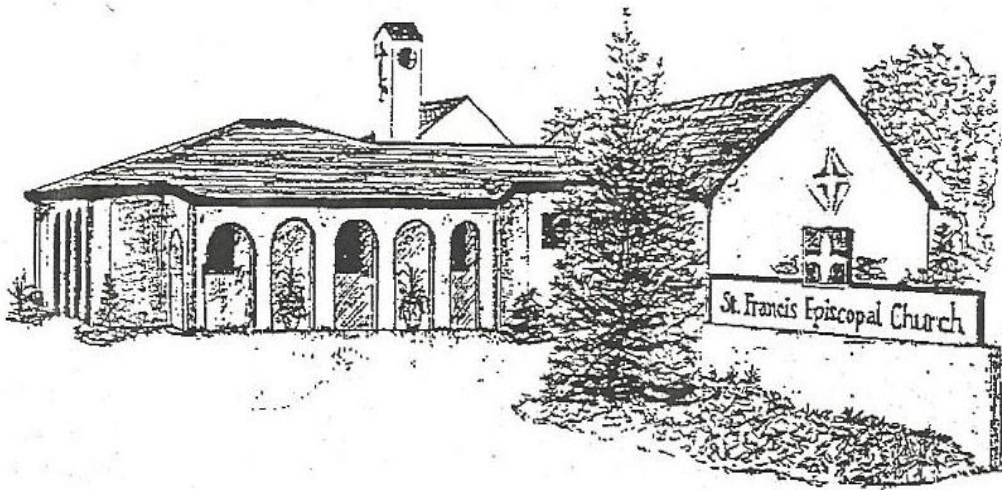


THE FORTY- THIRD ANNUAL MEETING REPORT

FEBRUARY 11, 2024



**SAINT FRANCIS EPISCOPAL CHURCH
THE EPISCOPAL CHURCH IN SPRINGBORO**

2024 ANNUAL PARISH MEETING AGENDA

Sunday, February 11, 2024

Please join us for the Annual Meeting during coffee hour.

1. Opening Prayer ----- Stephan Graham
2. Call to Order ----- Tom Phillips
3. Appointment of Meeting Secretary ----- Tom Phillips
4. Annual Meeting Purpose per the Parish By-Laws ----- Tom Phillips
5. Special Roles of the Vestry ----- Tom Phillips
6. Nominations and Election of 2024 Vestry ----- Tom Phillips
7. Election of Delegates to the Diocese Annual Convention ----- Tom Phillips
8. Church Organization and Committee Reports ----- Tom Phillips
9. 2023 Financial Report and 2024 Budget ----- Tom Phillips
10. Other Business and Special Thanks ----- Tom Phillips
11. Call for Special Vestry Meeting after Adjournment ----- Tom Phillips
12. Closing Prayer and Adjournment ----- Jeff Baldrige

PARISH BY-LAWS

ARTICLE I - NAME

The name of the parish shall be St. Francis Episcopal Church which is incorporated under the laws of the State of Ohio as a corporation not-for-profit.

St. Francis Episcopal Church hereby acknowledges that it is a member of, and belongs to, the Protestant Episcopal Church in the United States of America and the Episcopal Dioceses of Southern Ohio. As such, it accedes to, recognizes and adopts the Constitution, Canons, Doctrine, Discipline, and Worship of the Episcopal Church, and the Constitution and Canons of the Diocese of Southern Ohio, and acknowledges their authority accordingly.

The purpose of these Parish By-Laws is to supplement Canon Law for the governance of St. Francis Episcopal Church and the management of its activities.

ARTICLE II - PARISH MEETINGS AND SPECIAL (CALL) MEETINGS

The Rector/Priest in Charge, or a person designated by the Rector/Priest in Charge, shall preside at the Annual Meeting or Special (Call) Meetings. The quorum for any and all congregational meetings at St. Francis Episcopal Church shall be 50% of the eligible voters.

ARTICLE III - MEMBERSHIP AND VOTING MEMBERS

All members of the Church in good standing aged sixteen (16) or older shall be eligible to vote for the election of a Vestry and on other Congregational matters, who at the time of voting shall have contributed, by subscription or otherwise, to the support of the Congregation and who shall be entitled to enrollment on the list of members in good standing of the Congregation.

ARTICLE IV - QUALIFICATIONS: VESTRY MEMBERS, WARDENS, AND DELEGATES

Vestry Members

One (1) of the members of the Vestry may be at least sixteen (16) years of age.

Wardens

Wardens must be at least twenty-one (21) years of age and a Communicant of Good Standing at St. Francis Episcopal Church.

