



2021 ANNUAL REPORT



ANNUAL MEETING JANUARY 23, 2022

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

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**Annual Parish Zoom Meeting for Year 2020
January 31, 2021**

Minutes from the 2020 Annual Parish Meeting of Holy Trinity Church

The meeting was called to order at 9:36 A.M. by Fr. Richard using Zoom due to the Pandemic.

A recorded message from the Bishop of hope and support for the parish for the coming year was shared.

Lynn Garland read the list of communicants in good standing. Parishioners were asked to reply here if in attendance.

A motion was made, seconded, and carried to accept the minutes from the 2020 annual meeting. The service continued with Psalm 111.

John Grant had presented the Treasurer's report and the vestry-approved 2021 balanced budget of \$115,534 in an informational meeting preceding the 9:30 A.M. service.

John Grant presented his report during the annual meeting. The 2021 Annual Budget was received by the parish.

Fr. Richard thanked John for his service.

The slate of officers, vestry members and convention delegates were presented by Lynn Garland:

Lynn Garland, Senior Warden

Susan Howland, Junior Warden

Nancy Waugh, Treasurer

Peg Nelson, Clerk

Lana Pieczynski, Vestry Member *(filling 2nd 3-year term expires January 2024)*

Lorraine Brumskine, Vestry Member *(filling 2nd 3-year term expires January 2024)*

Eileen DeMings, Vestry Member *(filling out a 3-year term expires 2023)*

Josh Spooner, Vestry Member for a 3-year term *(Appointed 9/2020 filling out 1st 3-year term expires January 2022)*

Convention delegates:

Lorraine Brumskine, vestry delegate

John Grant, non-vestry delegate

Robin Yates, vestry alternate delegate

Cat Reith-Lowry, non-vestry alternate delegate

At 10:01 A.M. Fr. Richard opened the floor for any additional nominations.

The service continued with the homily.

At 10:20 called for nominations from the floor. Hearing none nominations were closed.

A motion was made, seconded, and approved to accept the uncontested slate as presented.

Lynn Garland presented her Senior Warden's annual report.

Fr. Richard thanked Lynn for her service.

Fr. Richard opened the floor for discussion of any old or new business. Joe DiSalvatore inquired if there was any plan to return to in-service worship. Fr. Richard explained there are no definite dates for returning. Relying on the diocese for their guidance about the safety to return.

Annual meeting closed at 10:33. A motion to adjourn the meeting was made, seconded, and approved.

The service continued with the commissioning of the elected offices, vestry members, and convention delegates.

Following the Peace parishioners were offered an opportunity to share God Moments. The zoom meeting is a welcome opportunity usually a part of in-service worship. God Moments cannot be shared on Face Book Live.

The service continued with communion.

Respectfully submitted,

Nancy Waugh

Secretary for the 2020 Annual Meeting

VESTRY MOTIONS IN 2021

January 13, 2021

- A motion was made, seconded, and approved to accept the December 2020 vestry meeting minutes.
- A motion was made, seconded, and approved to accept the December 2020 treasurer's report.
- A motion was made, seconded, and approved to accept \$500 donation received in September to the Dirlam fund.
- A motion was made, seconded, and approved to accept \$2,000 donation received in December to the Dirlam fund.
- A motion was made, seconded, and approved to accept \$240 donation to the legacy fund.
- A motion was made, seconded, and approved to accept the finance committee's proposed budget.
- A motion was made, seconded, and approved to contract with Steve Hasbrouck to do an outside audit.
- A motion was made, seconded, and approved to make the changes to reduce the trash contract.

February 10, 2021

- A motion was made, seconded and approved to accept the January 13, 2021, vestry meeting minutes.
- A motion was made, seconded and approved to accept the January 2021 Treasurer's report, with adjustments.
- Motions were made, seconded and approved to accept the following committee memberships:
- Parrettie Committee: Lynn Garland, Sr. Warden, Susan Howland, Jr. Warden, Barbara Kalber, Lana Pieczynski, Tamsin Lucey; Nancy Waugh and Fr. Richard ex-officio, voice, no vote.
 - Endowment Committee: Mick Kalber, chair 2019- 2022, 3rd term expires Annual Meeting of 2022 (term limit expires); Bill Pieczynski, 2020-2023, 3rd term expires Annual Meeting of 2023 (term limit expires); Jean Frost, 2021-2024, 3rd term expires Annual Meeting of 2024 (term limit expires); Treasurer and Rector ex-officio.
 - Pledge Secretary: Mick Kalber.
 - Finance Committee: Susan Howland, chair, Nancy Waugh, Peg Nelson, Josh Spooner.
 - Building Committee: Tamsin Lucey, Nate Lowery, Brian Canty, Susan Howland (Greg Nikolla, sexton, advisor to the committee).
 - Stewardship Committee: Lynn Garland, Nancy Waugh

March 10, 2021

- A motion was made, seconded and approved to accept the February 10, 2021, vestry meeting minutes, as amended.
- A motion was made, seconded and approved to accept the February 2021 Treasurer's report.
- A motion was made, seconded and approved to order 3,000 gallons now and hoping for \$2.35/gallon.

April 14, 2021

- A motion was made, seconded and approved to accept the March 10, 2021, vestry meeting minutes, as amended.
- A motion was made, seconded and approved to accept the March 2021 Treasurer's report.
- Susan presented a motion by the Finance Committee to move savings to the building fund to pay for the handicap railing. The vestry seconded and approved the motion.
- A motion was made, seconded and approved to move the \$2,000 diocesan grant into the equipment fund to be held for future technology needs.

May 12, 2021

- A motion was made, seconded and approved to accept the April 14, 2021, vestry meeting minutes.
- A motion was made, seconded and approved to accept the April 2021 Treasurer's report.
- A motion was made, seconded and approved to withdraw \$450 from the Fitzpatrick Fund for a scholarship for graduating senior Abby Bullard, who will attend URI in the fall.

The vestry seconded and approved a motion from the Building Committee to replace the concrete pad outside the fire exit door in the hallway closest to the Undercroft at a cost of \$500.

June 9, 2021

A motion was made, seconded and approved to accept the May 12, 2021, vestry meeting minutes.

