



ANNUAL MEETING

**JANUARY
19, 2014**

**HOLY TRINITY
CHURCH'S 2013
ANNUAL REPORT**

Holy Trinity is called to recognize, communicate, and celebrate God's presence within, among and around us.





**Holy Trinity Church
Southbridge, Massachusetts
Annual Parish Meeting for the Year 2013
January 19, 2014**

Annual Meeting Minutes
January 20, 2013
Holy Trinity, Southbridge

Annual meeting of the Parish and Holy Eucharist

Following the Collect of the Day the meeting was called to order.

A motion was made and seconded to accept the minutes of the 2012 Annual Meeting. Motion Passed.

Treasurer's report - Jerry explained the budget vs. actual financial report; we had \$8, 407.99 over budget due to a reduction in expenses after the retirement of Reverend Mary Gustafson and Ray Gustafson, organist. Jerry presented the financial statements for the year ending 2012.

The proposed budget was presented by Susan Howland, incoming treasurer. Susan presented a balanced budget for 2013. Susan explained that with God's help a balanced budget is part of being good stewards. The budget was developed using transparency and realizing that reality is our friend. Questions used when preparing the budget were: how is our money used to further mission grounded in vision? Is mission supporting Christian education? Is there enough income to meet our needs? She said, "With your help and God's help we can continue to be the face and hands of Jesus on Hamilton Street."

A motion was made and seconded to support the 2013 budget, adopted by motion at the January, 2013 vestry meeting.

A slate of nominees was presented by Lana Pieczynski:

Vestry

Sr. Warden - Tamsin Lucey

Jr. Warden - Nancy Waugh

Treasurer - Susan Howland

Clerk - Jean Frost

Vestry Member - Peg Nelson (one year term)

Vestry Member - Mick Kalber (two year term)

Vestry Member - Ellen Lincourt (three year term)

Convention Delegates

Tamsin Lucey (vestry delegate)

Barbara Kalber (non-vestry delegate)

Jean Frost (alternate vestry delegate)

Lana Pieczynski (alternate non-vestry delegate)

Ecumenical Fellowship Community Representatives

Eileen DeMings

Lana Pieczynski

(Annual Meeting Minutes continued on page 3)

A motion was made and seconded to elect the slate of nominees; all in favor, none opposed. Motion passed.

Jean read a report from the parish profile committee; she reviewed responses and picked out a few comments from the surveys. The survey responses will be incorporated into the parish profile. The profile will give potential candidates a perspective of Holy Trinity as we search for a new rector.

Sr. Warden's report was a review of the year. Lana: thanked the vestry for service and recognized retiring members Laura Gervais and Karen Zacher; thanked the Profile committee for their willingness to serve; thanked Dorothy Frisch for filling in as organist and organizing the supply organists; thanked Tamsin and remarked what a great example she is as a servant leader and the selfless way she gives to HTC; thanked Susan for her stewardship of finances and endowments and her attention to detail; thanked Nancy for her supportive relationship in the past year; thanked Jerry Helbig for his service retiring as treasurer after 15 years.

Commissioning of the vestry and delegates was done within the Prayers of the People.

Written reports were submitted in the Annual Report.

Motion to adjourn at 9:47. *Motion passed.*

The service continued with Holy Eucharist Rite II.

*Respectfully submitted,
Nancy Waugh, Clerk pro tem*

WORSHIP

- Altar Guild Report
- Acolyte Report
- Usher Report
- Flower Ministry Report
- Nursery Report
- Hospitality Report
- Taize Report
- 2012 Interim Music Committee Report

PASTORAL CARE

- Episcopal Church Women Report
 - Book Nook Report
- Stewardship Prayer Group Report
- Helping Hands Report
- Healing Prayer Group
- Daughters of the King Report
- Gilead Gathering

CHRISTIAN EDUCATION AND NURTURE

- Vacation Bible School
- Sunday school Report
- Gathering on Hamilton Street Sunday school Report
- Bible Studies
 - Overlook Bible Study
 - Sunday Morning Bible Study
 - The Journey Y Forward Day by Day
- Youth Ministry Report (report not submitted)
- Tuesday Night Bible Study
- Young Parents Report
- Inquirer's Class
- Brotherhood of St. Andrew Report

MISSION & OUTREACH

- HTC Mission & Outreach Report
- Southbridge Interfaith Hospitality Network at HTC Report
- "Meal in a Bag" Ministry
- Winter Closet Report
- United Thank Offering Report
- Gathering on Hamilton Street Annual Report
- Childreach
- Partnership for Missional Church Report

WARDEN'S REPORTS

- Rector's Annual Report
- Senior Warden's Report
- Junior Warden's Report
- 2011 Treasurers Report

Respectfully submitted: Nancy Waugh Clerk

MOTIONS 2013

Motions made by the vestry in 2013

Motion made, seconded and carried to accept the December Minutes

Motion made, seconded and carried to adopt a Holy Trinity Church Endowment Policy; policy manual kept in the office

Motion made, seconded and carried to appoint an Endowment Committee Mick Kalber, Jean Frost, and Susan Howland.

Motion made, seconded and carried: To approve the 2013 balanced budget. Part of accepting the budget was to acknowledge the change of job description and salary increase for Chris Bolte who will move from Parish Secretary to Parish Administrative Secretary, and she will now have bookkeeping responsibilities when Jerry Helbig retires and Susan Howland becomes treasurer, assuming election. The budget also reflects a ~2% raise for Ken Bisson and the payroll forms will be filed with the diocese to make these changes.

Motion made, seconded and carried to place \$3,500 in a "Building Reserve Fund" This will be a sub-fund of the checking account to cover approved bills that came in after Jan. 1 for rectory repairs done in Nov. 2012, and money to pay for oil in 2013 from the 2012 budget.

Motion made, seconded and carried to purchase 1250 gallons of oil from CK Smith for a price quote of \$3.48/gal. for an approx cost of \$4,350. Tamsin has been dipping the oil tank since the delivery of 2600 gal. in early September. Through January 6th, we had used 1,374.5 gallons.

Motion made, seconded and carried to make two payments for Church insurance instead of monthly payments to save installment fees. First payment is due Feb 1st.

Motion made, seconded and carried to change Paretti Committee for this interim period to Senior and Junior Wardens and three members appointed by the Vestry, who may or may not be members of the Vestry.

Motion made, seconded and carried to get LeBlanc to do the work that was quoted for (estimate #1302 dated 2/8/13 - \$785) as well as look at downstairs outside spot light and an emergency light for the sanctuary, total not to exceed \$1100.

Motion made, seconded and carried to buy 1000 gallons of oil from CK Smith.

Motion made, seconded and carried to allow Tamsin to draw up a rental agreement with Sharon Palmer for use of Blakely Hall for a six week Yoga class.

Motion made, seconded and carried to grant Hope permission to purchase posters.

Motion made, seconded and carried to move \$300 from line 5221 to 5266, and move \$100 from 5221 to Hospitality budget 5296.

Motion made, seconded and carried to confirm Finance Committee members – Lana Pieczynski, Ed Bair, Tamsin Lucey, Nancy Waugh and Susan Howland.

Motion made, seconded and carried to move forward with sending a proposal to the Standing Committee for selling the rectory.

Motion made, seconded and carried to get a new appraisal of the Rectory by Glenn Bousquet.

Motion made, seconded and carried to preserve the principle of the Watson Fund by using only the quarterly distribution as is done with the other funds. These monies will augment the altar guild budget for the purchase of sacramental wine and vigil lights. Request that the Trustees for the Diocese of Western Mass change the quarterly earnings of the Watson Fund from reinvestment to distribution.

Motion made, seconded and carried to clarify use of monies from Fitzpatrick Fund: Distributions will not be taken from the Fitzpatrick Fund until there is a scholarship to be awarded. Candidates should submit a letter of application to the rector and wardens. Criteria for this award are church membership, need, good character and the desire to better oneself and begin anew, not necessarily previous standards of scholarship. Distributions from the first quarter of the current year and the 2nd, 3rd and 4th quarters of the previous year will be available for the award. If there are no candidates for a particular year then the income will be added to the principal. Request that the Trustees for the Diocese of Western Mass change the quarterly earnings of the Fitzpatrick Fund from distribution to reinvestment.

(Motions continued on page 6)

Motion made, seconded and carried to accept the Holy Trinity Parish Audit Committee's report.

Motion was made, seconded and carried (Susan abstained) to authorize Susan Howland as treasurer of the vestry to sign a contract with Larry Mandel of Caldwell Banker to be the sole agent with exclusive rights to sell the Rectory.

Motion made, seconded and carried to have every vestry member read the CORI Policy for Holy Trinity Church posted on the Zimbra site and Jean will send out an e-mail in 10-14 days for a vote on accepting the policy.

Motion made, seconded and carried to authorize Susan to buy approximately 2850gal oil at the best price she can find at an appropriate time.

Motion made, seconded and carried to hire Tasse's to do the cleaning and repairs on the boilers.

Motion made, seconded and carried to accept quotes from Cole Contracting for flat roof repairs and cracks to archway and wall in balcony.

Motion made, seconded and carried to possibly spend an additional sum to have a structural engineer assess the balcony wall for structural damage.

Motion made, seconded and carried to accept the recommendation of the Search Committee to call Father Richard Signore and leave the logistics to Junior and Senior Warden, Treasurer, the candidate and representatives of the diocese.

Motion made, seconded and carried to sign contract with Tasses to have Burner Boosters installed.

