **ECW - EPISCOPAL CHURCH WOMEN**

We just completed another year of service, fellowship joy and prayers. Episcopal church women hosted one memorial reception and one wedding party. Each one of these occasions was done with love and dedication. This is one of our important ministries.

The Spring Fling (rummage sale) was again a huge success. People of our community look forward to this event. Our other money raiser was our Christmas Dessert Faire. Again, a huge success. Thanks to all who contributed and help make this possible.

On the lighter side, we made a visit to Maryann Jordan in Tacoma. She always enjoys our company. Good times were had. We had a fun outing to Gig Harbor in July with shopping and lunch.

The year 2017 was most productive. Women of our church are dedicated and like to participate in the ministry. Thank you.

**Anne Liepman**

## **EUCCHARISTIC MINISTERS**

During the year, all regularly scheduled Services, as well as Special Services, were assisted by our dedicated cadre of Licensed Eucharistic Ministers.

Your Eucharistic Ministers consist of Cyndy Dillon, Kathleen Ebbert, Mary-Francis Jones, Don Little, Pat McGuire, Janice and Mark Williamson, and Intern Chuck Huff. **Mark Williamson**

## **EUCCHARISTIC VISITORS**

Team Members: Kathleen Ebbert, Don Little, Joe and Pat McGuire, Barbara O’Hearn, Mark and Janice Williamson.

The Eucharistic Visitor team continues to minister to those of our larger congregation who are unable to attend worship services. We visit Retsil weekly and give the Eucharist and flowers to several of the residents there, and their joy at our arrival every single Sunday truly warms our hearts. We continue with twice monthly Services at Retsil - Morning Prayer and Eucharist. Communion taken to those in assisted living situations has significantly increased in 2017 as well as to those who are ill or shut-in, at home, in hospital, and at retirement or nursing facilities.

It has been a privilege to see God’s spirit bring comfort and peace through the ministry of the Eucharist every time it is offered by our caring, compassionate and dedicated team. **Kathleen Ebbert**

## **FAMILY KITCHEN**

St Bede church and its volunteers served our community for 11 meals in the year 2017. We missed one month, due to a Holiday. We served about 500 folks for the year. Volunteer hours totaled close to 795 hours. The cost of the meal for the year was \$ 2,103.85. \$1,200 is budgeted, the other amount is covered by contributions. Family Kitchen received \$1,320 in contributions for the year 2017.

Thanks to all who made this possible.

St. Bede is still noted for its special and delicious meals. Many compliments are given.

I have given my retirement notice as of the end of January 2018. It is time to let some younger person take the helm. I have done this job as Chairperson for 25+ years and at my calculations I have

given more than 7,000 hours to this position. I have enjoyed this ministry tremendously. We all work together as a "well-oiled machine", (I know I have used this term before!) I will miss it, but I also know this ministry will continue to be successful with a new person at the helm. Thank you and God Bless

**Anne Liepman Chair, SK Family Kitchen**

## **MEALS FOR MEMBERS**

Meals for Members is for any church member or friend of a church member that may need a meal cooked for them. We have helped shut-ins, those with medical needs, or someone in a crisis when cooking is too much to think about. Our members will provide a main course or the complete meal depending on the situation. The call for help does not happen often but our members are available when needed.

Please contact the church office if you would like to be added to this ministry. The need has not been as great during 2017.

Thank you to everyone who did provide meals in 2017.

**Kathleen Ebbert**

## **MUSIC**

Another year has passed, and we have heard and played many types of liturgical music. Our congregation is now singing hymns from the 1500's to present day, and many of us have come to enjoy adaptations of Plain Song (such as "O Come, O Come, Emmanuel") and modern compositions that are beautiful ballads (such as "Make Me a Channel of Your Peace"). Our carol singing at Christmas was beautiful, especially as accompanied by the Hand Chimes on "Silent Night", in the candlelight.

I am happy and excited to see our new sound system being installed as I write this, safely locked in the 'cry room'. Not only will the speakers be well placed, so everyone can enjoy a thrilling balance of sound, but they even match the walls in color! Thanks so much to Jeff Thomassen and all the Bishop's Committee. Their careful placement will make the music generated from the Yamaha keyboard outstanding.

Don Little, Richard Dykstra and myself still bring a bit of hymn singing on the first and third Wednesdays to the residents of Retsil,

Washington Veteran’s Home, with three traditional hymns for their outreach service.

Thanks again to our 7-person hand chime choir for working so hard to provide our services with beautiful music. It has been a new experience for several of us, including Linda Varda who has become a wonderful conductor. We will continue in 2018 to learn new pieces and expand our repertoire. After all, in our 1982 Hymnal alone there are over 700 tunes!

Thanks again to the congregation of St. Bede’s for the opportunity to play music I love, for the Episcopal worship and your support of my efforts.