A motion was made, seconded and approved to accept the May 2021 Treasurer's report.

A motion was made, seconded and approved to accept the audit report and to implement the corrections noted by Steve.

A motion was made, seconded and approved to accept the adjusted Parochial report with amended Trust fund figures for year end.

A motion was made, seconded and approved to buy two new dehumidifiers.

July 14, 2021

A motion was made, seconded and approved to accept the June 9, 2021, vestry meeting minutes, as corrected.

A motion was made, seconded and approved to accept the June 2021 Treasurer's report.

August 10, 2021

A motion was made, seconded and approved to accept the July 14, 2021, vestry meeting minutes.

A motion was made, seconded and approved to accept the July 2021 Treasurer's report.

September 8, 2021

A motion was made, seconded and approved to accept the August 11, 2021, vestry meeting minutes, as amended.

A motion was made, seconded and approved to accept the August 2021 Treasurer's report.

September 22, 2021 – Special Meeting

A motion was made, seconded and unanimously approved to hire Mother Judith as a part-time interim priest.

October 13, 2021

A motion was made, seconded and approved to accept the September 8, 2021, vestry meeting minutes, as amended.

A motion was made, seconded and approved to accept the September 22, 2021, special vestry meeting minutes.

A motion was made, seconded and approved to accept the September 2021 Treasurer's report.

November 10, 2021

A motion was made, seconded and approved to accept the October 13, 2021, vestry meeting minutes, as amended.

A motion was made, seconded and approved to accept the October 2021 Treasurer's report.

A motion was made, seconded and approved that we close the windows until April 1.

A motion was made, seconded and approved to purchase 4 COVID self-test packages (8 tests) for Fr. Richard.

A motion was made, seconded and approved to apply for a grant from the Daughters of the King for our Liberia project.

December 8, 2021

A motion was made, seconded and approved to accept the November 10, 2021, vestry meeting minutes.

A motion was made, seconded and approved to accept the November 2021 Treasurer's report.

A motion was made, seconded and approved to accept a resolution certifying Mother Judith's cash salary, \$30,182 (\$25,250 salary + 4,932 health insurance benefit) of which \$23,400 is her designated housing allowance.

Respectfully Submitted,
Peg Nelson, Clerk

WORSHIP

ALTAR GUILD REPORT

Many worker bees contribute to our weekly Sunday worship, including musicians, ushers, readers, Lay Eucharistic Ministers, and, of course, the Altar Guild. We set the table for each Eucharist with prayerful consideration for the sanctity of the communion elements and appreciation for the beauty of our crosses, the history of our candleholders and the light of our candles. We take pride in caring for the beautiful vestments and linens, many of which are memorials to loved ones.

The work is easy, and the hours are short, but oh so pleasing and gratifying. This year's Altar Guild annual report is a nudge to encourage your interest in this ministry. You can talk with Mick and Barbara Kalber, Nancy Waugh, Suzy Sharp, or Bill and Peg Nelson to learn more and perhaps indicate your interest.

Respectfully Submitted, Peg Nelson

ORGANIST/CHOR DIRECTOR'S REPORT

Another year has come and gone and I thought by now we would be back to singing out hymns during the church service. The music had to change as we struggled with the virus as it completed its up and down cycles. I enjoy playing the organ and I love playing hymns, so I have searched for instrumental music that contained familiar hymns that many of us could recognize. So even though we couldn't sing them, we could enjoy listening to them.

This year has been a tough year for me as I recuperated from an operation in June. Thankfully, the tumor was benign, but the recovery time from the surgery took longer than I expected. I was able to return to playing the organ on August 22nd only to have 3 members of my family contract Covid 19 at the end of October causing me to miss more time at church.

Missing my time at church, as an organist, is always hard for me. I have not missed many Sunday mornings in all the years I have been a church musician. I went into the operation with some peace. I was scared, but I knew my family and I would face whatever the outcome. During my recovery, I prayed and thought carefully about my future and I came to the decision that, for a while, I could not play in church every Sunday and work full time at WPI. Since WPI would not allow me to go part time, I decided to spend one weekend a month to rest and spend time with my family. I plan the music for Sunday mornings on Wednesday nights. On Saturdays I practice for the church service and I spend 2-3 hours at the church. Sunday mornings I arrive at the church between 8:45-9:00 to prepare for the start of the service. When I am not playing, I will have that time to devote to my family and to rest.

Our church musicians have helped us during this time and thank you for the giving of your time. Please thank Joe DiSalvatore, Susan Howland, Lynn Garland, Jean Frost, John Grant, Lana Pieczynski, and Father Richard for their assistance. I appreciate the giving of your time and talent to fill in when I was away and to add to our service when I reach out to you.

Sadly, we ended the calendar year saying goodbye to Fr. Richard and Nina. Christmas Eve was a sad service for me as I said good-bye to my boss, spiritual mentor, and friend. I will miss Nina's singing in the choir and Fr. Richard's music selections.

I am looking forward to working with Mother Judith as Holy Trinity continues its spiritual growth under the direction of Mother Judith. I have worked with many ministers and they have offered their own spirituality and energy to the worship service. Each time I have grown in my own spirituality. I look forward to having the choir sing when it is safe to do so. Let's pray it is soon.

God Bless, Anne M Bouvier-Monroe, organist

USHER REPORT

I would like to express my thanks to Susan Grant, Robin Yates, Marilyn Theodoss, Trisha O'Brien-Briere and Nancy Waugh who served as ushers when we were finally able to return to in-person worship. They provided a warm and reassuring welcome to all those who joined us on Sundays.

Blessings,
Lynn Garland, Ushers Report

PASTORAL CARE

EPISCOPAL CHURCH WOMEN REPORT

Holy Trinity Episcopal Church Women is an ad hoc group who keep their ears and eyes open for parish and community needs.

We started 2021 in the middle of compiling a "Pandemic Cookbook". The cookbook was finalized in June 2021 and is available, along with other Holy Trinity Cookbooks on our website: <https://www.holytrinitysouthbridge.org/episcopal-church-women-ecw/pandemic-cookbook-2020-2021/>

For Lent Eileen DeMings got us "launched" with the Good Book Club, Journeying through the Gospel of Mark. We met in the ECW Facebook Group and shared reflections as we read passages.

