

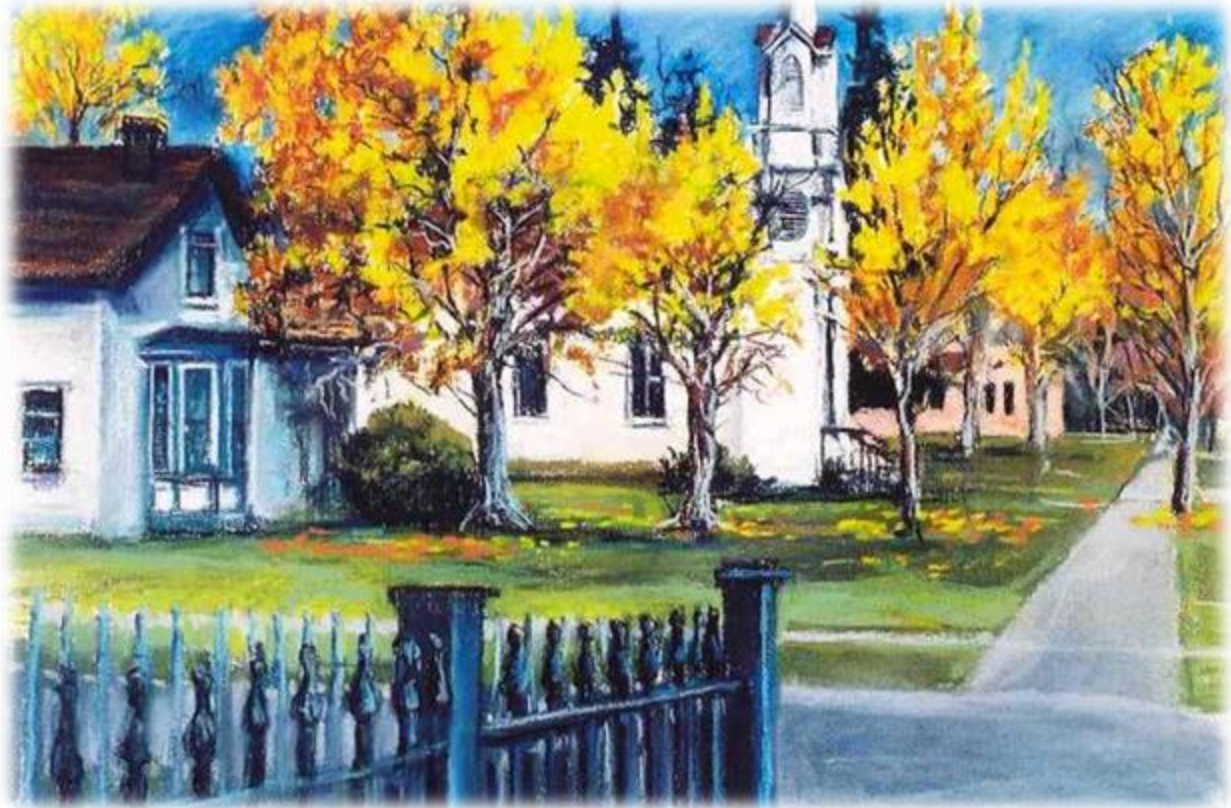


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# St. Peter's Episcopal Church

THE ANNUAL REPORT TO THE PARISH

NOVEMBER 17, 2024



ST. PETER'S EPISCOPAL CHURCH  
CARSON CITY, NEVADA

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### Preamble

Over the last year, your welcome, work, and faith have demonstrated your commitment and tenacity to see to the necessary adjustments to the daily operations and lay leadership at St. Peter's, and your willingness to participate in spiritual, structural, and behavioral adjustments to allow St. Peter's to thrive.

### Restructuring

At the December, 2023 Vestry Meeting, and after some informal conversations among parishioners, the fiscal realities at St. Peter's needed immediate attention in the Finance Committee and Vestry. Necessary changes were approved by the Vestry in order to run a balanced church budget. With that approval and the support of the parish, these changes have been effective due to the generous support of pledging members, the exceptional volunteerism in the parish office, and the scrubbing of the budget to reduce or eliminate costs associated with paid positions, utilities, office expenses, and others support staff.

