

The 2019 Annual Report

St. Andrew's Episcopal Church

presented at the
217th Annual Meeting of the Parish
January 26, 2020
Hopkinton, New Hampshire

The enclosed materials are for your review prior to our Parish Annual Meeting. This year the Annual Meeting will be integrated with our single service of Holy Eucharist. **Holy Eucharist and Annual Meeting will begin at 9 AM on Sunday, the 26th of January, 2020, in the Great Hall.**

At 9am on Sunday the 19th of January, 2019 (in the large classroom) we will offer an opportunity for parishioners to review both the 2019 year-end financial statement and the Vestry-approved 2020 budget.

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St. Andrew's Episcopal Church in Hopkinton

The 217th Annual Meeting of the Parish

January 26, 2020

Clergy & Staff

The Reverend Reed Loy, *Rector*

Dr. Susan Armstrong, *AAGO, Director of Music & Organist*

Eric Riggs, *Sexton*

Kim Wertz, *Administrative Assistant*

Vestry

Anne McCausland, *Senior Warden*

Clarke Kidder, *Junior Warden*

Pam Manus, *Clerk*

Bert Cooper, *Treasurer*

Class of 2020

Vickie Haines

Henry Hirschfeld

Pat Walker

Class of 2021

Tom Burack

Peter Daley

Lucy Crichton, *Chaplain*

Class of 2022

Betty Whinn

Audrey Knight

Brian Tucker

St. Andrew's Episcopal Church in Hopkinton
in the Diocese of New Hampshire

Agenda

Sunday, the 26th of January 2020
The Parish's 217th Annual Meeting

1. Opening Hymn, Acclamation, and Call to Order
2. The Liturgy of the Word
3. Minutes of the 2019 Annual Meeting – Pamela Manus
4. Wardens' Report on the State of the Parish – Anne McCausland, Clarke Kidder
5. Reception of Reports Prepared for the Annual Meeting
6. Report of the Nominating Committee – Anne McCausland
 - Treasurer Candidate, 2-year term: Kerrie Diers
 - Vestry Candidates, 3-year terms: Diane Les Becquets, Steve Largy, Betsy Wilder
 - Candidates for Delegate to Convention, 1-year terms: Trish Chandler, Vickie Haines, Dave Young, TBA (Member of Vestry)
7. Election of Vestry, Officers and Delegates to Convention
8. Presentation of the 2020 Annual Budget – Bert Cooper
9. Proposed Amendment of St. Andrew's Bylaws, for vote of the Annual Meeting – Tom Burack, chair, ad hoc Bylaws Committee
10. Recognition of Retiring Vestry Members
11. A Look Back: St. Andrew's of Decades Past
12. Report of the Rector – The Reverend Reed Loy
13. Liturgy of the Table
14. Announcements
15. Continuing the Feast with a shared Potluck
16. Adjournment, Dismissal, and Closing Hymn

Next Annual Meeting: Sunday, the 31st of January 2021

St. Andrew's Episcopal Church in Hopkinton
In the Diocese of New Hampshire

2019 Statistics

Baptisms

Noella Evelyn Jones (April 21, 2019)
Ayla Sophia Frometa (May 19, 2019)

Marriages

Julia Turnbull Knight and Spencer Bross Kubin (July 13, 2019)

Deaths

Lowell Wilton "Bill" Monroe (January 11, 2019)
Jerome "Jerry" Thomas Scholl (May 10, 2019)
Sherry Morris Morrall (November 5, 2019)
Priscilla Delaney Cox Byfield (November 11, 2019)
Kenelm Winslow Doak (November 13, 2019)
George H. Evans (December 16, 2019)

Attendance at Key Services

Lent 1	46		
Easter	308	Vigil	36
		Easter Day	6:00a ~ 90 / 8:00a ~ 30 / 10:00a ~ 152
Pentecost	77		
All Saints	77		
Advent 1	91		
Christmas	255	Eve 5:00p ~ 150 / 9:00p ~ 105	

Avg. Sunday Attendance 86

Staff Reports

Rector's Report

the Reverend Reed Loy

Paul wrote in his first letter to the Corinthians, "I planted, Apollos watered, but God gave the growth... For we are God's servants, working together; you are God's field, God's building." God has certainly given the growth at St. Andrew's this year. Perhaps because this is my third year here, I have particularly noticed the way our work together passes faithfully down from year to year and person to person.

Much of our outward life and practice stayed the same. We worshiped Sundays at 8 & 10 September to June, with Wintergreen worship upstairs during Epiphanytide. We worshiped at 9 in the summer, with four garden services. Our ministries of care for each other and care for our neighbors beyond the congregation continued steadily. But within all these were tangible signs of what the Vestry has articulated as a desire "to *be* more, without *doing* more." Throughout our many practices, we have intentionally planted God-shaped questions, and watered with listening and trying-on, and God has given us growth with deeper roots and new fruit.

This year's Vestry deepened yet again our conversance with the Emmaus story; Walking Together, Recognizing Jesus, Practicing Resurrection. All three of these movements have shown through more often and by name in our shared work, from Outreach to Finances to community life. Our opening scripture and prayer time has become more spacious and natural, and likewise flowed out to permeate the whole of the meeting. Good seeds were planted by Clarke Kidder and Lucy Crichton's thoughtful chaplaining of the Vestry, watered by a hundred small actions of vulnerability, self-offering and challenging from all members of the Vestry. The fruit God has born in us is increased attention to the spiritual growth aspects of all we do as St. Andrew's.

From this we have taken up the *RenewalWorks* process of congregational reflection on our spiritual lives. We've considered questions that often lie under the surface of our Christian practice, and the process has also sharpened us to add new questions of our own. After our parishwide Spiritual Life Inventory in September, our Workshop Team has been using our responses (our stated spiritual desires as a parish), in combination with churchwide patterns and identified best practices, to prepare fruitful next actions for sharing in 2020. Like the Emmaus Story Icon, the goal of these actions is to help us to *be* more (more settled with God, more loving to our neighbors, more centered in our selves) in all our practices at St. Andrew's, without adding another job to our "to do" lists.

And while our parish leadership has been planting, watering and being grown by God in their work, the rest of the congregation hasn't just been waiting around to get started!

Our Worship has been watered particularly by the coming of Dr. Susan Armstrong as our new Director of Music & Organist. Since her arrival the choir has doubled in participation, and diverse instrumental offerings have blossomed in regularity and beauty. With the vocal leadership of these many musical leaders, we've introduced a wider breadth of hymnody, which has received a positive reception in terms of "singability" and spiritual connection, and general continued curiosity. In line with the same movement of the Spirit, the Organ Committee is nearing the end of its work, preparing to provide the Vestry with well-researched information towards the improvement of our instruments. Shared worship with First Congregational Church was deepened with Shrove Tuesday and Ash Wednesday services together, and continues to bring laughter and joy to both parishes. Our communal participation in worship reflects the growing fulfillment expressed both personally and in the *RenewalWorks* Inventory. Average Sunday attendance in 2019 was 86 persons; a 15% increase from 2018. I continue to be deeply grateful for the rich sharing of so many as to what is feeding them, challenging them or passing them by in our worship.

Our Christian Formation groups, with their particularly pointed calling, have each deepened. Our Nursery has continued to provide life-giving hospitality, and through the growing pains of wrangling weekly adult leaders, is adding a paid Caregiver in 2020 to anchor the ministry. Catechesis of the Good Shepherd has a number of new children, and new Assistants guiding their growth with God. And with their mixture of formation and outreach, Making Your Mark camp lovingly shepherded another cohort of local children this summer, planting seeds in both the children and in the imagination of St. Andrew's which I trust will surprise for years to come. Coffee & Conversion has continued to provide robust "upstairs formation" for older members, including many folks returning to their faith, or just getting to know God for the first time. An experimental bookstore in the narthex has guided new daily prayers and scripture into the hands of about a dozen curious members. Through all of these avenues, we have people of all

ages exploring Baptism, and also have folks coming boldly and intentionally forward to Communion after years away. Along the way of *formation*, there is also *transformation* taking place at St. Andrew's.

In Parish Life we tried a number of new things this year; a renewed Ministry Fair, a Ministry Board in the Great Hall, a renewed openness of invitation (and of nomenclature) for "Fellowship and Coffee Hour". Through the same process of shared input and experimentation we updated our website. The result has been a lot of *fun*. Parish life has been profound, with new relationships of love, compassion and prayer, and its simultaneous playfulness reveals the Spirit sustaining our new and continuing small daily adventures. In a sure sign of open spirits, I always find newcomers to St. Andrew's already well-engaged in conversation with some church member by the time I make my way up to Fellowship and Coffee Hour.

Our ministries of Outreach have been another place for playful spirit when asking, "What does it mean to do this more deeply with God?" Our *many* neighbor-love ministries are characterized by vulnerability to the world's hurt, rich healing, reconciliation, self-giving. St. Andrew's is not known for "evangelism", but this year I've seen many willing to ask again what it means inwardly, even while undertaking the very same actions, to do them *as a Christian*. What is our response if someone asks us, "Why are you feeding me?" "Why have you given me a week of camp for free?" What might it mean to "the Kingdom of God" to share the church overnight with a homeless person? Particularly as more newcomers join into our Outreach, the "why this?" question has been a fun one to see broken open anew, and I believe more fruit awaits down this way.

Care of our Finances and Buildings and Grounds was surefooted this year. We returned to best practices with an annual audit, to which the Finance Committee responded with action and new and adapted policies. The Stewardship Team led us in a second year of "Consecration Sunday", which again returned a harvest of joy and gratitude to God, and, despite the loss of significant pledges from normal life transitions, an increase in overall giving, including 13 new pledges. The Buildings and Grounds Committee made thoughtful use of our resources with creative, collaborative attention to trees, basements, bulbs (living and electrical!), utilities, and especially to planning ahead for capital repairs. The Memorial Garden Committee led us in a 30th anniversary garden celebration that connected us with the saints departed and celebrated our resurrection with them. The many new leaders and the forward-looking hopes of these actions are sure signs that we are tending with growth in mind, and the prayer lifted up across these groups attests to good listening for this growth to be Godward.

Alongside all the life at St. Andrew's are two other staff members, our Administrative Assistant and Sexton. This year we said goodbye to Lisa White as she celebrated building her dance studio into a full-time business. We were amazed to find Kim Wertz stepping forward, with all her past experience, to fill the open position. Kim's creativity, craftwork, attention to detail, and good spirit have made the paths straight for many of this year's experiments and areas of growth. Our Sexton Eric Riggs, the senior member of the staff, has gamely introduced Susan and Kim to our buildings and history. Eric's responsiveness, thoroughness and hard work have facilitated the creativity with which we've been able to use our space and imagine for the future.

In my service to the wider church I continue to co-chair Convocation and serve on Diocesan Council. I have also joined the Clergy Formation Committee of the Diocese. I continue to share fellowship and sometimes creative efforts with the Hopkinton clergy group and with the leaders of Holy Cross, Weare and St. John's, Dunbarton. I continue in active participation in the Poor People's Campaign. Alongside our Bishop and other faith leaders, I have also joined in the work of the New Hampshire Charitable Foundation, with nomination to their local Regional Advisory Board. My continuing development has taken me to two music workshops, back to Family Camp, and given me a new clergy coaching relationship, alongside continuing relationships for spiritual direction.

I am continually grateful to officers of the Vestry Anne McCausland, Clarke Kidder, Pam Manus, and the outgoing Bert Cooper for their leadership and partnership. Thank you each for your guidance, affirmation and challenge, with such faithfulness and kindness. May every Rector be so lucky.

These are just a hint of the ways we have planted, watered, and been rooted more deeply with God this year at St. Andrew's. Read on to enjoy more.

In Peace,
The Reverend Reed Loy
27th Rector, St. Andrew's Hopkinton

Director of Music & Organist

Dr. Susan Armstrong, AAGO

It has been a year of “Walking Together” for myself and the Choir. After twelve years of serving a denomination that does not use choirs, it has been a great joy for me to be “working with—walking with” such a good and dedicated choir. This group has welcomed many new members, some coming from other churches. They share music, robes, eats and laughter. We have accomplished much, learning new music from Early to Victorian to Modern. It has been incredibly rewarding to work with them. To my mind, they embody the Emmaus Story. They walk together, not only in the Procession each week or over to First Church to “walk with them” in an Ecumenical Service, but in spirit by helping each other, and being supportive of each other’s needs. They take meals together, not just at Communion, but pot luck suppers or pizza after long rehearsals. It is great to be a part of that.