Motion made, seconded and carried to pay Nancy Coderre an additional \$300 requested legal fees for the closing of the rectory sale for a total of \$900 due to increased time and work on our behalf.

Motion made, seconded and carried to accept the bids from Cole Contracting for the Portico restoration for \$7,425 and to repair the columns for \$5,450, with work to start as soon as possible.

Motion made, seconded and carried to transfer \$93,497.50 to the Trustees for the Diocese of Western Massachusetts to establish a Clergy Housing Allowance Fund, the principal to be used as approved by the Standing Committee and the income to be used only to support Clergy housing expenses.

Motion made, seconded and carried to accept the increase of \$6,000 to the estimate for the Portico repair, as it is now a reconstruction, to bring the total to \$13,435 and ask Cole Contracting for a revised estimate.

Motion made, seconded and carried to accept Social Media Policy dated 10/17/13.

Motion made, seconded and carried to follow the Finance committee's recommendation to give Hector and Chris each a \$100 Christmas bonus.

Motion made, seconded and carried to accept the suggested revisions to our Social Media policy.

Motion made, seconded and carried to pay for repairs to the leather diaphragms of the organ from the music fund and unspent organist salary line.

Motion made, seconded and carried to approve a second week of the advertisement in the Southbridge Evening News.

Southbridge Police Association Santa Cop Program is asking for gift certificates to help one particular family.

Motion made, seconded and carried to pay the January rent and a request will be submitted to the Parrettie Committee.

Motion made, seconded and carried to go ahead and have cricket roof repair done as per the quote.

Motion made, seconded and carried to accept the Assessment for Common Ministry as Apportioned by Convention of \$13,998.

FROM THE PARISH REGISTER 2013

BAPTISMS

Joseph Eugene Coran

DEATHS

Dorothy Chickering

Harold Baker

Norma Hancock

A PRAYER FOR THE PARISH

O God, by whom the meek are guided in judgment, and light *riseth* up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what *thou wouldst* have us to do, that the Spirit of wisdom may save us from all false choices, and that in *thy* light we may see light, and in *thy* straight path may not stumble; through Jesus Christ our Lord. *Amen.*

(from the Book of Common Prayer, p. 832)

WORSHIP

ACOLYTE ANNUAL REPORT

The acolytes have been led this year by Christopher A. Briere. Chris began his involvement with the acolytes as part of a GLE (guided learning experience) for a seminary class. Chris created a brochure for the acolytes with information about being an acolyte.

Thanks to the participants who support the acolytes and their role as servant-leaders within HTC: Fr. Richard, Tamsin Lucey, Jean Frost, Chris Briere and guidance from Kurt Frisch, Susan Howland and others.

This year we continue the faith-based sign up for the acolytes introduced in 2012. The intention and program needs to be evaluated for effectiveness. The initial discussions Chris had with some of the parents were encouraging and allowed for family flexibility. We will continue with this approach for the moment. Chris and Jean were able to introduce the concept of having children light the altar candles as a separate function prior to the service. We need to consider monthly statements in the Tidings, bulletins and occasional Sunday announcements on candle lighting and extinguishing as a second phase of faith based servant-leader opportunity. The lighting of the candles led to two new acolyte aspirants Joshua Sanchez and his sister Christina Coran as well as the reintroduction of Robert Ikey, a long time member of HTC. IT IS IMPORTANT TO NOTE to all parishioners that we are always seeking youth to help light candles when feasible. We need to consider entering this in Tidings as a way to allow young people to become an integral part of our worship service.

Training occurred before services with discussion after the service over a period of three months. Christina and Joshua achieved first and second torch bearer positions (see leadership guide) while Robert achieved first position.

The training used the “Intention of the acolyte” (see brochure) and the second “The word and light” (candle lighting practice and process) instruction on 1) The robe, 2) Altar elements 3) observation of other functions by Crucifer and church members. We strive to highlight intention in all that we do. We supplemented Scripture readings from 1 Corinthians 3:21 discussion of milk and meat, 1 Corinthians 13-on love is patient and kind, and Ecclesiastes 3 all things in their season.

We gave each person a prayer book for familiarity, a Bible for age appropriate use, and reviewed the Lord’s prayer, creeds and noted the Outline of the Faith in the back of The Book of Common Prayer.

We touched on individual Spiritual growth and understanding of the acolyte as a servant-leader and encourage individuals to step up and fulfill this need within the church. Each person is encouraged to follow the service and participate in reading, singing and assisting the priest with assigned duties.

We should consider an acolyte gathering after Fr. Richard is fully on board so we can clear up any misunderstandings and have a better concept of participants. I need to continue to thank those who by the grace of God have helped us through the year of 2013. Thanks to the following youth and adults who assisted in this way on Sundays, Holy Days, Funerals and Weddings in 2013: Joe DiSalvatore, Kurt Frisch, Jean Frost, Laura Gervais, Tamsin Lucey, Bill, Will & Joe Pieczynski, Robert Ikey, Joshua Sanchez and his sister Christina Coran. Special thanks for those who served as an acolyte in the years past: Nolan Bachand, Cat Reith-Lowry, Rose Reith and Trisha O’Brian-Briere. May God bless and strengthen those who have made an attempt toward this commitment! (Please contact Chris for information to help you in this capacity).

Chris would like to ask all previous acolytes to introduce themselves to him and share with him your best acolyte story. He would like to thank you for serving and to let you know that your contributions have enhanced HTC worship.

(Acolyte Annual Report continued on page 9)

2014 Goals

We continue with the following from 2013:

- There was a request for other activity and group opportunities under the acolyte heading which will occur as the population grows.
- There is a need to continue mentoring all ages at all levels and seeking out those opportunities as they make themselves available. (We encourage members to consider lighting and extinguishing candles as a family function and introduction to the servant leader position)
- There is a need for better communication between Family Worship service(s) and the introduction to the Acolyte function.
- There is a constant communication gap and a need to encourage faith based sign up and weekly support of the servant leader position.
- There is question of interlocking a “youth program” to this mentoring program that would enhance church community.
- There is another question of interlocking a youth program to this mentoring program as activities become part of its function.

Future funds: A financial evaluation of the acolyte armamentarium and possible updating of garments should be addressed by the vestry.

We need to consider immediate replacement of Cincture’s in a larger size. An example and cost is available from Jean or Chris.

Further research into cost needs to be assessed and it is believed that kits are available for more reasonable rates.

Christopher A. Briere

ALTAR GUILD ANNUAL REPORT

Change! Episcopalians are notorious for not being willing to change. However, as expected, Holy Trinity’s Altar Guild has been asked to adjust and, at times, change its procedures during 2013, sometimes from week to week. We truly appreciate our members’ gracious willingness to adapt and adopt.

Also appreciated are the many years that Bev and Sof Kollios lovingly and respectfully cared for our altar and the responsibilities of altar duty. And, even though they say they have retired, if they are in church they often offer help. Thank you, Bev and Sof.

We gladly invite men, women and youth to consider joining the Altar Guild.

Co-chairs

Nancy Waugh & Peg Nelson

INTERIM MUSIC COORDINATOR REPORT

For 2013, the organ leadership was covered, in the main, by Lana Pieczynski and Dorothy Frisch, with some Sunday services led by Dr. Victor Hill. We also had a few organ substitutes from outside the Holy Trinity community. DF scheduled the organists.

For Easter, we had an Easter Family Choir led by Dorothy Frisch. The 16 members, ranging in age from 4 to 90, sang a unison anthem with gusto. Short rehearsals were held on the preceding Sunday mornings. The next church musician might want to offer a family choir on occasion, since it was a successful experiment.

Other musical offerings included vocal solos, clarinet pieces by Joe DiSalvatore, and harp music by Susan Howland. As Composer-in-Residence, Dorothy Frisch composed and played in the worship services several communion organ pieces, as well as a seven-section partita and a toccata. Since no organist was available to lead worship for Dec. 29, Fr. Richard organized the parish musicians (three guitarists, harpist, and clarinetist) to lead the music for that Sunday morning.

The music of the 2013 Lessons and Carols Service was led and organized by Lana Pieczynski.

*Interim Music Program Coordinator,
Dorothy Frisch*

WORSHIP ASSISTING MINISTRIES

We would like to acknowledge and thank the following people for their service and dedication:

Readers – Those who read during 2013 were Karen Zacher, Susan Lindsay, Pat Bair, Pam Graham, Eileen DeMings, Tamsin Lucey, Francine Bloch, Sof Kollios, Ellen Lincourt, Kurt Frisch, Chris Briere, Joe DiSalvatore, Peg Nelson and Josh Spooner.

Lay Eucharistic Ministers – During 2013 there were 8 people who served at the altar. Karen Zacher, Laura Gervais, Jean Frost, Tamsin Lucey, Joe DiSalvatore, Jean Frost, Josh Spooner and Linda Lyons.

Acolytes – Those who offered their services as an acolyte during 2013 include Kurt Frisch, Jean Frost, Chris Briere, Trish O'Brien, Bill Pieczynski, Will Pieczynski, Joe Pieczynski, Joe DiSalvatore, Josh Sanchez and Christina Coran.