### Leadership

The strong will of the people, the capable leadership of the wardens and vestry, and the oversight of the Finance Committee demonstrate St. Peter's is positioned for a bright future, preparing for its mission and ministry in Carson City. Adaptive leadership requires all the people to ask themselves how meet the realities of the mission and ministries of St. Peter's. It's not simply a dutiful response to fill an existing need, but expanding ministry through strategies that meet current needs within St. Peter's and in the mission to Carson City. This is an "all hands on deck" perspective that flourishes in prayer, dedication, and action.

## Transition

Transitions between rectors are a time of discernment, correction, and stretching. The recent liturgical offering at Saint Peter's has both stretched and inspired. St. Peter's has received approval for use of the Enriching Our Worship (EOW) liturgy with its contemporary and gender inclusive language for the 10AM service. Liturgy within the Episcopal Church, and specifically EOW, will be discussed in February during after-church presentations and discussions. Facets of the EOW Liturgy will seem familiar to those of you who have worshipped for many years at St. Peter's.

## The Congregational Assessment Tool (CAT)

The results from the CAT were shared with your Vestry. Anecdotally, the results were received as accurate for St. Peter's and present both challenges to address and resources to support.

A first revelation is that St. Peter's various ministries need to be integrated into the life of the broader church. This is not unusual for churches to have ministries become siloed - not part of the general identity and engagement of the church.

Complementing this need is a demonstrated enthusiasm for worship and deep faith and practice among the people.

From the results, there is also the sense of moving away from conflict to finding measures of relief which allow St. Peter's to face its challenges and opportunities. Again, this is normal during a transition.

The results of the CAT will be processed in the future at parish-wide meetings for spiritual discernment, reviewing the current mission of St. Peter's, and further structural changes to enhance the ministry of all the baptized into the life at St. Peter's.

The results of the CAT are a resource for the future Search Committee to know the expressed ministry priorities at Saint Peter's, and what skill set is sought in a future Rector. Finally, the CAT will assist the Search Committee to develop specific questions to ask candidates during the interview process.

### Concluding Perspective

A healthy transition process is grounded in the prayers and service of its people. Thomas Merton said our lives are a form of prayer. How is the body of Christ at St. Peter's praying? With your words, with your service, with your support of each other, in preference for the other, in forgiving each other, in accepting God's love and grace for you, in magnifying the light of Christ in service to Carson City, in trusting God's plan for your future Rector, and in practicing peace, you are praying.

In my heart I pray with you, and I am honored to serve you at St. Peter's.

### Deacon Report

The Reverend Veronica Galas

In January, twenty-eight of us gathered at the Galaxy Theater to make "A Case for Love." This film offered an invitation to embody unselfish love while striving to build bridges of relationship across that which divides us.

In March, through the generosity of the Diocese, your deacon attended the 2024 Archdeacon and Deacon Directors Conference. This conference invited deacons to be church planters and to be grounded community-based development. It provided an opportunity to explore 3 models for use at a Congregational level: Spiritual Development, Social Change and Programmatic Models based on the theories of faith development by John

Westerhoff in, Will Our Children Have Faith?

Also in March, we offered the Carson City community a chance to view a debut screening of the document, “A City in Crisis.” This documentary presented an all-sides view of reality of the unhoused in Washoe County.

Night Off the Street (NOTS) facilitated a discussion about this important topic and how it affects the community of Carson City. Because of our small size St Peter’s could not host the NOTS warming shelter this year. But we were plenty involved January – March with your deacon as a member of NOTS operations committee as well as those of us who volunteered for shifts and donated socks/hats/money.

In April, we joined the diocese and St Paul’s, Sparks to bring “The Philadelphia Eleven” documentary, the story of the first women ordained as priest in the Episcopal Church, into our midst. We heard from ordained women of our time: the Rt. Rev. Katharine Jefferts Schori, the Rt. Rev. Elizabeth Gardner, Rabbi Myra Soifer, the Rev. Ruth Hanusa, and the Reverend Tanya Watt.

In May, we invited the Carson City community to our labyrinth to “Walk as One at 1” local time to create a rolling wave of peaceful energy passing from one time zone to the next.

I attended the General Convention in Louisville, Kentucky and brought back reminders of our participation in Sacred Ground of the Episcopal Church’s long-term commitment to racial healing, reconciliation, and justice in our personal lives, ministries, and society. Through it we carry the hope and action for Becoming Beloved Community.