In the ten months that I have been at St. Andrew’s, I have developed a data base program for the different Church Services, complete with hymns, anthems, psalms and Service music. It has been a tremendous help. I can print out Liturgy Plans, anthem lists and hymn lists.

The summer worship in the Church seemed to need something to my mind, as the choir is on hiatus at that time. So, I posted a sign-up sheet and brought in solos, duets and trio music. They were quite happy to add to the “Special Music” over the summer months. I found instrumentalists willing to play as well. Ellen Exner played gorgeously on the oboe, and more recently Andy Wilson played the famous Prescott Bass on loan from the Historical Society for the First Sunday of Advent. Dan Dustin came over from First Church to play flute. There were so many Congregationalists here that Sunday that people were asking if it were an Ecumenical Service! Dan immediately expressed an interest in returning next summer. And musicians continue to play during the Fall and Winter. Along with the choir, Christmas Eve featured two flute players, one at each Service and both organs. Many churches struggle to find an organist for Christmas. We had two!

The groundwork has been laid by the organ committee towards acquiring a new organ. They have educated themselves, visited an organ Shop, and met with consultants. A new organ would have an enormous impact on the future of worship and song at St. Andrew’s. It is a decision not to be taken lightly. Soon the committee will make a recommendation to the Vestry.

Last summer, I attended the Anglican Association of Musicians (AAM) annual conference in Boston. It was a wonderful renewing experience. The music was glorious: twice a day there was an excellent Service to attend and it was always enlightening. The variety of worship in these different churches was the best part: High Mass, Evensong, Compline, Low Mass, even a Lutheran Service! Some music was totally new to me and it was refreshing to hear. There were also workshops, choral groups, and music to purchase. At St. Andrew’s, we have done two new anthems this Fall that I procured at the Conference. The texts are beautiful, and the choir liked singing these anthems.

It was so good to be a part of the congregation for these many services and see the Service as you do. It is more of a spiritual experience to be able to partake of the Service together with my colleagues. And the singing! 300 of us trained musicians raised my church roofs.

I anticipate another year of walking together with the many people I have gotten to know in these few months. I enjoy “playing with others” and introducing new concepts and music to those I have gotten to know, and always look forward to meeting that new choir member or musician from the Parish that I have not met yet.

Vestry Reports

Senior Warden’s Report

Anne McCausland

Walking together... for most of us that has been the easiest part of the Emmaus story to relate to: we share tasks, we share stories, we share the journey.

But this past year walking together has taken on a whole new meaning for me, as Warden. I have been watching and sharing and helping to create an organic body which is moving forward together to be the body of Christ: the hand

not separate from the foot nor the eye from the ear. Witness the Organ Committee's report, their understanding that the purchase of a new organ has to fit with all the needs of the church. Or notice the wonderful coming together over Christmas of so many new hands for Family Promise and Friendly Kitchen. Much of our work as a Vestry this past year has been to strengthen that "walking togetherness" so that all the pieces of our life and ministry as St. Andrew's connect to make a whole, with a clear purpose related to "recognizing Jesus" and "practicing resurrection."

So writing this report fills me with gratitude to all who have been part of this effort: for our Rector, Reed, for his warmth, enthusiasm, energy and devotion to helping us see the glory of God; for Kim, Eric and Susan who each with their own gifts have contributed so significantly to supporting the life of the parish; for our current Vestry, for all that our work together has called forth in us so generously shared. And especially for those rotating off: Bert Cooper who worked so hard to make our finances make sense to us and attend to the many and varied tasks of the treasurer; Vickie Haines with her willingness to step up and say, "I can do that"; Pat Walker and her wisdom steeped in the history of this parish. We will miss them, but we know they aren't going anywhere, and that new Vestry members will bring us new gifts for our journey together.

Many seeds have been planted. Some have come to fruition, like the updated website and the Ministry Board, the expanded Flower Team and the Bread Bakers, new lectors and eucharistic ministers. There is the ongoing work on deferred maintenance, not just physical but systemic, for example the report of the Financial Review team, the efforts of the Finance Committee to carry out all their recommendations, and the work of the By-laws Committee. And some seeds are just germinating, we look forward to the report of the Renewal Works team and what it will mean for the life of our parish. You can anticipate a more structured way to incorporate newcomers. And who knows what else God has in store for us.

Walking together we see new life everywhere. Thanks to all of you for letting me be a part of it.

For what has been, thanks be to God. For what is, thanks be to God, for what will be, thanks be to God.

Anne McCausland
Senior Warden

Treasurer's Report 2018

Bert Cooper

The concise report: 2019 was better than 2018 and we feel 2020 is looking better than 2019. A trend! I'm okay with repeating last year's comments!

Thanks: We need to thank Kim Wertz, our administrator, for not only getting up to speed very quickly with our day to day financial operations but making good suggestions and instituting good changes despite having been with us for less than a year! Jim Whinn has done great work with reconciling bank statements, tracking endowment activity, and instituting new written procedures in response to our audit. Martha Lovejoy is helping on the finance committee along with Year End entries and adjustments and will be helping us straighten out the Balance Sheets. Accounting life, and clarity in financial reports, should be even better after I'm gone!

The Nutshell: We projected drawing \$22,000 out of our investments to cover operating expenses. We haven't, for cashflow reasons, needed to draw on investments, but without the draw, we had approximately \$17,000 more expenses than 2019 income. Pledges came in a little below target, and we had substitute organists/music directors and a brief period without an office administrator.

The Brighter Horizon: Everything! The parish's financial support of the church's mission has significantly increased, and we project an even smaller draw against investments this year (Approx. \$17,000 if anticipated income projections are correct.) Thanks again to those devoted parishioners, past and present, who provide and provided the church with an endowment providing current income and a safety net in times of trouble.

If you have any questions about this information or the financial reports below, please contact me – or better yet, attend the Budget Review at 9 a.m. on Sunday, January 19th and Annual Meeting and participate in the conversation.

St. Andrew's Episcopal Church Profit & Loss Budget Performance

January through December 2019

With 2020 Budget

	<u>2020</u>	ACTUAL 2019	2019
	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>Budget</u>
Ordinary Income/Expense			
Income			
4000 · Endowment Income (Endowment fund interest earnings and Investment Income)			
4005 – Bishop Robinson	1141.18		
4010 · Christian Hackwell	4172.81	4,086.64	3,869.00
4015 · Currier	901.21	882.72	836.00
4020 · M. Jelleme	5743.14	5,624.56	5,325.00
4025 · Memorial Fund	1197.9	1,173.04	1,111.00
4030 · Memorial Garden	480.61	470.68	446.00
4040 · Rectory	9142.03	8,953.08	8,484.00
Wells Fund	4238.15		
Mitchell Fund	570.39		
4045 · St. Andrew's General Fund	376.31	368.64	358.00
4050 · W.Jelleme	1433.37	1,403.68	1,329.00
4055 · Lucia P. Ewing (Income distribution)	36126.49	35,380.08	35,380.00
Total 4000 · Endowment Income (Endowment	65523.59	58,343.12	57,138.00
4060 · Interest Income			
4061 · Chase Interest (Long term interest	129.00	229.23	129.00
4062 · Short Term Interest (Checking acco	58.00	34.11	58.00
Total 4060 · Interest Income (Misc interest inc	65,710.59	263.34	187.00
4120 · Other Income			
4126 · Outreach Donations (Supporting St. Andrew's Outreach missions)			
4126.5 · Make Your Mark Donations	50.00	50.00	450.00
4126 – Outreach Donations		2,575.40	
Total 4126 · Outreach Donations (Donatio	50.00	2,625.40	450.00
4127 · Altar Guild / Flower Donations (Rec	1,000.00	2,136.57	2,000.00
4128 · Other Donations (Record misc. dor	1,700.00	3,919.34	4,000.00
4129 · Memorial Donations (Unrestricted	425.00	48.46	425.00
4129.5 · Dinners and Event Income (Incon	700.00	696.00	700.00

With 2020 Budget

	2020	ACTUAL 2019	2019
	Budget	Jan - Dec 19	Budget
4140 · Rectory Fund Disbursement		0.00	5,000.00
4155 · Ewing Fund Disbursement	17,000.00	0.00	15,000.00
4160 · Mitchell Fund Disbursement		0.00	2,000.00
4120 · Other Income - Other		325.00	
Total 4120 · Other Income	20,875.00	9,750.77	29,575.00
4200 · Regular Income			
4240 · Bldg Use Fees (Unrestricted contril	1,500.00	1,710.00	1,500.00
4245 · Loose Plate (Loose plate offerings;	1,600.00	5,912.28	3,200.00
4250 · Nonpledged (Monies contributed fr	7,000.00	9,161.00	8,000.00
4255 · Pledges (Designated pledge contril	208,000.00	193,020.40	197,900.00
4256 · Pledges Pd - Prev Yr		2,275.00	0.00
Total 4200 · Regular Income	218,100.00	212,078.68	210,600.00
Total Income	306,118.96	280,435.91	297,500.00

Expense

6100 · Salary & Benefit Expense

6110 · Salary

6111 · Rector Salary and Housing	76,409.15	72,975.13	73,360.00
6111.5 · Rector's RE Tax Stipend	1,500.00	2,250.00	1,500.00
6113 · Director of Music	24,460.00	20,474.93	23,000.00
6114 · Parish Administrator	18,340.00	16,466.06	18,394.00
6115 · Sexton	18,493.00	16,740.29	16,967.00
6115.5 · Flr Waxer/6117 -Nrsry	2,300.00	556.00	
Total 6110 · Salary	141,502.15	129,462.41	133,221.00

6120 · Benefits

6121 · Pension & Life Insurance (Cc	16,674.25	17,401.65	13,435.00
6122 · Health Insurance (Cost to pai	28,242.00	29,212.96	33,055.00
6123 · Dental		45.50	516.00
6124 · Soc Sec & Medicare	4,864.86	4,497.82	4,465.00
6125 · Workers Comp&IRP	1,420.00	995.00	1,020.00
6126 · Books, Education, & Mileage	1,122.45	1,093.18	1,069.00
6127- Background Check	200.00		

With 2020 Budget

	<u>2020</u>	ACTUAL 2019	2019
	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>Budget</u>
Total 6120 · Benefits	52,523.56	53,246.11	53,560.00
Total 6100 · Salary & Benefit Expense	194,025.71	182,708.52	186,781.00
6130 · Non-Salary Clergy			
6131 · Supply Clergy	1,600.00	899.76	1,600.00
6130 · Non-Salary Clergy - Other		90.48	
Total 6130 · Non-Salary Clergy	1,600.00	990.24	1,600.00
6200 · Assessments	37,500.00	37,335.00	40,000.00
6300 · Office and Administration			
6310 · Postage and Office Supplies			
6311 · Postage (Including annual P	408.00	295.60	408.00
6312 · Paper-Stationery (copier pap	800.00	686.39	400.00
6313 · Other Office Supplies (Office	340.00	738.64	170.00
6310 · Postage and Office Supplies	400.00	0.00	400.00
Total 6310 · Postage and Office Supplies	1,948.00	1,720.63	1,378.00
6314 · Copier Cost (Monthly service contr	3,400.00	3,422.54	3,250.00
6320 · Church Notices		84.80	0.00
6330 · Administration & Bank Charges (special administrative costs;)			
6331 · Payroll Expenses	1,072.00	1,116.12	868.00
6333 · Bank Charges	75.00	107.99	55.00
6334 · Software	700.00	692.36	160.00
Total 6330 · Administration & Bank Charg	1,847.00	1,916.47	1,083.00
6360 · Leadership/Fellowship/Pastoral (L	900.00	829.62	868.00
6370 · Vestry Retreat	700.00	800.00	300.00
6300 · Office and Administration - Other	125.00	78.69	0.00
Total 6300 · Office and Administration	8,920.00	8,852.75	6,879.00
6400 · Building and Property (Building and property)			
6420 · Maintenance (Charges for immedia	5,500.00	5,437.79	6,500.00
6421 · Lawn Care (lawn and grounds care	1,400.00	1,385.00	1,000.00
6422 · Service Contracts & Insurance (anr	7,400.00	7,441.00	6,700.00
6423 · Snow Removal (snow removal and	3,500.00	3,024.97	3,432.00
6424 · Cleaning Supplies & Trash Serv. (T	800.00	680.36	1,090.00
6425 · Furniture (For furniture and other t	0.00	34.98	400.00