Ushers – Those that offered their services as ushers during 2013 include Bobbie and Jerry Helbig, Nancy & Emily Waugh, Lynn Garland, Ed & Pat Bair, Susan & John Grant, Barbara & Mick Kalber

Flower Delivery – Those who offered their services to deliver flowers on a regular basis during 2013 include Marilyn Theodoss, Mick & Barbara Kalber, and Laura Gervais

Counters – Jean Frost, Tamsin Lucey, Lana Pieczynski, Ellen Lincourt, Peg Nelson, Susan Howland, Nancy Waugh, Jerry Helbig, Mick Kalber

PASTORAL CARE

CARD MINISTRY

Throughout 2013 Priscilla and Judy have written birthday, get well, thinking of you and condolence cards. Cards are supplied by Hope Wilson, the parish secretary provides self-adhesive address labels and stamps the envelopes before mailing them. Priscilla and Judy also mail out Sunday service bulletins, to those that are shut in, the parish secretary provides self-adhesive address labels and stamps. They truly keep us connected with each other! When you see them next please thank them for their continued faithfulness to this very intentional nurturing ministry.

For and on behalf of Priscilla and Judy Reich

With gratitude and blessings

Tamsin Lucey

Be the change you wish to see in the world. Mahatma Gandhi

EPISCOPAL CHURCH WOMEN ANNUAL REPORT



Tamsin Lucey and Susan Howland still co-chair the ECW along with Karen Ballou, secretary, and Nancy Waugh, treasurer. Since three of us are also on the vestry, much of our time was spent on all parish needs and our responsibility increased during the transition time.

- ✦ We continue to Join forces with the Hospitality coordinator, Barbara Wilson, and continue our intentional hospitality by baking breads to give away to newcomers. This ministry has expanded and some men participate!
- ✦ We organized an Epiphany Pot Luck Supper, a Shrove Tuesday pancake supper, a 90th birthday celebration for Deacon Mary Hicks, and a funeral reception for the family of Norma Hancock.
- ✦ The Book Nook continues with various people tidying up to keep it looking neat.
- ✦ We held our annual Christmas cookie sale...actually two as the first one was during a snow storm. The sale raised \$284.00. 50% of the proceeds will go to the West Street School for needed supplies and 50% will go to support building a teaching kitchen for the catering school at the Women's Training Center in Kumasi, Ghana; a project of Betsy Fisher, the Bishop's wife.

ECW Financial Report

Cash on Hand 1/1/2013	\$485.27	
<u>Income</u>		
\$ 5.00		Book Nook
\$284.00		Christmas Cookie Sale 2013
<u>Expenses</u>		
\$100.00		New Hope Battered Women's Shelter
\$100.00		Vacation Bible School
\$ 25.80		Checks
Cash on Hand 12/31/2013	\$548.47	

Worshipfully submitted, Susan Howland, Co-chair communications

DAUGHTERS OF THE KING ANNUAL REPORT

In 1884 our founder, Margaret J. Franklin, envisioned the mission of the Order to be the extension of Christ's Kingdom through prayer, service, and evangelism. Empowered by the Holy Spirit, our vision as Daughters is to know Jesus Christ, to make Him known to others, and to reflect God's love throughout the world.

"Evangelism" is the presentation of Jesus Christ in the power of the Holy Spirit in such ways that other persons may be led to believe in Him as Savior and follow Him as Lord within the fellowship of the Church. Each Daughter promises to make a faithful effort to live this definition in your life.

We have seven members in our Chapter (Mary and Martha). We recently renewed our vows on Nov.24, 2013, Feast of "Christ the King.

Respectfully Submitted by Laura Gervais

HELPING HANDS ANNUAL REPORT

It has been a slow year. I guess that is good! We delivered to two parishioners in the last 3 months. I will say thank you since I was the recipient of many delicious meals myself this time.

I have 11 people who volunteered to cook and/or deliver. As long as they are able, all have been super about volunteering.

Please remember to let me know if you know someone who could use a meal because of circumstance both good or disappointing. I know that when I had surgery, I couldn't move for two weeks. Jerry couldn't wait to see what was delivered. Most meals we could have twice.

If you would like to help cook and deliver please let me know and I will add your name to the list.

*Respectfully submitted,
Bobbie Helbig*

HOSPITALITY ANNUAL REPORT

Holy Trinity overflows with hospitality, beginning at the entranceway where greeters stand to welcome and direct those who enter here for worship. Once inside there are always members of our congregation who will notice a new person attending and will extend a warm welcome and invite them to join us at "Coffee Time".

Another way that our hospitality is extended is by attending to presenting a pleasant atmosphere along with coffee, tea, juice, and refreshments after special occasions and a calm and comfortable setting after funerals. Those are many of the ways that Holy Trinity expends its hospitality to all who enter here.

There is a large team involved in making all this happen. A pleasant weekly event is our "Coffee Time". There are nine coffee servers, some with partners and some solo. They bring a wonderful variety of sweets, fruit, crackers and cheese, etc. There are sixteen helpers who provide the coffee cream and juice. We have a coffee maker that sets up the coffee urns each week and new this fall, we have added two gentlemen to help with clean-up for those servers that are solo.

Hospitality also extends outside our doors by hosting the "Winter Coat Closet" providing free coats to our neighbors in Southbridge and, at the beginning of the year, serving soup on Tuesday evening to anyone who wished to drop in.

(Hospitality Annual Report continued on page 13)

Hopefully our hospitality will continue to define Holy Trinity as the years pass.

*Barbara Wilson
Hospitality Coordinator*

STEWARDSHIP PRAYER TEAM

The Stewardship Prayer Team met monthly to pray for the Profile and Search Committee's. In the fall we chose the Flourish in Faith Series from TENS.org to use as our fall stewardship campaign. We hope you enjoyed the weekly bulletin inserts. On Commitment Sunday we received commitments for 75% of the dollars needed to balance the 2014 budget. To date we have commitments for 92% of the dollars needed. If you have not returned your commitment for 2014 please contact Nancy Waugh or Mick Kalber. The stewardship prayer team attended the Goal Setting meetings in November and December. Thank you to Jean Frost, Pam Graham, Suzy Sharp and Hope Wilson for your service this past year.

Respectfully submitted by Nancy Waugh

PASTORAL CARE AT HOLY TRINITY CHURCH

“Let mutual love continue. Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it.” (Hebrews 13:1-2)

Pastoral care is a constant feature of the ministry and local witness of the parish. I will be keeping a regular schedule to be developed in consultation with parish leadership in 2014.

In my capacity as Supply Priest, I have made sporadic connections as need or concern has arisen, and as availability permitted. These visits are happy connections, allowing me new understanding of the graces each person brings to the parish; and exploring together as friends, those directions where new life may be found. I have encountered strengths within the family fellowship, and throughout the parish the deep desire to serve Jesus, by the offering of self to God.

I have found in many a strong desire to exercise an active, personal ministry of care. So often it is the laity who carry the greater share of caring outreach. Bravo!!! Parishioners offer mutual support in countless venues. Our Leadership officers set a high priority on tending the short-term needs of people who are homeless, or without food or gas money in the immediate circumstances. Recent efforts involved providing rental assistance to a single mother under extreme financial distress.

These needs often present themselves with a new face, everyday, as often as the parish doors are open! It is an ancient practice of hospitality, receiving the lost and destitute as if receiving Christ Himself. This was the trade mark of all the ancient monastic houses. I am confident that on many occasions we, too, have “entertained angels unawares.”

Fr. Richard

CHRISTIAN EDUCATION AND NURTURE

FAMILY WORSHIP ANNUAL REPORT

The Christian Formation Team at Holy Trinity Church has continued our new model of ministry for children known as Family Worship. Family Worship takes place during the regular service on the second and fourth Sunday of the month. (Worship times have been changed many times during this year of transition, from 10:15, to 9, to 9:30). Families gather in the sanctuary and are dismissed after the Collect to the parish hall for Family Worship.

The service goes as follows: gathering prayer, Reading of the Gospel, activity, lighting of the candles, Nicene Creed, Prayers of the People, Confession of Sin, closing prayer. We reenter the sanctuary, affectionately called “big church” at the Peace or shortly thereafter. This service allows children and families to worship together, in a kid-friendly way, but also ensures that they receive Holy Eucharist and that the congregation sees and hears children during Sunday worship.

During late summer/early falls the task of leading Family Worship shifted from parents to parishioners. This development came about when Lana Pieczynski and Eileen DeMings demonstrated the difficult nature of trying to parent little ones AND teach a mixed age group of families. It was simply NOT working and something had to be done! At that vestry meeting, we originally asked for a paid assistant to lead, but Mr. Mick Kalber suggested asking parishioners to take turns leading the Family Worship service. We took on the suggestion and three vestry members that very night agreed to lead! Letters were sent to parishioners we felt would be good leaders and the response has been wonderful. There are plenty of Holy Trinity parishioners that have joined us. What once was a burden has become a beautiful relationship between parishioners and families. This new development had revived Family Worship and given parents the support they needed.

We continue to use an online resource for lessons that is part of the Episcopal Church. Lessons for each FW Sunday are prepared by Eileen DeMings and emailed to leaders. Eileen goes over the lesson with the leader if needed. Therefore, a curriculum was not purchased this year, as the lessons are FREE! The lessons are aligned with the Common Lectionary year so families are learning the same Gospel stories as the others in church. We feel this is the core of our Christian Formation strategy- to learn alongside all generations.

Family Worship is a highly support ministry of Holy Trinity Church. We feel that God has called us to the right path of Christian Formation and we will continue to offer Family Worship in 2014. As with any ministry, we will review, revise, and adjust where needed. God has blessed us with many folks that make it happen and for that we are forever grateful.