We did not hold our 31st Annual Christmas Cookie Sale this year; maybe we can bring it back in 2022!

Worshipfully submitted,
Susan Howland, January 7, 2022

HOSPITALITY REPORT

This has been a difficult year for hospitality. We were unable to gather for our usual Coffee Hour for most of the year due to the pandemic restriction. It was a joyful day when we were finally able to begin sharing coffee and light refreshments in the fall. While we know that we may have period restrictions as the pandemic continues, we are grateful for the times we are able to gather together this way.

I would like to give a special thanks for our long-time hospitality organizer, Barbara Wilson, who stepped down from this position during the pandemic. Thank you also to Susan Grant, who has taken on this role.

Blessings,
Lynn Garland

STEWARDSHIP PRAYER TEAM REPORT

The stewardship campaign this year was "Every Perfect Gift" and you are all gifts to this faith community. I would like to thank Lynn Garland, Susan Grant and Marie Smoker for their stewardship talks. Lynn Garland spoke about the gift of sharing. Susan Grant spoke of the gift of love in action. Finally Marie Smoke talked about the gift of helping a stranger and St. Luke's Guest House. The inserts also were about the gift of worship, the gift of faith, the gift of relationships and the gift of wonder.

This year we did not have a breakfast with the in gathering of pledge cards because we were planning a farewell lunch for Fr. Richard. Fr. Richard was a perfect example of the gift of faith and worship.

Nancy Waugh
Co-Chair Stewardship team

DAUGHTERS OF THE KING REPORT

The one constant in life is said to be change. This certainly has been a year of change here at Holy Trinity Church. I think we have all felt the uncertainty in the changes both in our parish and in all things on a national and global level. It has been a year in seeking God's guidance and discerning through prayer where the Lord is leading us and what He is calling us to do.

The Daughters of the King are charged with our purpose in prayer and mission. We maintain a prayer list, which we pray daily, petitioning for the healing, guidance, and special concerns of our parish, country and world, in addition to praying for the departed and mourning of our parish.

The "Daughters" are also members of the Mission and Outreach Committee. We continue to focus on ministry by identifying eligible charities to be recipients of our mission plate donations. We identify charities on local, national, and international levels which we feel reflect the overall mission of our church. We thank everyone who has donated to our

mission plate over the past year. Every donation matters, as it empowers us as a parish to better the lives of those in need.

In 2020, the "Daughters" initiated a new "companion relationship" with the Sons and Daughters of the King (SDOK) in Buchanan, Grand Bassa County, Liberia. Back then, it was our goal to establish a ministry of prayer and aid focused on providing essential supplies for the children of Liberia.

This past year, we have developed and deepened that companion relationship and ministry of prayer and aid. Our companion relationship with the SDOK in Liberia started out as "a getting to know you" and "fact -finding experience", via Zoom meetings. We have come such a long way since those initial meetings.

The highlight of this year was on August 15th when Julia Duncan-Cassell came to visit us here at Holy Trinity Church. Julia is a member of the Episcopal Church in Buchanan, Liberia and is president of her local chapter of the SDOK. Julia, through her presentation, gave us a first-hand account of the plight of the Liberian children, especially the girls. She also spoke about the devastating effects of the pandemic on the people of this poor nation. Seeing her photos of the children, especially the young girls and hearing her testimony of how the Episcopal Church, through their schools and ministry is providing a safe haven for them, in a country torn by poverty and violence, was very impactful in our call to aid in this important ministry.

Our mission of aid continues to provide critically needed children's clothing, school supplies, toiletries and P.P.E. (face masks, bleach, disinfectants wipes, etc.). Monetary donations are vital in funding the shipping costs of these supplies to Liberia. In 2021, through the generosity of our parishioners, we filled four large barrels and a tote full of essential supplies and donated \$625.00 for the shipping costs to some of the most needy children and families in Liberia.

The need is real and on-going. The pandemic has only exacerbated the poverty and devastation in Liberia. Every item that is donated and every barrel that is shipped, makes a significant difference for the children who have so little.

I end my report with a note of heartfelt thanks to all those who have supported these ministries through prayers and donations. It matters! Matthew 25-40 states: "I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me."

For His Sake,

Susan L. Grant

President of the Mary and Martha Chapter of the Daughters of the King and the DOK Team

CHRISTIAN EDUCATION AND NURTURE

Family Worship

The following is a year in review for the activities of Holy Trinity's Family Worship group during the ongoing covid-19 pandemic.

January 2021: Zoom Agape Supper. Families participated in a star craft. Materials were selected and delivered to homes and the craft was led by Cat Reith Lowery. There was excellent attendance .

February 2021:

1. Zoom Pancake Supper. Parish members came together on zoom to participate in our beloved Shrove Tuesday pancake supper. After fellowship, kids made pages to adorn our Alleluia banner, headed up by Lynn Garland and Trish O'Brien .

2. Ashes After school were administered by Father Richard at the church.

March 2021:

1. In person, outdoor Stations of the Cross. Families were invited to meet on Good Friday for a safe, outdoor in person walk on the grounds of St. Anne's St. Patrick's. Christine Nesluan set up this meeting and it was very meaningful . Kids and parents as well as a few parishioners joined us for the walk.

2. Flowering of the Cross and Palm Sunday. We experimented with zoom during the remote service so families could worship separately but together.

April 2021: Easter Service online.

May 2021: Back to in person service, however, we did not meet during Sunday service.

Summer 2021: Family Worship services were not implemented.

August 2021: Blessings of the backpacks by Father Richard

October 2021: Costumes and cupcakes for Halloween

December 2021:

1. Children and youth were asked to help with the Celebration party for Father Richard.
2. Christmas Eve message given by Cat Reith- Lowery

Family Worship has not formally met for Sunday worship during the Covid 19 pandemic, but we have strived to keep in touch.

We would like to thank our Wardens, Lynn Garland and Susan Howland, for moral and technical support.

Our goal for 2022 is to meet with the new leadership team along with Mother Judith to resume a more formal Christian Education Program in order to continue educating our families in the Episcopal Faith.