Delegates

To be eligible to serve as a Delegate to the Diocesan Convention, a person must be a Communicant of Good Standing.

ARTICLE V - VESTRY

The annual meeting of St. Francis Episcopal Church shall be sometime between the beginning of Advent and the end of Lent, at a date and time for which public notice shall have been given at least twenty (20) days in advance, for the purpose of electing a Vestry. Such a meeting shall be opened with prayer, and shall be conducted according to the Rules or By-Laws of this Congregation. If a Congregation be incorporated, the Vestry shall also be the Board of Trustees of the Corporation.

The Vestry shall consist of no fewer than five (5) nor more than nine (9) members, one of whom shall be Senior Warden and one Junior Warden, each have voice and vote, and all of whom shall continue in office until successors are chosen. Members of the Vestry shall be elected by ballot during the All Parish Meeting. The Vestry may, by a majority vote, elect to its body certain persons in the Congregation, not to exceed two (2) in number. Such appointed persons may serve one (1) or two (2) years as determined by the Vestry. Three (3) year terms for Vestry members and three (3) year terms for Wardens. After one (1) year off of the Vestry a person may be elected for the Vestry again.

Immediately following the All Parish Meeting the members of the Vestry shall meet to elect a Senior Warden and a Junior Warden from the Vestry membership.

In the event a member of the Vestry is suddenly unable to continue as a member, the Rector/Priest in Charge shall appoint a replacement to serve. After having been appointed by the Rector/Priest in Charge, the Vestry, at its next regular meeting, shall approve or disapprove the replacement by way of a majority vote.

Senior Warden

The Senior Warden shall have the duty of supporting and communicating extensively with the Rector/Priest in Charge or clergy in leadership capacity. The Senior Warden shall work very closely with the Financial Secretary and shall draft the church's budget for an oncoming fiscal year.

Junior Warden

It shall be the duty of the Junior Warden, with the consent of the Vestry when needed, to manage and arrange for the care of the church's building and grounds. It shall further be the duty of the Junior Warden to submit a report to the Vestry of the physical plant's status at every monthly meeting.

Duties of Both Senior and Junior Wardens

It shall be the duty of the Wardens, especially to provide the elements of the Lord's Supper, to collect the alms at the administration of the same, to keep and disburse such alms, to provide for the celebration of public worship, and the instruction of the congregation, by occasional clerical services, or by lay reading, as the circumstances may permit in case the Church is destitute of a Rector/Priest in Charge, and while the Church is destitute of a Rector/Priest in Charge. The Ecclesiastical Authority resides with the Senior Warden.

Secretary of the Vestry

A Secretary of the Vestry shall be elected, appointed, or chosen by the Vestry. The duties of the Vestry Secretary shall be to take and record the minutes of all Vestry meetings, and preserve and keep them as the official record of Vestry action and procedure. The Vestry Secretary is to have voice, but no vote.

To Be Bonded

The Financial Secretary and such other officers who are charged with the handling or custody of funds, shall be bonded according to the requirements of the Church's Canons.

Audit

The Senior Warden will choose two (2) to four (4) Communicants of Good Standing who shall conduct an Audit of the church's finances with the assistance of the Financial Secretary. The Audit shall be conducted in enough time to meet the September deadline set by the Chief Financial Officer of the Diocese.

ARTICLE VI - VESTRY MEETINGS

The Vestry of St. Francis Episcopal Church shall meet on the second (2) Tuesday of each month. All meetings shall commence when a majority (quorum) of Vestry members is present.

Pursuant to the Canons of the Episcopal Church, the Rector/Priest in Charge or such other member of the Vestry designated by the Rector/Priest in Charge, shall preside at all meetings of the Vestry.

Three (3) unexcused number of absences from regular Vestry meetings (in one (1) year) by any Vestry members could constitute de facto resignation from the Vestry.

Special (Call) Meetings

Special (Call) Meetings of the Vestry shall be called by the Rector/Priest in Charge or by two (2) Vestry members whenever there are urgent issues of concern. No other business, except that which is set forth in the notice for the meeting, shall be transacted. In such an urgency, notification of date, time, and purpose (agenda) shall be a reasonable amount of time, if possible. The Presiding Officer at Special (Call) Meetings for the Vestry shall be the Rector/Priest in Charge or a person designated by the Rector/Priest in Charge.

ARTICLE VII - AMENDMENTS TO BY-LAWS

A motion or proposal to amend any segment of these By-Laws may be made by the Rector/Priest in Charge or any member of the Vestry. Any proposal or motion to amend these By-Laws must be approved with a majority vote by the Vestry.