Following the General Convention, we shared in “A Prayer to Remember the Innocents,” which expresses the Episcopal Church’s

remorse for its role “in the irreparable harm suffered by Indigenous children who attended Indigenous boarding and residential schools in the 1800’s and 1900’s and acknowledges the effect of that harm that carries on in boarding school survivors and their descendants,” and an invitation to visit Stewart Indian School Cultural Center and Museum only a few miles from us.

In the home stretch of the year, we geared up through our Mary and Martha Guild to bring about our annual Holiday Bazaar, a fundraising and fellowship of love in November. Before all the creative crafting, members of the guild engaged a process that culminated in our reuniting our group to its identity as Episcopal Women of Nevada.

It has been a blessed year, and I have been privileged to share it with all of you.

Let us go forth into the world, rejoicing in the power of the Spirit.

**Senior Warden Report**

Mary Claire Boucher

## **Introduction**

What a year it has been! This time last year, Father Jeff had just retired, and we were awaiting the arrival of our interim Rector, Father Michael. We faced significant financial uncertainty - operating without a budget and at a notable deficit. Despite these challenges, we stood united in faith and support for one another, believing that our church family and God would provide us with the strength to make hard choices and clarity to navigate the uncertainty. As we reflect on 2024, we have much to celebrate.



## Operations

In terms of operations, we accomplished a great deal this year. All those required to do so completed Safe Church training. We implemented centralized password management. We identified and corrected instances where vendors were charging us sales tax. We hired a new bookkeeper and transitioned to QuickBooks Online, aligning our Chart of Accounts with the Diocese.

We moved to an all-volunteer office staff model, and they never missed publishing a single bulletin! The team worked tirelessly to clean out all office files and cabinets and scanned countless documents for our audit.

We tightened our Finance Policies and Procedures, approved a budget for 2024, and developed written procedures along with task divisions to protect both the church and volunteers. Our 2-year audit is currently underway, a necessary step for calling our new Rector, and we are looking forward to approving our 2025 budget and welcoming a new Treasurer.

## Communications

Our communications efforts have also seen significant improvements. We introduced a new church logo and updated our e-newsletter, website, and bulletin layout. New tri-fold brochures were created, and we maintained an accurate and up-to-date event calendar on our website. Additionally, we added a dedicated webpage to provide updates on the Rector search process. To keep our congregation informed and engaged, we hosted several all-parish meetings to discuss strategic initiatives, the financial well-being of the church, and the steps involved in calling our new Rector.



## **Facilities Management**

In terms of facilities management, we engaged a new cleaning service this year and they tackled a much-needed deep clean of the church this past Spring. New signage was added at the office and parish hall entrances. New HVAC units were installed in the offices and a handrail built in the Rector's office.

Our library was enhanced with comfy seating, a pared-down selection of books, and the addition of a medical library. Godly Play has also been relocated to the library.

We installed new steps and welcome mat at the front entrance and put in place the latest round of dedication bricks into the memorial garden and labyrinth areas.

There is much to consider regarding the Rectory and how it can serve us best its next iteration. In the meantime, we are in the process of addressed ceiling repairs in the living room. We have organized and tidied the kitchen and bathroom. We also relocated Godly Play into the library and have a plan for the disbursement of old preschool items so that they can continue to be loved by other children.

## **Strategic Initiatives - Workshops of Wonder (WOW)**

Our Workshops of Wonder (WOW) initiatives have brought us closer to the community and fostered creative use of our campus.

We engaged in various community events such as World Labyrinth Day, Sassabration, Music & Murals Fest, NOTS Annual Field Day, and Halloween trick-or-treating. We joined the Downtown Business Association and have just launched a new social gathering for those with dementia.

To maximize the use of our campus, we developed new facility use agreements, policies, and fees, and began researching the best use of the rectory.

Our fundraising efforts included hosting the City in Crisis documentary showing and the Holiday Bazaar.

## Summary

During this period of transition, we have faced numerous challenges—operational, technical, emotional, and spiritual. However, we have maintained a steady vision, choosing to live from a place of abundance rather than scarcity.

We have not settled for the *status quo*, but have made significant strides in caring for our campus, church family, and community. As we look forward to 2025, we have much work ahead of us, and I encourage each of you to envision where you fit into the future of our shared life. Help us to continue to build upon this forward momentum and write the next chapter for St. Peter's.