VACATION BIBLE SCHOOL REPORT

Vacation Bible School was not held due to the pandemic.

MISSION AND OUTREACH

CHILDREACH REPORT



Our sponsor child is Nicholas Onyango Okondo. Born on November 22, 2004, he is now 17 years old. We would like to sponsor him until he is 18.

Nicholas lives with his mother, father, and a younger sister and brother in the Nyangoma area of Kenya, Africa along the shore of Lake Victoria. 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 school and for health care. His favorite subject is Math.

We need \$35.00 a month to pay for the sponsorship. There is a sign-up sheet at the back of the church or you can call the Church, 508-765-9559, and leave a message to request a month to sponsor. Make your check to Holy Trinity Church with "sponsor child" in the memo, put in the collection plate, or mail to the church: 446 Hamilton St. Southbridge, MA 01550. You can also pay through our online giving at Tithely <https://tithe.ly/give?c=83701> All months were covered in 2021; we hope to continue sponsoring Nicholas in 2022. **Thank you to all who helped to make this ministry possible.**

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 welcomed. Include the information below on all enclosures

Whether you sponsor Nichols financially or not you can write to him. 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 by email. Send to Susan Howland howlands@charter.net and she will send it on for you.

Respectfully Submitted, Susan Howland, for the team

MISSION AND OUTREACH REPORT

The Mission and Outreach Committee this past year was comprised of Fr. Richard, Suzy Sharp, and Daughters of the King members: Lorraine Brumskine, Susan Grant, Susan Howland, and Robin Yates. The committee has been charged with identifying 501c3 (not for profit) charities to be recipients of our mission plate donations. In choosing eligible charities, we are mindful to include those on the local, national and international levels which we feel reflect the overall mission of our church. Each year, we pray and vote on which charities to fund, choosing from several eligible charities. We welcome suggestions from our parishioners of names of eligible charities (501c3) for consideration in funding our mission and outreach programs.

The following is the list of organizations funded and the amounts given through our mission plate donations over the past year:

Mission & Outreach 2021 (Mission Plate Donations)		
Jan/February	Worcester Community Action Council	\$113.00
March/April	Doctors Without Borders	\$191.10
May/June	Trees Water and People	\$191.10
July/August	St Luke's Guesthouse	\$310.10
September/October	Episcopal Relief and Development	\$121.10
November/December	Episcopal Church in Navajoland	<u>\$262.24</u>
Total Mission and Outreach		1,188.64

We on the committee often receive thank you letters from these charities. Each and every dollar we donate represents a life that has been made a little better by our donations. We want to personally thank everyone who has donated during the past year. It has been an incredibly challenging and financially difficult year for so many of our brothers and sisters locally and globally due to the pandemic. Reaching out in mission is one of the pinnacles of love and hope that exemplifies our parishioners.

Sincerely,
Susan L. Grant
Member of the Mission and Outreach Committee



UNITED THANK OFFERING REPORT

“Enter his gates with thanksgiving and his courts with praise; give thanks to him and praise his name.” (Psalm 100:4)

I want to thank all who continued to fill their Blue Boxes during this second difficult year. In the midst of it all there were still opportunities to be thankful.

The Diocesan Convention was held virtually again in 2021, but our combined offering of \$808.00 was sent to join with the other UTO offerings from around the world.

In Gratitude,
Susan Howland
January 7, 2022

WINTER COAT CLOSET REPORT

Thank you to all who donated to the Winter Coat Closet! We were open for eight weeks this season and followed all Covid protocols with no known issues. Through your donations, we were able to give away 322 winter coats and lots of scarves, hats, gloves and mittens too! The generosity of so many in our community never fails to inspire us.

With gratitude & prayerful good wishes for the new year,
Chris McTigue, Coordinator, Winter Coat Closet

WARDENS' REPORTS

SENIOR WARDEN'S REPORT

I would like to express my gratitude for the vestry and parish members who have worked faithfully through this second year of the pandemic to ensure that Holy Trinity continues to operate smoothly so we can shine the light and love of Jesus on Hamilton Street.

Our vestry members this year were Josh Spooner, Eileen DeMings, Lorraine Brumskine, Robin Yates, Rose Reith and Lana Pieczynski,. The Executive Committee was Lynn Garland Sr Warden; Susan Howland, Jr Warden; Nancy Waugh, Treasurer and Peg Nelson, Secretary. In addition to the pandemic, we also met the challenge of Fr Richard's retirement and calling a new Priest In Charge. This group pulled together to meet these challenges with faith and dedication. I would like to especially acknowledge Rose Reith and Josh Spooner who will be going off the vestry this year.

The building committee, chaired by Tamsin Lucey, also continues to do an amazing job keeping up with the repair needs of our aged building. A major repair job that was done this year was replacing the railing on the handicap ramp. A special thanks for Brian Canty who remodeled an area of the undercroft for use by the Coat Closet ministry, and for Will Pieczynski who gave it a fresh coat of paint.

I would also like to thank the Daughters Of The King: Susan Grant, Lorraine Brumskine, Robin Yates, Susan Howland and Laura Gervais. They not only maintain active prayer for our parish, they have also supported an important outreach ministry to Liberia.

Special thanks also to Eileen DeMings for taking the lead in creating special worship activities for the children outside of Sunday morning.

Most of all, thank you to all our parish members for your faithful attendance, in-person and on-line.

Yours in Christ,
Lynn Garland
Sr. Warden

JUNIOR WARDEN'S REPORT

When I wrote the 2020 Jr. warden's report I was filling a void left by Diane Nichol's death. But, I served again in 2021 and will now serve in 2022 to assist with continuity and stability. The Bishop held Zoom meetings again in 2021 to support wardens in the diocese, and I attended when possible on behalf of Holy Trinity bringing back any useful information to the vestry.

My primary work as Jr. Warden had been to keep an eye on Communications, which I continued in 2021 (see Website and Communications report). But, with Fr. Richard's retirement announcement, the warden's role became more day-to-day with added responsibility.