By-Laws originally approved 2003.

By-Laws amended 2008, 2011, 2015.

By-Laws amended and approved 8/23/2016.

THE MISSION OF SAINT FRANCIS EPISCOPAL CHURCH

The Mission of St. Francis Episcopal Church is to proclaim the healing and transformative power of Jesus Christ to a hurting world.

MISSION OF THE VESTRY

The Mission of the Vestry is to lead the congregation (in harmony with the Clergy) in fulfilling the Mission of the Parish.

EXPECTATIONS OF VESTRY MEMBERS

- 1) Each Vestry member will endorse the Parish Mission.
- 2) Each Vestry member will lead the members of the Parish in words and actions that will help fulfill the Parish Mission.
- 3) Each Vestry member will make a generous pledge of time, talent and treasure to the Mission of St. Francis.
- 4) Each Vestry member will pledge to work as a team member with all other members of the Vestry, and to serve as a team member or leader for one or more Ministry Teams.
- 5) Each Vestry member will pledge to hold information shared in Executive Session as a private communication.
- 6) Each Vestry member will assure that each ministry team in which they hold membership has backup leadership in order to maintain continuity in the ministry.
- 7) Each Vestry member pledges to be regular in attendance at Sunday Worship.
- 8) Each Vestry member pledges to be present at all Vestry functions unless previously coordinated by the Sr. Warden or Clergy.
- 9) Each Vestry member promises to abide by the Constitution and Canons of The Episcopal Church, the Constitution and Canons of the Diocese of Southern Ohio, and the By-Laws of Saint Francis Episcopal Church.

Adopted by Vestry at the November 8, 2022 Stated Meeting

2023 ANNUAL MEETING REPORTS

Church Organization and Ministry Reports

2023 Vestry Membership:

Tom Phillips - Senior Warden	Virginia Culp
Jacqui Parker - Junior Warden	Beth Phillips
Allison Ferriell - Vestry Clerk	Diana Ledford

Senior Warden Report

St Francis Episcopal Church faced many challenges during 2023. As our membership declined it was decided upon the recommendation from Priest in-charge, Rev. Dr. David Bailey to shrink the Vestry from 9 members to 6 members. So, we began 2023 with a 6-member vestry, 2 from 2022 vestry and 4 new members. Our challenge in 2023 was to redefine our roles to maintain St Francis Church as a continuing presence for its current members and that of a member in the Springboro community.

To promote our Parish in the Springboro community and to assist member parishioners who are unable to attend worship services, our internet broadcast equipment was upgraded utilizing a targeted funds grant from the Diocese of Southern Ohio. Under the direction of Seth & Elliot Broweleit, a new computer and cameras were installed which enabled St Francis worship services to be broadcasted out to the internet via our FaceBook account. Thank you, Seth & Elliott.

To maintain our place of worship, investments of time and dollars must be made to maintain our church building and grounds. These are overseen by our Jr Warden, Jacqui Parker, who spends countless hours overseeing the needed maintenance items, scheduling contractor quotes and also working with our volunteer parishioners in performing tasks that can be done in-house to keep our expenses as low as possible. Major maintenance items in 2023 included partial roof repair & replacement, Energy saving WI-FI enabled thermostats installed, re-keying our entrance doors to provide for better facility safety, replacing emergency exit lighting units, and our current fire alarm system was out of compliance of the current safety code and would need to be replaced. A quote was obtained and at some point, during a check of system wiring in the office area maintenance room the system popped back to life. It was then retested and certified in working order thus saving thousands of dollars that would have been spent on a new system. Exterior grounds maintenance continues to be another challenge with dying trees along our north & west property lines, electrical parking lot and building safety lighting needs to be addressed and upgraded. Finally, our building and grounds went through a facility inspection and audit that was provided by the Diocese to evaluate the present and future needs of our current campus. We are currently waiting for the report. Maintaining our building and grounds will continue to be a challenge and an ongoing expense to our parish.

Our worship committee faced a major challenge during the last year. Fr David's planned retirement was moved forward to August due to circumstances beyond our control. This left our parish without a resident priest, and we are now relying on supply clergy to act as weekly Eucharistic celebrants. When none are available our 2 certified lay ministers, Stephan Graham & Jeff Baldrige will step in and lead our parish in a morning prayer service. Jeff Baldrige and his wife Teena have also stepped forward and they lead a mid-week morning prayer & healing service every Wednesday which is broadcasted on the internet. My heartfelt thanks go out to Steve, Jeff, Teena for the work they do and in addition to our organist Diana Graham and her backup organist Jenny Catalan for their music work that adds to our weekly services. Last to thank is Barb Roy who chairs our Altar Guild. Her group maintains our worship area including the altar and vestments and keeps it all in excellent shape. All in all, their hard work shows what beautiful church services are available at St. Francis Church on a weekly basis.