With 2020 Budget

	<u>2020</u>	ACTUAL 2019	2019
	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>Budget</u>
6425.5 · Appliances, etc.	400.00	463.99	
6425.7 · Landscape upkeep (Purchased pl	2,500.00	2,361.74	1,200.00
6425.9 - Memorial Garden exclusively	500.00		
6426 · Inspections, proposals, ect.	800.00	809.00	1,303.00
6400 · Building and Property (Building an	0.00	576.00	0.00
Total 6400 · Building and Property (Building a	22,800.00	22,214.83	21,625.00
6410 · Utilities (Water, electricity, garbage, and other basic utilities expenses)			
6411 · Electric (PSNH)	4,400.00	4,163.65	4,400.00
6412 · Fuel (fuel/propane charge for both	10,500.00	10,396.15	9,125.00
6413 · Telephone and Internet (phone line	1,800.00	3,215.43	3,500.00
6414 · Water	650.00	640.20	583.00
Total 6410 · Utilities (Water, electricity, garbag	17,350.00	18,415.43	17,608.00
6500 · Outreach			
6510 · Samaritan Outreach (budgeted amount toward outr		0.00	1,000.00
6511 · Enrichment Camp	2,500.00	1,885.96	2,500.00
6512 · Friendly Kitchen	400.00	281.71	500.00
6513 · Family Promise	6,000.00	5,263.74	5,500.00
6514 · Contribution to Rector's Disc. (Ves	750.00	3,484.75	750.00
6515 · General Outreach	1,250.00	2,961.76	
Total 6500 · Outreach	10,900.00	13,877.92	10,250.00
6520 · Hospitality and Community Pgms (coffee, kitchen supplies, special events not relatec			
6521 · Kitchen Supplies/Hospitality	600.00	374.99	600.00
6522 · Parish Dinners and Inreach	600.00	582.22	548.00
6523 · Inreach - TLC, Coffee Hour	300.00	272.45	300.00
6524 · Community Events (Confirmation, l	363.00	0.00	363.00
6520 · Hospitality and Community Pgms (coffee, kitchen s		60.00	
Total 6520 · Hospitality and Community Pgms	1,863.00	1,289.66	1,811.00
6530 · Planning and Development			
6531 · Communication/Website (newslett	305.00	236.00	305.00
6535 · Stewardship & Capital campaigns	1,000.00	1,642.78	1,000.00
Total 6530 · Planning and Development	1,305.00	1,878.78	1,305.00
6600 · Worship			

With 2020 Budget	<u>2020</u>	ACTUAL 2019	2019
	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>Budget</u>
6610 · Christian Formation			
6611 · Adult Education	233.76	79.72	233.76
6613 · Catechesis	1,000.00	329.10	1,000.00
6614 · Youth	560.00	132.14	560.00
6615 · General Christian formation	400.00	1,066.63	400.00
6610 · Christian Formation - Other	0.00	0.00	0.00
Total 6610 · Christian Formation	<u>2,193.76</u>	<u>1,607.59</u>	<u>2,193.76</u>
Total 6600 · Worship	<u>2,193.76</u>	<u>1,607.59</u>	<u>2,193.76</u>
6620 · Worship/Service			
6621 · Altar Guild Supplies	941.00	1,018.69	941.00
6622 · Choirs and Music	5,500.00	6,817.35	4,600.00
6623 · Altar Flowers	1,100.00	603.70	1,100.00
6620 · Worship/Service - Other	0.00	0.00	0.00
Total 6620 · Worship/Service	<u>7,541.00</u>	<u>8,439.74</u>	<u>6,641.00</u>
Total Expense	<u>305,998.47</u>	<u>297,610.46</u>	<u>296,693.76</u>
Net Ordinary Income	120.49	-17,174.55	806.24
Other Income/Expense			
Other Income			
7010 · Donations Rec'd - Previous Yr (For funds released from rest		1,012.75	
7050 · Misc. Donations Received		20.00	0.00
7070 · Building & Grounds Income (Used to show temp rest incom		852.50	0.00
7600 · Realized Gain (Loss)		0.00	0.00
Total Other Income		<u>1,885.25</u>	<u>0.00</u>
Other Expense			
8000 · Community Outreach Contribution		0.00	0.00
8030 · Supplies		0.00	0.00
8100 · Buildings & Grounds (for all expenses incurred related to b		0.00	0.00
8800 · Management Fees		0.00	0.00
Total Other Expense		<u>0.00</u>	<u>0.00</u>
Net Other Income		<u>1,885.25</u>	<u>0.00</u>
Net Income		<u><u>-15,289.30</u></u>	<u><u>806.24</u></u>

With 2020 Budget

	<u>2020</u>	ACTUAL 2019	2019
	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>Budget</u>
2020 Capital Budget (Balance Sheet Items)			
From Investment Income			
Rachel Johnson Fund – Income On	8684		
From Principal Draw	1126		
Total	9810		
Capital Projects			
Mold and Odor in Basement – Rem	6310		
Wall Repair and Repaint – Sheep Ri	3500		
Total	9810		
<u>Special Project – Provisionally approved by Vestry at September Meeting</u>			
<u>Cost</u>			
Restoration – Memorial Garden Wal	9714		
<u>Source of Funds</u>			
Funds to be advanced from Memori	9480		
via dedicated fundraising			
Additional Funds to be raised	234		
Total	9714		

St. Andrew's Investments Held at Diocese

Market Value

2019	\$1,614,939	Market Value per Unit Increased 16 percent in 2019
2018	\$1,383,963	Market Value per Unit Declined 11.5 percent in 2018
2017	\$1,612,505	Market Value per Unit Increased 11.2 percent in 2017
2016	\$1,450,171	Market Value per Unit Increased 2 percent in 2016

Investment Funds Held at Diocese

Bishop Gene Robinson	25,098.42
4010 · Christian Hackwell	90,727.13
4015 · Currier	19,596.78
4020 · M. Jelleme	124,870.19
4025 · Memorial Fund	26,042.86
4030 · Memorial Garden	10,449.44
P & D Mitchell Fund	12,546.69
Rachel Johnson Fund	188,815.53
4040 · Rectory	198,766.31
4045 · St. Andrew's Genera	8,184.35
4050 · W.Jelleme	31,162.68
4055 · Lucia P. Ewing	785,468.90
B & B Wells Fund	93,209.73 *+1,000 pending transfer
Total	\$ 1,614,939.01

Proposed New Bylaws for St. Andrew's

The agenda for the 2020 Annual Meeting of the Congregation of St. Andrew's Episcopal Church will include consideration of a proposed set of new Bylaws that the Vestry has unanimously recommended for adoption (**See Appendix 3**). If approved by the Congregation, these proposed Bylaws will replace the current Bylaws that were adopted fifteen years ago at the Annual Meeting in 2005. Since that time, good governance practices continued to evolve, the Episcopal Diocese of New Hampshire published a revised set of "Model Bylaws for Congregations" (in November 2012), and the Congregation's experience in working with the current bylaws identified some areas warranting clarification and modernization.

At the request and direction of the Vestry, an ad hoc Bylaws Review Committee was formed and met regularly from May through October 2019. The Committee's membership included Martha Fairfield, Jim Whinn and Dave Young (all of whom have served as Senior Wardens for St. Andrew's or other congregations), Tom Burack (a current Vestry member and attorney experienced in writing bylaws for nonprofit organizations), and our Rector, the Rev. Reed Loy. The Committee identified the following purposes and roles of the Congregation's bylaws:

- To ensure a common understanding of the "Rules of the Road" pertaining to the operations and governance of the Congregation.
- To define and protect the Gospel nature of our work and life together and maintain the worship of the Church.
- To enable transparency, predictability and consistency in the conduct of the Congregation's business.
- To conform to the Canons of the Episcopal Church.
- To meet all other applicable legal requirements.
- To provide guidelines and empowerment to those charged with these responsibilities.

In developing the revised bylaws, the Committee was guided by these understandings and a few basic principles: to conform to the policies, structure and language of the November 2012 Model Bylaws unless special circumstances of St. Andrew's warranted a modified approach; to provide clarity and simplicity; and, to address known concerns but not change things that are working well.

The most significant changes included in these proposed bylaws will: ensure that a list of qualified voting members of the Congregation is maintained; clarify the notice requirements for annual and special meetings; require that the full text of any proposed amendments to the bylaws be provided to the Congregation at least 30 days in advance notice of any meeting at which they are to be taken up; clarify the respective duties of the Rector, Officers, and Vestry; and, ensure compliance with Diocesan and Congregation policies addressing the safety and welfare of the Congregation, including children, as well as potential conflicts of interest.

The Vestry commends the attached proposed bylaws to the Congregation for adoption at the 2020 Annual Meeting to be held on January 26, 2020.

Respectfully,
Anne McCausland, Senior Warden
Clarke Kidder, Junior Warden
Tom Burack, Chair, Ad Hoc Bylaws Review Committee
The Reverend Reed Loy, Rector

Ministry Reports

Central Convocation and Convention

by Vickie Haines

The 2019 Diocesan Convention took place at Waterville Valley on November 9th. Those attending from St. Andrew's were Trish Chandler, Vickie Haines, Susan Youngs, Marti Hunt and Rev. Reed Loy.

The morning began with Holy Eucharist and the Bishop's address. He spoke of having courageous conversations and finding joy where we love. He asked us to think about where we are being called.

Resolution #1 passed: A reorganization of the Canons which separated the sections on redesignation of a congregation as a mission or parish from the closure of a mission church. Not every church's goal is to become a parish.

Resolution #2 Passed: Approval for the Church of the Holy Spirit in Plymouth to be designated a mission.

Resolution #3 Passed: Establishes opportunities at a diocesan level to support the Episcopal Church in Cuba.

Resolution #4 Passed: Commits the diocese in partnership with organizations such as the Black Heritage Trail and the Penacook Abenaki to assist all churches to discover and share their communities' stories. Also, to discuss ways to make amends and repair the relationships with African Americans and Indigenous Peoples within their communities. Congregations are charged with beginning this work during Lent in 2020.

Resolution #5 Passed: Resolution calls on all churches to celebrate creation by including creation themes in their 2020 Easter celebration. The newly formed Commission for Earth Care has a \$10000.00 grant of which half is to support this resolution. Funds will also support those congregations wishing to participate in the Merrimack River of Life Pilgrimage to be led by Bishop Hirschfeld.

Resolution #6 Passed: Resolution to reduce carbon footprints of all parishes by 25% by 2025 and 50% by 2035. Solar Saints along with the Earth Care Commission will develop a plan to target these reduction goals. Financial Assistance is available through Diocesan Advance Fund Loans and Sustainability grants

Resolution #7 Passed: 2020 Budget was passed and included a reduction in the Fair Share to the diocese of 15%. New programs and this decrease in Fair Share are possible by using a \$90,000 cash reserve.

New Initiatives: A School for Ministry will begin in 2020 which will allow forming clergy at a lower cost and less time. It will also provide licensed lay leaders. A pool of money will assist the Bishop's Curates to fund Curates and to fund pro-active coaching for clergy in new positions or positions with challenges.

Elections were held for General Convention in 2021. Marti Hunt was elected as Alternate 1.

Building and Grounds

Building and Grounds Committee

by Clarke Kidder, Junior Warden

The mission of the Building and Grounds Committee is to provide and maintain a safe and nurturing place to worship, celebrate and to offer the community at large a venue in which to meet. The committee consists of volunteers and staff who contribute their time, treasure and talents to accomplish this goal.

Over the past year, the committee, consisting of Ed Fairfield, Paul Carey, George Schell, Betsy Wilder (who also represents the Memorial Garden Committee), Clarke Kidder, and Eric Riggs along with Reverend Loy provided guidance and direction to accomplish several projects and tasks.

Working from a prioritized list and meeting regularly during the year we accomplished the following:

- Reviewed the telecommunication costs and needs resulting in an improved system and a 50% reduction in costs.
- Completed a drainage project that will hopefully eliminate water ingress under the Great Hall and Youth Room.