Respectfully submitted by Eileen DeMings

TUESDAY NIGHT BIBLE STUDY

For a number of years, Kurt and Dorothy Frisch led a Tuesday night Bible study. The last meeting was held in August of 2013, at which time the group was studying the book of Luke. The schedules of three members changed such that they could no longer attend on Tuesday evening, so the decision was made to cease meeting on Tuesday evenings. Several members were able to meet in the morning instead, so a Bible study started meeting Tuesday mornings.

Respectfully submitted by Kurt and Dorothy Frisch

VACATION BIBLE SCHOOL ANNUAL REPORT

Vacation Bible School was held this year at Holy Trinity August 5-9 from 9-11:45. The theme this year was “Kingdom Rock”: Where kids stand strong for God. We had 15 campers by the end of the week. Staff included Holy Trinity parishioners, several from last year. The building was used well this year for VBS. Campers had an opportunity to be in the sanctuary, the parish hall, the undercroft, the backyard and two classrooms downstairs. Lunch was provided to all campers and staff made daily in the undercroft kitchen. A team of parishioners well prepared sets, decorations, and materials before the week started.

VBS was very well supported financially. Parishioners were given the opportunity to contribute in a variety of ways: Sponsorship of a camper, donation of food/snack items, and donation of materials for classes and/or participating in two fundraising events. We had an “Eat at Uno’s night” and a Fourth of July Cookout where all proceeds went to VBS.

Our mission project this year was a food drive for the local food pantry. The campers brought in canned food items into the “Royal Food Court” (Lady Chapel) and proceeded to build a castle out of the cans. The campers had to work together to build a strong castle; tall towers and mighty strongholds without letting the cans topple over. The multi-aged group managed this task with great pride. Over 100 cans of food were distributed.

On the Sunday that followed the end of the VBS week, we held a children’s service. The congregation was treated to VBS theme songs, a children’s sermon and a slideshow. This was a wonderful way to include everyone in the memories we had made all five days and to show the connection between VBS and “everyday” church life.

Vacation Bible School continues to be a ministry that is near and dear to Holy Trinity Church. It is the hope that in 2014 we can host VBS again and perhaps invite other churches to join forces to increase the amount of campers that are able to have the experience of seeing the love of Christ through fun filled summer days. VBS takes a village and we are grateful for all that worked all summer to make it happen.

Respectfully Submitted by Eileen DeMings

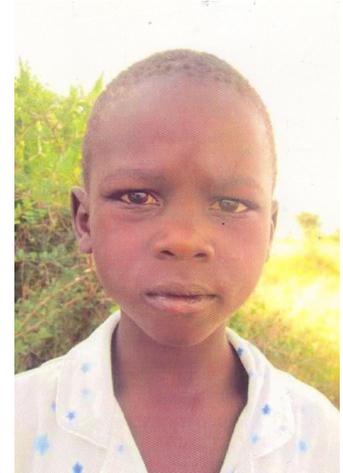
MISSION AND OUTREACH

CHILDREACH

Holy Trinity Church sponsors a child in Kenya, Africa through an agency called Plan USA.

Each year, Holy Trinity parish members help sponsor a child in Kenya, The sponsorship is \$30.00 a month to pay for the sponsorship. (several people can collaborate for a month) There is a sign-up sheet at the back of the church or you can call the parish secretary, 508-765-9559, and request a month to sponsor. Make your check to Holy Trinity Church with "sponsor child" in the memo and place in the collection plate or mail to the church: 446 Hamilton St. Southbridge, MA 01550.

All months were covered in 2013, and we hope to continue sponsoring Nicholas this year. Thank you to all who helped to make this ministry possible.



Nicholas
SC# 2066-801025919

Nicholas was born on November 22, 2004; he is now 9-years old. He lives with his mother, father, and a younger sister and brother in the Nyangoma area of Kenya, Africa along the shore of Lake Victoria. (This is where President Barack Obama's father was born and is buried.)

The family lives in a house made of mud and sticks with a corrugated metal roof. They get water from a rain catchment in the yard, and they share a latrine with neighbors. They are Christian and speak Luo. Nicholas walks 45 minutes to primary school. His favorite subject is Math.

Nicholas would like to receive letters from his adopted family, and he would especially like photos and children's drawings; a birthday card is always special. (Include the information below on all enclosures.) Whether you sponsor Nichols financially or not you can write to him. The parish children wrote to Nicholas as part of family worship in 2013

To write include this information: Holy Trinity Church S.S # 0328305 Nicholas Onyango Okondo # 2066-801025919 (F) Kenya.

Mail to: Plan USA, 155 Plan Way, Warwick RI 02886

You can also send a letter online; go to www.planusa.org/writingtips

Respectfully Submitted,

Chris Bolte and Susan Howland, for the team

COMMUNITY SUPPERS

The traditional Shrove Tuesday Pancake Supper was once again held very successfully in the undercroft. The supper, offered to the parish and community at large comprised pancakes, sausages, orange juice, milk and coffee, with an assortment of desserts.

For the second year we hosted a 3rd July BBQ offered to the parish and the community, the parish hall was set up buffet style with open seating at tables in a large U-shape. Beef burgers, hot dogs, and baked potatoes, lemonade and water were provided, parishioners contributed baked beans, and seasonal dessert. The event drew parishioners, neighbors from Hamilton Street and the wider community.

The Harvest Cookout was also hosted for the second year – in the parish hall which was set up as for the July BBQ. Italian Sausages, onion & peppers, baked potatoes and cider were provided, parishioners contributed

(Community Suppers Annual Report continued on page 17)

squash casseroles and apple desserts. The event drew parishioners and neighbors from the wider Southbridge community.

There was plenty of help for setting up, clearing up and contributions for all of the suppers – it is obvious the parish supports these opportunities for fellowship with one another and the wider community.

With gratitude and blessings

Tamsin Lucey

Be the change you wish to see in the world. Mahatma Gandhi

GATHERING ON HAMILTON STREET SUNDAY SCHOOL ANNUAL REPORT

We started 2013 much the same as we had in 2012. Gathering on Hamilton Street (GoHSt.) happened on the first and third Tuesday of every month. The church doors were opened at 4:00 p.m., soup was ready to eat by 5:00 p.m. The soup was made by parishioners from vegetables donated by Paoletti's and meat donated by Stearns Dressed Meats. The objective for GoHSt. remained the same, that the church doors be open to provide a warm and inviting place for parishioners and neighbors alike. On any given GoHSt. Tuesday, parish member's gathered for hot hearty soup, fellowship and conversation. By April 2013 it became obvious that although donations of vegetables, meat, and parishioners to help prepare the soup were forth coming, people attending GoHSt were declining, and those that did come were all parishioners. After much deliberation it was agreed to stop GoHSt evenings, Paoletti's and Stearns were informed and both assured us that should the need arise in the future they would be prepared to again offer donations of produce.

Respectfully submitted by Tamsin Lucey

"MEAL IN A BAG" (LOAVES & FISHES) MINISTRY ANNUAL REPORT

Throughout 2013 Holy Trinity parishioners have faithfully donated food items that were delivered to the Food Pantry housed in the parish center of Blessed John Paul II parish. Those in need may access this pantry monthly. During the year it became apparent that there was less help available to create the "meals in a bag" so the ministry moved to collecting food in Brown Paper bags that had a list of suggested items attached to them. This has proved very successful. The brown paper bags are available on the first Sunday of each month. The food is blessed on the last Sunday of each month. Josh Spooner continues to help with the deliveries. The ministry is now known as Loaves and Fishes.

The loose plate offering on the second Sunday of each month continues to support Food Share – the Emergency Food Pantry housed at Catholic Charities. Those in need may access this pantry a total of 6 times a year.

Without your contributions these ministries would not happen. Thank you for your contributions of food and money, both ensuring the ministry of providing food to those in need in our community.

Respectfully submitted

With gratitude and blessings

Tamsin Lucey

Be the change you wish to see in the world – Mahatma Gandhi.

MISSION AND OUTREACH COMMITTEE ANNUAL REPORT

What a blessing you all have been this past year to those in need around the world and the children of Camp Foscett. We received donations in the mission plate totaling \$1787.22. The following is a breakdown of those donations:

Episcopal Relief and Development Oklahoma Tornado Relief	\$600.37
YMCA Camp Foscett	\$198.00
Health Teams International Canada Cambodian Mission	\$373.99
Church World Service - Blankets	\$174.78
Episcopal Relief and Development Philippine Typhoon Haiyan Relief	\$302.00
Heifer Project/ to buy a sheep(\$120) and wherever needed	\$138.08

When I think of what these donations mean to those in need, I am filled with awe and gratitude. We are so blessed, and the mission plate is just one way in which our parish shares our blessings with others. Thank you all for your generosity, and may you all have a healthy and blessed 2014!

Suzy Sharp, Coordinator for The Mission Plate

WINTER CLOSET ANNUAL REPORT

The Winter Coat Closet opened for its seventh season on October 19, 2013. It was staffed by at least two volunteers every Saturday from 9 am until 11 am. Mrs. Sally Baum fulfilled the role again of the weekly volunteer. Mr. Bill Nelson joined the staff as a regular volunteer in November. The Coat Closet is very grateful for their dedicated service.

Each week, volunteers were asked to fill out a report with the following information: number of people served, number of coats given out, number of coats donated, comments and/concerns. According to the data, **200 coats** were given out this season! That is an increase from the previous year.

Advertising was increased this year and the Southbridge Evening News wrote an article about the Winter Coat Closet, thanks to Mr. Mark Ashton. The sign still needs to be replaced, but we decided to wait until the “off season”, as the sign is a major source of advertising.