In Gratitude and Peace,  
**Mary Claire Boucher**

## Junior Warden Report

Tom Streenan

### 2024 Projects Completed

These projects except for the sign were paid for by generous donations from our congregation.

1. Air conditioning /heating for two front offices.
2. Railing for Rector's office
3. Front steps redo
4. Outside Parish hall sign

## The Rectory

A portion of the ceiling in the rectory has collapsed and will need to be repaired. Our insurance company will not cover the damage due to it being age related. I have received a quote of \$4,500 to take the existing ceiling down in the living room and replace it with drywall. Our rectory restoration team has consulted with a structural engineer from RCI who will help our team determine the best possible uses for the Rectory that will generate income for the church. As I understand it, the preschool materials inside the rectory and the toys outside will be given away. Sunday school is now being conducted in the library.

## Church and grounds

Our church is in reasonably good condition (compared to the rectory). The building will need painting in another 4 to 5 years and some of the sidewalks require resurfacing. The grounds are in fair shape except for the rectory backyard. The Gratitude Garden is awaiting a decision from the *Daughters of the King* to determine what ultimately becomes of it.

At this time there are no plans for landscaping on the Minnesota side of the property.

## Challenges

My biggest challenge as a junior warden is mainlining two very old buildings and a one acre piece of land. Ongoing work will always be required to keep our many trees trimmed and in good shape. Snow removal and lawn care remain expensive but necessary items. I cannot do all of the work myself and therefore depend upon volunteers to help maintain and enhance our property.

## Investments

I have managed St. Peter's investment for the past 10 years or so. At one point the investments totaled \$450,000 but were reduced to \$175,000 by the end of October 2023 due to withdrawals to cover ongoing expenses over the past 3 years. Spending was drastically reduced starting in January of this year resulting in zero withdrawals allowing our investments to recover to around \$215,000.

## The Treasurer's Report

Marilyn Peshek

At the November 2023 Annual Meeting, expenses were reported to outpace income at a deficit of \$15,000 per month. The sale of investments throughout 2023 was required to cover the deficit spending. At that pace St. Peter's fiscal future solvency was at least precarious.

In February 2024 the Vestry in consultation with the Finance Committee approved to restructure St. Peter's operations through the elimination of the paid position of the office administrator, the reduction of the priest's full-time position to a  $\frac{3}{4}$  time position, and the reduction of supply services for cleaning of the church and exterior lawn maintenance, among others. Through these adjustments, the projected budget annual shortfall is \$9,100 for 2025, a net reduction in deficit spending by \$130,000 since one year ago.

The cash position in 2024 has remained steady through the pledges of the church, and the aforementioned expense reductions. Therefore, no further stock sales have taken place over the past 11 months. As a result, the stock holdings of the church have moved from approximately \$175,000 to \$210,000 over the last year.

The 2025 proposed budget enclosed in the Annual Report assumes the hire of a full-time priest who has housing provided. Actual costs for 2025 are expected to be lower through further reduction of the interim priest to a half-time position, and the diocese covering the health insurance expense. Thus, actual clergy expense throughout 2025 is expected to be reduced by \$26,000 resulting in a positive net income of \$17,000 for the 2025 actuals.

With prudent maintenance of expenses combined with the people's pledges, the finances reported herein present confidence in the future ministry of St. Peter's Episcopal Church in Carson City.

### **Service Numbers and Attendance through October, 2024**

|                           |                  |
|---------------------------|------------------|
| Baptisms                  | 1                |
| Marriages                 | 0                |
| Burials                   | 2                |
| Average Sunday Attendance | 61* (69 in 2023) |

*\*for purposes of reporting at this Annual Meeting, ASA is expected to increase at the year-end due to higher Sunday attendance during Advent and Christmas. The interpretation is attendance is sustaining during the transition.*

## Candidates for the Vestry

### **Joe Bookwalter**

Joe has over 20 years of marketing and corporate sales experience, 15 years of business proprietor experience, and has served on many professional boards and committees. Joe has come to St. Peter's in 2022 after serving in the Catholic Church as a president of a men's group. At St. Peter's, Joe is interested in congregational growth and supporting the contemporary liturgy of the 10 AM service.