- Removed two trees – one that was dead and one that was encroaching on the wall of the Memorial Garden.
- Removed bushes along the parking lot side of the parish house that will allow for simpler and more attractive landscaping.
- Developed a plan to remove and control humidity and moisture from the lower level of the church. The first phase is budgeted for 2020 and will dehumidify the basement under the Great Hall.
- Developed and submitted zero based budget for 2020.
- Presented a capital program that, along with the Memorial Garden Committee will restore the woodwork on the wall and repair the outside wall along the “sheep run”.

None of this would be possible without the support of our parishioners who are always willing step in as needed especially during our fall and spring “Blue jean Sunday” cleanups.

I continue to express my gratitude and thanksgiving for the generosity and foresight of our St. Andrew’s saints, Rachel Johnson and Lucia Ewing whose endowments make our capital improvements possible

We should also recognize the support of and give thanks to our service providers especially: Jeff Dearborn for tree maintenance; Dave Bostick for ongoing repairs and drainage work, and Phil and Joann Stritmatter of Strits Landscaping for mowing the lawns in the summer, assistance in the fall cleanup and always timely winter plowing and shoveling of the driveway and sidewalks.

Thank you to the B&G committee for your support and muscle for cleaning out the carriage shed, clearing drainage lines, working alongside parishioners in spring and fall cleanups and providing advice and oversight.

Finally, a special commendation goes to our Sexton, Eric Riggs, who maintains the cleanest church and parish house in the diocese, monitors and supervises scheduled maintenance, and always on top of issues that need attention.

Memorial Garden

by Rebecca Briccetti and Betsy Wilder

In 1989 the Memorial Garden was dedicated as a place of prayer in a world which often forgets to pray, as a place of rest and peace, and as a place to remember our loved ones. In June we celebrated the garden’s 30th anniversary with a special service and tea. We developed a registry of all those memorialized in the garden and invited family and relatives to attend. It was a splendid celebration.

Throughout the year the garden team carried on weeding, planting, and found contentment in the garden. For two years we have struggled over the condition of the wooden top to the garden wall—to replace it or not, to use a different design, use a different medium. We researched and listened to each other. Ultimately, we concluded the historic character and design of the garden should be maintained as designed and the wood should be restored. We set about contacting contractors and getting bids. Finally, we had a bid to present to the Vestry and the wall restoration was approved!

Our contractor, George Sharpe, has all the wooden pieces and will sand 61 of them, cut 19 new sections, as well as the wooden cap and base. George lives in Hopkinton and has been affiliated with St. Andrew’s for years. His father, Cliff Sharpe was Senior Warden of the Vestry and served on Buildings and Grounds for many years. When the work is completed and the wall is in place, we will have another celebration—more on that later.

Garden Memorials can be made at any time. Information is available in the church office. The garden still has pavers available for purchase and engraving, and ashes may be buried without markers or containment. As we work in the garden it is heartwarming to see the names of people we knew and remember their friendship, or to see the names of parishioners still living and active in the church.

Everyone is welcome to join us—to weed and plant or to meet and plan the continued future of the garden. It is so rewarding, and friendship abounds.

Worship and Music

Worship and Music Committee

by the Rev. Reed Loy

The Committee met only a single time this year, transitioning to a model of seasonal worship feedback by email, with readiness for in-person meetings when larger liturgical imagination calls for them. Our pattern of worship continued to follow that of recent years, utilizing our diverse spaces and diverse Episcopal and Anglican forms of the Eucharist for different seasons of the church year. With thanksgiving for her service on the Committee, we blessed Ann Junkin as she goes to give more of herself elsewhere. And with celebration we welcomed Dr. Susan Armstrong, our new Director of Music & Organist. Continuing members are Martha Lovejoy, Linden Rayton, Pat Walker, and Rev. Reed.

Lectors and Eucharistic Ministers

by Pam Manus

Thank you to the 11 Lectors and 11 Eucharist Ministers, who can also serve as Lectors, for their unwavering dedication to St. Andrew's. We are blessed to have such a committed group. During 2019 they have faithfully served at over 295 services while also participating in many of St. Andrew's outreach and parish life committees, programs and guilds.

Eucharistic Visitors

by the Rev. Reed Loy

"We who are many are One Body, because all we share One Bread, One Cup"

These words are proclaimed by all members of our congregation on the second Sunday of every month during the regular Eucharistic Service as Eucharistic Visitors prepare to bring Holy Communion to home bound, shut in, members of our parish family. Holy Communion along with parish love, prayers, and well wishes are gifts brought to share the presence of Jesus, whose love and care brought comfort and peace to those he touched.

Havenwood Heritage Heights, Pleasant View, Concord Hospital, Merrimack County Nursing Home, and parishioners' homes were visited this year, totaling sixty-nine visits.

Anyone who desires a visit because of inability to attend a regular church service, even if the extent of absence is brief, whether at home, hospital, or any other location, may contact Rev. Reed Loy, Rector, or Eucharistic Visitors Judy Bucans or Betty Whinn. Anyone wishing to become a Eucharistic Visitor should contact Rev. Reed.

Altar Guild

by Pat Walker & Liz Cooper

The Altar Guild walked together in helping provide the setting for meaningful worship at St. Andrew's.

In addition to the weekly preparation for worship services, the group provided the ongoing care and repair of precious objects and furnishings.

Our membership includes Rebecca Briccetti, Liz Carey, Liz Cooper, Annie Mills, Melissa Muzzy, Pat Walker, Binney Wells, and Betty Whinn. Judy Kidder and Debbie Monroe provide invaluable assistance in polishing the many vessels and other objects of silver, brass, and wood.

The Altar Guild always welcomes additional volunteers.

Another contributor to weekly worship, the flower team organizes altar flowers for each Sunday. Betty Whinn and Liz Carey coordinate a team of volunteers including Liz Carey, Matt Connor, Chris Miller, Binney Wells, Betty Whinn, and Betsy Wilder. Those wishing to sponsor flowers may sign up for a Sunday on the flower schedule located in the parish hall.

Organ Committee

by Fred Briccetti & Pete Mitchell

In 2018 the Rector and Vestry appointed a group to study the state of our two present organs and advise as to what steps might be taken in the future to replace or improve them. This committee has been led by Fred Briccetti and Pete

Mitchell and is comprised of Ellen Exner, Ann Junkin, John McCausland, Linden Rayton, George Schell, Binney Wells, Bob Wilson, Susan Youngs, the Rector and our Music Director. It has met a number of times during the past year. The committee has consulted with or received advice from three professional organ experts as well as drawing on the considerable knowledge of our present and past organists, and knowledgeable members of the committee. We have learned a great deal which we will be incorporating into a final report for the Vestry in the next few months.

Both our principal instrument, which has been extensively modified over the years, and the balcony organ, while serving us well, have a number of serious limitations for use in leading and supporting Anglican congregational worship. Neither instrument is capable of playing much of the organ literature we would like to be able to use. We have learned that it is not feasible to try to further adapt the principal organ to overcome these limitations. While the balcony organ is useful in conjunction with the main instrument, it is even more limited in its capacity. It is therefore the committee's conclusion that the parish should include consideration of replacing the main organ and probably disposing of the upper organ in future capital plans.

Organs are like people: they are infinitely varied and have distinct "personalities" which make them suitable to various uses and buildings. We considered a number of options for replacement instruments, including digital, hybrid (pipe and digital), and new and restored pipe organs – both direct action (like our present instruments) and electronic action. ("Action" refers to the way the keyboard console connects to the pipes.) A good new instrument would cost several hundred thousand dollars and does not seem like the best option. With churches being closed all over New England, our consultants have advised us that at any given time there would be dozens of quality used instruments that might be available. Choosing the best instrument for us would involve a process very much like buying a house: looking at options, narrowing down choices, trying out alternatives, negotiating price. A consultant would work with us in this process. A qualified organ builder would do any necessary restoration and adaptation for our use. While actual options would need to be reviewed when it came time for the parish to move ahead with an organ project, it is our feeling at this point that a fine used pipe organ is probably the best option for us. Such an organ, and the associated work to install it, would probably necessitate a budget in the range of \$80,000 to \$100,000.

All of the foregoing summarizes hours of work by the committee, including discussion with consultants, review of their reports, conversation with the Rector, Music Director and committee members, and field trips. The committee report to the Vestry will be accompanied by a valuable file of information that will be available when the parish is ready to consider moving forward. The committee is aware that St. Andrew's has a number of other capital projects that need to be addressed, and that consideration must be given to the future direction of music in our worship, how a new instrument could best fit into our worship space, and other matters to be determined by the Rector and Vestry. Any capital project requires careful planning, full buy-in by the congregation, and careful execution. The committee's work has been an important initial step in this process. It has been our pleasure to be involved in this process.

Altar Bread Baking

by Louise Hazen & Audrey Knight

Baking Altar Bread is symbolic of what we make with the labor of our human hands and the natural raw materials of wheat and grapes which God has given us. In this way we offer "our souls and bodies" on the altar to become the Body and Blood of Christ.

One aim of this ministry is to draw in as many people as possible, calling on each only from time to time to bake a month's worth of Altar Breads, which can be left in the St. Andrew's freezer, rather than having a small group bake repeatedly.

Please give some thought to joining the group that carries out this mission. No prior baking experience necessary! Several new bakers were added to the group in 2019. Baking lessons are kindly available from some of the experienced bakers in the group. Many thanks to the faithful souls who are so lovingly keeping this ministry on track. Please contact Audrey Knight at knight03@comcast.net if interested.

Ushers

by The Rev. Reed Loy

We have a team of twelve Ushers; ten who are regularly scheduled for the 10:00 Holy Eucharist and two that serve at the 8:00 Holy Eucharist. We have seven that serve as alternates when needed. The Ushers also serve at special services such as Holy Week and for Funerals. Thank you to this dedicated group for their continuing service, and welcome to out new ushers Jeff Collins and Bob Wilson! From greeting and seating the parishioners to ringing the bells at the

beginning and the end of the service, this ministry is important for the hospitality of our worship. If you would like to serve as an Usher, we welcome you at any time.

Parish Life

Parish Life Committee

by Peter Daley

The Inreach Committees are a servant ministry group that provides comfort, knowledge, support and love to our members and new comers of our parish. Through Fellowship and Coffee, TLC committee, Men's Dinner group and many sharing events with other parishes, InReach provides love.

InReach builds a spirit empowered community that serves all members and celebrates Christ. The Inreach committees assist and support the Rector and staff at St. Andrew's with a loving and caring spirit.

In the coming year, we will continue having conversations with activity leaders to make sure we are meeting needs and finding ways to offer and provide support. InReach will continue to work hand in hand with the Out Reach committees to continue to make St. Andrew's a strong and caring parish.

If you would like more information about InReach at St. Andrew's, please contact Peter Daley or Audrey Knight.

Men's Dinner Group

by Ed Fairfield

Our monthly Monday evening dinner gatherings continue on the 3rd Monday of the month. The dinners have been well attended with up to a dozen men sharing food and fellowship.

The group supports several church functions; Celebration Sunday in the spring, the Welcome Sunday in the fall and we prepared a grilled lunch for the very successful Make Your Mark camp program. We also support other special outreach projects when called upon.

This dinner group is open to all men of the parish and others who are interested. Please contact me to have your name added to our email list for dinner reminders and events. (faired@comcast.net)

Fellowship & Coffee

by Audrey Knight and Peter Daley

Coffee and treats were provided following the 10 a.m. service each week thanks to the many parishioners who volunteered to host. Special events above and beyond the usual included a lavish spread celebrating the annual visit by Bishop Rob, "Muffins for Mom" for Mother's Day, "Donuts for Dad" for Father's Day, co-hosting with First Church following the October 6th shared service at First Church, a pumpkin-themed potluck Coffee Hour for Halloween, a holiday-themed potluck Coffee Hour for Christmas, and the annual "Lemonade on the Lawn" (plus cookies!) during the summer months. As recruiting hosts for Fellowship/Coffee Hour is a continuous challenge, an informal survey was conducted over the summer with several local churches regarding their Fellowship/Coffee Hour. All admitted to struggling with this, having tried various strategies. The St. Andrew's Parish Life Committee will continue to explore options to be able to continue to offer this social time which everyone seems to enjoy. We encourage all to partner with another parishioner to take a turn at hosting a simple offering of coffee and cookies, to continue this fellowship opportunity. For information or to sign up for a date, please contact Peter Daley (peicand@comcast.net) or Audrey Knight (knight03@comcast.net).