Lynn and I worked as a team on a 6-month plan to facilitate a smooth transition and a joyous farewell celebration for Fr. Richard. This could not have been accomplished without the solid support of the executive committee, the vestry and the whole parish, and I am endlessly grateful for this support! The Farewell celebration for Fr. Richard and Nina on December 5th was elegantly and efficiently organized by a small group of parishioners. Sixty people, including most of our children, gathered in-person for the first time in almost 2 years to say good-bye.

I am looking forward to this new "chapter" at Holy Trinity with Mother Judith Lee, the vestry, our parishioners, and whoever God brings through our doors.

With Blessings in Christ,
Susan Howland, Jr. Warden
January 10, 2022

ADMINISTRATIVE AND BUILDING

BUILDING AND GROUNDS REPORT

2021 found the Building Committee, Fr Richard, The Executive Team and Vestry using email and text to communicate allowing navigation of building issues both routine and challenged.

On behalf of the leadership, parishioners and staff we heartily thank all that in 2021, contributed: time, energy, effort, resources and finances to the building we warmly refer to as Holy Trinity Church; because of you the building continues to house our services, mission and outreach. This includes a small but very dedicated group who mow the grass, cut back bushes, rake leaves and keep weeds at bay, as well as plant flowering plants periodically throughout the year.

What follows is a summary of the monthly Building Committee reports to the vestry. Several major projects were undertaken some by choice some by necessity. Numerous small and not so small tasks were taken on by Sexton Greg Nikolla, our trusty handy man Brian Canty and various parishioners. All done in a timely and “in their stride” manner.

It is worth noting that despite considerable heavy rain periodically throughout the year the building committee are happy to report that there appears to have been NO leaks into the building at all. It seems that the repairs done in 2019 and 2020 took care of the leaks... we remain, of course, with fingers crossed and continued prayer.

To start, some small but very significant tasks:

Securing a new cover for the drain outside the undercroft entrance door took some doing, not a stock item and needing to be metal not plastic, it had to be custom made by a blacksmith. The original drain cover had rusted through in several spots, was allowing debris to enter the drain pipe and was a trip hazard.

New emergency light fixtures were purchased for the parish hall. Greg arranged for them to be professionally installed at no charge.

The boiler annual insurance inspections took place in February. No issues were identified but work to a rusted pipe was recommended. Although the building committee agreed to do this work in the off season it was overlooked. This will be rectified early in 2022.

The annual cleaning of both boilers and checking the steam heating system took place in October. No issues were identified and the heating systems worked without too many hiccups both at the beginning of the year and at the end of the year.

The annual fire extinguisher inspection took place twice in 2021. The first, was a Covid 19 delayed 2020 inspection. A leaking 30-year-old extinguisher was replaced. The 2021 inspection in November put us back on our normal annual inspection schedule.

We passed the semiannual Food Service Inspection in May and the annual Food Service Inspection in November with flying colors. After petitioning the Board of Health, Holy Trinity was granted a fee exemption.

Due to Covid 19, building use restrictions remain in place, with the result that less trash is being generated. We contracted with our waste disposal company for a smaller trash barrel which has saved us a small amount of money. It is just fine for our current needs.

Major sorting out of family worship resources took place and items to be stored were moved from the parish hall to the undercroft, then to a classroom. Discussion continues regarding where and how they will eventually be stored.

Holy Trinity received a donation of all the necessary equipment to install WiFi to the lower level. WiFi was successfully installed in the undercroft, installation to the classrooms is at the discretion of those doing the installation.

On behalf of the parish Tamsin Lucey met with our new neighbors at 448 Hamilton St.

2 New dehumidifiers were purchased 1 was a replacement and 1 to be used to address concern for mold and mildew in the stairwell to the lower level.

Greg Nikolla continues to do an excellent job as sexton completing all the regular cleaning duties and other items in his job description with due diligence and good cheer. To list a few other items, Greg: installs and removes the window A/C unit in the office; installs, empties daily/as needed 5 dehumidifiers that help keep the stairwell and lower-level mildew/mold free; encounters bats in the church and parish hall at least 2 or 3 times a year; sprays for ants wherever

they turn up; cuts down brush and weeds at the bottom of the fire escape so that parishioners have a fighting chance of keeping them under control. Greg was able to take his annual time off carried over from 2020 and for 2021.

Greg remained responsible for snow clearance through the 2020/2021 winter season and he accepted the position of snow clearance for the 2021/2022 winter season.

Three rather involved projects were undertaken in 2021:

To provide a dedicated space for the Coat Closet, renovation of the largest storage area in the undercroft were undertaken: removal of old drop ceiling tiles, cleaning and painting the ceiling grid, purchasing and installing new ceiling tiles, repairing walls, installing base board, constructing shelves, cleaning and painting walls and trim, and installing hanging racks. This work was carried out over a period of at least 8 months with materials and time being donated by parishioners. The Coat Closet have expressed their thanks.

The railings for the handicap ramp needed to be replaced. This project proved to be quite tedious and took several months. It was finally completed in November. Thanks go to a teen parishioner's girl scout troop for removing the old railings and to a parishioner for taking away all the debris.

Repairs to the cement stairs to the undercroft entrance were undertaken and completed just before the winter. The hand rail will be installed before the annual building inspection in January. We were advised by the building contractor to use a smart melt with calcium chloride pellets ice/snow melt on the concrete walk ways NOT sand and salt.

The 2021 annual building and fire inspections required several projects to be undertaken before the 2022 building and fire inspections. The following were duly completed:

Installing a commercial self-closing door mechanism on the fire exit door at the end of the classroom hallway. Done at no cost.

Replacing the concrete "pad" outside the fire exit door in the undercroft hallway.

All the external doors be numbered both inside and out and a chart submitted to the Fire Department for reference purposes.

All the emergency light units to be noted on a chart and a log maintained with date of installation date battery changed, and date each unit is tested.

A copy of the fire system annual test report was furnished to the Fire Department.