A change in policy was put into effect this year: **ONE COAT PER PERSON**. It came to our attention that a population was taking advantage of our hospitality and taking too many coats per household. The new policy wards off anyone who is taking coats in excess.

We have a bulletin board in place with information of other local outreach programs and referred those in need

(Winter Coat Closet Annual Report continued on page 19)

to take a flyer that was appropriate. Since the Bethlehem Lutheran Church has a clothing sale at the Saturday Flea Market located at the former St. Mary's School in Southbridge, we sent any clothing donated there and vice versa if they received coat donations. Extra hats and mittens were sent to West Street School as an ongoing support ministry. A worker from Tradewinds in Southbridge made a connection with us and we will try to get a relationship going with that social organization. Mrs. Sally Baum kept up with thank you notes for special donations like handmade items and coat and mitten drives through the Sturbridge MOMS Club.

The EFC remains faithful to the Winter Coat Closet mission and donated \$50 towards the cost of oil to Holy Trinity Church. The EFC churches did a wonderful job of filtering coats at each meeting and/or during Saturday or Sundays. We are grateful for the support of our volunteers and donors and look forward to next year.

Respectfully Submitted by Eileen DeMings

ZUMBA ANNUAL REPORT

The 1 hour instructor led class, was open to the community for a free will donation, and took place on Wednesday's at 6:15 p.m. Attendance at the classes varied from 5 to 15, by in large are not Holy Trinity parishioners – we were reaching our target audience, the local community. People come from Southbridge, Sturbridge, Holland and Putnam Ct., all welcomed the opportunity to exercise in a welcoming no strings attached environment. In April 2013, without notice the instructor was no longer available to teach, after exhaustive attempts to find another instructor we had to admit that the classes would no longer take place.

In June Sharon Palmer approached us wishing to offer weekly Yoga classes, In August Charlene Pilon approached us wishing to start a second weekly Tai Chi class, in September Linda Davis approached us wishing to offer weekly Yoga classes, in November Forty Arroyo approached us wishing to offer 3 weekly dance exercise classes. It should be noted none of these were sought out by us! All have signed monthly rental agreements, with nominal rent (the vestry see these as mission and outreach opportunities). There are currently 8 different exercise classes offered, some during the day others in the evening. All offer drop in rates and by the session. All instructors expect to continue to offer classes in 2014.

Respectfully submitted, Tamsin Lucey

WARDENS' REPORTS

SENIOR WARDEN'S ANNUAL REPORT

It has truly been my privilege to serve as Senior Warden during 2013. I am amazed at what we have achieved this year. In January 2013, two days before the Annual Meeting, I was stranded (because of snow) at Heathrow Airport, it was total chaos: to my utter amazement a seat was available on a plane that got me back in the USA the day before the Annual Meeting. I knew then that God had "a plan". I had no idea what was in store for Holy Trinity or for me and I can tell you now that I was very apprehensive. I did not know "the plan". What I did know was that God would be with us all the time, that the Holy Spirit would guide us and that we had a good solid vestry, several of whom are previous senior wardens. I also knew that we had some good foundations already laid down: That Nancy Waugh, continuing, as Jr. Warden would be a tremendous resource and Rev. Judith Freeman Clarke as long term supply priest would help guide us through our transition. (Rev Judith remained with us through May) I knew I was, Holy Trinity would be, in good hands.

Just in case you haven't realized, this past year has been very eventful. Your vestry has been kept very busy, for it is they who oversee what happens at Holy Trinity Church. To recap: the Parish Profile Committee completed their appointed task on time and the Search Committee went into action. On behalf of the parish, thank you to all those committee members for your diligent hard work. The vestry accepted the Search Committees recommendation to call Fr. Richard Signore as our next priest – details of when he will start as our permanent half time priest will be known in early 2014.

Major building work was undertaken at the church this year: repairs to a crack in the balcony wall, window recesses, plaster repairs, the reconstruction of the Portico and repairs to the columns supporting the foyer entrance way. Electrical work was done at the church, updating fire exit signs and emergency lighting, new switches for lights in the parish hall and a working phone jack in the rector's office. Burner Boosters were installed to the both oil burners to improve the boiler efficiency. Dehumidifiers and energy efficient electrical heaters were purchased. The mold situation in the basement is in check, and our secretary and priest no longer have to work in cold rooms. Doors now have signs on them identifying the rooms. The foyer transformation has begun and will be completed at the beginning of 2014. The rectory was successfully sold, with the net proceeds invested to help offset the costs of the clergy housing allowance.

On behalf of the parish, I would like to thank Susan Howland for taking on the tasks of liaison for all the building work and as our representative for the sale of the rectory, both huge responsibilities.

Our sexton, Ken Bisson, of 8 years retired and will be sorely missed. We hired Hector Chapa who is proving to be a huge asset. At the end of the year we also hired Michaela Guy as Child Care Assistant to help with young children of families attending our services. The parish secretary had an annual review and the sexton a 3 month review. There are new rental contracts for monthly rentals and new rental agreements for single use rentals, there is a Social Media Policy and a CORI Policy in place and goals for the parish are being established. We have kept the Website up to date and Facebook postings active. We advertised Christmas services in the newspaper, on line and via Local Access Cable channels, with coordinated art work.

All this and more has been overseen by your vestry. On behalf of the parish, I would like to thank each vestry member, Peg Nelson, Ellen Lincourt, Mick Kalber, Suzy Sharp, Jean Frost, Susan Howland and Nancy Waugh for your diligence, support and hard work this year. Each of you have brought your gifts and talents to the vestry table and shared generously. Holy Trinity is very fortunate and truly blessed to have you on board. On behalf of the parish I also thank each of you for continuing to serve on the vestry in 2014. On behalf of the

(Senior Warden Annual Report continued on page 21)

vestry I would like to thank all who have served the parish this year, for sharing generously your, gifts, talents and Love of Christ with us and the world.

We are not done yet! In 2014 we will continue to listen intently, discern diligently and with grace and blessing 2014 will see us draw up a Position Description for our rector, celebrate the start of a new mutual ministry with Fr. Richard Signore, form a search committee for an organist/music director, do some repair work to the roof, work on attaining our 1 year goals and put actions in place to achieve our 3 year and 5 year goals. Holy Trinity will, with God's help and the guidance of the Holy Spirit, begin to realize and acknowledge who we are and what we can do – we are growing into the parish that is God's promised and preferred future for us: The Hands and Feet of Jesus on Hamilton Street.

What is clear to me now is that as the “plan” unfolded throughout the year, every member of the parish and congregation played their part, each, just as they needed to. The vestry was kept in prayers, supported by your words and actions every step of the way. I thank you, the parish, most sincerely for your faith, support and confidence.

With gratitude and blessings

Tamsin Lucey

Be the change you wish to see in the world. Mahatma Gandhi

JUNIOR WARDEN'S ANNUAL REPORT

It has been a privilege to serve this year with Tamsin. God had a new plan for HTC and for my personal life. The year started with uncertainty with my husband's health. I received a call from Lana assuring me that Tamsin would take the Sr. Warden position and I could continue as Jr. Warden. This was only one of the ways that the HTC community supported me. I felt supported through the prayers, calls, resource information and helping hands. Most of all my faith gave me the strength I needed to accept my role as a care giver and continue as Jr. Warden.

Thank you for the patience you have given our leadership team this year. During this year of transition we have made many changes and you all have been understanding and supportive. There were many committees this year that worked with the vestry. A Profile Committee and Search Committee called a new rector. Endowment Committee, Finance Committee, and Social Media Committee all presented the vestry with policies and procedures. The policies and procedures help us be good stewards and communicate the best practices of HTC. In addition, we had a small capital campaign to repair the portico and columns. Finally all the ministries worked together to develop one, three and five year goals for HTC. With God's help we have accomplished an amazing amount of work this year and I look forward to what God has in store for us in 2014.

Respectfully submitted

Nancy Waugh

ADMINISTRATIVE AND BUILDING

BUILDING AND GROUNDS STEWARDSHIP TEAM ANNUAL REPORT

In 2011 Holy Trinity changed the Wardens job description; the Jr. and Sr. Wardens became co-wardens, looking after the administrative and pastoral needs of the Parish. Previously the Jr. Warden oversaw building and ground. Since 2011 the vestry as a whole has been overseeing the building and grounds ministry, but this left the building and ground ministry without a point person. This year, with major support from the vestry, the Sr. Warden and Treasurer have executed the building and grounds projects, so we are writing this report.

As promised at the beginning of 2013, the funds not used to cover the expenses of a settled priest and seated organists were used to establish reserve funds and to address pressing building repairs. Because of the faithfulness of the Holy Trinity parishioners combined with the tremendous response to the portico/column restoration project we were able to complete the following:

- Repair a 15-year-old crack in the balcony, and assess the stability of the balcony arch, and church tower tie in.
- Repair the plaster to three window casings in the narthex and balcony, and repair water damage to plaster in the foyer.
- Repair the flat roof above the foyer and make it watertight.
- Restore the portico.
- Restore the foyer entrance columns.
- Repaint both front entranceways.
- Make electrical renovations to bring the church and parish hall fire exits and emergency lighting up to code.
- Purchase two small energy efficient heaters to heat the secretary and rector's offices, so only these small spaces are heated when used mid-week.
- Modify the two boilers to burn fuel more efficiently (Burner Booster Project); we are guaranteed a 15% reduction in oil usage, adjusting for degree-days.
- Purchase dehumidifiers to help address the problem of condensation and mold in basement rooms.
- Started an organ renovation to replace 61 leather diaphragms. This will repair the notes that are not sounding at present, and prevent others from failing. . The organ is part of the building and we must keep it repaired if we want it played.