TLC

by Binney Wells, Nancy Clark, Liz Carey

Would you like to join us in celebrating and supporting members of our parish? We would welcome you.

Over the past year:

- TLC hosted a Coffee & Fellowship hour to highlight our ministry to the church with soups, corn muffins and cookies.
- At the 30th Anniversary of the Memorial Garden we hosted a reception to help celebrate the rededication of this special and sacred garden.

- On Halloween we welcomed 134 costumed neighborhood children and their parents into the garden for candy, treats and conversation.
- The tradition of baking, decorating and distributing St. Nicholas cookies in appreciation to those who serve our town brought families of all ages together.
- Over the course of the year we sent Easter, Graduation, Halloween and Christmas cards to students away at school, parishioners who have moved and those who are unable to attend services on a regular basis.
- We provided soups to help parishioners through illness, surgeries and difficult times.

There are likely other ways we could celebrate and care for each other. Can you think of some? Would you consider joining us?

Christian Formation

Christian Formation Committee

by John Gfroerer

Christian Formation has had a great year. For Lent 2019, we oversaw a special Compline Service every Wednesday. These worship times, based around the Compline Service in the Prayer Book, included an extended time for silent worship. For the Fall we helped plan a short Sunday 9am series of discussion and reflection about “Last Things.” This theme will be extended into a second series February, 2020. There has also been a change to our regular meeting times, which used to be once every three months. We now gather every month, which reflects our collective spirit to be a more active St. Andrew’s committee.

Nursery

by the Rev. Reed Loy

The Nursery has been a place of practicing resurrection over the last two years. Through the initial energies of Denise and Pete Mitchell, as well as Liz Carey, Binney Wells, and others, a space was prepared, and Sunday leadership was gathered, all for the care of those among us who are too young even to understand the great gift they have been given. Since its inception, multiple families have named the Nursery as one of the reasons they choose to return or begin attending St. Andrew’s.

Staffing of the Nursery has fallen particularly upon a small number of adults, including the parents of our young children. This year, all of these folks let us know that this was becoming unsustainable! In response, the Vestry authorized the hiring of, and budgeted for, a new position of Nursery Caregiver in 2020. Hiring is underway presently. The new Caregiver will be present Sundays throughout the year for both our full Formation time, as well as for our primary worship service. They’ll be joined weekly by an additional Safe Church trained adult; a group which has expanded during the time of our search thanks to a renewed invitation, and caring response from the congregation. Special thanks to Denise and Pete for their long service, and to Annie Mills and Linden Rayton for guiding us into next steps.

Catechesis of the Good Shepherd

by Marti Hunt

The Catechesis of the Good Shepherd is our Christian formation program for children ages three years through sixth grade. The program utilizes a prepared environment, much like a Montessori classroom, called an atrium. Currently, we have two atria. The Level I atrium is prepared for children ages 3 through six years old. The upper level atrium is prepared for Level II and Level III students ages 6 through twelve years old. All of the levels overlap ages, so there is flexibility in which atrium children attend depending on previous experiences.

Although appropriate presentations and personal “work” are developed for each age level, all of the children gather at the prayer table prior to joining the service at the announcements. The younger children have responsibility for arranging the prayer table in accordance with the liturgical season, and the older children take on some responsibility for elements of the time at the prayer table, such as leading the Peace.

The atria are open almost every Sunday during the school year beginning at 9:00 until we join the wider community at worship. Children may join the atrium at any time. We understand that some children may want to join their

parents in worship at 10:00. We arrange our one on one, small group, personal work, prayer table times to accommodate the needs of the children present.

We have a group of six to eight Level I students who attend the program regularly. A couple of these children will be moving on to Level II work in the upper level atrium next year. Currently, we have three and sometimes four Level II and Level III children who work in the upper atrium. Children may join us at any time during the church school year.

There are currently two trained catechists. Anne McCausland is certified at Levels I, II, and III. Marti Hunt is certified at Levels I and II and has completed the first half of the Level III training. Anne and Marti alternate their times in the two atria so that they know all of the children. Currently, we have five assistants helping us: Nancy Clark, Clara Cooper, Maggie Cooper, Maya Testa, and Pat Walker. Lucy Crichton assists in some situations. We are very grateful to our assistants as they make the program possible.

The Assistants' Training that we had planned for last April was cancelled by the trainer as she could not drive for a period of time. This training was offered in September by a parish in Manchester. Anne McCausland and Marti Hunt were able to attend and gained some ideas for offering a shorter look at Catechesis of the Good Shepherd here in the parish some Saturday morning or afternoon. It would be wonderful to have more adults involved. There will be a Level I training at St. Patrick's Church, Newport this summer, which is the closest a training has ever been offered to St. Andrew's. It would be very supportive of our parish children to have another adult trained as a catechist. The trainings are very special times for spiritual growth for the adult participants.

Youth Formation

by the Rev. Reed Loy

This year has been light on formal youth formation. Lucy Crichton and I hosted a well-attended and joyful reunion for last year's Confirmation class. Our Christmas Pageant was again led with care, love and calm by Cindy White, with particular help from Erin Collins and Michelle Jones. Our young folks have also jumped forward themselves to leadership in our Making Your Mark Camp, Nursery, and Atrium.

The standing call for more consistent ministry with our youth has been discussed by both the Christian Formation Committee and Vestry, but is still a call in search of leadership resources.

Coffee and Conversion

by the Rev. John McCausland

This was, if I count rightly, the fourth year St. Andrew's has offered the Coffee and Conversion class between the Sunday services. In my almost 40 years of ordained parish ministry, I have always tried to offer some sort of adult formation as part of the regular Sunday morning line-up. It seems to me essential for mature faith and a strong Church. Formation is a term that has come into fashion in the Church in the last generation to replace the term education. Education is about learning interesting things. Formation is about our changing lives. In our Baptismal Covenant we promise that we will grow in our faith and how we live it out from the time we leave the Font until the day we die (and, I think, even after!). Christian formation is to be lifelong. The Sunday morning programming at St. Andrew's aims to offer something for those of every age at the 9:00 hour (nursery, starting at 9:00 when we hire a supervisor in the new year), Catechesis of the Good Shepherd for children from age 3 to 12, and Coffee and Conversion for adults (teenagers would get a lot from it, too!). It's been a very rewarding four years for me, and I think for others who have participated in the class, and I look forward to the years to come in the future.

Coffee and Conversion ranges over many subjects, with frequent detours as we go along. I do some teaching, but a lot of what I do is framing questions, helping people articulate their faith, helping them recognize how Jesus is working in their lives and in the world, and moderating discussion. The sessions are informal, full of laughter and friendship. This past year we began with an exploration of the Book of Common Prayer and liturgy, worship and private prayer. Then we moved into a discussion of the creeds and what it means to believe something – the relation between believing and behaving (how we live out our beliefs), and between believing and belonging (the importance of the Church as a community of believers). This fall we have begun a "walk with Jesus through the Gospel according to Matthew" – the gospel we will be reading at the Eucharist over the coming year. We began with the Sermon on the Mount, interrupting this during November to explore the Four Last Things, death, judgment, heaven and hell. During Advent we took up the Nativity stories (yes, even the Virgin Birth!), then moving on to the Baptism of Jesus.

While we do learn a lot of “interesting things,” our focus is in what these things mean in terms of living our lives as disciples of Jesus: practicing Resurrection. Thus, we spent a lot of time this past year simply talking about what it means to believe in something, and the differences belief makes in our confusing world today. We ask a lot of questions (class rule: no question is stupid or out of place). We share experiences (how we pray, if we pray, our struggles with jobs, family, health). Coffee and Conversion helps us discover the bonds of community – the communion of saints, if you will – as well as our connection with Jesus and the long tradition of the Christian family: walking together.

Which brings me to the subject that our rector has asked us to address in these annual reports, and which he and the vestry so wisely keep holding up to us in our parish “icon”: “Walking together; recognizing Jesus; practicing Resurrection.” Coffee and Conversion is, to me, the most obvious example of “walking together” that St. Andrew’s offers, next of course to sharing Communion. “Recognizing Jesus” means learning to discern how the Holy Spirit is working in our lives and in our world. We learn to do this in Coffee and Conversion by learning how the Spirit has worked through the ages (what the Church calls Tradition), how Scripture records that working, and how we act it out in the liturgy. Finally, with this background, we talk together about how we see or try to see Jesus working in our lives. It is as we recognize Jesus in these ways that we discover what it means to practice Resurrection. One of my favorite theologians, Stanley Hauerwas, has said that, “To be a Christian means not that we must change the world, but that we must live as witnesses to the world that God has changed.” Enabling us to do that seems to me to sum up what Coffee and Conversion is about. If you haven’t tried it, I hope you will. The title of the class is not incidental: it just might change your life. It certainly does mine.

I must end with a word of thanks to all the class participants, and to Reed whose presence when he can get free adds so very much to the group’s life. You are practicing Resurrection!

Safe Church

by the Rev. Reed Loy

Safe Church training is required for all staff and Vestry members, and for anyone in roles ministering with children or youth. St. Andrew’s has 25 people who have been Safe Church trained and certified. As the schedule for certification becomes available for 2020, the information will be relayed for those who wish to attend for the first time or are due to renew. Thank you to everyone who has taken time to become certified and help to make our church a safe place for all.

Mission Outreach

Joint Report of Mission Outreach & Parish Life Groups

This marks the second year of activities of our Mission Outreach and Parish Life Group in support of the volunteers who are leading and working in the church’s numerous activities. A number of activities, including Family Promise, have been learning how to use SignUpGenius™ to enable online signups by volunteers and participants in church activities. In addition, we are continuing our efforts to build a comprehensive, online, annual, parish-wide calendar to support better advance planning and coordination of events and programming. In the coming year we expect to have additional one-on-one conversations with activity leaders to learn more about their needs, challenges, and opportunities, and to identify further ways in which we can provide logistical or other support to the many St. Andrew’s efforts that are lovingly serving our own community and the broader world.

Tom Burack (Mission Outreach) and Peter Daley (Parish Life)

Family Promise

by Pam Manus

St. Andrew’s is completing our 4th week (spaced out during the year) of our 4th year housing families in need. We join with twelve local Family Promise congregations, along with 3 support parishes to offer 365 nights of shelter, warmth, food and safety. We here at St. Andrew’s are blessed to have committed volunteers who welcome these families into our space. Some volunteers have stepped down and new volunteers have stepped up. We have introduced our Family Promise Tree of Giving. We offer blank gift cards (mostly gas cards) for parishioners to fill with between \$5-\$20. These are then taken to the Family Promise Day Center for distribution to the families as the staff sees a need. We have contributed \$180.00 to the gas cards since this program was started in September 2019. We hope to put the

tree up 4 times a year. We have also tried scheduling volunteers for our weeks of hosting the families using the computer program SignUp Genius. While this software platform has not been the success we had hoped, we are hoping to use it as an adjunct means to support our scheduling. The Family Promise Program is open to all who would help whether it is here at St. Andrew's, at another church in need of hosts or at the Day Center in Concord on the weekends. This year has seen families find housing, work and stability. Children smiling and proud parents being able to

be productive members of their communities are the gifts we get back! Family Promise has given us the opportunity to fulfill our baptismal covenant, respecting the dignity of each person we come in contact with, while striving for justice and peace among all people. We are living the Good News of God in Christ. We have been a haven in a hurting world and with God's love blessing us, we can make a difference.

Got Lunch

by Judy McPhail

The highly successful GOT LUNCH Program continued during 2019. The fixings for five lunches per child were boxed each week during the ten weeks of summer vacation as well as Feb. and April school vacations. Any family feeling a financial hardship was eligible. Seven families consisting of 17 children were enrolled. St. Andrew's parishioners donated food for these lunches as did the Hopkinton Rotary, Contoocook United Methodist Church, Hopkinton Police Dept., First Congregational Church, Hopkinton Woman's Club, Countryside Community Church, Theresa's Church, and the Hopkinton School District.

Hopkinton Lion's Club made a donation of \$1,000. Occasionally a much-appreciated financial donation was made to the program. Citrus was sold in November as a fundraiser. All of this income helps pay for the bread and milk.

St. Andrew's Church gathered school supplies and distributed the last Sunday of the summer program. Lunches consist of a loaf of bread, a 9 oz. box of cereal, 5 pieces of fresh fruit, and a voucher for a gallon of milk at Colonial Village for each child. The weeks alternate between 3 cans of tuna and a jar of mayonnaise, a jar of peanut butter and a jar of jam or jelly, or ½ dozen eggs per child.