The Building Inspector requires a fire escape inspection once every five years for the stairs from the parish hall. This was not previously required. Various local structural engineers, Church Insurance, and the Building Inspector were contacted none were able to furnish an inspection report. *We refer back to the Building Inspector for a recommendation of where to find someone prepared to do the inspection.*

Respectfully submitted

Tamsin Lucey & Susan Howland - Building Committee Co-Chairs

Jean Frost, Nate Lowery, Brian Canty – Committee Members

WEBSITE AND COMMUNICATIONS REPORT



Holy Trinity's investment in on-line communication continued to be critical in 2021. Even when we returned to in-person services some committees continued to meet by Zoom We purchased a "streaming" laptop and returned Fr. Richards office laptop and resumed streaming to Facebook Live in October even though we were worshipping in person. It has been a challenge to keep abreast of copyright law, and the changing requirements for streaming the liturgy and music.

Internet connections are always subject to disruption, but our switch to Spectrum Cable has increased our internet speed and the Audio and Visual experience on Facebook Live and Zoom is fairly reliable.

The diocese offered a grant of up to \$2,000 for technology expense incurred to stream the service and conduct virtual meetings. An application was submitted in 2021 and we received the \$2,000, which has been put in reserve for future technology needs.

The website is now under revision and when Mother Judith arrives expect to see some changes. The recording of the service is regularly made available on our Facebook page, and on our website.

The MailChimp E-Newsletter continues to be a good resource for reaching parishioners. We still send postal mail to those who do not have email.

As the communications “point-person” I have attempted to keep leaders connected and the information flowing especially after Chris Bolte’s resignation and Fr. Richard’s retirement on 12/31/21. Emily Thompson has done a great job as our interim secretary working with the various people involved with ministry at Holy Trinity.

Susan Howland, Communications
January 9, 2022

FINANCE COMMITTEE REPORT

The mission and purpose of the Finance Committee is to serve as stewards of the financial resources of the parish. While the Vestry has ultimate responsibility for all the resources of the parish, the Finance Committee can share this responsibility, and that of the treasurer, by bringing its knowledge and experience to bear on parish financial matters.

The Finance Committee is a Committee of advice to the Vestry. The Vestry approves its members.

The responsibilities of the Finance Committee are to provide the Treasurer with a group of thoughtful, committed members of the parish with whom the treasurer can discuss ideas and parish financial matters, and assist in the development of the annual parish budget.

The Finance Committee met three times by Zoom in 2021 and shared emails for further discussion. In July our parish secretary, who was doing the bookkeeping, resigned. To assist the treasurer and for best financial practices and separation of duties, members of the finance committee took over some “bookkeeping” responsibilities, providing oversight for transfers, 2nd signature on purchase orders and bank reconciliations.

A draft budget was presented to the vestry in October. By the time the majority of the pledge cards were received we did not have a significant deficit and resolved to budget reserve funds for a balanced budget. But, in December we were able to balance the budget without using any reserve.

I am grateful for our dedicated treasurer and dedicated finance committee: Nancy Waugh, Peg Nelson, and Josh Spooner We also are grateful for the work of our long-time pledge secretary, Mick Kalber, our bookkeeper, Chris Bolte, for ½ of 2021 and for Nancy Waugh who as treasurer took over the bookkeeping.

As always, we pray for the needs and ongoing work of the church and ask for your prayers as well

Susan Howland, chair for the committee: Nancy Waugh, treasurer, Peg Nelson, and Josh Spooner
January 7, 2022

TREASURER’S REPORT

I started as treasurer in February and with the resignation of Chris Bolte in June I assumed the additional bookkeeping duties.

In a year when there could have been unfulfilled pledges with the economy affected by Covid the pledges were on budget. Thank you to all for making your pledging to Holy Trinity a priority.

The total income vs budget was underbudget by \$10,585. The following are explanations of the income lines:

- We had budgeted for an unfilled pledge of \$5,400 with pledges being fulfilled this line was underbudget.
- We received pledges for the prior year of \$4,371 and this is not budgeted.
- The trust funds earned \$521 more in interest income than budgeted.

The expenses were over budget \$1,690. The following are explanations of some of the budget lines:

- There was a gas bill from December 2020 paid in January 2021 because the bill was not received for \$94.
- The electric was overbudget \$528 and it is thought that the dehumidifiers caused a spike in usage during the summer.
- Hospitality was over budget due to our catered farewell lunch for Fr. Richard.
- Capital improvement was overbudget due to the replacement of the handicap railings expense of \$13,350.
- Staff expenses were underbudget with the reduction of hours of the secretary and organist have resulted \$3,175 underbudget.
- The repair to the undercroft stairs was completed January so the invoice will be paid in 2022.

Thank you to the finance committee for their support during this first year as treasurer.

Respectfully submitted

Nancy Waugh

Treasurer

**Holy Trinity Church 2021
Budget vs. Actual
January through December 2021**

	<u>Jan - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Flowers			
4087 · Flowers-Weekly	229.38	0.00	229.38
4088 · Flowers-Christmas	110.00	250.00	-140.00
4089 · Flowers- Easter	240.00	250.00	-10.00
Total Flowers	<u>579.38</u>	<u>500.00</u>	<u>79.38</u>
Fundraising- Operating Budget			
4085 · Fundraising			
4989 · Coffee Donations	16.00	75.00	-59.00
4085 · Fundraising - Other	0.00	500.00	-500.00
Total 4085 · Fundraising	<u>16.00</u>	<u>575.00</u>	<u>-559.00</u>
Total Fundraising- Operating Budget	16.00	575.00	-559.00
Income All Other			
4040 · Checking Interest	363.93	400.00	-36.07
4086 · Online giving fees (Tithe.ly)	-201.20	-300.00	98.80
4099 · All Other Donations	1,042.00	150.00	892.00
Total Income All Other	<u>1,204.73</u>	<u>250.00</u>	<u>954.73</u>
Plate Offering			
4001 · Loose Plate	579.47	500.00	79.47
4002 · Initial Offering	53.00	60.00	-7.00
4003 · Easter Offering	959.00	550.00	409.00
4004 · Christmas Offering	741.02	600.00	141.02
4009 · Plate Offering - Regular/ Other	1,152.28	2,200.00	-1,047.72
4923 · Vigil Light	3.00		
Total Plate Offering	<u>3,487.77</u>	<u>3,910.00</u>	<u>-422.23</u>
Pledge Offering			
4013 · Pledge - Last Year	4,370.90		