Additionally Tamsin and Susan worked with our new sexton, Hector Chapa, to make minor repairs and assess the ongoing building needs to ensure Holy Trinity is a safe and welcoming church.

A number of fitness instructors approached us this year about using the Parish Hall and there are now fitness classes held most days of the week: yoga, tai chi, Zumba, and line dancing. Rental agreements have been updated; there are now agreements in place for all ongoing rentals (AA and exercise etc.), and new agreements were drawn up for single use rentals for both the undercroft and parish hall.

Finally, one of the major endeavors of 2013 was selling the rectory. The rectory, built prior to 1890, was in need of over \$25,000 worth of repairs and was a continual drain on parish finances and manpower for upkeep and utilities. The vestry worked diligently to find the best real estate agent and execute the sale; we closed on the sale September 13, 2013. The net proceeds (\$93,497.54) were put in a restricted endowment fund (by diocesan rules) and the income from this endowment will only be used to offset the cost of the clergy housing allowance.

(Building and Grounds Stewardship Team Annual Report continued on page 23)

While we have made good use of the funds not needed THIS year for clergy and organist we need to be intentional about how we will continue to maintain our almost 150 year-old church and nearly 50 year-old parish hall. There is still work that needs to be done to the roof, soffit, eaves, brick work, and a window repair, together with repainting the trim to the parish hall and church. It is our hope and prayer that a building and grounds team will form, with full vestry support, to see this dream to fruition within the next 5 years.

*In grateful service,
Susan Howland, Treasurer,
Tamsin Lucey, Senior Warden*

GREEN THUMB MINISTRY

This year we did a spring clean up in the front of the church. This included removing some dead bushes, pruning and adding to the front flower gardens. Mulch was also added to all the gardens to freshen up the finished look. In the fall there was a quick pruning and leaf pick up so that it will be ready for spring.

Before the sale of the parsonage Bart Krug and Greg Leonard cut away and pruned the front bushes that were covering the front steps and overhanging the porch area. Piles of old leaves and fallen branches were also removed from the front of the property.

As the Green Thumb Ministries begin in the spring of 2014 we look forward to adding on to the gardens and keeping the property of the Church in color for the four seasons!

*Thank you,
Bart Krug*

PARISH PROFILE COMMITTEE

In the fall of 2012, the Parish Profile Committee was prayerfully called upon to conduct a self-study and create an online document that tells our story- who we are TODAY and who God is calling us to become. This document would contain text, pictures, quotes and images that would be read by potential candidates during the search for our new priest.

Our work began by asking the congregation to complete a survey containing questions from the Office of Transitional Ministry and those questions we felt necessary for own data collection. The data was analyzed by the committee- each member pair studied and presented the finding to the larger group and the data, including quotes was used to write each section of the profile. Those sections included worship styles, demographics of our region, history, current ministries, etc.

During the months of January and February, the committee met several times for editing sessions. Each author presented his or her sections for review. Through spirited discussion, thoughtful insight, conscientious and diligent writing and rewriting (and more rewriting), the document was finalized. The text was then placed in a digital and artful format along with pictures to paint the true story of Holy Trinity Church. The parish profile was submitted to the OTM in March of 2013.

The process was labor intensive, professional, and spiritual and thought provoking. The committee is extremely proud of the parish profile and was very honored to have been a part of the process. The parish profile can be viewed at www.holytrinitysouthbridge.org and hard copies are available on loan from the church office.

Respectfully submitted, Eileen DeMings, Chair; Committee Members: Peg Nelson, Tamsin Lucey, Ellen Lincourt, Susan Howland, Barbara Wilson, Heather Bousquet, Bridgette Bachand, and Josh Spooner

SEARCH COMMITTEE

On March 20th of this year, as the parish profile committee finished up their work creating a wonderful profile to start our search process, the baton was officially passed to the search committee. We met under the direction of Ed Farrell and Archdeacon Bill Coyne who helped us along the way of a very prayerful (and ultimately very fruitful) search process.

Once our parish profile was complete, Ed Farrell was able to present our parish to possible candidates for consideration. We had our first interview with Rev. Richard Signore on June 6th and subsequent conversations and interviews led us to believe that Father Richard was indeed the right fit for our parish and an answer to our prayers. We realized along the way that a part-time rector search was a bit different than the traditional full-time search processes. As we were in need of supply priests starting in July, the Diocese thought it an acceptable solution to have Fr. Richard act as supply priest so we might have the opportunity to get to know each other better.

On August 12, Mick Kalber and I were excited and honored to present the search committee's Letter of Recommendation to the vestry and it was voted on and approved. Rev. Richard Signore accepted our invitation to join Holy Trinity Episcopal Church as Priest and will be officially starting in that capacity during the Spring of 2014.

Many thanks for the time, consideration & prayers to everyone who served on the Search Committee: Mick Kalber (liaison to the vestry), Pat Bair, Hope Wilson, Bobbi Helbig, Mary Bridgette Burns, Bart Krug, Pamela Graham & Sally Baum. It was truly a pleasure and blessing to work with each of you! We would also like to extend much gratitude and a huge WELCOME! to Father Richard and his wife, Nina.

*Respectfully Submitted,
Lana Pieczynski,
Chair, Rector Search Committee*

WEBSITE ANNUAL REPORT



Holy Trinity has had a web presence since 2007. Originally hosted by a parishioner's 20MB free internet web space, we have continually worked to improve our on line presence. We have had three webministers; Ellen Lincourt took over from Walter Helgeland in 2011 and quickly learned HTML to keep us up and running and current. Ellen had bigger dreams for the website and our new website was launched 18 months ago. Through Ellen's careful research and some tax advice from Susan the website and domain name, www.holytrinitysouthbridge.org, are hosted free of charge by DreamHost with no storage limit; the website is designed using free WordPress software. Ellen is the technical Webminister and Susan Howland is the content Webminister.

(Website Annual Report continued on page 25)

We hope the Website is used to the glory of God and all who would seek out a closer relationship with God. Please visit us at: www.holytrinitysouthbridge.org.

The vestry worked on a social media policy this year, and the subcommittee: Ellen, Tamsin, Peg and Fr. Richard presented a final draft that was adopted in December.

*Blessings,
Ellen Lincourt and Susan Howland
Annual Meeting, January, 2014*

FINANCE COMMITTEE ANNUAL REPORT

The finance committee is a committee of advice to the vestry; all decisions made at meetings go to the vestry for their consideration.

The finance committee met three times in 2013. The third meeting was to put together the budget.

During meetings we review the budget vs. actual reports to be sure we are staying within the budget or are intentionally making adjustments. Fund accounting was introduced this year; sub funds of the checking account are utilized to present a realistic picture of what money is available for each ministry area, to reserve funds for yearly bills, and to track restricted funds.

A purchase order form was developed and will be kept in the office and on the church computer. Time sheet were developed to track and document employee hours.

The committee followed the sale of the rectory and received reports from the endowment committee.

The committee has been working on the details of the clergy package.

To develop the 2014 budget we used the parish profile expectations of the Clergy, which also apply to our parish goals and went line by line to see if the expenses were in keeping with our mission priorities.

These thoughts emerged:

- Evangelism and Local outreach should be added as a budget line and funded. Budget items like publicity, intentional secretary time for communication, lay ministry attention to publicity, signs, free ad space in publications, and outreach projects similar to Cops for Kids.
- A few budget lines were renamed or relocated within the budget to better account for/explain these expenses: music, organist.

We set a goal of the end of 2013 to put a Financial Policy in place; a draft is in review at this writing.

The various chairs of ministries were contacted about their budgetary needs with the goal of having the ministry areas oversee their budgets and have spending authority. Financial administration notes were drawn up to identify who has spending authorization over the various budget lines and these notes will be incorporated into the financial policy in a broad way and then used yearly to review the mission driven budget.

Susan Howland, chair for the committee: Tamsin Lucey, Nancy Waugh, Lana Pieczynski, and Ed Bair

ENDOWMENT COMMITTEE ANNUAL REPORT

On January 7, 2013, the vestry adopted Endowment Fund Policies and Guidelines formally establishing a General Endowment Fund for Holy Trinity Church of Southbridge. The existing endowment funds are now included in this Endowment Fund keeping their original intention and restrictions. Two thousand dollars (\$2,000) from a gift of life insurance upon the death of Gertrude Brennan, was used to establish the Holy Trinity Legacy Fund. The Legacy Fund will receive all unrestricted bequests. Income only will be used from this fund for non-operating expenses, "to enable the PARISH to fulfill its mission more completely by developing its ministries beyond what is possible through its annual operating funds. Distributions from the fund therefore shall be limited to: (i) capital improvements of the PARISH; (ii) outreach ministries and grants; (iii) seed money for new ministries and special one-time projects; and (iv) such other purposes as are specifically designated by donors to the PARISH whose gifts are included in the FUND."

The Endowment Fund Policy calls for a 3-member committee to oversee the Endowment Fund. The vestry appointed the following committee: Mick Kalber, chair (3-year term expires 1/2016), Jean Frost, secretary (2-year term expires 1/2015), Susan Howland member (1-year term; term expires 1/2014.) Bill Pieczynski will be appointed for a 3-year term 1/2014.

The committee met once on May 7, 2013, and reviewed the portfolio and the various restrictions to ensure they are being met and made recommendations to the vestry.