On the first Friday each month perishable foods are provided. Bread and a voucher for milk are included. Perishable food has been a treat and this program has flourished. The number of families and children stays fairly constant.

FEEDING OUR CHILDREN WITH FRESH, HEALTHY FOOD IS TRULY A WONDEROUS OUTREACH.

Loose Plate Offering

by Vickie Haines

In 2019 the Loose Plate Offering was able to donate a total of \$1730.28 to local causes such as The Concord Coalition for the Homeless, The Boys and Girls Club for camper scholarship, The Friendly Kitchen and Family Promise to name several. Each of the agencies and programs donated to have been extremely grateful for the contribution given them.

Making Your Mark Art Camp

by Trish Chandler

The art camp theme "I Am Somebody" was embraced each day during the week of July 8 -12, 2019 by 24 young and enthusiastic campers and 6 counselors. All enjoyed a sumptuous breakfast cooked by our police and fire departments, St. Andrew's parishioners and school administrators.

Reed and Linden graced each morning with their blessings and songs. Then the campers, assigned by group, settled into their seats and waited to start the first art project of the day. The small group arrangement established a "home base" atmosphere of "Oh yeah, I know you. You are in my group." The groups were interwoven throughout the day based on activity except for the daily noon time recess games led by Reed and played out in the back yard. I am sure who had more fun... Reed or the campers!

The campers participated in various forms of art and activities including but not limited to: ~ Rock painting ~ 3D self-portrait ~ Bird collages ~ Nature walks ~ Abstract acrylics ~ African drumming ~and More!

All of the artists attended Bridge (as in card game) classes presented by Deborah Drysdale, a certified Handz teacher. Handz is an intro level Bridge course. By the end of the week, the artists were playing Bridge as they coached and supported each other with each card laid. It was fascinating to watch their new-found camaraderie and skill set! We look forward to another week of exploration, fellowship, creation and artistry on July 6- 10, 2020. The camp is free and open to all children in the greater Concord area.

The Making Your Mark team members are Anne McCausland, Lucy Crichton, Marti Hunt, Ann Junkin, Vickie Haines, Judy McPhail, Pam Mueller, Betsy Wilder and Trish Chandler.

Friendly Kitchen

by Debbie Monroe

During 2019 the St. Andrew's volunteers have served approximately 890 meals. This year the fourth Tuesday falls on Dec. 24th so we will serve a meal cooked by an anonymous Concord Good Samaritan. Usually we have 7-8 volunteers who help for about two hours, setting up, cooking and cleaning up. Our great cooks spend a few more hours each time.

As all of us scurry around doing what needs to be done, and we have a great time. Many of us have made new friends both from St. Andrew's and Concord who have joined our group. And as our guests leave and say thank you it reinforces our commitment to serve others. If anyone would like to join us, please contact me. We welcome new friends.

Food Pantry

by Shirley and Dick Hesse

Families in the Contoocook and Hopkinton area benefit from the Food Pantry located in the Slusser Senior Center. Donations for the Food Pantry may be made at church and are welcome anytime, especially on the first Sunday of each month which has been designated as "Food Pantry Sunday."

Donations of non-perishable food items and personal care items are collected and delivered to the Senior Center Food Pantry in Contoocook for distribution to families in the Hopkinton-Contoocook area. Shirley and Dick Hesse serve as co-chairs of this program and are the contact persons for the Food Pantry's activities. For volunteer opportunities, please contact Shirley or Dick at 746-4708.

Red Cross Blood Drive

by Betty and Jim Whinn

St. Andrew's hosted 2 blood drives in 2019, one in April and one in October. The drives, conducted by the American Red Cross, supported by volunteers from First Congregational Church and St. Andrew's Episcopal Church, gave all who participated the perfect opportunity to experience the Emmaus story. The Red Cross staff, the volunteers and most importantly, those who donated blood, walked and worked together, Jesus in our midst, providing a means to save lives, a witness to resurrection. Friends in the community were re-acquainted, strangers became friends.

We provided food, a safe and welcoming space and hospitality, offering gratitude to all. Our 24 volunteers from both churches donated food, served as Registrars, Canteen Floaters, Volunteer Supervisors, and Set-up and Clean-up crew after the drive ended. This ministry would not, and could not, exist without our dedicated volunteers.

The drives resulted in a total of 50 units of blood being collected. There were 3 first time donors. Our 2020 drives are scheduled for April 29 and October 28. To schedule an appointment to donate blood go to the St. Andrew's web site "Serving Our Neighbors – Blood Drive" page.

Our deepest gratitude for all who served in this life saving ministry. We welcome anyone wishing to join us. Please contact Jim or Betty Whinn at 224-0850 or whinnhse@comcast.net.

Finance and Stewardship

Finance Committee

by Jim Whinn

The Finance Committee resumed meetings again in August. We thanked and said adieu to Pete Mitchell and welcomed new member John Pazzani. The committee (The Rev. Reed Loy, Bert Cooper, Treasurer, Martha Lovejoy, John Pazzani, and Jim Whinn, Chair) have concentrated our work to address the recommendations of the internal audit committee. Our sincere gratitude to the internal audit committee, Martha Fairfield, lead, Kerrie Diers and Bob Wells for their hard work and recommendations. Of the eleven (11) recommendations, the Finance Committee has taken on ten (10) items and addressed seven (7). In an effort to address those items, we have recommended to the Vestry four (4) policy documents along with related procedures, documented all church accounts, and finalized the Finance Committee job description. These have been approved by the Vestry. We will continue to work toward addressing the remaining recommendations as well as other financial policy and procedural matters that may develop.

Stewardship Committee

by Ted Diers

“Giving because we have been given.” Perhaps you recognize that phrase from this year’s pledge card. It represents the message of the Stewardship campaign, that God has given us so much love in our lives and we give back in love. On October 27, over 80 of us sat together to celebrate our Consecration Sunday, the day in which we begin to collect the pledges and shared the joy of each other’s company with a yummy lunch. That day was also notable for the guest celebrant the Rev. Nancy Vogele who preached and enlightened our service with stories of giving from her experience. Rev. Vogele, who is the rector at St. Matthew’s Church in Goffstown, served on the committee as a guest clergy (and Reed served as the guest clergy to her church’s stewardship committee). It was a truly special day. And, one that would not have happened without a great group of people. Thanks so much to Shawn Mills and Trish Chandler who coordinated the luncheon (with great service from Christopher Nardi and the good folks at Everyday). Many people helped set up and break down the lunch including Ed Fairfield, John McCausland, and Rob Knight (and many other hands). Betty Whinn and Anne McCausland took on the job of arranging the Leadership Supper which was a great event. They both also have served as stalwart members of the committee and helped with all aspects of the campaign, from mailings to logistics to guiding our spiritual growth as a committee. Michelle Jones and Dave Young stepped in this year to deliver their powerful personal giving experiences. Kim Wertz was a huge help, not only in getting letters out, but also figuring out better ways to use the website and creating other materials. Finally, while the rest of us ate lunch, Jim Whinn hunkered down in the office to tally the pledges, another great act of generosity.

When we filled out our pledge card, we wrote that pledge after these words, “In response to God’s love and as a concrete expression of my faith in and commitment to Christ and the Church.” Indeed, you did respond! This year we had 77 pledges. Of those, 26 were increased and 13 were new for a total of \$203,414, a significant increase over last year. I want to extend my heartfelt thanks to the whole congregation for opening your minds and hearts to the stewardship of the parish.

Audit Committee

by Martha Fairfield

The Canons of the Episcopal Church require an annual audit report for all parishes, missions and other institutions. The Episcopal Church Manual of Business Methods in Church Affairs (2012) states that a church audit may be performed by Certified Public Accountants or by a committee that is authorized by the Finance Committee. Kerrie Diers, Bob Wells and I were the members of the committee who performed the audit for our parish’s finances and, other areas as required, in February of 2019 for the fiscal year end 2018.

Before starting our task some of us were able to meet with diocesan staff members, Benje Ambrogi and Gloria Gallant, to review the requirements for our church audit. We then met with staff and volunteer members of the parish who were/are involved with our parish finances (some people several times) to understand the accounting functions each person performed in 2018.

The church business manual supplies a very detailed guide of what is expected to be reviewed with many questions that must be answered. We then requested the needed documents and performed our audit. The audit was completed and presented to the Vestry in May of 2019 and is on file in the office for those who may wish to read the full report.

I want to thank Kerrie and Bob for all the time and effort they gave to this project and the subsequent report. It is no small task to undertake an audit.

Appendix 1

Minutes of the Annual Meeting, January 27, 2019

The annual meeting of St. Andrew's Episcopal Church was called to order at 10:30 A.M. by Martha Lovejoy, Senior Warden. Reverend Reed Loy opened the Annual Meeting with a prayer. Minutes of the 2018 Annual Meeting: Pamela Manus, Clerk, requested affirmation of the 2018 Annual Meeting minutes found on page 32 of the 2018 Annual Report. The motion to accept the minutes was made by Bob Wells, seconded by Martha Fairfield and there being no discussion offered, the motion passed unanimously.

Warden' Report on the State of the Parish: In opening remarks, Martha Lovejoy welcomed the 70 parishioners present and thanked all for the love and support shown her during her tenure as Senior Warden. The past few years have been filled with changes bringing on many opportunities and challenges. Our calling of Rev. Reed Loy to be our Rector was a blessing as was having Rev. John McCausland as our continued supply clergy. The challenge of searching for a Rector was made less difficult due to the continued support and diligent work done by so many. Martha thanked Paul Carey, Junior Warden, for his constant and steady presence. We have a wonderfully dedicated staff and are thankful for the months shared with our organist. As we continue our journey, walking together, blessed with the spiritual leadership and light of our rector, Reed Loy, Martha pledged to be active and supportive. Let us recognize Jesus in all those around us. We are truly blessed.

Stewardship Report: Ted Diers stated that St. Andrew's Stewardship was like charcoal, it has many good properties, but in order to do good it needs to be activated, and that's exactly what happened at St. Andrew's. Our congregation became activated and while the increase of monies pledged increased by 13%, it was the activation of the Spirit that was most noticeable. The success was noted by the change of the way we approached Stewardship. Ted thanked all for the support and energy that was experienced. All thanked Ted for his leadership and commitment.

Reception of Annual Reports: Rev. Reed Loy offered the 2018 Annual Reports submitted by the Committees, Guilds and Groups that are active within the Parish for consideration. He thanked all for their dedication and deep commitment to walking together, recognizing Jesus and practicing resurrection as we went about our work in our parish life and outreach programs.

Memorial Garden Celebration: Betsy Wilder gave a brief history of the Memorial Garden, planned in 1988 and created in 1989. Twenty women envisioned this garden 30 years ago as a living memorial, a place for quiet reflection and a place of Committal - the ashes buried without markers to mingle with the garden soil as part of the process of remembrance. The Second Chance Shop, run by the ladies of the parish, gifted \$18,000.00 to bring this garden into being. The garden was consecrated 5/6/1989 and the Memorial Garden Committee is planning a 30th Anniversary Celebration for this beautiful space. The celebration will take place on Pentecost Sunday June 9, 2019.

Proposed Amendment to the Parish By-Laws: This item is postponed until next Annual Meeting, as there needs to be a 14 day lead time from the offered amendments given to the parish and the voting. The amendment would change the term for the Wardens from 3 years to 2 years. This was briefly discussed. The By-Laws are being reviewed at present and any other changes, along with this change, will be timely brought to the parish and voted on at the next Annual Meeting.

Report of the Nominating Committee: Martha Lovejoy offered the following slate as presented by the Nominating Committee:

Vestry member for 3 years : Audrey Knight, Brian Tucker, Betty Whinn

Vestry member for 2 years: Lucy Crichton

Vestry member for 1 year: Henry Hirschfeld

Delegates to Convention: Marti Hunt, Susan Youngs, and, nominated from the floor - Trish Chandler (accepted)

Bob Wells moved that the slate as presented and added to be accepted. Peter Daley seconded this motion and it passed unanimously.

The Nominating Committee then presented the officers slate:

Anne McCausland - Senior Warden (agreed for 2 years)

Clarke Kidder - Junior Warden (agreed for 2 years)

Bert Cooper - Treasurer

Pam Manus - Clerk

Emilie Burack moved that this slate be accepted. John Gfroerer seconded and this motion passed unanimously.