4014 · Pledge - Current Year	89,134.33	88,994.00	140.33
Total Pledge Offering	93,505.23	88,994.00	4,511.23
Rental Income			
4090 · Rental Income	4,140.00	4,140.00	0.00
Total Rental Income	4,140.00	4,140.00	0.00
Trust Income			
4043 · Storey Interest	590.69	580.00	10.69
4044 · Hobbs Interest	174.32	170.00	4.32
4046 · Wells Interest	8,557.04	8,400.00	157.04
4047 · Shepherd Interest	109.71	100.00	9.71
4048 · Watson Fund Interest	82.90	81.00	1.90
4053 · Fannie Wall Interest	249.05	243.00	6.05
4054 · Clergy Housing Interest	5,335.64	5,221.00	114.64
4055 · Buckley Interest	3,088.65	3,038.00	50.65
4060 · Legacy Fund Interest	2,547.71	2,500.00	47.71
4061 · Dirlam Fund Interest	2,430.13	2,312.00	118.13
Total Trust Income	23,165.84	22,645.00	520.84
5600 · Unfulfilled Pledges	0.00	-5,480.00	5,480.00
Total Income	126,098.95	115,534.00	10,564.95
Gross Profit	126,098.95	115,534.00	10,564.95
Expense			
Christian Formation-Adult			
5195 · Leadership Development	70.00	200.00	-130.00
5236 · Christian Education	100.50	350.00	-249.50
5290 · Stewardship	0.00	50.00	-50.00
5296 · Hospitality			
5295 · Coffee	26.55	100.00	-73.45
5296 · Hospitality - Other	651.14	100.00	551.14
Total 5296 · Hospitality	677.69	200.00	477.69
Total Christian Formation-Adult	848.19	800.00	48.19
Christian Formation-Youth			
5235 · Christian Ed, Family Worship	0.00	500.00	-500.00
Total Christian Formation-Youth	0.00	500.00	-500.00
Church			
5201 · Utilities - Oil Church	7,237.60	7,525.00	-287.40
5202 · Utilities - Gas Church	1,238.72	1,000.00	238.72
5203 · Utilities- Electric Church	3,028.37	2,500.00	528.37
5204 · Utilities- Water/Sewer Church	811.23	900.00	-88.77
5206 · Trash/Recycle	413.50	580.00	-166.50
5252 · Telephone/Internet Church	1,329.64	1,390.00	-60.36
5278 · Organ and Piano Maintenance			
Organ major repairs	642.00		
5278 · Organ and Piano Maintenance - Other	570.00	700.00	-130.00
Total 5278 · Organ and Piano Maintenance	1,212.00	700.00	512.00
5301 · Church Repair/Maintenance	3,366.32	5,000.00	-1,633.68
5302 · Church, Capital Improvement	14,772.66	5,800.00	8,972.66
5317 · Building/Liability Insurance	8,361.00	8,277.00	84.00
Total Church	41,771.04	33,672.00	8,099.04

Clergy			
Clergy Sabbatical Fund	0.00	400.00	-400.00
5101 - Clergy Salary			
5101b - Clergy Bonus	1,000.00		
5120 - Clergy Medical/Dental/Life	792.00	792.00	0.00
5101 - Clergy Salary - Other	30,182.16	30,182.00	0.16
Total 5101 - Clergy Salary	31,974.16	30,974.00	1,000.16
5102 - Clergy Supply	0.00	750.00	-750.00
5115 - Clergy FICA	2,309.04	2,309.00	0.04
5127 - Clergy Reimbursables	50.98	2,030.00	-1,979.02
5242 - Clergy Continuing Ed	0.00	250.00	-250.00
Total Clergy	34,334.18	36,713.00	-2,378.82
Diocesan Assessment	9,374.00	9,374.00	0.00
Evangelism			
5001 - Parish Visibility	159.27	200.00	-40.73
Total Evangelism	159.27	200.00	-40.73
Flower Expense			
5087 - Flowers weekly	163.50	0.00	163.50
5088 - Christmas Flowers	200.00	250.00	-50.00
5089 - Easter Flowers	519.50	250.00	269.50
Total Flower Expense	883.00	500.00	383.00
Liturgical			
5266 - Altar Supplies	564.44	650.00	-85.56
5267 - Wine	0.00	80.00	-80.00
Total Liturgical	564.44	730.00	-165.56
Music Program			
5105 - Organist Salary			
5105a - Organist FICA	707.45	796.00	-88.55
5105b - Organist Continuing Ed	0.00	175.00	-175.00
5105c - Organist Bonus	150.00	100.00	50.00
5105 - Organist Salary - Other	8,633.36	10,400.00	-1,766.64
Total 5105 - Organist Salary	9,490.81	11,471.00	-1,980.19
5106 - Organ supply	200.00	500.00	-300.00
5277 - Music	361.00	250.00	111.00
Total Music Program	10,051.81	12,221.00	-2,169.19
Program			
5221 - Office Supplies	160.41	450.00	-289.59
5222 - Postage	547.80	600.00	-52.20
5224 - Copier Expense	1,636.66	1,625.00	11.66
5299 - All Other Program Expense	350.00	422.00	-72.00
5303 - Sexton Supplies	179.05	300.00	-120.95
Total Program	2,873.92	3,397.00	-523.08
Staff			
5103 - Secretary Salary			
5103a - Secretary FICA	504.71	609.00	-104.29
5103b - Secretary bonus	50.00	150.00	-100.00
5103 - Secretary Salary - Other	6,547.72	7,956.00	-1,408.28
Total 5103 - Secretary Salary	7,102.43	8,715.00	-1,612.57