The Endowment Committee made three recommendations adopted by the vestry in 2013:

1. The Emeline & George Watson Fund, which is not a true endowment fund, was started with a gift of \$1,500 from George Watson to be used for the purchase of sacramental wine and contributions for the Vigil Light in his wife's memory. Contributions made in memory of Robert Dannies were added to this fund. At the time this gift was given George Watson was aware that the fund would eventually run out of money. In light of this, the Endowment Committee felt it would be possible to preserve the principal by using only the income that is distributed quarterly. A motion was made to preserve the principle of the Watson Fund by using only the quarterly distribution as is done with the other funds. These monies will augment the altar guild budget for the purchase of sacramental wine and vigil lights.
2. The Fitzpatrick Fund distributions will not be taken from the Fitzpatrick Fund until there is a scholarship to be awarded. Candidates should submit a letter of application to the rector and wardens. Criteria for this award are church membership, need, good character and the desire to better oneself and begin anew, not necessarily previous standards of scholarship. Distributions from the first quarter of the current year and the 2nd, 3rd and 4th quarters of the previous year will be available for the award. If there are no candidates for a particular year then the income will be added to the principal. Request that the Trustees for the Diocese of Western Mass change the quarterly earnings of the Fitzpatrick Fund from distribution to reinvestment. The motions were seconded and approved.
3. The Legacy Fund will be reinvested to allow it to grow.

Our portfolio is managed by the Trustee for the Diocese of Western Massachusetts, a corporation that manages the diocesan funds and allows parishes to invest as well. The fund is managed like a mutual fund, uses socially responsible investing practices, and has low management fees. They use a set percentage to distribute income (interest, dividends and capital appreciation) from the fund, which is based on a 12 rolling quarter average. This practice protects investors from the highs and lows of market fluctuation.

On September 30, 2012, our portfolio was \$366, 833.32. On September 30, 2013, our portfolio was \$390, 026.11, an increase of 6.32% The Legacy fund and the Clergy Housing allowance fund were added to the portfolio bringing the total to \$485,576.53. The 4th Quarter reports are not available at this writing.

Respectfully Submitted,

The Endowment Committee: Mick Kalber, Jean Frost, and Susan Howland

TREASURERS REPORT

Operating Budget

Income: overall income exceeded the budget by \$7,783.46: Budget: \$123,972.00 Actual: \$131,755.64.

Why?

- Holy Trinity Parishioners are generous!
- Super fundraisers: Yard Sale: Karen Ballou and team; Rice-O-Rama: Hope Wilson and team; Pies, Tamsin Lucey and team; all the VBS angels. \$3, 945.93 total; \$1,945.93 over budget.
- Sale of the rectory allowed us to put the net rectory rental income into the operating budget.
- The checking account was changed into an interest bearing account: \$460.65 in interest for 2013.

Expenses: overall expenses were less than budget by \$28,489.81; not including the money that was spent for capital improvements is 2013. Budget: \$123,972.00. Actual \$92,513.72

Why?

- Music was under budget by \$6,188, because we did not have a seated organist.
- Clergy was under budget by \$25,447.97, because we did not have a settled priest.
- Many other lines were under budget, some because the funds were not needed and others because of frugal spending. (Our Church secretary is a bargain hunter.)
- In addition we did not have to take the budgeted reduction for unpaid pledges, because of people who over paid their pledge.
- The two lines that were over budget:
 - Insurance: \$10, 280 is for two years; the 2013 insurance was paid in 2013 and 2014 insurance was paid by 12/31/13, avoiding \$60 in financing charges.
 - Oil is \$4,903.03 over budget; the oil tank was nearly empty in January 2013, so we had to buy oil for most of the winter, but we should have enough oil for the remainder of the 2013-14 season.

Non-operating Budget

- The un-budgeted capital improvements were \$25,470.90; of that, \$9,615 was received from the Portico fundraiser.
- We were able to recover all the Rectory sale expenses from the gross proceeds: \$97,993.61. The net proceeds from the Rectory sale were \$93,497.54, which was placed in a permanent endowment fund, income only, for clergy housing allowance; income is currently reinvested until needed.
- Parrettie Endowment income was \$6,701.51, and Parrettie request grants were \$7,093.81, in addition to the \$2,400 transferred to the Rector's discretionary fund.
- The Rector's discretionary fund inflow was \$2,400.03, with \$1,748.52 given in alms.
- The mission plate offerings were \$1,787.22, with \$2, 508.19 given: \$720.97 from the 2012 offering.
- \$360 was sent to Childreach/PLAN to sponsor Nicholas in Kenya; \$360 was donated to sponsor him.
- The 2013 United Thank Offering was \$651.
- There were no Fitzpatrick Scholarship requests in 2013; the income is now reinvested until needed.
- \$2,000 of the Brennan gift was used to start the Holy Trinity Legacy Fund.

Respectfully Submitted, Susan Howland, Treasurer

Holy Trinity Church 2013
Budget vs. Actual YTD
 January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
Operating Income/Expense			
Income			
Income All Other			
4099 - All Other Donations	649.02	500.48	148.54
4040 - Checking Interest	460.65	0.00	460.65
Total Income All Other	1,109.67	500.48	609.19
Fundraising- Operating Budget			
4986 - VBS Income	1,198.15		
4295 - Coffee Donations	100.48		
4085 - Fundraising			
Yard Sale			
Attic treasurers and Books	785.15		
Lunch	101.85		
Tables	130.00		
Yard Sale Expense	-405.53		
Total Yard Sale	611.47		
Pies	189.00		
4085 - Fundraising - All Other	1,846.83	2,000.00	-153.17
Total 4085 - Fundraising	2,647.30	2,000.00	647.30
Total Fundraising- Operating Budget	3,945.93	2,000.00	1,945.93
Rental Income			
4952 - Rectory Rental Income	820.00		
4095 - AA Fix-Friday	495.00	420.00	75.00
4094 - AA/ALANON- Tues (Canceled)	150.00	420.00	-270.00
4093 - AA-Sunday (Reduced fee)	1,350.00	1,500.00	-150.00
4092 - Tai Chi (Added class)	460.00	420.00	40.00
4090 - Rental Income-general (yoga, exercise, other)	1,365.00	1,200.00	165.00
Total Rental Income	4,640.00	3,960.00	680.00
Flowers			
4089 - Flowers- Easter	385.00	0.00	385.00
4088 - Flowers-Christmas	105.00	0.00	105.00
4087 - Flowers-Weekly	435.00	0.00	435.00
Total Flowers	925.00	0.00	925.00
Pledge Offering			
4013 - Pledge - Last Year	1,101.00	0.00	1,101.00
4015 - Pledge - Next Year	425.00	0.00	425.00
4014 - Pledge - Current Year (Includes \$100 received In 2012)	106,152.73	105,991.92	160.81
Total Pledge Offering	107,678.73	105,991.92	1,686.81
Plate Offering			
4009 - Plate Offering - All Other	2,241.95	999.60	1,242.35
4923 - Vigil Light	75.00	0.00	75.00
4004 - Christmas Offering	1,398.00	999.90	398.10
4003 - Easter Offering	310.00	500.00	-190.00
4002 - Initial Offering	132.00	100.00	32.00
4001 - Loose Plate	1,265.88	1,000.00	265.88
Total Plate Offering	5,422.83	3,599.50	1,823.33

**Holy Trinity Church 2013
Budget vs. Actual YTD
January through December 2013**

	Jan - Dec 13	Budget	\$ Over Budget
Trust Income			
4053 - Fannie Wall Interest (Altar Guild)	204.48	200.00	4.48
4048 - Watson Fund Interest (Wine)	34.43	115.00	-80.57
4047 - Shepherd Interest (Undesignated)	161.53	235.00	-73.47
4046 - Wells Interest (Music Program)	6,971.37	6,700.00	271.37
4044 - Hobbs Interest (Undesignated)	143.11	145.00	-1.89
4043 - Storey Interest (Undesignated)	518.56	525.10	-6.54
Total Trust Income	8,033.48	7,920.10	113.38
Total Income	131,755.64	123,972.00	7,783.64
Expense			
5000 - net of unpaid/underpaid/overpaid	100.81	2,008.52	-2,807.71
Rectory			
5211 - Rectory - Water/Sewer	595.00	800.00	-205.00
5205 - Church Expense for Rectory	0.00	2,500.00	-2,500.00
Total Rectory	595.00	3,300.00	-2,705.00
Liturgical/Music			
5277 - Music	193.00	100.00	93.00
5267 - Wine	35.96	65.04	-29.08
5266 - Altar Supplies	616.64	800.00	-183.36
Total Liturgical/Music	845.60	965.04	-119.44
Program			
5299 - All Other Operating Expense	177.56	500.00	-322.44
5222 - Postage	469.35	950.00	-480.65
5221 - General Supplies/Office Expense			
5224 - Copier Expense	118.37	500.00	-381.63
5221 - General Supplies/Office Expense - Other	645.91	600.00	45.91
Total 5221 - General Supplies/Office Expense	764.28	1,100.00	-335.72
5303 - Sexton Supplies	532.60	500.00	32.60
Total Program	1,943.79	3,050.00	-1,106.21
Christian Formation-Youth			
5986 - VBS Expense	701.88		
5235 - Christian Ed, K-12 Materials	240.90	1,599.92	-1,359.02
Total Christian Formation-Youth	942.78	1,599.92	-657.14
Christian Formation-Adult			
5296 - Hospitality	124.95	150.00	-25.05
5011 - Ecumenical Council	50.00	50.00	0.00
5290 - Stewardship	0.00	50.00	-50.00
5239 - Church Library/Magazines/Tract	122.00	150.00	-28.00
5236 - Christian Education Material	81.84	370.00	-288.16
5195 - Leadership Development	150.00	50.00	100.00
Total Christian Formation-Adult	528.79	620.00	-291.21