In closing I want to say it has been an honor to serve as Senior Warden along with a great vestry team at St. Francis Church during 2023. Yours in Christ, Tom Phillips, Senior Warden

Junior Warden Report

Saint Francis' building and grounds is a big property with many beautiful qualities. We are on our way to exposing its potential and hopefully creating some curb appeal. Thanks to the previous Junior Warden, David Culp, it has improved immensely through the efforts of a very dedicated crew of volunteers – Tom Phillips, Jack Rouse, and others.

The biggest challenge is our vast parking lot. We also have an area at the back of the lot, beyond the creek and the trees, that needs attention. Those are such big projects; they will stay on the back burner for a while. Jeff Baldrige has worked endlessly clearing that back tree area to keep the squatters away. The crew cleared away a large area of overgrown bush that had piled up beyond the shed at the edge of the parking lot.

Our next challenge is keeping our internet in efficient and working order. This is important to our online worshippers for streaming the services on Facebook. Thanks to the Broweleit family for keeping us online so efficiently.

Another issue is that we still need 2 more HVAC systems replaced. The next big project is replacing our 30+ year old roof. A partial replacement (on the worst part) has been done with an insurance claim due to the sever winds in early 2023. There are also a few other outside areas in need of improvement, that will have to wait until the weather is better. The Vestry will apply for grants from the diocese to help fund these projects as they are made available to us.

We had the 3 entry door locks re-keyed and everyone with a key should have a replacement now. We finally passed the fire inspection on our alarm system. Thanks to Tom Phillips for all the times he had to meet with the Clearcreek Fire Department, and many companies to figure out why it kept failing. By some small miracle, we averted a very expensive fix on this.

The Diocese had Smart Church Solutions come to assess the building in December. We will receive a report from this assessment. The crew has already made some of the small improvements that were suggested by the inspector.

There are always things that need to be one in our "house", some big and some small. I hope you take notice and appreciate tasks that get accomplished week to week on Tuesday afternoons. Anyone is welcome to come to help. No prior knowledge necessary. The work crew always finds something for me to do when I get time to go (even for just an hour, sometimes). The crew meets on Tuesdays at 1:30 pm.

Jacqui Parker, Junior Warden

Ushers and Greeters

Ushers and Greeters assist the worshipers at the church service. They are available to answer any questions about the service, and to assist with seating or special needs that may arise.

We need Ushers! If you are interested in helping, please contact Kathi Oaks.

Kathi Oaks

Eucharistic Ministers and Lectors

St. Francis has a dedicated group of volunteers that serve as Eucharistic Ministers and Lectors, they are a vital part of the Episcopalian worship service. A Eucharistic Minister assists the priest with the distribution of the sacrament and also leads the Prayers of the Congregation. Lectors read the weekly Bible lessons giving voice to the Word of God for the people.

Currently 14 volunteers participate in this ministry, of which 4 are trained and certified by the Diocese to serve as Eucharistic Ministers. If you are interested in joining this ministry, please let us know.

Yours in Christ, Stephan Graham

Altar Guild

The Altar Guild is one of the most essential, and often invisible, ministries of the church. Its primary purpose is to prepare for the celebration of the Holy Eucharist and other sacraments of the church.

Although this used to be primarily a women's ministry, today members can be of any age or gender. New members are always teamed up with the more experienced members, who can share knowledge and procedures.

The Altar Guild is a ministry, not a menial job, where we work closely with the Priest or Senior Warden to provide both order and beauty for the worship service, and where God is always present. We welcome new people at all times. We always need additional help. Please join us.

Barbara Roy, Director

Adult Ministries: Bible Study

Bible Study meets every Wednesday at 10:30 am.

We are currently studying "Fascinating Bible Studies on Every Parable" by Dr. William H. Marty. All are welcome, the more people the better the discussion!

Kathi Oaks

Youth Ministries: Sunday School

The 2023 Sunday School year began with the Epiphany pageant. Six children participated, along with the choir and the congregation. The Sunday School met weekly during the Liturgy of the Word and joined the service for the Eucharist. We continued our survey of the Old Testament. We are examining each book in detail. This year we added three new members, two of whom were baptized.