5107 · Sexton Salary			
5107a · Sexton's FICA	552.92	577.00	-24.08
5707b · Sextons bonus	150.00	100.00	50.00
5107 · Sexton Salary - Other	<u>7,540.08</u>	<u>7,540.00</u>	<u>0.08</u>
Total 5107 · Sexton Salary	8,243.00	8,217.00	26.00
5118 · Workers Comp	<u>1,019.00</u>	<u>495.00</u>	<u>524.00</u>
Total Staff	<u>16,364.43</u>	<u>17,427.00</u>	<u>-1,062.57</u>
Total Expense	<u>117,224.28</u>	<u>115,534.00</u>	<u>1,690.28</u>
Net Ordinary Income	8,874.67	0.00	8,874.67
Other Income/Expense			
Other Income			
Designated Income			
4911 · Other designated income	4,422.00		
4922 · Food Share& 2nd Sun Loose Plate	418.42		
4951 · Building Fund	<u>257.55</u>		
Total Designated Income	5,097.97		
Restricted Income			
4400 · Mission & Outreach	1,187.29		
4401 · Childreach	399.35	420.00	-20.65
4405 · DOK Liberia Project - in	455.00		
4900 · Fitzpatrick Interest	450.00		
4906 · UTO	808.00		
4912 · Good Friday Offering	25.00		
4920 · Memorial Gifts Received	310.00		
4942 · Parrettie Income	8,162.98	8,904.00	-741.02
4960 · Endowment Additions	<u>2,240.00</u>		
Total Restricted Income	<u>14,037.62</u>	<u>9,324.00</u>	<u>4,713.62</u>
Total Other Income	19,135.59	9,324.00	9,811.59
Other Expense			
Designated Expense			
5911 · Other designated expense	2,107.00		
5922 · Food Share - Out	<u>588.42</u>		
Total Designated Expense	2,695.42		
Restricted Expense			
5400 · Mission and Outreach	1,188.14		
5401 · Childreach-Out	420.00	420.00	0.00
5405 · DOK Liberia Project - out	250.00		
5900 · Fitzpatrick Scholarship	450.00		
5906 · UTO - Expense	808.00		
5910 · Rector's Discretionary Expense	1,375.00		
5912 · Good Friday Offering-Out	25.00		
5942 · Parrettie Disbursements	<u>6,770.86</u>		
Total Restricted Expense	<u>11,287.00</u>	<u>420.00</u>	<u>10,867.00</u>
Total Other Expense	<u>13,982.42</u>	<u>420.00</u>	<u>13,562.42</u>
Net Other Income	<u>5,153.17</u>	<u>8,904.00</u>	<u>-3,750.83</u>
Net Income	<u>14,027.84</u>	<u>8,904.00</u>	<u>5,123.84</u>

Nancy L Waugh 1/8/2022

**HOLY TRINITY CHURCH
STATEMENT OF POSITION**

Dec 31, 21

ASSETS

Current Assets

Checking/Savings

1003 - HTC Main Checking

Budget Reserve 2,298.86

Temporarily Restricted Funds

Building Fund 6,078.96

Christian Formation Extra Budget 4,000.00

Clergy sabbatical & CE 4,811.00

DOK Liberia Project 410.00

ECW Funds 545.03

Endowment Additions 2,240.00

Family Worship - VBS 1,596.94

Flower Fund 728.28

Legacy Fund Income 3,731.39

Memorials Fund 1,671.68

Mission and Outreach

Mission Donations 2,538.32

Total Mission and Outreach 2,538.32

Organ Maintenance Fund 1,842.39

Total Temporarily Restricted Funds 30,193.99

Vestry Designated Funds

Altar Guild Fund 1,872.26

Equipment Fund 2,172.15

Fuel Fund 11,331.34

Holy Trinity Savings Fund 25,960.70

Total Vestry Designated Funds 41,336.45

1003 - HTC Main Checking - Other 9,436.00

Total 1003 - HTC Main Checking 83,265.30

1004 - HTC Parrettie Checking 5,005.29

1005 - Petty Cash 3.81

1025 - Clergy Discretionary Fund 1,859.10

Total Checking/Savings 90,133.50

Total Current Assets 90,133.50

Other Assets

Trust Funds

Balances as of 9.30.2021

1101 - Parrettie Fund 187,236.37

1104 - Storey Fund 13,263.37

1105 - Buckley Fund 69,353.87

1106 - Wells Fund 192,142.38

1108 - Hobbs Fund 3,914.33

1109 - Shepherd Fund 2,516.35

1110 - Fannie Wall Fund	5,712.96
1111 - Fitzpatrick Fund	10,116.30
1112 - Emeline & George Watson Fund	1,901.62
1114 - Holy Trinity Legacy Fund	58,527.80
1115 - HTC Clergy Housing Fund	122,385.11
1116 - John C. Dirlam Fund	56,492.21

Total Trust Funds	<u>723,562.67</u>
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Total Other Assets	<u>723,562.67</u>
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TOTAL ASSETS	<u><u>813,696.17</u></u>
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Nancy L Waugh 1/8/2022

Holy Trinity Church, Southbridge

2022 Budget

Income		
Flowers		500.00
Fundraising		50.00
Income All Other		150.00
Plate Offering		5,029.00
Pledge Offering		84,066.00
Rental Income		4,260.00
Trust Income		
Storey Interest		590.00
Hobbs Interest		174.00
Wells Interest		8545.00
Shepherd Interest		110.00
Watson Fund Interest		83.00
Fannie Wall Interest		249.00
Clergy Housing Interest		5328.00
Buckley Interest		3084.00
Legacy Fund Interest		2544.00
Dirlam Fund Interest		2427.00
Total Trust Income		23,134.00
Unfulfilled Pledges		-4,480.00
	Total Income	112,709.00
Expense		
Total Christian Formation-Adult		650.00
Total Christian Formation-Youth		500.00
Church		
Utilities - Oil Church		7,525.00
Utilities - Gas Church		1,200.00
Utilities- Electric Church		3,050.00
Utilities- Water/Sewer Church		900.00
Trash/Recycle		415.00
Telephone/Internet Church		1,680.00
Organ and Piano Maintenance		700.00
Church Repair/Maintenance		5,000.00
Church, Capital Improvement		5,800.00
Building/Liability Insurance		8,361.00
Total Church		34,631.00
I Clergy		36,521.00
Diocesan Assessment		9,358.00
Evangelism		200.00
Flower Expense		500.00
I Liturgical		730.00
Music Program		11,546.00
Program		3,239.00
Secretary Salary		5,784.00
Sexton Salary		8,546.00
Workers Comp		504.00
	Total Expense	112,709.00
Final 2022 Budget, Vestry Approved		
	12-Jan-22	