Holy Trinity Church 2013
Budget vs. Actual YTD
 January through December 2013

	Jan - Dec 13	Budget	\$ Over Budget
Staff			
Staff expense	171.00		
5118 - Workers Comp	693.00	357.00	336.00
5116 - Staff FICA	1,066.13	1,087.32	-21.19
5107 - Sexton Salary	6,511.28	6,888.00	-376.72
5103 - Secretary Salary	7,424.32	7,324.20	100.12
Total Staff	15,865.73	15,656.52	209.21
Church			
5278 - Organ and Piano Maintenance	517.00	600.00	-83.00
5252 - Telephone Church	1,092.79	1,100.00	-7.21
5317 - Blanket Insurance	10,280.00	5,308.00	4,972.00
5301 - Church Repair/Maintenance			
5301 - Church Repair/Maintenance - Other	3,197.23	6,037.00	-2,839.77
Total 5301 - Church Repair/Maintenance	3,197.23	6,037.00	-2,839.77
5204 - Utilities- Water/Sewer Church	764.99	900.00	-135.01
5203 - Utilities - Electric Church	2,002.70	2,100.00	-97.30
5202 - Utilities - Gas Church	818.26	550.00	268.26
5201 - Utilities - Oil Church	17,903.03	13,000.00	4,903.03
Total Church	36,576.00	29,595.00	6,981.00
Music Program			
5106 - Organ supply	6,500.00		
5105 - Organist Salary	0.00	12,688.00	-12,688.00
Total Music Program	6,500.00	12,688.00	-6,188.00
Clergy			
Travel Expense	3,092.84		
5102 - Clergy Supply	10,069.42		
5127 - Clergy Reimbursables	188.77		
5101 - Clergy Salary	0.00	38,799.00	-38,799.00
Total Clergy	13,351.03	38,799.00	-25,447.97
Flower Expense			
5089 - Easter Flowers	215.00	0.00	215.00
5088 - Christmas Flowers	240.00	0.00	240.00
5087 - Flowers weekly	380.00	0.00	380.00
Total Flower Expense	835.00	0.00	835.00
Diocesan Assessment	14,530.00	14,530.00	0.00
Total Expense	92,513.72	123,972.00	-31,458.28

**Holy Trinity Church 2013
Budget vs. Actual YTD
January through December 2013**

	Jan - Dec 13	Budget	\$ Over Budget
Non-Operating Income/Expense			
Restricted Income			
4942 - Parrette Income	6,701.51		
4910 - Rector's Discretionary Income	0.03		
Designated Income			
4920 - Memorial Gifts Received	1,150.00		
4903 - In/Out Income (Sexton's gift)	206.00		
4922 - Food Share-2nd Sun Loose Plate	349.68		
4912 - Good Friday Offering	165.00		
4906 - UTO	651.00		
4401 - Childreach	360.00		
4400 - Mission & Outreach	1,787.22		
4939 - Pastoral Staff	105.00		
4042 - Buckley Interest tangible property	2,556.71	2,509.24	47.47
4900 - Fitzpatrick Interest (Reinvested)	120.72		
Flower Fund (donation to offset cost vs. actual)	750.00		
Portico: used for Portico Project, capital improvement	9,615.00		
<i>Total Designated Income</i>	<u>17,810.33</u>	<u>2,509.24</u>	<u>15,307.09</u>
Total Non-Operating Income	24,517.87	2,509.24	22,008.63
Other Expense			
5942 - Parrette Disbursements	7,093.81		
5910 - Rector's Discretionary Expense	1,748.52		
Designated Expense			
5903 - In/Out Expense (Sexton's gift)	205.95		
5922 - Food Share - Out	349.68		
5912 - Good Friday Offering-Out	165.00		
5906 - UTO - Expense	651.00		
5401 - Childreach-Out	360.00		
5400 - Mission and Outreach	2,508.19		
5939 - Pastoral Staff Expense	152.00		
<i>Total Designated Expense</i>	<u>4,391.82</u>		
5302 - Church, Capital Improvement	25,470.90	0.00	25,470.90
Total Non-Operating Expense	38,705.05		
RectorySale Liquidation (transferred to endowment)	93,497.54		

Respectfully submitted,
Susan Howland, Treasurer
12/31/2013

**Holy Trinity Church 2013
Statement of Cash Flow
As of December 31, 2013**

Cash Accounts

<i>Main Checking Account</i>	Cash on Hand 1-1-2013	\$21,591.37	
	Plus voided checks from 2012	\$104.75	
<i>Savings Account</i>	Cash on Hand 1-1-2013	\$50.62	
<i>Petty Cash</i>	Cash on Hand 1-1-2013	\$200.00	
	Cash on Hand 1-1-2013		\$21,946.74
<i>Additions</i>	Total Operating income	\$131,655.64	
	Total Other income	\$17,816.33	
	Security deposits (Keys)	\$80.00	
	Total Income		\$149,531.97
<i>Disbursements</i>	Total Operating Expense	\$92,513.72	
	Total Capital Improvements	\$25,470.90	
	Total Non operating Expense	\$4,391.82	
	Total Expense		\$122,376.44
<i>Transfers</i>	Transfer to Parrettie (error)	\$0.02	
	Transfer to RDA: reimburse funeral 2012	\$50.00	
	Transfer Legacy Fund	\$2,000.00	
	Transfer Fitzpatrick Fund	\$356.73	
	Total Outflow		\$124,783.19
	Cash on Hand 12-31-13		\$46,695.52
<i>Summary</i>			
<i>Balances</i>	HTC Main Checking	\$46,630.90	
	Savings Account	\$10.62	
	Petty Cash	\$54.00	
	Cash on Hand 12-31-13		\$46,695.52
<i>Asset</i>	Transfer of assets: Rectory Sale to Clergy Housing Fund	\$93,497.54	
<i>Liability</i>	Security Deposits	\$80.00	
	Next years' pledge	\$425.00	

Rector's Discretionary Fund Checking Account

	Cash on Hand 1-1-2013		\$562.05
<i>Additions</i>	Interest	\$0.03	
	Transfer From Parrettie Fund 1004	\$2,400.00	
	Reimburse account from checking	\$50.00	
	Total additions		\$2,450.03
<i>Disbursements</i>	Total Disbursements	\$1,748.52	
	Cash on Hand 12-31-13		\$1,263.56

Parrettie Fund Checking Account

	Cash on Hand 1-1-2013		\$4,445.97
<i>Additions</i>	Income from Parrettie Trust Fund	\$6,701.51	
	Transfer from checking (error)	\$0.02	
<i>Disbursements</i>	Parrettie recipients	\$7,093.81	
	Transfer to Rector's Discretionary Fund	\$2,400.00	
	Cash on Hand 12-31-13		\$1,653.69

Susan Howland, Treasurer
31-Dec-13

**Holy Trinity Church 2013
Statement of Financial Position
As of December 31, 2013**

		<u>Dec 31, 13</u>
ASSETS		
Current Assets		
Checking/Savings		
1003 - HTC Main Checking		
Reserve Fund	5,000.00	
Designated Funds		
Altar Guild Fund	185.00	
Clergy Sabbatical & CE	500.00	
Next Year's Pledge	425.00	
Insurance Reserve	450.00	
Equipment Fund	1,000.00	
Flower Fund	705.00	
Brennan Reserve	8,961.29	
Fuel Fund	5,015.35	
Music Fund	2,500.00	
Building Reserve		
Toddler Room	330.00	
Portico Fund	160.00	
Building Reserve - Other	<u>13,349.15</u>	
Total Building Reserve	13,839.15	
VBS	1,201.15	
Memorials	<u>1,150.00</u>	
Total Designated Funds	35,931.94	
1003 - HTC Main Checking - Other	<u>5,698.96</u>	
Total 1003 - HTC Main Checking	<u>46,630.90</u>	
1004 - HTC Parrettie Checking	1,653.69	
1005 - Petty Cash	54.00	
1015 - Southbridge Savings	10.62	
1025 - Rector's Discretionary Fund	<u>1,263.56</u>	
Total Checking/Savings	<u>49,612.77</u>	
Other Assets		
Trust Funds	Market value as of 9/30/2013	
1115 - HTC Clergy Housing Fund	93,497.54	
1114 - Holy Trinity Legacy Fund	2,052.88	
1112 - Emeline & George Watson Fund	1,519.50	
1111 - Fitzpatrick Fund	5,822.10	
1110 - Fannie Wall Fund	4,564.93	
1109 - Shepherd Fund	3,606.02	
1108 - Hobbs Fund	3,158.72	
1106 - Wells Fund	153,867.88	
1105 - Buckley Fund	56,429.89	
1104 - Storey Fund	11,445.26	
1101 - Parrettie Fund	<u>149,611.81</u>	
Total Trust Funds	<u>485,576.53</u>	
Liabilities		
Current Liabilities		
Other Current Liabilities		
4015 - Pledge - next year	425.00	
1028 - Security Deposits	<u>60.00</u>	
Total Other Current Liabilities	<u>485.00</u>	
Total Current Liabilities	<u>485.00</u>	

Respectfully submitted,
Susan Howland, Treasurer December 31, 2103