**Mary Ferreira**

**OUTREACH**

2017 Outreach Expenditure	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Helpline	250	250	250	250	250	250	250	250	250	250	250	250
Chapel On the Harbor			250						250			
Tacoma Children's Chorus			100									
Church of the Resurrection			250								250	
Backpack for Kids			150							250		
Food For The Poor						250						
Cystic Fibrosis CFF					250							
Babies in Need						250						
SK Fire & Rescue Chaplains fund						250					250	
Hope Africa							250					
Coffee Oasis							250			250		250
Chuck Wagon							250					250
Retsil								250				
Grand Canyon University student services								250				
Seafarers										250		
Jo Ann's Fabrics Teachers Gift Cards								250				
St. Vincents											250	
Diocese of Los Angeles Fire Victims												250

Outreach Committee Members: Sarah Yergin, Sharon Billings, Judy Houle, Fran Valley, Judy Drummond, and Judy Wilkin.

In addition to those on our graph, you also supported St. Vincent’s with the Giving Tree and HUGS Program; sent numerous Shoe Boxes; gave to Gideon’s; helped South Kitsap Helpline with Soapy

Sunday and the Soup-er Bowl; donated to ERD for Birthdays; gave money on several ‘Dollars for Donuts’ Coffee hours; brought many rolls of toilet paper for Glen and Sarah’s Anniversary; supplied goods for our Little Pantry.

You have been God’s hands in the World many times. **GOOD JOB!**  
**Sarah Yergin and Outreach Committee**

## **PASTORAL CARE**

### **PARISH NURSES**

Parish nurse ministry has been busy this year: **activity in 2017:**

30 curbside consults

10 blood pressures

Started sleep mats from grocery bags program for homeless and completed 3 mats with 3 more mats completed by another church member

Attended Mental Health First Aid class

Attended Suicide awareness and prevention training

Co-hosted mental first aid class with Gig Harbor United Methodist Church for total 30 participants

Organized and facilitated Grief Share 13-week group with 11 attendees and 3 facilitators

Organized and facilitated 2 Grief Share Surviving the Holidays groups for total 5 attendees and 2 facilitators for each group.

Wrote 11 Tidings articles

1 home visit

Conducted 2 church emergency preparedness classes for total about 10 or 15 attendees

Started developing church “map your neighborhood” with contact phone trees and there will be more information on this as time goes on.

**Ken & Mary Hulet, Parish Nurses**

### **PRAYER CHAIN**

Members: Kathleen Ebbert, Anne Liepman, Mary-Francis Jones, Arthur Ferguson, Helen Carter, Barbara O’Hearn, Ken Hulet, Karen Bathgate, Judy Drummond, Mary Ann Balyeat, Jami Bledsoe.

St Bede's Prayer Chain has continued to be extremely active throughout the year and our members are both dedicated and faithful.

The prayer chain has averaged 40 prayer requests a week during the year. The Prayer Chain ministry is a vital and active ministry at St Bede.

**CARD MINISTRY** - Sending cards for Birthdays, Anniversaries, Get Well and other occasions has been busy and very well received and has been faithfully administered by Judy Houle.

**WELCOME PACKETS** – is another area of ministry that has been quietly progressing. These packets are given to people as they attend services for the first time. Judy Houle has refilled these packets. The welcome packages are currently being reviewed.

**Kathleen Ebbert**

## **BUILDINGS AND GROUNDS**

When I realized that I should really give a formal report on “what’s been happening” I reflected on just how we got started and then realized.....Where did this year go?? Starting in March with an inspection of both our Church & Parish Hall, by a professional building inspector, various building repairs/projects, with the Bishop Committee’s approval, have been completed with future repairs/projects to come.

Stewardship of our beloved St Bede Church & Parish Hall, as well as the grounds, is an on-going project and in years past there have been many who have assisted but we now need to look at professionals to climb on the roof; repair steeples; plumbing and electrical, etc. As a member of the Board of Directors for the Diocese of Olympia, I used St. Bede and our building inspections, as an example of what the Diocese needs to recommend and assist all missions and churches to do to start their own maintenance schedule.

Now I hope not to forget anything but in case I do, I know I’ll have someone who does remember ALL the repairs that were done in 2017:

Electrical work in the undercroft and main Church & Parish Hall, - outside electrical (safety), sacristy counter/sink backsplash replaced

wood w/tile upgrade, smoke/monoxide alarms; removal of “shrubs” outside Narthex, yearly roof maintenance, ETC.

And.....there will always be more to do! If anyone would like to go through both the Parish Hall and Church Inspection Reports and assist in prioritizing the additional repair/maintenance items, that will be a huge assistance to future Buildings & Grounds Committees. A few larger items for 2018 may include some Spring-time caulking; gutters & trim; cleaning & painting Parish Hall and Church...this is in addition to the “usual maintenance” regarding roof; furnace; “Spring Cleaning”; yard and grounds.

I know that one can get in trouble by naming folks and unintentionally forgetting others, but I’m taking that risk to give a huge special shout-out to 3 very faithful men.....Gary, Don and Darrell! You were my special blessing this past year....and of course to one special woman (because there is always one) Kathleen; who if she did not know the answer; found out the answer and was always there to assist! Thank you all so very much. If I’ve forgotten anyone ....mea culpa and I’ll buy you a coffee!