Respectfully submitted, Jennifer Catalan

Hospitality Committee

Many thanks to everyone who has helped produce our coffee fellowship hours and potlucks in the past year, by bringing food to share and by helping to set up and clean up each week. You really make a difference! Moving the coffee fellowship hour sign-up sheet to the kitchen appears to have increased the number of people involved in producing the weekly after-church event. Also, the number of attendees at the coffee fellowship hour seems to have increased by about 20% in the last year. We changed the tone of fellowship time during Lent by simplifying and primarily basing the food offerings on soup and bread.

In addition to the committee's major task of after church social time, we made a parish trip to La Comedia Dinner Theater and held monthly potlucks. Parishioners decorated Christmas cookies together and participated in a Chili Cookoff.

Virginia Culp

Congregational Care & Membership

The Congregational Care and Membership Ministry Annual Report - February 11, 2024

The congregational care & membership ministry at St Francis Episcopal Church in Springboro supports our church members through its Parish Health, Meals Ministry, Member Visitations, Eucharistic Visitations, and Prayer services. Last year, the Parish Health Ministry published weekly articles on topical health issues (the Parish Health Pearls) in our church bulletin. The Caring Angels Meals Ministry was on standby for parishioners needing quick meals. We sent Thanksgiving and Christmas cards to shut-in members and those we last saw a while ago. We also co-hosted the Halloween Trunk or Treat with the Outreach Committee. It was a huge success! The Member Visitations, Eucharistic Visitations, and Prayer chain groups did a marvelous job of meeting the needs of our members.

We are indebted to God for his protection and gift of rewarding fellowship in this great parish. We have so much work to do. You are all welcome to this great ministry.

Respectfully submitted,
Chukwudi Oduah, Committee Chair

Outreach Ministry

- January 2023 - Franklin Food Pantry
- February 2023 - Ash Wednesday
- March 2023 – N/A
- April 2023 - Springboro Cross Walk and Good Friday
- May 2023 - Mother's Day Services and Coffee Hour
- May 2023 - Memorial Day with Boy Scouts Troop 50 - Small flags in front yard
- June 2023 - Father's Day Services and Coffee Hour
- July and August 2023 - Back to School
- September 2023 – N/A
- October 2023 - Trunk and Treats
- November 2023 - Veterans Day and Coffee Hour
- December 2023 - Food Drive and FLOC

Mary Harris

Financial Committee

We ended 2023 spending \$10,184 more than we received in income. This was an improvement vs our spendings in 2022. On the bright side, part of our roof was repaired due to storm damage and at the same time both sides of the section involved were stripped and replaced with new roofing. Total roofing expense was \$11,000+ with our building insurance reimbursement of \$7,335 leaving \$3,635 paid from our capital endowment fund. The remainder of our Diocesan Webcast grant of \$5,000 was spent to upgrade our broadcast computer and camera equipment.

Finally, our Fire Alarm System came back to life and in January 2024 was certified for 2024 and passed inspection **saving us from spending \$10,000 on a new system**. This was in addition to a **savings of over \$15,000** due to lower spending and deficit than was expected.

Our Budget for 2024 has a projected income of \$68,596 and I'd like to thank everyone that pledged to support St. Francis. On the flip side, our projected expenses are \$94,723. As you can see, this is quite a bit more than our income. As a parish we need to work together to figure out a way to make our budgeted income and expenses come closer together. Working with building & grounds we will do our best to lower our expenses.

Beth Phillips, Treasurer

2023 Financial Report and 2024 Budget

	2024 Budget	2023 Budget	2023 Actual	2022 Actual
Income				
Includes Pledge, Plate, Non-pledge, Adopt-A-Bill, Building Use Fees,	68,596	75,260	77,534	79,271
Total Income	68,596	75,260	77,534	79,271
Expense				
Clergy Leader (includes compensation, mileage, SECA, workers comp)	0	25,788	10,347	20,518
Staff (includes Parish Secretary, Financial Secretary, Organist, FICA, workers comp, supply clergy, supply org)	33,758	26,133	26,404	25,546
Administration (includes bank & payroll fees, office supplies, postage, copier expenses, telephone, internet, convention)	4,505	4,345	3,873	4,860
Building & Insurance (includes cleaning contractor, lawn care, maintenance of building and grounds, snow removal, utilities, mortgage, insurance)	48,195	48,800	41,325	50,237
Music (includes instrument maintenance and copyright lic)	725	725	0	129
Worship (includes worship & livestream exp)	900	900	482	564
Christian Education (includes K-5 education)	100	100	0	0
Parish Life (includes coffee hour & table supplies, evangelism, parish events)	1,300	1,000	963	430
Mission Share	5,240	4,645	4,324	2,876
Total Expense	94,723	112,436	87,718	105,160
Difference	-26,127	-37,176	-10,184	-25,889