Treasurer's Report: Bert Cooper reported briefly on the year end financial report (pages 10-14). Bert pointed out that lines needing explanations were noted on page 14. There were no questions. He then presented the 2019 budget (pages 15-18) that the Vestry reviewed, accepted and unanimously passed on January 16, 2019. The stated goals of the Vestry are to be transparent with the finances of the parish, presenting reports that make the finances easily understood and to work on decreasing the amount of money we draw from endowment funds to balance the budget. There were no questions offered. Bob Wells moved that the 2019 Budget as passed by the Vestry on January 16, 2019 be accepted. George Schell seconded this motion and it passed unanimously. Bert is working on upgrading the program used now for finances, to one that will capture more information and be easier to work with. Bob Wells, Keri Diers and Martha Fairfield are also working on this as part of the Audit Committee work.

Recognition of Retiring Vestry Members: Rev. Reed Loy gave thanks and prayer for the service of the retiring members of the Vestry: Judy McPhail, Pete Mitchell and Judith Marklin. He noted that each had given generously of their time and talents to help direct the path of the Vestry and support the visions for the future of the parish. Each were given with grateful thanks, pictures of an historic icon of Jesus. Martha Lovejoy and Paul Carey were then called up. Reed described their service as Wardens to St. Andrew's and offered thanks for their unwavering support and insightful leadership, noting that they had led through some rough times, but never lost faith. Both were given the picture of the Jesus icon along with a Marklin Candle with the St. Andrew's logo, their names and the statement "Well done thou good and faithful servant". They were given a standing ovation.

A Look Back at St. Andrew's: Rev. Loy stated that he had been going over old annual reports. One that was from 50 years ago really spoke to him as he felt that the concerns for the parish were similar, as well as the faith statement which struck a deep cord. Exerts read as follows: From the report 50 years ago by Jack S. Scott, Rector: "We are all concerned with the growth of St. Andrew's - we are all concerned with the finances of the Parish, however, my main hope for this congregation is that there become an increasing relationship between our work and worship as Christians. For Worship is sterile unless it includes the offering of our daily work, and work that is not related to our worship can have no ultimate meaning for us." It seems that while the world changes, our faith steadies us. The same problems arise, and the same answer is appropriate - Walk with Jesus along the Road to Emmaus, pursuing a relationship with the living God.

Rector's Report: Rev. Loy presented some specific opportunities he hoped would be incorporated in our parish and parishioners lives during 2019:

- Increased accessibility and transparency for participation and being involved in the parish ministries.
- Making more time to explore the Emmaus Story.
- Having more time with scripture and prayer- finding your work in scripture.
- Update on the Director of Music/organist- hopefully this will be coming in the next few weeks.
- Learning from new parishioners, young and old, big and small. We need to listen closely to them as they all have something to teach us.
- Finally so many thanks as leaders and leadership roles in the parish are changing. There are times we need to step back in order to step forward.

Stepping down: Chris Miller from UTO, Patti Gerseny and Audrey Knight from the Pod Dinners, Debbie Monroe from Altar Flowers.

As these leaders step back we give thanks for their gifts and service to St. Andrew's.

A number of questions were asked. Will the church directory be updated and available on-line or paper. Many would like a paper directory. Reed explained that there was an up-to-date directory, or as correct as it could be. If there are any changes in email, phone number, or address please let the office know. Vestry members need to give Pete Mitchell their information for the web. Nancy Clark mentioned that Bill Monroe, who died recently was the artist who crafted many of the tables and wooden stands that populate the St. Andrew's, church, great hall and classrooms. Clarke Kidder remarked on the generations that have come before us and will be in the future of St. Andrew's, it's remarkable to think in terms of future generations worshipping in this space.

There being no further business for this Annual Meeting, Bob Wells moved to adjourn, Jim Whinn seconded this and it was passed unanimously. Rev. Loy closed with a prayer and an invitation to join in the Brunch put out by the Vestry.

Respectfully submitted
Pam Manus, Clerk

Appendix 2
Nominees for election to parish office as members of the Vestry or
as Delegates to Diocesan Convention and Central Convocation

The Nominating Committee is pleased to present this slate of nominees for election to office at the 2020 Annual Meeting of the parish on the 26th of January 2020. Consideration for election to the Vestry or as a Delegate is based upon nomination from the general membership of the parish, followed by discernment on the part of the Nominating Committee, which among other factors, considers the practical skills and needs of the parish. All candidates below are eligible for election and have indicated willingness to serve if elected.

For Member of the Vestry – Officer

Treasurer - for a 2-year term expiring in January 2022Kerrie Diers

For Member of the Vestry at-Large

For a 3-year term expiring in January 2023 Diane Les Becquets

For a 3-year term expiring in January 2023 Steve Largy

For a 3-year term expiring in January 2023Betsy Wilder

Delegate to the Diocesan Convention and meetings of the Central Convocation

For a 1-year term expiring in January 2021 Trish Chandler

For a 1-year term expiring in January 2021 Vickie Haines

For a 1-year term expiring in January 2021 Dave Young

For a 1-year term expiring in January 2020 TBA, from the Vestry

For Alternate Delegate to the Diocesan Convention and meetings of the Central Convocation

For a 1-year term expiring in January 2021 TBA

For a 1-year term expiring in January 2021 TBA

Respectfully submitted by your Nominating Committee.

Appendix 3
Proposed New Bylaws for St. Andrew’s Episcopal Church
Hopkinton, New Hampshire

ST. ANDREW’S EPISCOPAL CHURCH
OF HOPKINTON, NEW HAMPSHIRE

BYLAWS

PREAMBLE

St. Andrew’s Episcopal Church, Hopkinton, New Hampshire, referred to in these bylaws as the “Congregation,” which exists for the purpose of maintaining the worship of Almighty God according to the faith and usages of the Episcopal Church in the United States of America, otherwise known as and referred to herein as “The Episcopal Church,” has adopted the following as bylaws.

ARTICLE 1 - Authority Acknowledged and Guiding Principles

The Congregation accedes to the doctrine, discipline and worship of the Constitution and Canons of The Episcopal Church, and to the Constitution and Canons of the Protestant Episcopal Church in the Diocese of New Hampshire, otherwise known as the Diocese of New Hampshire (referred to herein as “the Diocese”), and acknowledges their authority. Further, the Congregation acknowledges the import of and intends to be guided by the provisions, intent and spiritual tenets of the Baptismal Covenant of the Episcopal Church.

ARTICLE 2 - Voting Membership

2.1 Membership in the Congregation. Every baptized person whose name and/or baptism are recorded in the Parish Register is a member of the Congregation. A member 16 years of age or older is an adult member of the Congregation.

2.2 Voting Membership. Every adult Communicant member of the Congregation shall have the right to vote. There shall be maintained a list of said members, and only those members listed shall be allowed to vote. Before voting proceeds, the Rector shall decide any question concerning a person’s eligibility for voting and such decision shall be final for the purposes of that meeting and any adjournment thereof.

ARTICLE 3 - Meetings of the Congregation

3.1 Annual Meeting. The annual meeting of the Congregation shall be convened in January at a date and time and place appointed by the Vestry, except in urgent and unusual circumstances as provided in the Diocesan Canons. The purpose of the meeting shall be to elect Officers and other Vestry members to new and any unexpired terms, elect lay delegates and alternate lay delegates to Diocesan Convention, receive the budget and reports, and conduct such other business as may properly come before the meeting.

3.2 Special Meeting. The Rector or the Wardens or the Vestry may call a special meeting of the Congregation at any time. At any special meeting the Congregation may transact only such business as has been provided for in the notice of the meeting.

3.3 Notice. Written notice of the annual or a special meeting shall be given to the Congregation no later than 14 days before the meeting. Notice shall include the time, location, and agenda of the meeting, and in the case of the annual meeting, the slate of candidates proposed by the Nominating Committee.

3.4 Quorum. As many voting members as are present shall constitute a quorum.

3.5 Vote. Except as these bylaws and parliamentary authority may otherwise provide, elections and resolutions shall be carried by the affirmative votes of a majority of those voting members who are present and voting. Voting by proxy shall not be permitted. An absentee ballot may be cast by a voting member who is for good cause unable to attend the meeting, by application in writing to the Clerk. An absentee ballot must be submitted no later than 3 days before the meeting.

3.6 Presiding Officer. The Rector or, in the Rector's absence, one of the Wardens shall preside. The Rector, if present, may appoint a Warden or other Vestry member to serve as moderator in his or her stead.

3.7 Rules of procedure. The latest edition of *Robert's Rules of Order* shall govern all matters of parliamentary procedure not governed by Diocesan Canons or these bylaws.

ARTICLE 4 - Rector

4.1 General. The Rector shall be elected by the Vestry following a process that includes input from members of the Congregation and has been arrived at through consultation with the Diocese. The call for the new Rector shall not be made without the approval of the Bishop. The elected member of the clergy shall be in good standing with the Episcopal Church or with a church in communion with the Episcopal Church.

4.2 Authority for Worship and Spiritual Matters. The Rector has authority for spiritual matters of the Congregation, including specific responsibility for worship.

4.3 Authority for Assisting Clergy. The Rector has authority to select and direct any assistant clergy, who serve at the Rector's discretion.

4.4 Authority for Employees. The Rector has authority to select, supervise, direct, discipline, and terminate all employees of the Congregation.

4.5 Authority for Property and Furnishings. The Rector has specific authority for the use of Congregation property and furnishings of the Congregation.

4.6 Implementation of Policy. The Rector has general responsibility for administrative implementation of decisions and policies legislated or mandated by The Episcopal Church, the Diocese, and the Congregation.

ARTICLE 5 - Officers

5.1 Officers. The officers of the Vestry shall be the 2 Wardens, Treasurer, and Clerk. Officers shall be elected at the annual meeting.

5.2 Qualifications and Terms.

(a) Wardens shall be Confirmed Communicants of the Congregation, 18 years of age or older, and shall be elected to a term of 3 years. To the extent practicable, the election of Wardens shall be staggered so that only 1 Warden is elected in a single year. A Warden may be elected to no more than 2 consecutive terms and shall be ineligible for reelection to that office for 1 year after having served 6 consecutive years in the same.

(b) The Treasurer shall be a Communicant of the Congregation, 18 years of age or older, and shall be elected to a term of 3 years. The Treasurer may be elected to no more than 2 consecutive terms and shall be ineligible for reelection to that office for 1 year after having served 6 consecutive years in the same.

(c) The Clerk shall be a Communicant of the Congregation, 18 years of age or older, and shall be elected to a term of 3 years. The Clerk may be elected to no more than 2 consecutive terms and shall be ineligible for reelection to that office for 1 year after having served 6 consecutive years in the same.

5.3 Duties.

(a) Except as may be otherwise provided by the laws of New Hampshire, the Wardens, in conjunction with the Vestry, shall be agents and legal representatives of the Congregation in all matters concerning its property and the relations of the Congregation to its clergy. The Wardens, in concert with the Vestry, shall:

- (1) elect a Rector subject to the Bishop's call;
- (2) nurture and monitor the spiritual, mental, and physical health of the clergy;
- (3) assist the clergy in developing and maintaining a mutual ministry and trust to promote the spiritual well-being of the Congregation;
- (4) be responsible stewards of the property and physical assets of the Congregation;
- (5) ensure regular worship services for the Congregation by securing, in accordance with the Canons of The Episcopal Church and of the Diocese, the services of clergy or qualified lay worship leaders or lay readers;
- (6) transact the temporal business pertaining to the Congregation;
- (7) assist with the preparation of and approve an annual parochial report;
- (8) collect and pay to the Diocese the moneys committed for the support of the budget of the Diocese;
- (9) in general, assist the clergy in promoting the general interest of the Congregation;
- (10) ensure compliance with the policies of the Diocese, including those for the safety and welfare of the Congregation, including children; and
- (11) ensure compliance with a conflict of interest policy.

(b) The Treasurer shall ensure that funds of the Congregation are properly received and disbursed in accordance with Vestry policy; verify, approve, and may pay bills and requests for reimbursements presented for payment; prepare monthly financial reports for presentation to the Vestry, prepare and present a report to the annual meeting, prepare and submit the annual financial report to the Diocese; present and recommend to the Vestry a budget prior to the annual meeting; and annually submit the financial records of the Congregation to audit or review as required by Diocesan Canon. The Treasurer shall be adequately bonded or otherwise insured.