Thanks to all the volunteers for working in God’s vineyard; I appreciate you! Peace & Prayers,

**Pat McGuire, Buildings & Grounds 2017**

## **STEWARDSHIP**

Christian stewardship is the work entrusted to us by God when we were given the gifts of: life, time, talent and treasure. We steward these gifts by prayerfully considering how all our resources as human beings can be used to further God’s purpose for us as individual Christians and the gathered Body of Christ.

This year, we invited members of St. Bede’s to join in supporting our efforts to “Grow Together.” As a part of this work we will: develop our gathering group ministry, explore adding a third service, more opportunities for adult formation through Bible Study and sustainable children’s ministry.

People can support this effort by participating in ministry at St. Bede’s! Come to Bible Study or church services. Consider trying new and different ministries as a participant or leader. And prayerfully

consider your financial support of our ministry and its impact on both members and the wider Port Orchard Community.

**The Rev. Arienne Davison**

## **2017 TREASURER'S REPORT**

At our Annual Meeting last year, I emphasized the fact that St. Bede's is not a self-sustaining congregation. I believe I overstated the facts.

And, I apologize to those who became unduly alarmed.

We closed 2017 with a \$1,725 surplus. Several factors contributed to this:

1. We no longer needed to provide medical insurance for the Vicar. In addition, we received \$5,109 refund from 2016.
2. We discontinued funding a Search/Sabbatical Reserve. This saved \$1,400.
3. We stopped paying for Childcare, saving \$1,122.
4. Office expenses were well managed saving \$1,767.

These savings were offset by:

1. \$7,790 additional spending for Buildings & Grounds. This reflects addressing long overdue deferred maintenance (see B&G report).
2. Although Operating Income was down by \$17,700, we used \$14,000 less from Operating Reserves than planned.
3. Pledge & Plate were up by \$5,700; however, \$5,000 of this was due to specific contributions to cover the cost of electrical work.
4. Also note that the reduction in Grants was offset by Vicar's salary.

St Bede's donated \$13,100 from Operation (9.4% of P&P) & an additional \$6,200 of specific donations to Outreach.

In the past 3 ½ years we have earned about 30% in our DIF investments.

Our \$175,200 budget for 2018 is balanced with \$24,000 being used from the Expense Reserve and a projected \$10,000 increase in Pledges. The only significant expense difference is from full time (25% reimbursed by the Diocese) Vicar's salary to three quarter time.

Overall, we were financially successful in 2017 & will be in 2018.

**Joe McGuire – Treasurer**

St Bede Episcopal Church  
2018 Budget Summary v1.1

Income	2018 Budget	2017 Actual	Diff
Pledge Income	\$ 110,700	\$ 109,036	\$ 1,664
Projected Pledge Increase	\$ 10,000	\$ -	\$ 10,000
Unassessed Reserve	\$ 24,000	\$ 10,500	\$ 13,500
Plate Offering	\$ 29,200	\$ 30,461	\$ (1,261)
Other Income	\$ 1,300	\$ 1,567	\$ (267)
Diocesan Grant	\$ -	\$ 20,369	\$ (20,369)
		\$ -	\$ -
Total Operating Income	\$ 175,200	\$ 171,933	\$ 3,267
Non-Operating Income			\$ -
Total Income	\$ 175,200	\$ 171,933	\$ (3,267)
Expenses	2018 Budget	2017 Actual	Diff
Diocesan Assessment	\$ 26,280	\$ 20,979	\$ 5,301
Clergy Stipends	\$ 35,928	\$ 50,476	\$ (14,548)
Clergy Housing	\$ 21,000	\$ 14,000	\$ 7,000
Clergy Pension	\$ 10,247	\$ 11,606	\$ (1,359)
Clergy Benefits	\$ -	\$ (2,283)	\$ 2,283
Staff Salary & Benefits **	\$ 30,957	\$ 26,953	\$ 4,004
Liturgical Supplies	\$ 1,000	\$ 1,277	\$ (277)
Music Costs	\$ 500	\$ 483	\$ 17
Christian Formation	\$ 500	\$ 293	\$ 207
Office Expenses	\$ 8,234	\$ 7,421	\$ 813
Utilities	\$ 7,980	\$ 7,545	\$ 435
Communication/Marketing	\$ 450	\$ 402	\$ 48
Maintenance & Improvement *	\$ 12,230	\$ 13,918	\$ (1,688)
Outreach	\$ 14,990	\$ 13,098	\$ 1,892
Other Program Costs	\$ 1,300	\$ 508	\$ 792
Miscellaneous	\$ 1,900	\$ 1,696	\$ 204
Convention & Clergy Conf	\$ 1,650	\$ 2,164	\$ (514)
Total Operating Expenses	\$ 175,146	\$ 170,536	\$ 4,610
Non-Operating Expense		\$ -	\$ -
Total Expenses	\$ 175,146	\$ 170,536	\$ 4,610
			\$ -
Net Operating Fund Position	\$ 54	\$ 1,397	\$ 1,343

\*\* Reflects all employment tax, Supply Clergy & Postulant expense.

\* Includes Taxes



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