### **Paul Humphries**

Paul has held leadership roles in the military and in the Episcopal Church. He served as an officer in the US Coast Guard, and as a warden at St. Andrew's Church in State College, PA. He played the clarinet at the contemporary service there on Sunday evenings. He desires to work on congregational growth and offer strategies gleaned from another parish. His spirituality is grounded as a fellow in the Society of St. John the Evangelist (Cambridge, MA).

### **Eula Loftin**

Eula has a business background running the operations of an insurance agency that involved the writing of contracts and knowledge of the professional practices that guide insurance protocols. While she lived in San Francisco, she served on the Bishop's Committee and oversaw the care of church property and supplies management. She is interested in the opportunity to support the project of the rectory. She is among the amazing cadre of volunteers who have successfully run the front office operations this last year. Eula loves the openness and welcome of the people of St. Peter's.

## St. Peter's Episcopal Church 2025 Budget

|                                    | <u>Budget totals</u> |                          |
|------------------------------------|----------------------|--------------------------|
| <b><u>Income</u></b>               |                      |                          |
| 4000 Offerings                     |                      |                          |
| 4010 Loose Plate                   | 5,000                |                          |
| 4020 Pledge                        | 142,800              |                          |
| 4030 Non-Pledge                    | 4,000                |                          |
| 4040 Restricted Contributions      |                      |                          |
| 4041 Flowers                       | 1,400                |                          |
| 4300 Other Income                  |                      |                          |
| 4310 Weddings, Baptisms            | 500                  |                          |
| 4340 Interest & Dividend Income    | 10                   |                          |
| 4360 Investment draw               | 6,000                |                          |
| 4400 Special Events / Fund Raising | 500                  |                          |
| 4500 Rental Income                 | 3,500                |                          |
| <b>Total Income</b>                |                      | <b>\$ <u>163,710</u></b> |
| <b><u>Expense</u></b>              |                      |                          |
| 5000 Salaries                      |                      |                          |
| 5001 Clergy                        |                      |                          |
| 5010 Rector Salary                 | 60,000               |                          |
| 5010.1 FICA - SS + Med             | 5,000                |                          |
| 5020 Housing Allowance             | 0                    |                          |
| 5030 Rector Pension                | 10,800               |                          |
| 5040 Rector Health Ins             | 9,648                |                          |
| 5041 Life Insurance                |                      |                          |
| 5042 Disability Coverage           |                      |                          |
| 5050 Rector Travel                 | 240                  |                          |
| 5060 Work-related expenses         | 1,200                |                          |
| 5070 Rector Continuing Education   | 1,000                |                          |
| 5080 Rector Retreat Expense        | 1,500                |                          |
| 5100 Lay Employees                 |                      |                          |
| 5110 Pianist (Music)               | 8,500                |                          |
| 5300 Worker's Comp                 | 445                  |                          |
| 5400 Contractors                   | 1,200                |                          |
| 5410 Bookkeeping                   | 3,600                |                          |
| 5420 Cleaning/Sexton               | 4,300                |                          |
| 5430 Supply Clergy                 | 1,600                |                          |
| 5500 Church Operations             |                      |                          |
| 5244 Computer Expense              | 1,500                |                          |



|      |                            |        |                          |
|------|----------------------------|--------|--------------------------|
| 5510 | Altar Supplies             | 500    |                          |
| 5515 | Christian Supplies         | 800    |                          |
| 5525 | Flowers                    | 1,920  |                          |
| 5530 | Electricity                | 1,100  |                          |
| 5535 | Equipment                  |        |                          |
| 5536 | Audio Video Services       | 500    |                          |
| 5540 | Hospitality                | 600    |                          |
| 5545 | Property Insurance         | 9,100  |                          |
| 5550 | Janitorial Supplies        | 700    |                          |
| 5555 | Music Supplies             |        |                          |
| 5560 | Propane / Heat             | 1,600  |                          |
| 5565 | Repair & Maintenance       | 5,000  |                          |
| 5570 | Sewer / Water              | 3,800  |                          |
| 5575 | Alarm Services             | 1,200  |                          |
| 5600 | Ministries / Outreach      |        |                          |
| 5620 | Scholarships               | 500    |                          |
| 5700 | General & Administrative   |        |                          |
| 5710 | Advertising & Promotion    | 340    |                          |
| 5715 | Bank & Credit Card Charges | 1,500  |                          |
| 5720 | Convention / Travel        | 1,500  |                          |
| 5730 | Diocesan Assessment        | 17,748 |                          |
| 5735 | Office Supplies            | 1,260  |                          |
| 5740 | Postage                    | 400    |                          |
| 5745 | Printing/Copying           | 3,500  |                          |
| 5750 | Telephone & Internet       | 5,200  |                          |
| 5755 | Theological Education      | 1,400  |                          |
| 5765 | Payroll Service            | 1,600  |                          |
| 5770 | Fundraising Expenses       | 500    |                          |
|      | <b>Total Expense</b>       |        | <b>\$ <u>172,801</u></b> |
|      | <b>Total Net Income</b>    |        | <b>\$ <u>-9,091</u></b>  |