- (1) An Assistant Treasurer may be appointed by the Vestry, for a time period specified prior to appointment, for the purpose of verifying and approving bills and requests for reimbursements presented. An Assistant Treasurer shall be adequately bonded or otherwise insured.

(c) The Clerk shall take and record minutes of all Vestry, annual, and special meetings; give notice to the Congregation of all such meetings; report the names of delegates to Diocesan Convention to the secretary of the Convention; furnish to the office of the Bishop the text of duly adopted Congregation bylaws including any amendment thereto; and keep a current list of all voting members of the Congregation.

- (1) In the Clerk's absence, Wardens may appoint a Vestry member as a temporary Clerk.

ARTICLE 6 - Vestry

6.1 Composition. The Vestry shall consist of the Rector, 2 Wardens, Clerk, Treasurer, and 9 other members. The Vestry additionally may include 1 or more non-voting youth members.

6.2 Qualifications. Voting Vestry members shall be adult Communicants of the Congregation.

6.3 Terms. Vestry members other than the Rector and officers shall serve a term of 3 years and until their successors have qualified and are selected. A Vestry member other than the Rector or officers shall not be eligible for reelection to that position for 1 year following the completion of 2 full terms, but may be elected to the office of Warden, Treasurer, or Clerk.

6.4 Duties. The Vestry shall be agents and legal representatives of the Congregation in all matters in accordance with Article 5.3 hereof.

6.5 Vestry Officers Committee. The Vestry Officers Committee, which shall have advisory authority only, shall consist of the Rector, Wardens, Treasurer and Clerk. A Rector or 2 other members shall call a meeting of the Vestry Officers Committee.

6.6 Standing Committees. The Rector shall appoint members of the Congregation to the following standing committees, designate the chair of each, and require such reports as will assist the Vestry in its work.

- (a) Christian Formation Committee
- (b) Building and Grounds Committee
- (c) Finance Committee
- (d) Stewardship Committee
- (e) Worship Committee
- (f) Community Outreach Ministry Committee
- (g) Parish Life Committee
- (h) Nominating Committee

6.7 Ad hoc Committees. The Vestry may from time to time create and charge committees to undertake specific tasks in the governance of the Congregation. The Rector shall appoint committee members. Each such committee shall be dissolved upon the completion of its work.

6.8 Meetings. The Vestry shall meet regularly by holding a minimum of 10 meetings annually. Written notice, including time, location, and agenda, of Vestry meetings shall be given to the Congregation not later than 5 calendar days before the meeting. Vestry meetings shall be open to all members of the Congregation except when the Vestry adjourns to executive session. When necessary due to exigent circumstances of Vestry members, provision shall be made for Vestry members to participate in Vestry meetings telephonically or by other electronic means, provided that the telephonic or other means enables all meeting participants and attendees to simultaneously hear each other. In situations in which urgent action is required and physical meeting is not possible or practical, provision shall be made for meeting or voting telephonically or by other electronic means, provided that the telephonic or other means enables all meeting participants and attendees to hear each other if discussion is occurring. In such situations, required notice of the meeting or vote must be given. The Clerk shall keep notes of any such meeting or vote. Any action taken telephonically or by other similar electronic means shall be ratified by the Vestry at its next regular meeting.

- (a) A majority of the Vestry shall constitute a quorum, provided the Rector or one of the Wardens is present.
- (b) The Rector or a member of the Vestry designated by the Rector shall preside. In the absence of the Rector and such designation, a Warden shall preside. The Rector shall have voice in all matters but may vote only to break a tie vote.
- (c) Except as may be otherwise required by law, Canon, or these bylaws, any action of the Vestry shall require the affirmative votes of a simple majority of those present and voting.
- (d) The latest edition of *Robert's Rules of Order* shall govern all matters of parliamentary procedure not governed by Diocesan Canons or these bylaws.
- (e) Meeting minutes, including any documents or reports received or accepted, other than those which would be discussed only in executive session, shall be made available to the Congregation within 7 calendar days after approval of said minutes.

6.9 Vacancy. If a vacancy occurs on the Vestry or in another elected position between annual meetings of the Congregation, the remaining members of the Vestry shall choose another person to fill that position. A vacancy occurring among Delegates to Convention shall be filled by an elected Alternate Delegate.

6.10 Resignation. A member of the Vestry, other than the Rector, may resign at any time by tendering his or her resignation in writing to the Rector or to a Warden, effective as provided therein. Such resignation need not be accepted by the Vestry in order to become effective.

6.11 Removal. A member of the Vestry, other than the Rector, may be removed at any time for due cause by the votes of a two-thirds majority of the entire Vestry, provided notice of the proposed removal and the reasons for the same shall have been given to the said Vestry member at least 30 days in advance of the meeting. Grounds for removal shall include, without limitation, conduct in violation of the Constitutions or Canons of the Episcopal Church or of the Diocese of New Hampshire or otherwise detrimental to the mission and best interests of the Congregation; failure to disclose and, if appropriate, abstain from Vestry deliberations and determinations by reason of conflict of interest; absence without excuse or good cause shown from 3 consecutive duly convened Vestry meetings or from 4 such meetings within 1 calendar year; breach of confidentiality with respect to matters discussed or acted upon by the Vestry in a duly convened executive session; ineligibility for office; failure to support the Congregation by regular pledging or failure to honor the pledge once made, in either case without excuse or good cause shown; disability; failure to attend with reasonable diligence to his or her duties as a Vestry member; failure to attend worship services with reasonable frequency and otherwise participate in the corporate life of the Congregation, in either case without excuse or good cause shown.

ARTICLE 7 - Accounting and Financial Matters

7.1 Funds. The handling of any or all of the cash, funds and investments of the Congregation, including the purchase, custody, sale and transfer of the same, may be delegated by the Vestry to the Wardens or the Treasurer, either generally or as to specific instances, but subject to the ultimate direction and control of the Vestry.

7.2 Fiscal Year. The fiscal year of the Congregation shall coincide with the calendar year.

7.3 Indebtedness. The Congregation shall have the authority to borrow money for the benefit of the Congregation, provided that no indebtedness shall be incurred, renewed or extended by or on behalf of the Congregation without the express approval of the Vestry; nor without the written assent of the Bishop and standing committee of the Diocese of New Hampshire except as provided in the Diocesan Canons.

7.4 Books of Account. Proper books of account for the Congregation shall be kept by the Treasurer or bookkeeper(s) appointed by the Vestry so as to provide the basis for satisfactory accounting, reporting, and auditing.

7.5 Audits. All accounts of the Congregation shall be audited annually by an independent certified public accountant, a licensed public accountant, or in such other manner as the diocesan finance committee may from time to time prescribe. The audit report shall be filed as prescribed in the Diocesan Canons.

7.6 Annual Reports. An annual report of all business and financial matters of the Congregation, including complete financial statements, shall be prepared by or under the direction of the Treasurer, approved by the Vestry, and distributed to the Congregation at least 10 days prior to each annual meeting of the Congregation.

7.7 Bonding. The Treasurer and any other custodian of the funds of the Congregation, other than banking institutions, shall be adequately bonded or otherwise adequately insured.

7.8 Gifts and Memorials. No object intended as a permanent addition to the property of the Congregation or to be used therein for public worship shall be accepted as a gift or memorial without the approval of the Rector and the Vestry, subject to such conditions as they may prescribe. All objects so accepted may be altered, removed, or disposed of when deemed necessary or appropriate by the Vestry. The names of the donors of and of the persons memorialized by such gifts and memorials, any terms and conditions thereof, and the dates of acceptance of the same shall be preserved in the permanent records of the Congregation.

7.9 Property Held in Trust. All real and personal property of the Congregation is held in trust for The Episcopal Church and the Diocese of New Hampshire, provided that such trust shall in no way limit the power and authority of the Congregation, otherwise existing over such property, so long as it remains a part of and subject to said church and its Constitution and Canons.

7.10 Real Property. All buildings of the Congregation and their contents shall be kept adequately insured. The Vestry may not encumber or alienate any real property of the Congregation without the written consent of the bishop and standing committee of the Diocese of New Hampshire.

ARTICLE 8 - Indemnification

If and to the extent permitted by applicable law and unless proscribed or otherwise limited by the Constitutions or Canons of The Episcopal Church or of the Diocese of New Hampshire, the Congregation shall indemnify, defend, and hold harmless past and present officers and Vestry and committee members (including the Rector and other members of the clergy in their capacities as such) and their respective heirs and legal representatives from and against any and all liabilities, costs, and expenses (including legal fees and other defense costs) from time to time incurred by or imposed upon them respectively in connection with any threatened, pending, or completed civil, criminal, or administrative proceeding in which any of them may become involved by reason of their service to the Congregation in such capacities, except with respect to matters as to which they may finally be adjudged in such proceeding to be liable for willful, wanton, or grossly negligent misconduct. Such indemnification shall be limited to instances in which the Vestry, acting on the advice of counsel and without participation by any party to the proceeding in question, has (a) determined that indemnification is appropriate under the provisions of this Article, and (b) in the event of any settlement of such proceeding prior to a final and binding adjudication of the same, approved the terms of the settlement. The right of indemnification under this Article is not exclusive and shall be in addition to and not in derogation of any such right under applicable law or by contract. If this Article shall be amended or repealed such action shall have prospective effect only, and shall not affect the indemnification rights of any individual with respect to proceedings in respect of which indemnification has been properly sought by application to the Vestry in writing by the individual(s) in question prior to the effective date of such action.

ARTICLE 9 - Action by the Vestry; Agents

Consistent with these bylaws and with the Constitutions and Canons of The Episcopal Church and of the Diocese of New Hampshire, the Vestry may:

- (a) from time to time delegate to the Wardens, the Treasurer or the Rector, generally or as to specific instances, or to any employee or agent of the Congregation as to specific instances, due authority to execute and deliver, on behalf of the Congregation, such contracts, deeds, mortgages, notes, bonds, checks, drafts, and other instruments and documents as the Vestry may deem necessary or proper. In the absence of such a general or specific delegation of authority residual authority in this regard shall lie with the Wardens or the Treasurer, or any of them;
- (b) appoint such employees, agents and representatives of the Congregation (including legal counsel) and delegate to them due authority to perform such acts and duties on behalf and in the name of the Congregation as the Vestry may from time to time see fit.

Except as provided herein or as specifically authorized by the Vestry, no Vestry member, officer, or employee of the Congregation or any other person shall have the power or authority to bind the Congregation by any contract or transaction or to render it legally or financially liable for any purpose or in any amount.

ARTICLE 10 - Convocation and Diocesan Convention Delegates

10.1 Election and Term. Delegates, 1 of whom shall be a member of the Vestry, and Alternate Delegates to the Convocation and Diocesan Convention shall be nominated by the Nominating Committee and shall be elected at the annual meeting. Delegates and Alternate Delegates shall be adult voting members and Communicants, and shall each serve a term of 1 year. A Delegate may be elected to no more than 4 consecutive terms and shall be ineligible for reelection to the office of delegate for 1 year after having served in the office 4 consecutive years.

10.2 Duties. Delegates shall attend all Convocation and Diocesan Convention functions unless for good cause prevented. Delegates and Alternate Delegates shall discuss anticipated convention business with the Vestry prior to Diocesan Convention, and shall report convention proceedings to the Vestry within 1 month after each Diocesan Convention.

ARTICLE 11 - Amendments to Bylaws

These bylaws may be amended at any annual meeting or at special meetings called for that purpose by the affirmative vote of two-thirds of those present and voting. Amendments may be proposed by the Vestry or pursuant to a written petition executed by at least 10 voting members of the Congregation delivered to the Clerk 45 days prior to an annual meeting if intended to be brought up at that meeting. Should amendments be proposed by the Vestry or by petition at any later time, the Vestry shall determine whether or not to call a special meeting for the purpose of considering the proposed amendment or to bring it forward for consideration at the next annual meeting. The full text of any proposed amendment must be provided to the Congregation at least 30 days in advance of the meeting at which the proposed amendment is to be taken up. The Clerk shall promptly furnish to the Office of the Bishop the full text of the bylaws, including all amendments adopted.

These bylaws were adopted by vote of the Congregation at Annual Meeting on _____ and replace the bylaws adopted on February 6, 2005.