**St. Peter's Episcopal Church**  
**Annual Meeting Minutes**  
**November 19, 2023**

**Call to Order**

The meeting was called to order at 10:30 AM by Senior Warden Becca Van Sickle. The Opening Prayer was led by Susan Newcomb.

**Nominations and Elections**

Vestry Elections

Becca Van Sickle introduced the nominees for Vestry: Steve Garrett, Hallie Murphy, Joy McClain, Allison Joffe and Tom Streenen. Becca asked if there were any further nominations from the floor. Donna Murphy-Sharp moved to accept the slate as presented. Trish O'Flinn seconded the motion which passed by acclamation.

Diocesan Convention Delegates Elections

Becca Van Sickle explained that she and the Junior Warden will be automatic delegates to the 2024 Diocesan Convention. She then explained that the congregation needed to elect four additional delegates and some alternates. After the vote, the four nominees with the highest number of votes will be the delegates and the remaining nominees will be the alternates.

Becca Van Sickle opened the nominations. Isobel Streenan, Chris Traviso, Susan Newcomb, John St. Claire, Mary Claire Boucher and Donna Murphy Sharp were nominated. Hallie Murphy moved to close the nominations. John St. Claire seconded the motion which passed by acclamation.

Keith Swanson and Debby VanDenburgh counted the votes. The four nominees elected to be delegates to the 2024 Diocesan Convention are Mary Claire Boucher, Donna Murphy-Sharp, Isobel Streenan and Chris Traviso. The remaining nominees will be alternates.

**Reports**

2022 Minutes

Vestry Clerk Joy McClain asked if there were any corrections or additions to the 2022 Annual Meeting Minutes. As there were none, Marilyn Peshek moved to accept the Minutes as presented. Trish O'Flinn seconded the motion which was passed by acclamation.

### Pledge Contemplation

Deacon Veronica spoke about the importance of pledge donations. She pointed out that the parish is not the bishop or the priest, but the people. She emphasized that differences within the congregation exist in Love, giving us an opportunity to change. She asked us all, on the one hand, to ask others for help and on the other hand, to invite others to participate. Our goal is to come through this time of change together.

### Financial Report

Trish O'Flinn reported that we are withdrawing about \$15,000 per month from our savings account to cover our monthly expenses. She stated that our projected budget for 2024 shows our annual income at \$166,444 and our annual expenses at \$283,559. The floor was opened for comments and questions. After discussion, Pat Frederick-Perona moved to postpone the budget discussion until the planned parish meeting on January 7, 2024. Virginia Malmberg seconded, and the motion was passed by acclamation.

### An Appeal

Virginia Malmberg encouraged the congregation to stay actively involved in the church during our time of transition. She emphasized that a transitional rector will help us decide who we are and what we want.

### Junior Warden's Report

Debby VanDenburgh reported on the highlights of her term as Junior Warden. She emphasized work that was done on outdoor lights and signs. She also worked with an arborist to enhance and maintain our trees. With the help of volunteers, she prepared the wood trim on the garage for painting. She enjoyed leading a highly successful Spring Clean - up Day.

Senior Warden Becca Van Sickle thanked the congregation for their support and said that together we will continue to grow.

Donna Murphy-Sharp thanked Becca Van Sickle for serving as Senior Warden.

### **Closing**

Becca Van Sickle closed the meeting with a prayer from Chuck McCray. The meeting was adjourned at 11:45 AM.

Sincerely,  
Joy McClain  
Vestry Clerk/Secretary